

## July 2011 Razorback Chapter Meeting Tuesday, July 26—11:30 am, ERC AT&T Room Investing In Yourself

Chapter member, Debbie Blume, CAP, will facilitate a presentation and discussion on:

- benefits and ways to invest in yourself through professional development (video and activity)
- how we perceive excellence (open forum)
- IAAP's member of excellence program (discussion)

We'll round out the program with an open forum discussion and brainstorming session on the educational programs for the chapter for the rest of the year. This is your opportunity for involvement in what you'd like to have presented—an investment in yourself through your chapter.

### The Right Way To Take Time Off

Everyone needs a chance to escape the demands of the office, and there is no better time than summer. In fact, more than half of managers polled by our company said July and August are ideal for staff vacations.

Taking time off allows you to recharge your batteries and remain productive. Of course, many people find it challenging to step away from work. But avoiding at least occasional breaks can sap your motivation and lead to burnout.

The following tips can help you get away without work-related worries:

**Make a plan.** Request time off as far in advance as possible. The sooner you notify your manager about your intent to take a vacation, the better your chances of securing the dates you want.

**Call for reinforcements.** Identify coworkers who can keep projects moving while you are away. Also talk to your boss about designating a point person who can make decisions on your behalf on time-sensitive initiatives. Offer to return the favor when this person is out of the office.

**Redirect calls and e-mails.** Provide alternative contact information in your voice-mail and e-mail messages so that incoming requests can still be handled promptly. Also notify key contacts — both internal and external — in advance so they won't be caught off guard and know who can address their needs while you are away.

**Leave it all behind.** Regardless of whether you are staying in town or going away, you need to disconnect from the office. Unless your job demands it, avoid checking your e-mail and voice mail remotely. Also resist the temptation to bring projects with you.

Advance planning can make all the difference in minimizing pre-vacation stress levels. You'll find it easier to put your work concerns behind you and relax during your days off.

#### Mission Statement:

The mission of the Razorback Chapter of International Association of Administrative Professionals is to become a recognized professional association in the Northwest Arkansas area promoting education, training, and networking for administrative professionals.

### 2011-2012 Chapter Officers

Bernardine Vanderlip - President  
vanderli@uark.edu

Debbie Blume, CAP - President-Elect  
dblume@uark.edu

Marilyn Smith - Vice President  
mjsmith@uark.edu

April Martin - Secretary  
ammarti@uark.edu

Sandy Hancock, CPS - Treasurer  
shancock@uark.edu

Visit us at  
<http://www.iaap-razorback.org/>



### July Birthdays

Debbie Blume, CAP—July 13

Kathy Kirk—July 13

Terri Huckleberry—July 23

*We do not have all birthdays and are still waiting to hear from everyone. If you have not been contacted, please send an email to Stephanie McGuire (jnshome@pgtc.com) with your birthdate.*

# WELCOME!

We have new members:

Diana Shepherd

(Off-Campus Connections)

and

Sandra Kay Ward

(Fayetteville Public Schools)

have joined our chapter!

## Word Of The Month

anacoluthon

Meaning: syntactical inconsistency or incoherence within a sentence; a shift in an unfinished sentence from one syntactic construction to another.

Example: Shakespeare uses *anacoluthon* to express the king's emotion in this line from *Henry V*: "Rather proclaim it, Westmorelan, through my host, / That he which hath no stomach to this fight, / Let him depart."

## Razorback Chapter President's Corner

"Making the Leap to Remarkable" is the theme for the 2011-2012 Year. At the July 26<sup>th</sup> Chapter Meeting we will be brainstorming on ideas for monthly programs that will help our chapter *Make the Leap to Remarkable*. The goal is to promote programs that will enhance your Administrative Professional work experience. As a member, this is a wonderfully easy opportunity for you to contribute your ideas and suggestions. Please plan on attending this foundation educational planning meeting and be a part of the year-to-come!

*Bernardine Vanderlip*

## Join A Committee, Boost Your Resume

Committees perform the nuts and bolts work of our chapter. For our chapter to be successful and Make the Leap to Remarkable, a member needs to bring energy, enthusiasm and ideas to a committee. Working on a committee provides valuable experience and skills practice to apply to the workplace—team building, leadership, communications. Won't you please thoughtfully consider participating on a committee this year? Whether it's a small task or a leadership role you perform, you will find it a rewarding experience and it will be a great help to the chapter!

This year's committee's consist of: Administrative Professionals Week/Day, Bylaws, Standing Rules and Procedures, Education and Program, Membership, New Chapter Building/Student Committee, Retirement Trust Foundation, Newsletter, Nominations, Publicity, Way and Means, and Website.

This month I would like to focus on "Boss's Day Committee". In the past years the Razorback Chapter has hosted a Boss's Day Luncheon in October. This committee will secure a venue and work with the venue to plan the menu and program. This will only happen if someone takes that *Leap to make it Remarkable*. Volunteers can contact Bernardine Vanderlip, Debbie Blume or any Board Member.

## Recap of June's Chapter Meeting

By Debbie Blume, CAP

The Razorback Chapter's June meeting is considered the annual meeting for membership and was held on Tuesday, June 28. The Pat Walker Center for Seniors hosted the meeting at their conference room and the members enjoyed a potluck dinner before the meeting. Members were recognized with certificates for their participation in various events, with the Question of the Month and service on committees. Linda Dizney, CAP, was honored with the Top Recruiter Award.

President Mary Herrington was unable to attend the meeting, so President-Elect Bernardine Vanderlip provided a general report of the fiscal year. Linda Dizney, CAP installed the FY12 officers: President – Bernardine Vanderlip; President-Elect – Debbie Blume, CAP; Vice President – Marilyn Smith; Treasurer – Sandy Hancock, CPS and Secretary – April Martin. Bernardine Vanderlip then reviewed the committee structure for the upcoming year and encouraged members to become engaged by participating on a committee. There being no further business, the meeting was adjourned.



2011-2012

Razorback Chapter Officers:

Left to Right:

Treasurer: Sandy Hancock,  
CPS

Secretary: April Martin

Vice President: Marilyn Smith

President-Elect: Debbie Blume,  
CAP

President: Bernardine  
Vanderlip

# Monday Motivators From Joan Burge



## About Joan Burge:

*Joan Burge is one of North America's foremost authorities on work-place excellence and administrative effectiveness, and the CEO and founder of Office Dynamics - a premier training and development provider since 1990. Her programs and "Star Performance" philosophy have been embraced and endorsed by some of the world's leading businesses and organizations. Learn more at [OfficeDynamics.com](http://OfficeDynamics.com), or call 800-STAR-139.*

People say, "I wish I could be as confident as him." Or, "I wish I was comfortable speaking at a staff meeting." I'd like to share with you something I found several years ago that kind of says it all. (Author is anonymous)

### The Broadway Play

William Shakespeare described the world as a stage and all the people in the world as actors in a great drama. It's probably safe to say that when we look at the world in that way, each of us also sees our self as the star of the play. Even though the script and the set may change a bit every day, it's not a role we have to think much about. By now we know exactly how our character will behave in any given situation - how we think, feel, respond...what we want...how well we do with certain tasks, how we relate to other people, how affluent we are, how generous, the kind of jokes we laugh at, the kind of work we do. In other words, we've got the part down pat. We don't refer to the script anymore. We know it by heart.

It's as if we've been playing our role on Broadway night after night for many years. Maybe the part has grown a little stale by now; maybe the role no longer has our full attention. But suppose that one day - today - we get the break we've been waiting for...the opportunity of a lifetime! We are offered a chance to play the person we have always wanted to be - a character who does the things we only dream about doing, who is happy and prosperous, loved and loving - someone who sees life as a great adventure, someone who expects to succeed at whatever they do, who takes setbacks in stride, who lives life to the fullest. This is a role that could win us every prize there is!

Naturally, we accept immediately. But we know that if we are to give our best efforts to the new role - if we are to learn it as well as we have learned the old one, we need to get rid of the old script. Taking a closer look, we see that maybe we don't have to throw out all of it - but certain scenes, certain lines, certain aspects of it will definitely have to go.

Then, we need to rewrite those parts to fit the new role. We need to be able to imagine how our new character will behave, and write the script accordingly. We want to get into a new character, and we have to rehearse enough so that it becomes second nature once again.

This new script is called an Affirmation. And our choice in life is clear. We can stick with our old part or commit ourselves to the new.

Which do you choose?

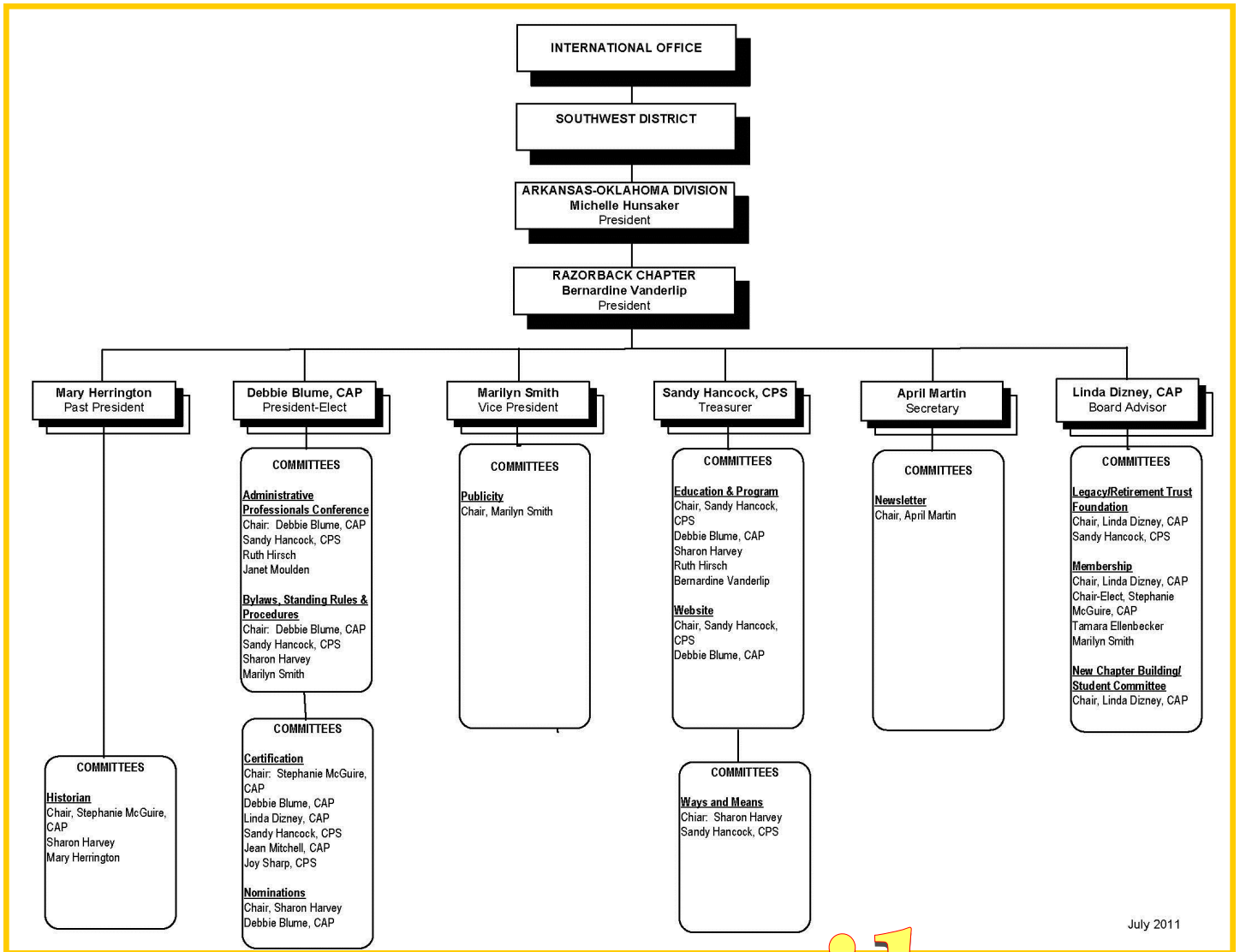
## Chapter Question Of The Month

Each month, we'll pose a question to the membership regarding IAAP. The exercise is designed to peak the members' curiosity, or drive members to investigate the answers through the website. Members will answer the question at the monthly meetings, be rewarded with a collector pin and at the end of the year, be recognized for their knowledge.

This month's question is:

**When and where will the Arkansas-Oklahoma Education Forum be held?**

Questions? Suggestions?  
Contact Sandy Hancock, CPS at:  
[shancock@uark.edu](mailto:shancock@uark.edu)



We need your talents! There's still time to sign up for a committee. Contact Bernardine Vanderlip for more information.



## Ten Principles To Live By In Fiercely Complex Times

*By Tony Schwartz, President of The Energy Project; Author of Be Excellent at Anything: The Four Keys to Transforming the Way We Work and Live*

*From Huffingtonpost.com*

If you're like most people I work with in companies, the demands come at you from every angle, all day long, and you have to make difficult decisions without much time to think about them. What enduring principles can you rely on to make choices that reflect openness, integrity and authenticity?

Here are ten that work for me:

1. Always challenge certainty, especially your own. When you think you're undeniably right, ask yourself "What might I be missing here?" If we could truly figure it all out, what else would there be left to do?
2. Excellence is an unrelenting struggle, but it's also the surest route to enduring satisfaction. Amy Chua, the over-the-top "[Tiger Mother](#)," was right that there's no shortcut to excellence. Getting there requires practicing deliberately, delaying gratification, and forever challenging your current comfort zone.
3. Emotions are contagious, so it pays to know what you're feeling. Think of the best boss you ever had. How did he or she make you feel? That's the way you want to make others feel.
4. When in doubt, ask yourself, "How would I behave here at my best?" We know instinctively what it means to do the right thing, even when we're inclined to do the opposite. If you find it impossible, in a challenging moment, to envision how you'd behave at your best, try imagining how someone you admire would respond.
5. If you do what you love, the money may or may not follow, but you'll love what you do. It's magical thinking to assume you'll be rewarded with riches for following your heart. What it will give you is a richer life. If material riches don't follow, and you decide they're important, there's always time for Plan B.
6. You need less than you think you do. All your life, you've been led to believe that more is better, and that whatever you have isn't enough. It's a prescription for disappointment. Instead ask yourself this: How much of what you already have truly adds value in your life? What could you do without?
7. Accept yourself exactly as you are but never stop trying to learn and grow. One without the other just doesn't cut it. The first, by itself, leads to complacency, the second to self-flagellation. The paradoxical trick is to embrace these opposites, using self-acceptance as an antidote to fear and as a cushion in the face of setbacks.
8. Meaning isn't something you discover, it's something you create, one step at a time. Meaning is derived from finding a way to express your unique skills and passion in the service of something larger than yourself. Figuring out how best to contribute is a lifelong challenge, reborn every day.
9. You can't change what you don't notice and not noticing won't make it go away. Each of us has an infinite capacity for self-deception. To avoid pain, we rationalize, minimize, deny, and go numb. The antidote is the willingness to look at yourself with unsparing honesty, and to hold yourself accountable to the person you want to be.
10. When in doubt, take responsibility. It's called being a true adult.

## The Gift Of Membership

Do you have a special co-worker or friend who is also an administrative professional? If you'd like to do something special for him or her we have the perfect idea: the Gift of Membership. It's a great way to introduce your friends and co-workers to IAAP. Maybe it's a way to help that admin that just got laid off, or as a special gift for your son or daughter who is now a part of the profession.

It's easy to give the Gift of Membership. You can either mail/fax in the Gift of Membership form or call Headquarters with your information, including payment, and the name and contact information of the recipient. After the membership department gets the information, they will send out an e-mail informing the recipient of his or her Gift of Membership. It only takes a few minutes but gives a gift that lasts an entire year.

You can access the sign-up forms here: <http://www.iaap-hq.org/join/gift.html>

Don't let another day go by. Give the perfect gift, the Gift of Membership.

## Time Management Tips From Joan Burge

- Work areas need to flow. You should be able to rotate yourself easily from phone to computer to files.
- Do it – now!
- Focus on tasks of high value.
- Plan every day.
- Anticipate crises.
- Control telephone interruptions and instant messages!
- Set deadline dates.
- Learn to cope with work overload:
  - Take a break.
  - Think about an approach.
  - Think about something else.
  - Sit down and organize by writing a list to put things in order of priority.
- Don't be a paper shuffler.
- Have a positive attitude.
- Always write things down.
- Do it right the first time. Actually, it should be Do the *right thing* right the first time.

## Five Common Summer Casual Dress Code Mistakes



We all wait for it. That time of year when the Office Manager sends out her annual email which gives us permission to dress "casually" in the office. There are guidelines of course, but despite them, mistakes are made. Here are the the top five casual summer attire mistakes with some helpful hints to turn your "don't" into a "do".

### Shorts

When permission is given to wear shorts, the intent is that they be Bermuda style. This is the style of shorts that sits just above the knees. Any shorter and you risk showing a little too much leg. It is important as well, that the shorts are the right size. Too short and/or too tight can be a very inappropriate combination leading to an absolute fashion disaster. Find your right size and follow the rule of the hemline sitting just above the knees and you can't go wrong.

### Skirts

Again, length is very important here. It is often said that woman over 35 should not wear mini skirts. While, I don't completely agree with this, as many woman over 35 have fantastic legs and should definitely show them off, there is no place for a mini skirt in the office. Here is another situation where if it is just above the knee, you are on the right track. Any shorter, and you risk not only showing off too much leg, but potentially a whole lot more.

### Tops

At this time of year, we are given permission to wear more casual style tee and polo shirts at work. While it most likely goes without saying that beer logos and rude statements are out, there are a few more things to consider. Halter and tank tops are only acceptable, when worn with a nice cardigan or jacket. These types of tops often bare more skin or cleavage, which is not appropriate for the office without coverage. Another type inappropriate top at any time of year is the midriff baring top. If your top shows any part of your belly, including your belly button, do not wear it to work. If you must, keep such items for off work occasions.

### Shoes

Sandals and open toe shoes are very appropriate to wear to work during the summer months. However, there are still a few cautions. If your shoes are something you'd wear to the beach, such as rubber, thong flip flops....they are not appropriate for the office. Also, beware of wearing shoes such as metallic strappy kitten heels to the office. These are meant for more formal occasions such as going out to dinner, weddings or perhaps a summer garden party. Chose instead a conservative wedge, heel or peep toe.

### Capris

Capri pants have become a staple in most woman's summer wardrobes. They are a great alternative to long pants, providing relief from the summer heat, while still providing considerable coverage. Capris come in all fits and styles from the tailored chino to the "cargo" style. Save the cargo for your off duty time. This style is meant to be more casual and not the workplace. Choose instead the more tailored Capri for work.

Following these guidelines above and you are sure to present yourself as the professional you are, while still enjoying the relaxed office dress code this summer.

Article Source: [http://EzineArticles.com/?expert=Jill\\_Bradbury-Piers](http://EzineArticles.com/?expert=Jill_Bradbury-Piers)

## New Day/Time For Chapter Board Meetings



Beginning July 1, Razorback Chapter Board Meetings will be held on the **first Wednesday of each month at 11:30 a.m.** at the Janelle Y. Hembree Alumni House in the Rutledge conference room in Fayetteville, AR. Board meetings are open to all members in the chapter and we invite you to attend!

# EVENTS

## *Educational Forums:*

**2011: Montreal, Quebec**, July 24-27 Montreal Convention Center

**2012: Grapevine, Texas**, July 22-25, Gaylord Texan Resort

**2013: Anaheim, Calif.**, July 28-31, Anaheim Convention Center

**2014: Milwaukee, Wis.**, July 27-30, Milwaukee Convention Center



Theme for 2011-2012.



IAAP International President

Visit the International website at:  
<http://community.iaap-hq.org>

Visit the A-O Division website at:  
<http://www.iaap-ao.org>

### BOARD MEETINGS

DATE	TIME
August 3	11:30 a.m.
September 7	11:30 a.m.
October 5	11:30 a.m.
November 2	11:30 a.m.
December 7	11:30 a.m.

Board Meeting Location:  
 Janelle Y. Hembree Alumni House, Rutledge Conference Room

### CHAPTER MEETINGS

DATE	TIME	TOPIC	LOCATION
July 26	11:30 am	Investing in Yourself	ERC
August 23	TBA	TBA	TBA
September 27	TBA	TBA	TBA
October 25	TBA	TBA	TBA
November 22	TBA	TBA	TBA

Chapter Meeting Location: ENRC—Engineering Research Center, 700 Research Center Blvd.—AT&T Room  
 Unless otherwise noted