



*Turning Jobs  
Into Careers*

International Association of  
Administrative Professionals®

## Getting It All Done!

presented by

**Rhonda Scharf**

Is stress a fact of life for you? Do you ever have enough time? More and more people are encountering stress and the daily pressure of time constraints in their personal and professional lives.

This morning workshop will introduce you to practical techniques in helping you achieve better results through better time and stress management. You will gain vital new insights into how to maximize your on-the-job effectiveness, as well as manage the stress that goes with it:

*Managing Time-Work With, Not Against, The Clock*  
*What Are Your Problems With Time*  
*The Top Five Time Management Mistakes*  
*Stress and Self Management*  
*Getting Organized*  
*How Can I Control the Uncontrollable*

**Rhonda Scharf** is a professional speaker, trainer and author based in Ottawa. She has spoken to tens of thousands of people in seven different countries with her humorous and approachable style. Rhonda is also a member of the International Speakers Association and has earned her CSP (Certified Speaking Professional) designation, the highest speaking designation that can be earned in the world.

Check out Rhonda Scharf's website at [www.on-the-right-track.com](http://www.on-the-right-track.com).

**International Association of  
Administrative Professionals®  
(IAAP®)**

## Definition of an Administrative Professional

Administrative Professionals are defined as individuals who are responsible for administrative tasks and coordination of information in support of an office related environment and who are dedicated to furthering their personal and professional growth in their chosen profession.

[Article III—Definition of an Administrative Professional, International Bylaws and Standing Rules.]

Administrative Professionals Week® is April 25 to 29, 2011. Celebrate this week by attending an enjoyable and practical training session.

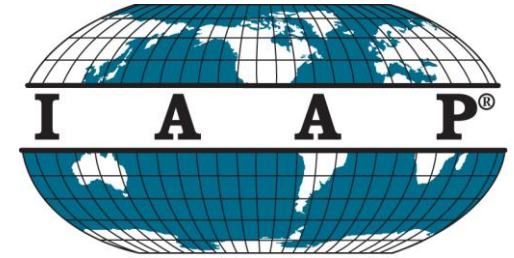
For more information, visit the Regina Chapter website at [www.iaapregina.ca](http://www.iaapregina.ca). Register by completing the form and mailing it to:

IAAP Regina Chapter  
Attn: Seminar Committee  
Box 1013  
Regina, SK S4P 3B2

You can also register by e-mail at [iaapregina@gmail.com](mailto:iaapregina@gmail.com). Cheques are to be made payable to "IAAP Regina Chapter" and must be received no later than April 18, 2011.

**PASSION &  
PURPOSE**

REGINA CHAPTER



**International Association of  
Administrative Professionals®**

*Regina Chapter*

## Spring Seminar 2011

<b>Theme:</b>	<b>Getting It All Done!</b>
<b>Location:</b>	Travelodge Hotel & Conference Centre (4177 Albert Street, Regina)
<b>Date:</b>	Tuesday, April 26, 2011
<b>Cost (before March 31):</b>	Members..... \$89.00 Non-members..... \$115.00
<b>Cost (after March 31):</b>	Members..... \$109.00 Non-members..... \$139.00
<b>Itinerary:</b>	
8:00 AM – 9:00 AM	Registration, networking, and breakfast buffet
9:00 AM – 12 Noon	Seminar "Getting It All Done!" with Rhonda Scharf (15 minute coffee break midway)

**DOOR PRIZES WILL BE AWARDED  
THROUGHOUT THE MORNING**

Register no later than **April 18, 2011**

**INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS  
REGINA CHAPTER SPRING SEMINAR 2011**  
Please fill in all applicable fields and mail with payment

Title (Mr/Mrs/Ms/Dr)	First Name	Last Name		
Street Address				Phone (Home or Cell)
City	Province	Postal Code	Phone (Work)	
E-mail Address				IAAP Membership Number (if applicable)
Employer		Job Title		

<b>CHECK ONE ONLY</b>	<b>SEMINAR INFORMATION</b>
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**IAAP Status**

Non-member

Member

Member-at-Large

Professional Merited Member

Are you a first-time attendee to an IAAP event?

YES    NO

To become a member prior to registering, please check out our website at [www.iaapregina.ca](http://www.iaapregina.ca).

**Registration (before March 31, 2011)**

Non-member..... \$115.00

Member..... \$89.00

**Registration (after March 31, 2011)**

Non-member..... \$139.00

Member..... \$109.00

Cheques are to be made payable to **IAAP REGINA CHAPTER**.  
Completed registration forms and cheques should be mailed to:

**CANCELLATION POLICY**

If cancellation is required by a seminar attendee, the attendee will receive a full refund (minus a \$20 administration fee) before March 31, 2011, a 50% refund between March 31 – April 12, 2011, and no refund after April 12, 2011.

**IAAP Regina Chapter  
ATTN: Seminar Committee  
Box 1013  
Regina, SK S4P 3B2**

A PDF version of this registration form can be found online at [www.iaapregina.ca](http://www.iaapregina.ca). This form can then be e-mailed to [iaapregina@gmail.com](mailto:iaapregina@gmail.com).

***Please note:** A \$35 fee will be charged for NSF cheques. Payment must be received before attendee registration is confirmed. IAAP Regina cannot accept credit card payments.*

Attendee's Signature (Required)

**SEMINAR REGISTRATION DEADLINE: APRIL 18, 2011**