



BRYAN COLLEGE STATION IAAP

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Productivity plus: Retool with new Internet Explorer tricks

Usually Google gets all the attention for its latest, greatest online tools. But this month, Microsoft grabs headlines by adding zippy new features to its Internet Explorer (IE) web browser.

Here are four IE (version 8) features that will save time for you and your employees:

1. Organize your open web pages with colored tabs. When you're doing research on multiple topics and you have a slew of tabs open, IE makes it easy to see related pages by grouping them by color.

Here's how it works: Say you open a new tab from an existing page. IE puts it directly beside the original tab, then gives both tabs the same color.

2. Do everything in the address bar. Type in what you're looking for, and IE searches the web, as well as previously visited web sites, favorites and RSS feeds. A list of your search results drops down; you choose the page you want.

3. Preview before you click. Some thumbnail pictures appear beside search results, so you can recognize the perfect page before you click.

4. Search faster within pages. Say you want to find the word "myopic" within a web page. With the last version of IE, you had to select "Find" from the menu, enter "myopic" in a pop-up window and click "find." Too many steps.

The new version puts a search field at the top of your browser page. You type the word, and it highlights potential matches on the page as you type each character. You'd likely find your word after typing only "myo."

~HR Specialist HR Weekly 8/11/09



Obstacles are those frightful things you see when you take your eyes off your goals.

~Sydney Smith

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WORD PLAY: *Skosh* \skohsh\ *noun:* a small amount : bit, smidgen
Example Sentence: The barista sprinkled a skosh of fresh ginger onto the milky surface of the latte. Did you know? The word “skosh” comes from the Japanese word “sukoshi,” which is pronounced “skohshee” and means “a tiny bit” or “a small amount.” The Japanese word was shortened by U.S. servicemen stationed in Japan after World War II. Later, in the Korean War, a small soldier was often nicknamed “Skosh.” In civilian-speak, “skosh” can be used as a noun (as in our example sentence) or adverbially (as in “I’m a skosh tired.”)

Six Success Strategies for a Bad Economy

In the current economy, every worker is looking for a leg up on the competition. But knowing how to advance your career or simply prove your value to your employer can be difficult. Consider the following six tips to position yourself for success in any economy, particularly an uncertain one like today's:

1. Be open to change

A common reaction when many aspects of your life are in flux is to cling to your usual ways of doing things. But uncertain times call for individuals who can adapt to new ways of working. Adopt an open-minded approach and remain enthusiastic even when there are shifts in organizational structure, procedures or workload.

2. Look for new opportunities

Keep in mind that changes to your organization or role aren't simply something to cope with; they could bring new opportunities. If the size of department has decreased in recent months, for example, you may be asked to shoulder new responsibilities, which, down the road, could position you well for advancement.

3. Don't overdo it

Even in tough times, it's important to establish boundaries. It's never a bad idea to volunteer for projects that allow you to build new skills and experience, especially if your team is short-staffed. But taking on too much can lead to burnout and lackluster work. If you feel overwhelmed with the number of projects on your plate, ask your manager to help you prioritize. He or she may be able to work with you to find a solution, whether it's bringing in a temporary worker or delegating some projects to another colleague.

4. Keep a cool head

In the midst of budget cuts or layoffs, it's easy to be so worried about your own situation that you lose focus. While it's natural to be concerned about your job, your colleagues and your company when business is slow, avoid obsessing over "what might happen." It's better to be the steady hand during turbulent times.

-Con't on page 6

7 things to do when work is slack

On those rare occasions when there isn't enough work to keep you busy, make that time productive:

- 1. Learn more about your employer** and its competitors.
- 2. Correct databases.** Ensure contact names and addresses are up to date.
- 3. Customize your computer.** Organize your toolbar with the features you use most, and create document templates.
- 4. Teach yourself a new skill.** If you haven't been able to obtain training, pick up a book and start learning.
- 5. Clear out the files.** Check the organization's document-retention policy first to learn what can be tossed or sent to storage. *(For more tips on this, see "4 rules for weeding your files," page 5.)*
- 6. Create a training manual.** Do your part to ensure that the temp who fills in while you're away, or your successor, knows how to do the job.
- 7. Renew your contacts.** Strengthen your network by taking time to talk with those inside and outside your office.



INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®

Welcome New Members:

Laura Ampol Hall
 Pamela Baker
 Brittney Cooks
 Demetria Cooper
 Naomi Gomez
 Cherine Hamed
 Janice McCoy



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"My teacher isn't qualified to teach spelling!
 She spells U 'y-o-u'. She spells BRB 'r-e-t-u-r-n'.
 She spells BFN 'g-o-o-d-b-y-e'..."

Take Ownership of Your Career

Do you read USA Today every day? Do you read your local paper and take time to watch the news - listen to the news on your radio? In case you have not, good things are starting happen. Some industries and businesses are experiencing an "uptick" in business the past 3 - 4 weeks. Yet, we still read and hear news that unemployment continues to creep up.

I hope I have your attention because I have good news to share with you! There is great opportunity for you to take ownership of your career. All you have to do is want to do it and realize that job security lies within you and not a company. I've always believed that you own your career and I believe it even more so today. Here is an excerpt from a chapter in *Underneath I All*, called *I'm My Own Career Manager and I'm Heady with Power!*

When you think "career" as opposed to "job" you are more likely to get serious!

After all, "career" suggests a long-term involvement and promising rewards. The first step is to do an analysis. This will take a little time on your part, but you will reap rewards for doing so.

Step #1: My career analysis:

- Where do you want to be in 1 year? 3 years? 5 years?
- What are you good at (e.g., cooperating with others, working alone, communicating, moving from place to place as opposed to reporting to an office day in/day out)?
- What type of industry would you enjoy working in?
- How much are you willing to invest in your future (e.g., staying late, continuing formal education or job training)?
- Do you want to move out of the profession some day?

Do you want to look for other opportunities in your current company (whether in the administrative profession or not)?

The next step involves identifying roadblocks. If you make a plan for your career, you can count on hitting roadblocks. They come in the form of people, money, education, family, bosses, friends, and your own thinking. Your goal is to anticipate what might be hampering your movement now or in the future and plan how to work around those. This is just a sampling of questions to ask yourself.

Step #2: Identify and evaluate roadblocks to attaining job satisfaction

The following questions serve as a starting-place:

- What are some obstacles that stand in your way to being more productive?
- What is one thing you would like your executive to: do, stop doing, or do more often? (e.g., praise my performance, offer constructive criticism, and keep me better informed about things in general).
- What strengths do you bring to your role and executive?

What areas do you think you need to develop?

Step #3: Navigate Your Career

Part of being professional is setting goals and navigating your career. Determining goals, stating them clearly and creating a plan are the hardest tasks for individuals. Many people don't get what they want; or achieve their career goals because it takes work! Once you determine what you want and write your plan, the road gets a little easier. But you have to learn how to implement the plan, monitor your progress, and overcome barriers. The benefits derived can be said in simple terms: *"If you don't plan where you want to go, you will go wherever life and others take you. And that may not be where you want to end up!"*

When you take charge of your career, you will feel fulfilled. You will also know how to reroute yourself when things at work aren't going your way; how to get back on course when changes occur at work, such as a partner leaving the company, or the company downsizes. And, don't forget to add retirement planning to your map. If you're at the beginning of your career, this may not enter your thoughts. Clearly, a plan needs tweaking as time goes by. So, tweak!

Some additional tips that may help you are as follows:

Action Steps:

- You can create your career within your current position. Maybe you don't want to move up or out of your area. Look for ways to expand your role. Take on new projects, use your creativity to make your job more interesting, and remember to look for ways to streamline processes.
 - Remember, job security lies within you, not within the company.
 - If you continually develop yourself, grow, and expand your talents, you will maintain marketability and have a competitive edge.
- Use every learning resource available whether it is a book, DVD or audio program, formal schooling, seminars, or the internet.

The Joan Burge Blog offers valuable insight:

Joan has been blogging, have you been reading? Joan shares her experience traveling to the IAAP EFAM event where she spent some time with OfficeArrow in their booth at the expo, signing books & greeting administrative professionals from all over! Check out her most recent posts.



PRESIDENT'S MESSAGE

www.iaap-bcs.org ... WHY YOU SHOULD CHECK IT OUT!

As you know, our chapter website has a new look - see for yourself how it can help you. Staying on top of technology is a priority and your chapter is leading the way. You already know that as of July, you can now register online for chapter meetings (pay at the door) - the addition of an online payment option is being considered for later in the year. Have you heard about the latest development - as per Lisa Benavides, Membership Chair and Webmaster, effective immediately all IAAP members as well as the general public cur-

rently studying for the CPS/CAP certification(s) now have full 24/7 access to classroom audio recordings and handout materials from the Bryan-College Station Chapter? A big thank you to Lisa, Mary Ellen Rowan, Certification Chair and the IT group at Headquarters for your hard work in making this possible. Check www.iaap-bcs.org regularly as new files will be added periodically. This is also a useful resource for anyone just wanting to brush up on topics covered by CPS/CAP. Check the website for information on upcoming chapter meetings and events such as our August

speaker, Mary Ellen Rowan who will present "Tips & Tricks of PowerPoint '07", or click on the "Network" link ... if you are already an IAAP member, login at the top right corner of the screen and feel free to get started by building your profile. Whether you want to check the time of the next chapter meeting, renew your membership, or find out when the next TX-LA Division Leadership Workshop is being held, you can find it all at www.iaap-bcs.org - get it working for you.

~Janice Walpert
2009/2010 President



Don't get your knickers in a knot. Nothing is solved and it just makes you walk funny. ~Kathryn Carpenter



THE ATTITUDE THAT MAKES EVERY DAY WORTHWHILE

Do you know that it only takes one obstacle in an otherwise perfect day to make you feel less-than-best? Especially in these hectic times, when every employee is pressed to achieve more in less time with fewer resources, a single hiccup can make you feel like everything is in upheaval.

Let's face it: Instability or chaos of one form or another is everywhere. We cannot control that. But we can control our attitudes. We can control how we choose to respond to a negative situation.

It's easy to respond negatively to a problem, of course. The key to success (and the challenge for top performers) is to see the positive in every troublesome issue, and turn obstacles on their head so we benefit in some way.

Say you walked into the office this morning, and you were feeling great.... Better than great - fantastic! You woke up in a splendid mood. All your favorite songs were playing on the radio on your ride

into work. You were looking sharp in a new outfit. Everything was going your way.

But as soon as you stepped foot into the doorway of your department, a colleague approached you with a last-minute report for you to finish, a supervisor called you into her office to urge you to pick up your productivity, and your son rang your cell phone to say he forgot his lunch. Could you smile and make the best of it?

Being positive when you're in a tough spot is a skill we can all benefit from developing.

Here's a quick exercise: Think of at least three recent situations where your mood changed from good to bad because of outside influences. How could you have helped avoid that from happening?

Remember: You do have a choice. So next time you find yourself facing a challenge, choose to find the positive in the negative. It's a success skill we never outgrow.

~Joan Burge, Monday Motivators, July 27,



Upcoming Events:

Texas-Louisiana Division
Leadership Workshops
Houston, Texas - September 12, 2009
New Orleans, Louisiana - October 3, 2009
San Antonio, Texas - October 24, 2009

Register at: www.iaap-txla.org

August B/CS IAAP Chapter Meeting
August 18, 2009 5:30 pm

Drawing for Chapter paid registration to TX-LA Division Meeting in May 2010 will be held at APD 2010. *You must be present at 6 of 8 meetings from July 09 - April 10 (excluding December) to be eligible for the drawing.

Registration for November '09 CPS or CAP Exam is Saturday August 15, 2009

CPS Classes Off to a Great Start! CAP Review Classes Start August 13th!

Our two CPS/CAP orientation sessions held on July 17 and 20th went very well with a total of 47 ladies attending. Many thanks to Robyn Wright, CPS, co-chair of the Certification Committee, who helped in every way possible to make the orientations successful. Thanks also to Lisa Benavides, CPS/CAP, Tammy Prater, CPS/CAP, Gayle Willis, CPS/CAP and Deanna Jones for providing IAAP membership information and answering many questions!

The, CPS review sessions began July 21st and we're almost half way through the Office Administration Review Guide. I am pleased to report that attendance is usually between 10-14 ladies for each session, so that's a great turnout! Kudos, ladies! Everyone is truly interested in the subject material, enthusiastic and we're getting lots of great feedback through our presenter evaluations! We've been successful in recording the audio of the presenters, so far. Lisa Benavides, our Website Chair, will post the audio of each session along with handouts and Power Points very shortly. Thank you, Lisa!!!! She and I are working closely together to be sure we provide top-notch audio presentations for everyone via the website. This is the first time our chapter has offered an outreach program, so we're hoping it'll be a resounding success!

Our CAP review sessions begin Thursday, August 13th in Conference room 2605 of the General Services Center, and I'll be presenting the first chapter! I'm very excited about a large CAP class this semester, so let's get to it! We will also record the CAP review sessions, so watch for the upcoming audios and handouts!

Lastly, but by no means least, I want to say a special thanks to all our presenters, especially our, CPS/CAP holders, who have so graciously volunteered this semester to share their expertise with our, CPS/CAP candidates. We couldn't manage this endeavor without you! Thank you so much!

Respectfully submitted,

Mary Ellen Rowan, CAP

Chair, Certification Committee

Robyn Wright

Co-Chair, Certification Committee



School will be starting soon and many students are in need of school supplies to begin the new year. You can help provide the tools they need to succeed by helping us Stuff the Bus!

We will be collecting new school supplies such as **binders, loose leaf paper, **pencils**, pens, **erasers**, crayons, **rulers**, etc**

**Drop off on the 18th of August at the monthly meeting.
Or send your items to M/S 2136 Attention Dawn Ferguson
if you have questions please call me at 458-6630**

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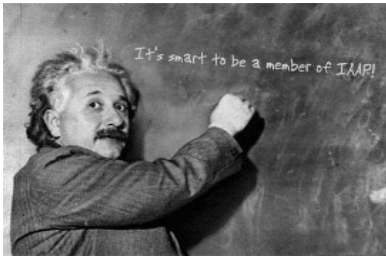
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IAAP's VISION is to inspire and equip administrative professionals to attain excellence.



Six Success Strategies for a Bad Economy

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Pay attention to your company's situation and take action where necessary -- after all, you don't want to bury your head in the sand. Just avoid becoming so consumed with speculation that you fail to do good work

5. Know your skill set's expiration date

Prove yourself indispensable by staying current with all software and systems used by your company, and make sure your customer service skills shine. Do so not only to maintain your value to your current employer but also to remain marketable if you do find yourself back in the job market. Whether it's refining your communication skills or becoming an expert in a software program relevant to your field, always strive to continue your professional development.

6. Take your blinders off

No matter the state of the economy, keep your eyes open for new opportunities that allow you to advance professionally. You don't want to jump recklessly from one employer to another, but you should be prepared to make a move if the right opening presents itself. Be sure your résumé is up-to-date, and keep in contact with people in your network to get a feel for what opportunities exist in your field. It's unclear how long the current downturn will last, but the above advice can help you weather the storm. Being proactive and keeping a steady hand when times are turbulent will benefit you now and pave the way for success once conditions improve.

Robert Half International is the world's first and largest specialized staffing firm with a global network of more than 360 offices worldwide. For more information about our professional services, please visit www.rhi.com.

Exciting news! On-line registration for monthly meetings is now available at <http://www.iaap-bcs.org>. You can right click your mouse and a screen will appear that provides the option "Go to the website." Click that option and it will take you directly to our new webpage. Meeting information is located under Upcoming Meetings.

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