



Visions

Inside this issue:

Milestones	2
Upcoming Programs	2
International News	2
Georgia Division News	2
Condolences	3
Getting To Know You	4
K's Corner	5
Chapter Officers	8
Events Calendar	8

Special points of interest:

- **Easy Tips For a Better Life in 2009** — see page 5

The President's Note...



Dear Atlanta Chapter Members,

I have spent the past two Saturday afternoons at the Choi Kwang Do International headquarters in Kennesaw. As I was watching Micha and the other instructors

and students test and train, I noticed a poster on the wall that said, "Black Belt Club – The Beginning of Your Pathway to Excellence." As you can imagine, my thought immediately went to IAAP and our Pathway to Excellence theme. The more I thought about this, the more correlation I saw between the two, and this is what I would like to share with you this month.

Let me begin by telling you a little about Choi Kwang Do and the Black Belt Club. When I first heard about the Black Belt Club, I thought it was for those people who had attained the rank of Black Belt, but this is not at all what the Black Belt Club is. The Black Belt Club is for those students who

have made a commitment to train to attain the rank of Black Belt. It is a step beyond just taking Choi Kwang Do classes. This is similar to how becoming actively involved in IAAP is a real commitment to professional development and career growth, a step beyond just joining IAAP. But the similarities do not end with making a commitment to begin our Pathway to Excellence.

People of all ages and physical capabilities train in Choi Kwang Do. It is non-competitive with the focus on self defense, physical fitness and self discipline. It is designed to build self confidence and leadership skills. I have seen children as young as two at tests and recently read a story about a 79 year old instructor. One interesting thing about Choi Kwang Do is that you never stop training. Assistant Instructors



(Continued on page 7)

Career Corner

Your First 100 Days on the Job

As President Barak Obama begins his tenure in the White House, many people are focusing on the first 100 days of the new administration — and those starting a new job are wise to take a cue. The initial months on a job can be exciting, but they also are critical to shaping your manager's and coworkers' opinions about your potential in the new role, as well as laying the groundwork for success with the organization.

Here's how you can start off on the right foot:

Pay close attention. Your initial role is to learn as much as possible, not only about your new role and job duties but also about the workplace. Pay attention to the organization's corporate culture. Each organization has its own unwritten rules, so base your actions on how others behave.

Be open-minded. Recognize that procedures at your new job may be different from what you're used to. Make sure you give these new

(Continued on page 3)

Milestones



*Happy
Birthday to...*

Judy Floyd Feb. 4
Ann Lingerfelt CPS Feb. 11
Alexis Clark Feb. 26

Anniversary congratulations to...

Judy Floyd3 yrs.
Sivie Kashdan.....5 yrs.
Ann Lingerfelt CPS 11 yrs.
Ingrid Annibale CPS.....31 yrs.
(posthumously)

If your birthday should appear here and you have not seen it, please contact Margaret Cross-Shelnutt CPS, Corresponding Secretary, so she can update your entry in our roster. Thanks!

International

**2008-2009
International Board of Directors**

International President
Barb Horton CAP

President-Elect
Susan K. Shamali CPS/CAP

Vice President
Mary A. Ramsay-Drow CPS/CAP

Secretary
Janine J. Riemersma CPS/CAP

Treasurer
Karlana Rannals CPS/CAP

Director, Southeast District
Tamra Goodall CPS/CAP

www.iaap-hq.org



2008-2009 Programs

February 16, 2009
New Member Orientation

March 16, 2009
"Prove Your Worth"
Kristi Casey Sanders
Recertification Points Requested

April 20, 2009
"Business Savvy"
Tim Zimmerman, Orkin
Recertification Points Requested

May 18, 2009
"Save The Best 'Til Last"
Cathy Fox CPS/CAP
Recertification Points Requested

June 15, 2009
New Officer Installation

Georgia Division

When is the last time you checked the Georgia Division website for new information? Make it a point to visit at least once a week—there is always something new to see.

Don't delay—do it today!

www.iaap-georgia.org

APW Commemorative Pin

Each year the Host Committee for the annual IAAP International Convention and Education Forum offers a special Administrative Professionals week commemorative lapel pin for sale as a fundraiser to offset expenses involved in hosting our international convention.

Audrey Turner CPS/CAP is ordering pins for members of Atlanta Chapter. Contact Audrey for details.



IAAP's mission is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence and influence.

Condolences

Atlanta Chapter extends deepest sympathy to the family of Ingrid Annibale CPS, who passed away on February 2, 2009. Ingrid had been a member of IAAP for 31 years and transferred to Atlanta Chapter in September 2006 as a merited member after her retirement from more than 40 years as an administrative professional in the Washington, D.C. area. Ingrid was an active member of the Washington, D.C. chapter, having served two terms as Chapter President and holding various other Board and committee positions. She was also active in the Delaware, Maryland and District of Columbia Division of IAAP, serving as Division Corresponding Secretary, Division Public & World

Atlanta Chapter extends deepest sympathy to the family of Ingrid Annibale CPS, who passed away on February 2, 2009. Ingrid had been a member of IAAP for 31 years and transferred to Atlanta Chapter in September 2006 as a merited member after her retirement from more than 40 years as an administrative professional in the Washington, D.C. area. Ingrid was an active member of the Washington, D.C. chapter, having served two terms as Chapter President and holding various other Board and committee positions. She was also active in the Delaware, Maryland and District of Columbia Division of IAAP, serving as Division Corresponding Secretary, Division Public & World

Affairs Chair and a member of the Division Bulletin Committee for several years.

Ingrid is survived by her husband, Joe, three sons, and four grandchildren.

Her smiling, cheerful face will be missed in Atlanta Chapter.



Career Corner ... (cont'd)

systems a chance before suggesting something new or more efficient.

Have realistic expectations. Recognize it will take time to master a new job and be successful in it. With your supervisor's direction, create a list of goals for the first few months on the job and establish a timeline for meeting them.

Get to know your coworkers. Learn colleagues' names and introduce yourself to everyone you interact with. Try inviting them to lunch where you can talk without interrupting your workflow. It's important to start building relationships with your coworkers early on so you can turn to them for assistance and advice.

Stay away from office politics. Disengage when discussions turn to complaints about coworkers or other office gossip. Becoming involved in office politics, especially early on, can damage your budding relationships and efforts to establish a positive reputation

Be enthusiastic. Show everyone that you're glad to be a part of the team and are eager to do a good job. Not only will it help you quickly become a valuable member of the group, but you'll also gain the satisfaction of knowing you're doing your best.

Provided by OfficeTeam. OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com. For more information, contact a staffing manager at (800) 804-8367.

Ann Lingerfelt CPS
Newsletter Committee



Getting To Know You



Interviewing:
Tava Kirk
CPS

Title/Position: Executive Assistant to the President and CEO

Company: Cox Radio, Inc.

Manager/Supervisor:

Robert F. (Bob) Neil, President and CEO and Marc W. Morgan, Executive VP and COO

Tava, how long have you been in your profession? Please tell us a little about your company.

I've been an executive secretary/assistant since graduating from high school in 1966. It's all I've ever wanted to do. I began my career with three years at Oxford Chemicals in Chamblee, Georgia, followed by seven years at I-T-E Imperial (now Siemens), with Dot Murphy CPS/CAP as my mentor, and the past almost 32 years with Cox. I've been with my current executive for 17 very unique and interesting years. Cox Enterprises, Inc., our parent company, is a 111-year old family-owned business and a leader in all of our various businesses around the world, which include newspapers (AJC), radio (WSB-AM/FM, et al), television (WSB-TV), auto auctions, AutoTrader.com, and cable, among others.

What do you like most about your current position?

Since Bob actually lives in Tampa, Florida (and also has residences in San Francisco and Kona, Hawaii), he is in the Atlanta office only 10 - 12 times a year. Marc lives in Atlanta, but also travels and operates from outside the office much of the time. So the responsibility and autonomy they give me to operate on my own in managing everything here is one of the things I find most challenging and at the same time rewarding about what

I do and how we operate.

What is a typical day for you?

Given the circumstances described above, there is no typical day in my world. However, I can usually count on having at least one "crisis du jour" waiting for me most days when I arrive at the office. Beyond that and the normal duties of all admins, I plan meetings (large and small, on-site and off-site), arrange commercial and/or corporate jet travel, prepare reports, interact with internal and external personnel from our top executives, to senior management and employees in the field, to our listeners and advertisers across the country. I'm often a trouble shooter and/or problem solver, a cheerleader or confidant... whatever may be necessary.

What would you consider your most top rated skills?

I think I'm a pretty good listener, and sympathizing and/or empathizing with someone in a given situation seems to be something I find relatively easy to do. I don't always have an answer, but I can get into a leaky ol' boat with just about anyone and start figuring out how we can make it to shore before it sinks. Mentoring is also something I find to be very rewarding. So many people across the years have helped me and come to my rescue, and I find great joy and satisfaction whenever I'm able to "pay it forward" for someone else.

Are you a member of any professional organizations other than IAAP?

Yes...Executive Women International, Atlanta Chapter Past President (1995)

What qualities do you admire most in your executive?

Both Bob and Marc have a no-nonsense, hands-off ap-

proach to management. We all know their expectations, and unless we ask for help or guidance (which they're always happy to provide), they leave us alone to do our jobs. That being said, however, we're also aware that we'll be accountable for meeting those expectations. There is no micro-managing, no politics and no game playing, and you always know where things stand with any given situation at any given time. They're both very supportive of all our employees and always treat us with respect. They also truly do believe the sometimes overused statement that a company's employees are its most valuable asset.

How supportive is your manager or supervisor?

As stated before, both Bob and Marc are very supportive of our employees...not only in our work for Cox but also in our efforts toward continuing education, leadership training, community service, etc. Also, when the situation presents itself, as it's bound to for everyone at some time or another, they also believe in family first.

What is your single greatest challenge in the workplace?

My biggest challenge is just trying to keep up. For years, all companies have been striving to do more with less, and that's only escalating with the current economic condition. My frustration is that I know how to organize and be efficient, but accomplishing that always seems to require more time than is available.

On the lighter side, what's your favorite movie, book or play?

I love to read Sue Grafton's "alphabet" books and novels by Sidney Sheldon. I'm a sucker for a good who-dun-it (books, movies and television). I'm not much into cur-

(Continued on page 6)



K's Corner

A Better Life in 2009

Now that we are well into the year 2009, I want to share a few words of wisdom that I received recently. I purposely did not write anything at the beginning of 2009 concerning "resolutions, new commitments, or whatever you may call them" - those things we say we are going to do to be a better person, live a more healthy lifestyle, etc. - at the beginning of each year. So here we are well into 2009, and we've already broken those "resolutions" or maybe did not even make any so we would not have them to break, and I want to share this with you now. I was given these thoughts about mid-January and I thought, "Not another e-mail on resolutions and things I should or should not do for the New Year," but I read it in spite of my thoughts. I was surprised, as I hope you will be, because these thoughts and actions are all within the realm of accomplishment for all of us. If not all, then one or two or maybe ten will fit into your 2009 year. But each of you will find something in the following that you can and will accomplish. I had already done many of these before I read the list. Good luck and let me know how you progress.

Tips for a Better 2009

Take a 10-30 minute walk every day. And while you walk, smile. It is the ultimate anti-depressant.

Sit in silence for at least 10 minutes each day.

Buy a DVR and tape your late night shows and get more sleep.

When you wake up in the morning complete the following statement, 'My purpose is to _____ today.'

Live with the 3 E's -- Energy, Enthusiasm, and Empathy.

Play more games and read more books than you did in 2008.

Make time to practice meditation and prayer. They provide us with daily fuel for our busy lives.

Spend time with people over the age of 70 and under the age of 6.

Dream more while you are awake.

Eat more foods that grow on trees and plants and eat less food that is manufactured in plants.

Drink green tea and plenty of water. Eat blueberries, wild Alaskan salmon, broccoli, almonds & walnuts.

Try to make at least three people smile each day.

Clear clutter from your house, your car, your desk and let new and flowing energy into your life. Don't waste your precious energy on gossip, or issues of the past, negative thoughts or things you cannot control. Instead invest your energy in the positive present moment.

Realize that life is a school and you are here to learn. Problems are simply part of the curriculum that appear and fade away like algebra class but the lessons you learn will last a lifetime.

Eat breakfast like a king, lunch like a prince and dinner like a college kid with a maxed out charge card.

Smile and laugh more. It will keep the NEGATIVE BLUES away.

Life isn't fair, but it's still good.

Life is too short to waste time hating anyone.

(Continued on page 6)



K's Corner ... (cont'd)

Don't take yourself so seriously. No one else does.

You don't have to win every argument. Agree to disagree.

Make peace with your past so it won't spoil the present.

Don't compare your life to others'. You have no idea what their journey is all about.

No one is in charge of your happiness except you.

Frame every so-called disaster with these words: 'In five years, will this matter?'

Forgive everyone for everything.

What other people think of you is none of your business.

REMEMBER GOD heals everything.

However good or bad a situation is it will change.

Your job won't take care of you when you are sick. Your friends will. Stay in touch.

Get rid of anything that isn't useful, beautiful or joyful.

Envy is a waste of time. You already have all you need.

The best is yet to come.

No matter how you feel, get up, dress up and show up.

Do the right thing!

Call your family often. (Or email them to death!!!)

Each night before you go to bed complete the following statements: I am thankful for _____.

Today I accomplished _____.

Remember that you are too blessed to be stressed.

Enjoy the ride. Remember this is not Disney World and you certainly don't want a fast pass. You only

have one ride through life so make the most of it and enjoy the ride.

May your troubles be less, May your blessings be more, May nothing but happiness come through your door!

K Meekins

Getting to Know You... (cont'd)

rent movies...my favorites are the timeless classics from the 1940's - 1970's. However when it comes to plays, with only a few exceptions, I'm up for almost anything. Attending Theater of the Stars is one of my favorite things to do. I'll never forget the first live performance I ever saw in the late 1970's and Ed Ames singing *The Impossible Dream* in *Man of La Mancha*. I have chills just writing about it...it is that memorable in my mind.

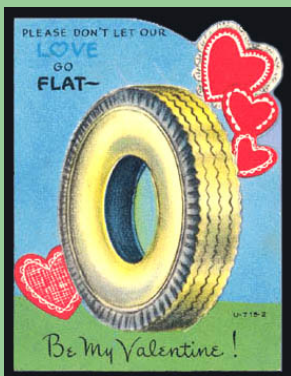
President Cathy Fox CPS/CAP has designated this year's slogan as "Excellence in Action - Atlanta Chapter Leading the Way." Tell us some ways in which you are doing this?

With few exceptions, I always attend Chapter Meetings and Board Meetings, as I promised to do when I joined IAAP in 1976. Even after 33 years, I continue to be involved in as many Chap-

ter and Division activities as possible, considering my very busy job, my active membership in EWI, my church activities and my wonderful personal life with hubby and best friend, Jim. Using my experience in and love of IAAP, I continue trying to be a role model and mentor for the future leaders of not only our great association, which has given me so many opportunities, but of our wonderful, proud profession as well.

Thank you for your time in completing these questions and letting us "get to know" you.

Ann Lingerfelt CPS



The President's Note... (cont'd)

can be certified as young as 14 and continue to develop their techniques and train and move up in the ranks as they train younger or lower ranking students. It typically takes a minimum of three years of training to go through the first 18 belts and qualify to test for the rank of Black Belt, then it takes another 27 months of training to reach second degree black belt and the training continues to the potential highest level of 9th degree. Each additional degree is reached in various time increments, with the higher ranks becoming much more challenging.

When I first saw the young children in testing with the instructors guiding them through each move. I was a bit critical and said that they shouldn't be allowed to test until they had mastered the techniques and could do it without instructor assistance; however, as I began to understand the program. I realized that coaching of the children as they moved through the ranks helped to build their self confidence and their skills. A seven year old with a black belt might seem a bit unrealistic to our stereotype idea of a black belt, but these children have trained for at least three years and are often committed to continued training. They continually go back to the basics to improve upon their techniques, and when they reach the age of 12 they can become a junior leader and begin developing their leadership skills by helping to train new students. This also helps them continue to develop their own techniques. It is never about being perfect, but always about doing their best and never giving up. My son's instructor is 21 years old. He was a 4th degree black belt by the time he was 18 and had his own school by the time he was 19. He started his pathway to excellence at age 7.

IAAP gives us an opportunity to develop our skills by continuous training through formal educational programs and through mentoring others. Just as the new Choi Kwang Do students learn by doing and practicing under the direc-

tion of the more experienced students and certified instructors, our new members learn by accepting responsibility and being coached through the process by our more experienced members. Our belts are our certifications, recertifications, various awards, Member and Chapter of Excellence recognitions, and reaching our professional goals. But mostly we build our self-confidence, our careers, and our leadership skills.

Joining IAAP was our first step, but our commitment to our Pathway of Excellence comes through actively participating in the opportunities that IAAP offers for professional development and knowing that we have skilled trainers to coach us along the way. Have you joined the Atlanta Chapter "Black Belt Club" and made your commitment to your Pathway of Excellence.

The Power of Commitment!

"Until one is committed, there is hesitancy, the chance to draw back, always ineffectiveness. Concerning all acts of initiative (and creation), there is one elementary truth the ignorance of which kills countless ideas and splendid plans: that the moment one definitely commits oneself, then providence moves too. All sorts of things occur to help one that would never otherwise have occurred. A whole stream of events issues from the decision, raising in one's favor all manner of unforeseen incidents and meetings and material assistance, which no man could have dreamed would have come his way.

- J. W. von Goethe

Respectfully,
Cathy Fox CPS/CAP



In the United States, Miss Esther Howland is given credit for sending the first valentine cards. Commercial valentines were introduced in the 1800's, and now the date is very commercialized. The town of Loveland, Colorado does a large post office business around February 14. The spirit of good continues as valentines are sent out with sentimental verses, and children exchange valentine cards at school.



See us
on the web!
www.iaap-atlantachapter.org



**Newsletter Deadline
February 25, 2009**

Visions is a monthly publication of Atlanta Chapter IAAP. Submissions may be made to the Editor by the last Wednesday of each month for publication in the next issue. Newsletter Committee members are:

Ann Lingerfelt CPS, Editor (annlingerfelt@bellsouth.net)
Mattie Price CPS/CAP
K Meekins

Atlanta Chapter
2008-2009 Officers

Cathy Fox CPS/CAP..... President
cathyfox@bellsouth.net

Gwen Little CAP.....President-Elect
glittle261@aol.com

Darlene Davis.....Recording Secretary
darlene.davis@piedmont.org

Margaret Cross-Shelnutt CPS
..... Corresponding Secretary
margaret.cross@choa.org

Wyleena Harris.....Treasurer
leenamarie@bellsouth.net

Audrey Turner CPS/CAP..... Director
audreyturnercpscap@bellsouth.net

K Meekins Director
kmeekins@orkin.com

Calendar of Events

- February 15 Registration deadline for May CPS/CAP exams
- February 16 Chapter Meeting - New Member Orientation
Piedmont Hospital, Mezzanine Level
Registration 5:45 p.m.—Call to Order 6:15 p.m.
- March 2 Chapter Board Meeting, Location to be announced
- March 9-11 IAAP Professional Education Conference
Gaylord Opryland Hotel, Nashville, TN
- March 16 Chapter Meeting — Prove Your Worth” Kristi Casey Sanders
Piedmont Hospital, Mezzanine Level



ORKIN
®
PEST CONTROL

Mention **IAAP** and receive a 10% discount on initial service of annual Pest Control Service Agreement

Offer includes complimentary Termite Inspection with Service Agreement.

CALL FOR A FREE INSPECTION
678.442.6389

Charles Ross
Vice President
of Operations



Blinds That Shine Like New!

Cleaning your blinds can often save you over 75% of the cost of replacing your blinds. Clean-A-Blind offers: on-site ultrasonic cleaning, take down and rehang service, repairs, 100% biodegradable solutions.

Office: 770.498.9492 Fax: 404.288.7639
Cleanablind@comcast.net