



Bryan College Station IAAP



"If you want someone to do a good job, give them a good job to do!"

- Frederick Herzberg

Volume 5, Issue 9

June 2011

Open Committee Chair & Committee Member Positions

We are still in need of some assistance for other committee chairs that haven't been filled yet. Please read the committee descriptions listed below and if you would like to serve as a chair of a committee, please e-mail Susie Billings at blinnword@yahoo.com by Wednesday, June 15th and let her know which committee you are interested in.

If you feel that you are not ready at this time to serve as a chair and would like to serve as a member on a committee, please e-mail Susie and let her know, which committee you would like to be a part of.

Community Service/Sponsorship-Coordinate quarterly service projects for the chapter. In the past, we've collected school supplies, donations for Phoebe's Home, and prepared a meal for a Habitat build. Also, work with community businesses to provide support to our chapter, either with sponsorships or in-kind donations.

Hospitality-Greet guests and members at the registration table prior to monthly meetings and greet them at other events. Also provide cards to our members for birthdays, chapter anniversary dates, etc.

Ways 'n Means-Coordinate activities for the chapter to raise funds. This is in addition to APD. Proceeds can be earmarked for special committees for future events.

Programs-Recruit speakers for monthly meetings from recommendations from members; prepare recertification point(s) paperwork; greet and introduce speakers; and prepare Certificate of Appreciation.

Social/Special Events-Plan outside chapter social events, plan Holiday social for December and other monthly or quarterly activities as requested by membership.

Annual Professional Development Conference (APD)-Plan the Annual Professional Development Conference normally held each spring.

Webpage/Webmaster-Maintain the chapter's webpage, updating as needed. Will gather information from all committees to add to webpage.

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Rosie Schoenfeld
President

From the President

Wow, it's time for the "farewell" message. How quickly this year passed by! I want to thank my leadership team and the members for helping to keep our chapter strong and vibrant this year. We spent the year concentrating on strengthening our chapter into the "BEST IT CAN BE."

We tried some new ideas and some worked, some didn't. But we have learned with each new adventure. And most importantly, I've made some wonderful friends along the way. I know the new board will also try new ideas/things. Always be open to a new idea, it just might be the next greatest thing, and we all want to be part of something great.

Membership in IAAP is important to each of us not only professionally but personally as well. The guiding principles pertain to our everyday life just as much as they apply to everyday work duties.

I truly believe we have an amazing group of members and we need to let others in our community know what they are missing by not belonging to B-CS IAAP. Therefore, my outgoing challenge to each member is that you invite a friend, co-worker or neighbor to one of upcoming events (monthly meeting, social or service) so they can learn more about B-CS IAAP.

Again, thanks for an amazing year of support and friendships. I look forward to working and supporting the incoming officers and hope that all the members of B-CS IAAP will take an active part in sustaining and growing our wonderful chapter that has been around for 56 years!

Healthy Summer Fun in the Sun

Provided by BLR *Submitted by Liz Galvan*

During the summer, you and your family may spend a lot of time outdoors. While fun, it can be dangerous if you do not take precautions. June is Cancer from the Sun Month. Follow these tips from the American Cancer Society:

- Seek shade. The most effective way to avoid exposure to ultraviolet (UV) light, which causes skin cancer, is to avoid too much direct sunlight.
- Protect your skin. Wear long sleeves to cover your arms and wear a hat with a broad brim to cover your face.
- Use sunscreen. Protect skin with a sunscreen with a Sun Protection Factor (SPF) of 15 or more. Apply it thickly and reapply every two hours.
- Avoid prolonged exposure. Sunscreen will not prevent skin cancer. It reduces the amount of exposure to UV light. "Researchers have found that many people will use sunscreens to let them stay out in the sun longer," says ACS. "This results in the same amount of UV light exposure as if they had not used sunscreen at all and does not reduce their risk. All excessive sun exposure is unhealthy."
- Wear sunglasses. Sunglasses closest to 100 percent UV absorption provide the best protection.



Are You Moving Forward or Spinning Your Wheels?

May 23, 2011

A weekly e-zine by Office Dynamics

Read Joan Burge's Administrative Blog at <http://www.officedynamics.com/Blog.aspx>

Dear Monday Motivators,

As we have been focusing on our 18th annual administrative conference and our theme, [The Path Forward: Adding Value Every Day](#), I was thinking about how quickly this year is passing. I have been traveling and training every week for several months. I've been in contact with hundreds of individuals in all parts of the United States, all size organizations, and all with unique lives. One comment I have heard is, "I can't believe how fast this year is going. Before we know it, it will be the holidays." I've been soul-searching this view of time because I feel I am moving at warp speed. Our Office Dynamics team also feels that there are not enough hours in a day to accomplish all the important items.

What about you? How do you feel? Even though time is passing quickly, are you actually moving forward? Are you accomplishing tasks and projects that impact your work and business? Do you feel like you are focusing on tasks that affect your bottom line?

As you travel the week ahead of you, I'd like to encourage you to take time throughout your day (at least once) to assess your progress each day. Are you busy but just going in circles that day? I like the analogy of a hamster in a wheel. The hamster runs round and round the wheel and thinks it is getting somewhere but the hamster is not. That's how I view people at work. We go and go and go and think we are moving forward but we just went in circles that day. Some days, that's just how things work. We just don't want it to be a daily event or even an every other day event.

As businesses up their game and competition increases this year, employees need to add value every day. Underneath all that, it's about self-satisfaction. We were born to move forward. Unfortunately, while some people chronologically move forward celebrating birthday after birthday, they have done nothing to add value to their life or others.

As we say in our conference brochure, "You're stronger. You're in a better place than 3 years ago. It's time to wake up, get up and move again!" This week, get excited about delivering added value while developing your unique value!

Joan



Don't Stop Learning Take a Giant Step to Success

Provided by BLR Submitted by Liz Galvan

If you want to be successful and advance your career, you need to keep growing and learning. Professional growth and continuous learning are essential elements of career development. It is a fact that people who get the promotions and the best assignments are the people who are always trying to learn more.

There is no reason you cannot be one of those people. You can take a giant step forward to greater success on the job if you remember these points:

- Push the envelope. Be open to new ideas and new ways of doing things. Be willing to try something different and change your way of thinking.
- Welcome change. Do not accept it grudgingly, but welcome it. Change means growth and new possibilities. Change means a chance to learn new things and advance in your career.
- Assess your performance honestly. Admit mistakes and learn from them. Failure is not making mistakes; it is making the same mistakes repeatedly.
 - Listen carefully. Listen to your supervisor, co-workers, and other employees in the organization. Everyone has something to teach..
- Translate thought into action. Put what you learn to work to improve quality, productivity, service, safety, and all the other elements of superior performance.

Bryan-College Station IAAP Night with the Brazos Valley Bombers - Tuesday, June 14

Come join the Bryan-College Station IAAP chapter at the Brazos Valley Bombers game on Tuesday, June 14. The evening starts with a pre-game picnic at 6:00 pm. The picnic includes all-you-can-eat hot dogs, hamburgers, brats, chicken sandwiches, baked beans, potato chips, soft drinks and bottled water. After the picnic ends, members, family guests and friends will head over to the game at 7:00 to seat in our reserved seats. The cost is \$15 per person and kids under three are free. Please e-mail Jan McCoy, CPS/CAP, at jmccoy@archmail.tamu.edu for more details and to get your name added to the list. You don't want to miss this fun event!!



Enough Already—You Expect Too Much of Me!

May 31, 2011

A weekly e-zine by Office Dynamics

Read Joan Burge's Administrative Blog at <http://www.officedynamics.com/Blog.aspx>

“When are expectations too much? We are expected to perform like 6 figure professionals, when we are only getting paid 4 or if we are lucky, 5. Is there a limit? Can we be taken advantage of? Our bosses are working 24/7 it seems and if we are supporting them, it is bound to increase expectations of us.”

This was a great question one of our readers posed to me. Do you ever feel this way? Once and awhile, do the above cross your mind, too? If so, you are not alone. This topic comes up often when I am conducting workshops for administrative assistants and executive assistants.

I believe the pressure assistants feel today is very real as we live in a time-compressed world. Technology has certainly affected us to where many business people are working around the clock. Managers and executives have minimal down time. I'll explain this from two sides of the desk. First, let's look at the 6-figure executive. Most of these (not all) individual's jobs are highly-demanding. As I said, they don't end their day at 5:00. Many are working into the wee hours of night or awake early and work from home. They endure extensive traveling which is physically and mentally exhausting. They are expected to make good decisions; they impact people's lives and business; they not only have their own work to do but oversee others and the list goes on. It is the level of their decision-making and critical-thinking skills that warrant a 6-figure income.

Assistants also face demanding schedules, deadlines, and heavy workloads. Typically, they do not impact a person's life—such as having to fire someone or streamline a department. While they should use critical thinking skills the demand is not nearly as intense as that of a manager or executive. This is not at all to belittle an assistant's job.

High expectations come from the outside world. The marketplace is competitive, especially in today's economy. Organizations must be world class to maintain their advantage and keep customers. Those high expectations are thrust upon the Board of Directors, the CEO, President . . . and continue to trickle down the organizational ladder.

I have high expectations of my staff. If you worked at Office Dynamics, I would expect the best of you. I would hope that you can learn what you need to or find the resources to do your job. And I believe in coaching and teaching employees so they can succeed. Every once and awhile, an employee does not last because they really can't step up to the plate; that's only happened twice in 20 years here. Managers truly rely on their administrative partner to help them get through their day. They need their administrative partner to be excellent so business needs are met.

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Facts about June

Birthstone: Pearl
 Zodiac Signs: Gemini (May 22 - June 21)
 Flower: Rose

- ◇ Flag Day is observed in the United States on June 14. It commemorates the day in 1777 when the Continental Congress adopted the Stars and Stripes as our flag. It then had only 13 stars, to match its 13 stripes.
- ◇ Congress adopted the design for the great seal of the United States, June 20, 1782.
- ◇ United Nations Charter signed by delegates from 50 nations at San Francisco, June 26, 1945
- ◇ Eli Whitley applied for a patent on the cotton gin, June 20, 1793.

Support Sircle

The last Support Sircle event for spring was held at the "Burger House" in Bryan on Thursday, May 26, 2011. There were 10 members and 2 guests in attendance at this event.

The hamburgers and French fries were wonderful and there was plenty of fun, conversation, and bonding.

Thank you to Myong for all of the fun Support Sircle events she has coordinated this spring!



Happy Anniversary

Connie Smotek, CPS/CAP
 6 years



New Members

Welcome to...

Mary Conrady,
 Business Assistant III,
 Office of the Provost and Executive Vice President for Academic Affairs, Texas A&M University

Fall Forward

HOT TOPICS FOR TOMORROW'S WORKPLACE

**FALL CONFERENCE
SAN DIEGO 2011
OCTOBER 9-12**

Don't miss the final Fall Conference in beautiful San Diego. With the workplace changing at such a rapid pace, continuing education is essential.

You'll get that Oct. 9-12 at **Fall Forward: Hot Topics for Tomorrow's Workplace.**

Learn how to:

- Create attention grabbing design
- Use social media to advance your career
- Persuade/communicate to get what you want
- Understand and mitigate violence and harassment in the workplace
- Gain respect in the workplace

You can also sign up for an optional Sunday workshop from Annette Marquis of TRIAD Consulting. Learn the latest in Microsoft Office, Google apps and how to combine the two for expert proficiency.

Learn it all at **Hot Topics for Tomorrow's Workplace**. Early bird registration is now open. Visit the website for more information or to register.



iaap-hq.org/events/conferences/fall

Enough Already—You Expect too Much From Me! (Cont.)

I've always believed that high expectations are good. It is a sign that a person believes in you. They believe you have the potential to "do it." I would be concerned if my manager set low expectations of me.

Now, for the flip side. Every once and awhile, the demands are unrealistic. It is not humanly possible for an assistant to get everything done that has been asked. In the past, I have worked with clients who had the assistants monitor every aspect of their job, tasks, time taken to do the work, etc. to justify hiring another administrative assistant.

Your work load is something you need to discuss with your manager; maybe you need to negotiate what really has to be done and what does not have to be done. Can any part of your job be outsourced? Can you delegate any part of your work? If not, then you and your manager should determine the "A" priorities (A1, A2, A3) and then what becomes a "B" and "C" priority. However, before you have that discussion, you need to have facts vs. just saying, "I'm really busy." Keep track of your workload for 10 business days; 15 would be even better. Log and estimate the numbers of emails you manage a day; the number of trips you schedule, phone calls you handle; the time it takes to schedule and reschedule and reschedule meetings and appointments; ongoing projects or work that consumes 25% of your time weekly. Managers need to see facts when you are going to negotiate a workload.

Do you have any success tips to offer?

Joan Burge

Open Committee Chair & Committee Member Positions (Cont.)

Mentorship/Support Sircle-Coordinate the program that pairs mentors/mentees together. Plan a celebration event at conclusion of 6-month period.

Membership/Education-Work to maintain current members, recruit new members and schedule new member orientations. Maintain the chapter's Education library, watch for new books to add to library and Plan Education events outside chapter meetings.

Bylaws-Keep the chapter bylaws up-to-date and make changes with approval from chapter members as needed.

Publicity-Assist the chapter with advertising their chapter meetings and APD conference to members and the community.

Leadership Training Seminar

Tyler Chapter, Sat, 06/11/11 from 8:30 am -1:00 pm, Traditions Restaurant located at 6205 S. Broadway (Hwy 69), Tyler, TX. Cost is \$50 per person (includes a muffin and lunch).

Brazoria County Chapter First Annual Seminar

Sat, 06/11/11 from 9:30 am -4:30 pm, The Swiss Cherotel Brazosport Hotel and Conference Center (925 Highway 332) Lake Jackson, TX. Cost is \$45 for members and \$55 for non-members.

Education Forum & Annual Meeting (EFAM)

Make your plans now to attend 2011 EFAM in Montreal Canada 07/24 - 27. The early bird discount ends May 23. Popular sessions are filling up fast. Register today to reserve your spot and take advantage of early bird savings. Keynote Speaker, Clinton Kelly: Top 10 Style Mistakes Office Professionals Make In The Office And How To Avoid Them. <http://www.iaap-hq.org/events/conferences/efam>

November Certification Exam Registration Deadline

The deadline to register for the November CPS/CAP exams is 08/15. [Register here.](#)

November 2011 CPS/CAP Exams

Event Date: Fri, 11/04/2011 - Sat, 11/05/2011

Registration: <http://www.iaap-hq.org/certification>

2010-2011 Calendar of Events*International*

July 24-27, 2011—International Education Forum and Annual Meeting, Montreal, Canada

October 9-12, 2011—Fall Conference, Sheraton San Diego Hotel & Marina, San Diego, CA

Division

May 18-20, 2012—Divisional Annual Meeting, South Shore Harbour Resort, League City, TX. Hosted by Clearlake-NASA Area Chapter,

May 16-19, 2013—Division Annual Meeting, Renaissance Hotel, Austin, TX. Hosted by Capital Chapter.

Chapter

June 19, 2011—Monthly Meeting, Officer Installation and Networking, College Station Conference Center, 5:30—7 pm

July 16, 2011—Monthly Meeting, Topic TBD, Location TBD, 5:30 - 7 pm

Member News

Valerie Sorenson, CAP received the Department of Computer Science This award was given to Valerie for her ordinator I – Travel Coordinator; for and for her significant contribution to graduate with a Bachelor of Science and a valued member of IAAP, having Award in 2006 and served as 2008-2009 president.



Spring 2011 Staff Excellence Award from and Engineering at Texas A&M University. high dedication to her job as Business Coher exemplary attitude toward coworkers; the department. Valerie is a Texas A&M Degree in Human Resource Development won the Chapter Member of the Year 2009 Bryan/College Station Chapter Chapter President.

**INTERNATIONAL
ASSOCIATION OF
ADMINISTRATIVE
PROFESSIONALS®**

Bryan-College Station IAAP Chapter
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Word play

apposite
\AP-uh-zit\
: highly pertinent or appropriate : apt

www.merriam-webster.com

“The only place where
success comes
before work is a dic-
tionary.”

- Vidal Sassoon

Officers and Committee Chairs 2010-2011

President

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Vice President/Mentorship

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Ways 'n Means

Open

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APD

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