

North Coast Breeze

A publication of the North Coast Chapter of the International Association of Administrative Professionals®

www.iaap-northcoast.org



February brings us both the expectation of Spring and the prospect of time with loved ones. Groundhog day is February 2. Will the famous groundhog, Punxsutawney Phil, predict six weeks more of winter weather? If this winter continues to be warm, we can linger on thoughts of Spring joys. Valentines day on Tuesday, February 14. Remember to purchase flowers and/or treats for friends and loved ones and make that dinner reservation at their favorite restaurant.

If you are applying for the CAP exam, the application deadline of Wednesday, February 15, is approaching fast.

Looking forward to our **February 8 chapter meeting** – Join fellow members to listen and learn from the topic, *Creativity*, from Amy Shannon, President of Pinnacle Signature Leadership Solutions. This program is designed to teach you the processes of creative thinking using a tool-kit of practical creativity techniques. Our speaker, Amy has specialized in Organization Management, Human Resources and Training for over 18 years. Most recently she served as the Executive Director II/Vice President of Corporate College where she built a leadership training curriculum.

Our Chapter has been awarded a \$2,500 grant from the Michael Talty and Helen Talty Charitable Trust. Vicki Galecki, CAP-OM, Scholarship Chair will be offering two scholarships, \$1,500 & \$1,000, this year. Please inform family or local students of this opportunity. Remember since we are keeping the selection process within our chapter, IAAP members are not eligible to apply.

Have you heard about the new specialty designation TA, Technology Applications. Requirements: Complete three of the Options Technology modules (within a two year window). The modules cover the Microsoft Office Suite including: Word, Outlook, Excel, Access, PowerPoint, and Project. Following that, pass one Microsoft certification exam of an Options Technology module you completed. Then, submit the application and the fees for your TA specialty. The application fee for members is \$75, for non-members the fee is \$100. You do earn CAP recertification points for completing the training modules.

The next **Lake Erie LAN Meeting** will be in the Spring on **Saturday, March 10, 2012 hosted by the Forest City Chapter**. Meeting will be held at the Independence Public Library, 6361 Selig Avenue, Independence Ohio 44131-4926. A continental breakfast will be available at 9:30. The meeting will run from 10 to 11:30 a.m. Everyone is invited to this casual discussion of the Cleveland area chapters.

Collecting pop tabs for **Ronald McDonald House** again this year. Delivery scheduled for April.

Hotel reservations for 2012 ODAM (June 22-24) are open – Reserve your room at the Hyatt Regency (<https://resweb.passkey.com/go/fiaa>) - Cincinnati. Available are Double/Double at \$116 up to a Business Plan King Room for \$141. You may also call the hotel at 1-888-241-1442 and mention the Ohio Division Annual Meeting room block to receive the special convention rate. Arrive early or stay late with Open room block dates of June 20-25.

Our Chapter is on track with Chapter of Excellence deadlines:

07/04	Calendar	Complete
12/31	Budget / Financial Review	Complete
04/30	Business Plan EFAM 2011 Delegate or Proxy form	Complete
10/01	Annual Meeting	
06/01	Select Delegate for ODAM	
06/01	Membership Drive (July – May 31)	
06/25	New Member Orientation	
06/30	7% of members earn Member of Excellence (35 X 7% = 3 NCC members)	
07/04	EFAM 2012 Delegate or Proxy form	



Renee

2011-2012 President

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International Association
of
Administrative Professionals*



..North Coast Chapter. IAAP Meeting February 8, 2012

Shake the winter doldrums for an evening, and join the **North Coast Chapter IAAP** for their February 8, 2012 meeting at the Kirtlander Party Center. Guests are welcome!



Amy B. Shannon, President of Pinnacle Leadership Solutions, LLC, who has Specialized in Organizational Development, Human Resources and Training for over 18 years, will speak on **Creativity**. Amy will teach guests the processes of creative thinking and will help everyone discover how to be more creative in their everyday work environment.

Schedule for the Evening

- 5:30 PM - Networking
- 6:00 PM - Buffet Dinner
- 6:30 PM - Guest Speaker
- 7:30 PM - Business Meeting
- 8:00 PM - Adjourn



Cost (Includes Buffet Dinner)

- IAAP Member - \$18.00
- Non Member - \$18.00

Reservations are needed no later than Friday, February 3, 2012.

If you have any questions, please contact Bridget Fenjac at 440.543.3739 or via e-mail at raddyman@msn.com

Checks & registration must be received no later than Friday, February 3, at 8:00 PM. Cancellations must be made no later than Friday, February 3, at 8:00 PM. Cancellations after the deadline are NON-REFUNDABLE. Substitute registrants & guests are welcome.

Please call Bridget Fenjac at 440.543.3739 for information.



Make checks payable to: North Coast Chapter, IAAP

Forward check & registration form to: Bridget Fenjac, 15800 Messenger Rd, Burton, OH 44021

- IAAP member \$18 per person
- Non-member \$18 per person
- Receipt Required

NAME (please print) _____

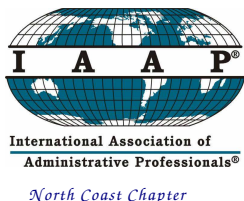
GUEST OF (if applicable) _____

WHERE DID YOU HEAR ABOUT US? _____

COMPANY / ORGANIZATION _____

ADDRESS (non members) _____

DAYTIME PHONE (everyone) _____



North Coast Chapter

Serving Office Professionals throughout Lake, Geauga, and Ashtabula Counties

February 2012

ADMINISTRATIVE PROFESSIONAL SCHOLARSHIP ANNOUNCEMENT

The North Coast Chapter of the International Association of Administrative Professionals® (IAAP) annually awards scholarships to qualified applicants of Lake, Geauga, and Ashtabula counties who are pursuing careers as office administrative professionals. Two scholarships, a \$1,500 and a \$1,000 scholarship, will be awarded in 2012. These scholarships are based on professional goals, academic achievement, and financial need. To become a scholarship recipient, you must meet the criteria and qualifications specified with the North Coast Chapter IAAP® (NCC IAAP) Scholarship application. Scholarship funds, approved by the Scholarship Committee, may be used for tuition, lab fees, and/or books directly related to attending school in the Fall Semester 2012. The scholarship will be paid directly to the approved attending school.

To apply, completion of a two page application and a written 200 word essay is required. To help determine eligibility for the scholarship, it is important that the answers are complete and that all requested information be included. The process includes a personal interview of select qualified applicants with the Scholarship Committee in April. If selected as a recipient of a scholarship award, attendance is required for the Scholarship Award presentation at the NCC/ IAAP May 9, 2011 (evening) Chapter meeting. **SIGNED APPLICATION AND ESSAY MUST BE POSTMARKED OR E-MAILED NO LATER THAN SATURDAY, MARCH 31, 2012.**

Interviews will be conducted on Saturday, April 14, 2012 at Eaton Corp., 32500 Chardon Rd, Willoughby Hills, Ohio 44094.

To obtain an application, please contact North Coast Chapter Scholarship Chairperson, Vicki Galecki at 440-570-6469 or e-mail at vickigalecki@hotmail.com. For additional information concerning our local professional organization, please visit our website at www.iaap-northcoast.org.

Please copy and distribute to qualified students as needed.





North Coast Chapter

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Serving Office Professionals throughout Lake, Geauga and Ashtabula Counties

February 2012

SCHOLARSHIP APPLICATION INFORMATION FOR ADMINISTRATIVE PROFESSIONALS

The North Coast Chapter of the International Association of Administrative Professionals® (IAAP) annually awards scholarships to qualified applicants of Lake, Geauga, and Ashtabula counties who are pursuing careers as office administrative professionals. These scholarships are based on professional goals, academic achievement, and financial need. To become a scholarship recipient, you must meet the criteria and qualifications specified by the North Coast Chapter IAAP® (NCC IAAP) Scholarship application. Scholarship funds may be used for tuition, lab fees, and/or books directly related to attending school in the Fall Semester 2012 and must be approved by the Scholarship Committee. The scholarship will be paid directly to the approved attending school.

To apply, please fill out the two page application completely and include your essay. It is important that your answers are complete and that all requested information be included to help determine eligibility for the scholarship. **SIGNED APPLICATION MUST BE POSTMARKED OR E-MAILED NO LATER THAN SATURDAY, MARCH 31, 2012 TO:**

**Vicki Galecki
Scholarship Chairperson
7141 Rippling Brook Lane
Mentor, OH 44060**

If you have questions, please contact North Coast Chapter Scholarship Chairperson, Vicki Galecki at 440-570-6469 or email vickigalecki@hotmail.com. For additional information concerning our local professional organization, please visit our website at www.iaap-northcoast.org.

The Scholarship Committee schedule for the Year 2011 is:

February 1-8	Scholarship Applications Distributed to Schools
March 31	Postmark Deadline for Scholarship Applications and Essays
April 14	Selected Applicant Interviews at Eaton Corp., 32500 Chardon Rd, Willoughby Hills, Ohio 44094
May 9	Scholarship Recipients Recognized at the NCC IAAP Meeting Kirtlander Party Center, 9270 Chillicothe Rd (Rte 306), Kirtland

Please copy and distribute NCC IAAP application to qualified students as needed



North Coast Chapter

Page 2 of 4

Serving Office Professionals throughout Lake, Geauga and Ashtabula Counties

The North Coast Chapter of the International Association of Administrative Professionals® 2012 SCHOLARSHIP APPLICATION

**Awarding Two Scholarships
\$1,500 and \$1,000**

The following criteria **MUST** be met to qualify for the IAAP scholarship:

- The scholarship candidate must be currently enrolled in or will be enrolled in the Fall Semester 2012 in an accredited business/technical school or college and hold a minimum of 12 credit hours
- The scholarship candidate's studies must be concentrated in Office Administration, with an emphasis on administrative business skills
- High School graduate – **copy of diploma or GED**
- Cumulative grade point average of 3.0 or above – **copy of transcript from high school or college**
- Type and double space a maximum 200 word essay** (see page 4 instructions)
- The candidate must **complete page 3** of the NCC IAAP Scholarship Application form completely, **include** your essay, a copy of your diploma or GED, a copy of your high school or college transcript, and submit via USPS mail postmarked or e-mail by **Saturday, March 31, 2012**
- The candidate must make him/herself available for an interview prior to final selection to be conducted on **Saturday, April 14, 2011, between 10:00 a.m. – 3:00 p.m., Eaton Corp, 32500 Chardon Rd, Willoughby Hills, OH 44094.**
- The candidate must attend the **Wednesday, May 9, 2012** dinner meeting (5:30 p.m. – 8:30 p.m.) of The North Coast Chapter of the IAAP to receive their scholarship

For further details contact:

Scholarship Chairperson: Vicki Galecki 440-570-6469 or vickigalecki@hotmail.com

Mail or e-mail the signed completed application, required copies, and essay to:

Vicki Galecki
Scholarship Chairperson
7141 Rippling Brook Lane
Mentor OH 44060
E-mail: vickigalecki@hotmail.com



North Coast Chapter

Serving Office Professionals throughout Lake, Geauga and Ashtabula Counties

The North Coast Chapter of the International Association of Administrative Professionals® SCHOLARSHIP APPLICATION

Name _____

Address _____ City, State, Zip _____

Daytime Phone () _____ Evening Phone () _____ Email _____

Are you a High School Student? _____ Graduation/GED Date _____

Name of Last High School Attended _____

Have you been awarded other scholarships? _____

If yes, name of the scholarship(s): _____

Scholarship award amount(s): _____

Name of accredited Business/Technical School or College you will be attending in the Fall Semester 2012

How many credit hours are you planning to take in the Fall Semester 2012? _____

List any academic awards or volunteer activities _____

Signed Application and Essay must be postmarked or e-mailed no later than SATURDAY, MARCH 31, 2012.

It is my understanding that this scholarship is to be utilized in furthering my career as an administrative professional. If the criteria are not met, I understand that the scholarship will be forfeited and returned to the North Coast Chapter, IAAP®.

I hereby submit my application for a scholarship to be awarded by the North Coast Chapter of the International Association of Administrative Professionals®. I understand that the scholarship will be paid directly to the school of my choice as approved by the NCC IAAP Scholarship Committee.

DATE

APPLICANT SIGNATURE



North Coast Chapter

Page 4 of 4

Serving Office Professionals throughout Lake, Geauga and Ashtabula Counties

The North Coast Chapter of the International Association of Administrative Professionals®

ESSAY

Type and double space a maximum 200 word essay and submit with application

The essay is an important means by which we judge your communication skills.

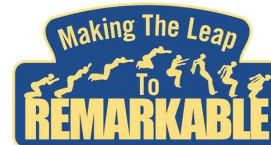
This essay should identify your goals, the reason for selecting an administrative office professional career, and include any facts that should be considered particularly those of financial assistance needed.



Learning is a treasure that will follow its owner everywhere.



International Association
of
Administrative Professionals™



IAAP COMMONLY USED ACRONYMS

How well do you know the lingo of International Association of Administrative Professionals (IAAP)? Long-standing members will easily recognize the alphabetical/numerical short-cuts; and newer members will soon learn the language spoken here. Test your knowledge of frequently used IAAP and Indiana Division acronyms (answers below):

APD/APW - Administrative Professionals Day/ Administrative Professionals Week; formerly known as Professional Secretaries Week, was created by The International Association of Administrative Professionals (formally called the National Secretaries Association) as an annual event to recognize the valuable contributions of office support staff in business and government. IAAP started the commemoration in 1952.

CAP - Certified Administrative Professional; requires passing an exam comprised of three levels of questions designed to test (1) basic knowledge such as facts and terminology; (2) understanding of concepts, procedures, and principles; and (3) application of concepts.

CAP-OM - Certified Administrative Professional and Organizational Management; requires passing a specialty examination which is a scenario-based, multiple-choice exam. Questions based on the scenarios designed to test application of concepts.

CEU - Continuing Education Unit; a measure used in continuing education programs, particularly those required in a licensed profession or a professional certification designation in order for the professional to maintain the license or certification.

COE - Chapter of Excellence; the chapter level for the Pathways to Excellence recognition program.

DOE - Division of Excellence; the division level for the Pathways to Excellence recognition program.

EFAM - Educational Forum and Annual Meeting; formerly known as "International Convention and Education Forum." The meeting brings together administrative professionals from around the world for five days of education, networking, and association business.

IDAM - Indiana Division Annual Meeting; an annual business meeting and educational conference for Indiana chapters, held each May.

IPEC - Indiana Professional Education Conference; an annual fall conference offering training sessions to enhance administrative professionals' skills.

(A)MAL - (Associate) Member-At-Large; a member that is not affiliated with a specific chapter or division.

MOE - Member of Excellence; the member level for Pathways to Excellence recognition program.

P2E - Pathways to Excellence; designed to raise your value as a career-minded administrative professional by becoming a Member of Excellence, a Chapter of Excellence or a Division of Excellence, the program has a set of guiding principles for each level.

R&E - Research & Education (Foundation); a trust formed and operated exclusively for educational purposes; i.e., instruction or training of the individual for the purpose of improving or developing his/her [administrative professional] or other capabilities, or the instruction of the public on [administrative professional] and other subjects useful to the individual and beneficial to the community, or any one or more of the same.

RTF - Retirement Trust Foundation; the 501(c)3 organization IAAP created to provide assistance to needy and elderly administrative professionals.



MARK YOUR CALENDARS!

Lake Erie LAN Meeting
Hosted by Forest City Chapter
Saturday, March 10, 2012

Independence Public Library
6361 Selig Avenue
Independence, Ohio 44131-4926

Continental Breakfast at 9:30 a.m.
Meeting will run from 10:00 a.m. to 11:30

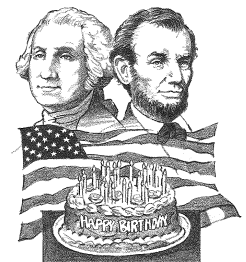
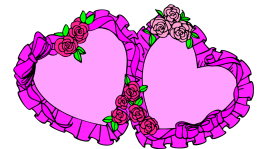




MARK YOUR CALENDARS







FEBRUARY	2012
1-8	Scholarship applications distributed to schools.
2	Groundhog Day
3	Reservation deadline for the February 8th chapter meeting
8	<i>Creativity</i> , from Amy Shannon, President of Pinnacle Signature Leadership Solutions. This program is designed to teach you the processes of creative thinking using a tool-kit of practical creativity techniques.
14	Valentine's Day
15	Application deadline for the May CAP Exam.
20	Presidents' Day
22	Ash Wednesday
27	Lent Begins
29	Leap Day
MARCH	2012
4-7	Spring Conference at the Harrah's Las Vegas in Las Vegas, Nevada.
9	Reservation deadline for the March 14th chapter meeting
10	Lake Erie LAN Meeting at Independence Public Library, 6361 Selig Avenue, Independence, Ohio.
11	Daylight Saving Time Begins
14	Chapter meeting. Topic: TBD.
17	St. Patrick's Day
20	First Day of Spring
31	Postmark deadline for scholarship applications and essays.
APRIL	2012
1	Palm Sunday and All Fool's Day
6	Reservation deadline for the April 11th chapter meeting
6	Good Friday and Passover
8	Easter
11	Chapter meeting. Topic: TBD.
14	Selected applicant interviews at Eaton Corp., 32500 Chardon Rd., Willoughby Hills, Ohio.
22	Earth Day
22-27	Administrative Professional Week
25	Administrative Professionals Day
27	National Arbor Day

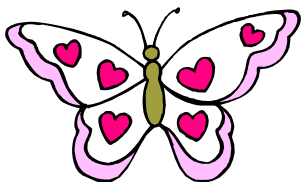




FEBRUARY BIRTHDAYS

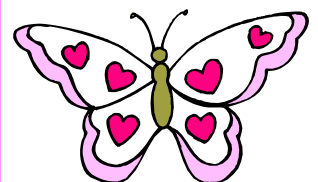


Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1 Debbie Slocum	2 GROUND HOG DAY 	3	4 Bridget Fenjac
5	6	7	8	9	10	11
12	13	14 <i>Happy Valentine's Day</i>	15	16	17	18
19	20 	21	22 ASH WEDNESDAY 	23	24	25
26	27 Lent	28	29 Happy Leap Day! 			



Celebrating Chapter Anniversaries

Patricia Brown	23 years	1989
Donna Grimsic, CAP-OM	6 years	2006
Debbie Slocum	7 years	2005





Thank you to those who have stepped up and volunteered to Chair or Co-Chair a Committee. We could not do it without you.

Volunteers are being sought for the chair position of: Audit, Community Service, Nominating, or Ways & Means Committee. If you would like to serve on one of these committees please contact one of the board members.

The following is a list of members serving as Committee Chairs for 2011-2012:

<u>Committee</u>	<u>Chair and Co-Chair</u>
APW	Andrea Zacher
Audit	TBD
Budget	Board
Bylaws & Standing Rules	Susan Zacher, CAP-OM
Certification	Cynthia Millonzi, CAP-OM
Community Service	TBD
IAAP Student Chapter	Renee Ferritto, CAP-OM
Membership	Cyndy Sleigh, CAP-OM
Newsletter	Eileen Simpson, CAP-OM
Nominating	TBD
Programs & Speakers	Debbie Slocum
Publicity	Connie Vranekovic
Retirement Trust Foundation	Mike Zacher
Scholarship	Vicki Galecki, CAP-OM
Ways & Means	TBD
Website	Cyndy Sleigh, CAP-OM



Just Click to Respond . .

This is to remind you that when you see the monthly meeting Evite come into your e-mail inbox, it takes only a moment to look at it and give your response with a simple click.

Many of you don't bother to even respond, so please be considerate and click YES or NO on the Evite, so that the Board will know.

JANUARY 11, 2012 MEETING

Renee Ferritto, CAP-OM presented the topic/workshop "Market Like A Pro". She provided information on how to market ourselves, develop products/services for our employer, or present an idea to a group of individuals. We also honored and wished Sue Zacher, CAP-OM the best on her retirement.



Renee Ferritto, CAP-OM starting the meeting .



Donna Grimsic, CAP-OM and Bridget Fenjac honoring Sue Zacher, CAP-OM on her retirement.



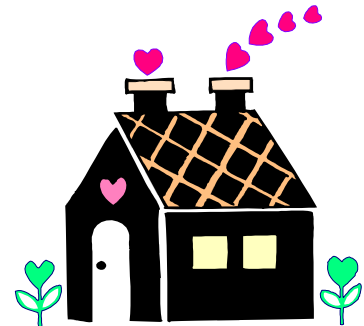
Renee Ferritto, CAP-OM, Donna Grimsic, CAP-OM and Bridget Fenjac



Sue Zacher, CAP-OM, Donna Grimsic, CAP-OM and Bridget Fenjac



Sue Zacher, CAP-OM



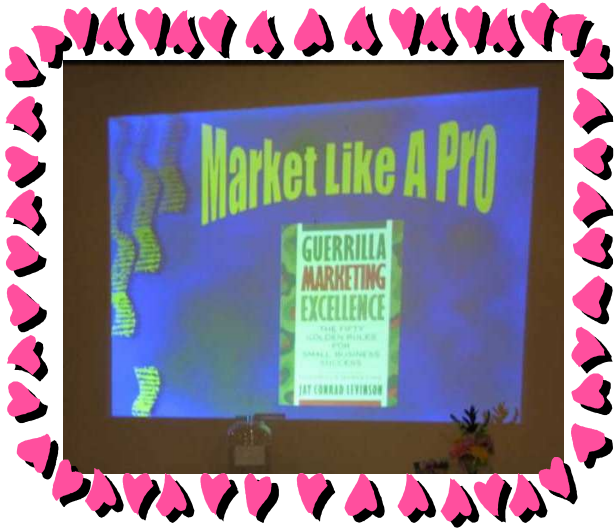
JANUARY 11, 2012 MEETING (CONTINUED)



Cake that was presented to Sue Zacher, CAP-OM on her retirement.



Sue Zacher, CAP-OM



Meeting Topic



Renee Ferritto, CAP-OM giving her presentation.



BEN & JERRY & ADMINISTRATIVE PROFESSIONALS WEEK

The other day I was in a meeting when something shifted above my gum up in the left side of my mouth. I surreptitiously searched around with my tongue until I found the issue: a peanut, which I thought I had eaten a couple hours earlier, was still hiding up in my cheek.

This happens, seriously, all the time.

About seven years ago I noticed an odd little numbness on the left side of my nose. Within a few months, the numbness had spread to most of the left side of my face, from my eye to my jaw, and including the left halves of my lips and tongue. My muscles all work fine - I just constantly feel like I'm coming off of Novocain.

The neurologists can't really nail down a cause. They just know that whatever is going on, it isn't killing me at the moment. So I try to ignore it.

This mostly works, except after I eat, because if some food sneaks up into the space between my upper left gum and my cheek, I won't know it's there until it makes a surprise appearance, perhaps during one of my motivational speeches.

Nothing says "don't trust what this guy is telling you" like a fully intact peanut falling out of his mouth while he is talking.

The other problem with this numbness thing is my taste buds don't work well on the left side, so the joy I used to get from a pint of Ben & Jerry's ice cream has been reduced significantly. And that brings me to Valentine's Day and, in a similar way, to Administrative Professionals Week.

Valentine's Day is built on the idea that someone else is going to come in and make you feel loved. But that won't work if your capacity to feel loved is diminished, in the same way that a pint of Ben & Jerry's can't make you happy if your taste buds don't work right.

So, while gifts from your significant other during Valentine's Month are nice, it's also nice to give yourself a gift: the permission and the capacity to feel worthy of being loved. And if that capacity isn't

fully developed, then focus on that.

Similarly, during Administrative Professionals Week there is an expectation that admins' clients will offer them appreciation and even gifts in recognition of the admins' professionalism and abilities. And these offerings are good, and definitely deserved.

But your fully appreciating that recognition depends a great deal on your own ability to appreciate yourself, and to feel like you are fully developing your abilities and your potential.

So during Administrative Professionals Week this year (April 22-28), I hope you will take advantage of some of the many opportunities being offered by your IAAP local chapter and IAAP nationals to focus on yourself and develop your professional and personal abilities.

It also is a good idea to avoid letting food fall out of your mouth during meetings. It really undermines that whole professionalism thing.

Chuck Hansen is an associate member of the IAAP-Old Dominion Chapter, a motivational speaker, writer and humorist, and author of "Build Your Castles in the Air: Thoreau's Inspiring Advice for Success in Business (& Life) in the 21st Century." He can be reached at chuck@chuckhansen.com or www.chuckhansen.com.



2012 Spring Conference - March 4-7, 2012, Las Vegas, NV

Plus, back by popular demand March 4th Optional Tech Session



Harrah's Las Vegas

Take care of your first step to register for the 2012 Spring Conference and book your hotel room now for only \$129 per night! (*Plus tax).

Stay at this luxurious hotel at the heart of the Strip and discover the most exciting resort in Las Vegas. We have over 2,500 beautiful rooms and suites, 86,664 square feet of casino space, seven outstanding restaurants, a sparkling outdoor swimming pool, a luxurious spa, state-of-the-art health club, full-service beauty salon, a unique variety of retail options and, of course, entertainment. Whether you're traveling on the Las Vegas monorail or their free shuttle that takes you to all the Las Vegas resorts, getting around during your stay is easy! Harrah's Las Vegas is located within minutes of McCarran International Airport.



Technology Applications specialty now available!

Submitted by IAAP on Tue, 01/03/2012 - 09:46

Take the next step in your career by attaining the Technology Applications specialty from IAAP. Earning the Technology Applications specialty demonstrates your commitment to continuing technology education. Make a difference in your career by earning the TA specialty from IAAP. Here's how: First, complete three of the Options Technology modules. The modules cover the Microsoft Office Suite including: Word, Outlook, Excel, Access, PowerPoint and Project. Following that, pass the test to receive a Microsoft certification in at least one of the Options Technology modules you competed. Then, submit the application and the fees for your TA specialty.



The Options Office Skills Training Program provides quality training for office support staff through a series of self-study modules spanning four skill levels. Materials can be used individually or in groups. After choosing a skill level, employees can reasonably finish one module per month. Each employee receives a certificate after finishing the module, completing the assignments and submitting them to IAAP. Those who complete all 12 modules are eligible for 24 IAAP Certified Administrative Professional recertification points.



With Options Technology hands-on learning, you get comprehensive technology training that will increase your productivity as you move from the basic to advanced levels. Hone your skills and prove your competency with Microsoft Office certification. Options Technology gives you everything you'll need to prepare for the Microsoft certification exams. Options Technology has earned one of the highest scores of any instructional materials. Be confident in your knowledge of Microsoft Office as you use the post assessments to measure your readiness to take your certification exam.

Unclutter Your Desk - 5 Ways To Make Your Desk Neater

by Janet Attard

Summary: *A cluttered desk is more than an eyesore. It wastes your time. Here are 5 ways to get your desk uncluttered and keep it cleaned off .*

Do you feel like you're buried under a mound of paper by the end of the day? If so, join the crowd. According to the Smead Corporation, which manufactures filing systems and records management products, the average office in the US spits out more than 45 paper missives each day - adding up to a whopping 1300 sheets of paper each month. Where does it all go?

If you're eyeing your office with dismay, there's a good chance that where that paper is "going" now is on top of your desk. And in the hutch over your desk.. and next to the printer...And, Oh no! The cat just jumped up on your filing cabinet and knocked a big pile of papers onto the floor.

What can you do to put an end to the clutter when paper seems to clone itself when you're not looking? Here are several suggestions:

1.) Start with a plan

Sort through and categorize the papers on your desk. Consider which you'll need close at hand, which you need to save only for archival value and what you can read and toss. Give each of those categories of paper a "home." Make a list of your categories if necessary so you remember whether proposal samples get filed under "Samples" or under "Proposals". Store that list on your computer - and resist the temptation to print it out!

2) Start with the filing cabinet, not the desk

The rationale for that is simple. If you don't have an orderly system for filing papers - and room in your filing cabinet to put those files - you'll never get your desk cleaned. Toss out old files and review your

overall system. Set up your filing system so files you need regularly are near at hand. Consider color-coding to group similar files together and make them easily identifiable. Move files you don't need often to an out-of-the way location.

3) Divide and Conquer

Don't try to clean up the entire office in one day. The secret to getting your office organized and keeping it organized is to break the process down into steps and tackle one step at a time.

4.) File regularly

Don't let things sit around for days. Get in the habit of putting papers away as soon as you are done with them. Use the last 15 minutes of your workday to tidy up your desk and get it ready for the following morning.

5.) Purchase Space-Making Products

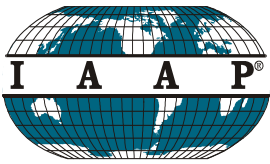
There are a slew of space-making products available now that can help you organize your desk for efficiency. Among them are handsome wooden trays with partitions for holding pens, cell phone, palm pilot and other paraphernalia that accumulates on your desk; rolling file cabinets that fit under your desk and multitiered in-baskets. And don't forget the best pace-maker of all: the wastebasket. Keep that close at hand and use it frequently.

About the author:

Janet Attard is the founder of the award-winning Business Know-How small business web site and information resource. Janet is also the author of *The Home Office And Small Business Answer Book* and of *Business Know-How: An Operational Guide For Home-Based and Micro-Sized Businesses with*

Limited Budgets. Follow Janet on Twitter at <http://www.twitter.com/JanetAttard>





International Association of
Administrative Professionals®

Conference News



CERTIFICATION SEMINARS (SPRING CONFERENCE)	
March 4-7, 2012	Harrah's Las Vegas, Las Vegas, NV
OHIO DIVISION ANNUAL MEETING (ODAM)	
June 22-24, 2012	Hyatt Regency Cincinnati, Cincinnati, OH
FUTURE IAAP EFAM's	
July 22-25, 2012	Gaylord Texan Resort, Grapeville, TX
July 28-31, 2013	Anaheim Convention Center, Anaheim, CA

Enhancing the success
of career-minded administrative professionals by
providing opportunities for growth through
education, community building and
leadership development.

The North Coast Chapter serves
office and administrative
professionals in Lake, Geauga, and
Ashtabula Counties in Northeast
Ohio.

IAAP Goals...

Provide educational resources and opportunities to achieve and maintain the highest level of professional competence and professional development. Project a professional, strong, and authoritative image, which is recognized and valued by the business community.

IAAP Mission is...

Enhancing the success of career-minded administrative professionals by providing opportunities, for growth through education, community building and leadership development.



Do you have something you want
included in the North Coast Breeze?
Please submit it to
Eileen Simpson, CPS/CAP at
alsooffice@windstream.net no later than
the 20th of the month. Thank you.