

Visions



Jamie Ward CPS/CAP
Tulsa Chapter Secretary

Have you considered certification but aren't sure that it's worth the effort? Maybe you feel like you don't have the time to invest in the preparation for the exams. Or possibly you feel like your employer doesn't recognize the significance of the certification process and doesn't offer financial compensation for holding a CPS or CAP so you think there's no point in doing it. Let me share a little of my journey with you.

All of my working experience since college has been in the non-profit arena. I've loved my jobs for a variety of reasons, the most important one being that I've felt as though I've lived a life of significance as I've worked toward the stated mission of my employers. However, the soft-business atmosphere of many non-profits tends to put the professional development of the clerical and administrative staff low enough on the priority list that it just never gets funded. My hunger for growth opportunities was constantly increasing. In the midst of raising three active children and sometimes holding down a job that could have kept two people busy, finding the time and money to take classes or pursue some sort of training outside of work just seemed overwhelming. Yet I couldn't ignore my increasing need for professional growth and stimulation.

A little more than ten years ago two of the admins in our executive offices sat for and passed the CPS exam. They then offered to lead a study group for others interested in certification and I didn't hesitate to join. I didn't realize what I was getting into at the time; I was just desperate for the opportunity to grow and be challenged. And I was certainly challenged! My family barely saw my face for four months while I studied for the exams but in the end, I became the proud owner of a certificate with "Jamie Ward CPS" printed on it. I felt as if I'd climbed Everest and conquered the summit.

Why is the test so crazy hard, covering such an enormous amount of material? I would imagine it is to weed out the faint-hearted and give those who make it to the top the satisfaction of having achieved what sometimes seemed impossible part way through the journey. I often tell people that passing the CPS and CAP exams were the most satisfying and significant things I've done in my professional life. I did it to satisfy my own hunger for professional growth and to challenge myself to dig deeper to make a difference in my work community.

Sincerely, Jamie



**October gave a party;
The leaves by hundreds came -
The Chestnuts, Oaks, and Maples,
And leaves of every name.
The Sunshine spread a carpet,
And everything was grand,
Miss Weather led the dancing,
Professor Wind the band.**

~George Cooper, "October's Party"



October Meeting

THURSDAY, OCTOBER 1, 2009

EMBASSY SUITES
3332 SOUTH 79TH EAST AVENUE

DINNER & NETWORKING	5:15
MEETING	5:45
PROGRAM	6:00

PRESENTATION

THE ABILITY TO INFLUENCE

1ST IN THE BEHAVIORAL COMPETENCY WORKSHOP SERIES

SPEAKER: CONNIE WEDDELL

SEE PAGE 3 FOR A DESCRIPTION OF THIS EXCITING SERIES

RECERTIFICATION POINTS HAVE BEEN APPROVED FOR THIS SERIES.

MENU

BBQ CHICKEN
OVEN ROASTED GARLIC POTATOES
ROLLS WITH BUTTER
DESSERT – CHEF'S CHOICE
COFFEE, ICED TEA OR WATER

\$18 MEMBERS
\$22 NON-MEMBERS

PLEASE RSVP

"MEETING ONLY OR MEETING AND DINNER"
BY 1:00 PM ON MONDAY, SEPTEMBER 28.

TO JENNY FLORES AT
JFLORES@BANCFIRST.COM

Behavioral Competency Workshop Series begins October 1st!



Behavioral Competencies:

Abilities and characteristics (underlying factors) that help us make the most of technical competencies on the job. These necessary skills ultimately affect our success but we are often uninformed as how essential they are in our development.

In today's world of instant electronic contact, telecommuting and global communication, it's easy to think that everyone can do anything. Unfortunately, too many people believe because they have completed a software tutorial program and printed a certificate they have all the skills needed to effectively do a job. It takes more than an on-line training program to make you a successful administrative professional.

Research shows there are five behavioral competency groups that are considered universally important for success in all administrative staff positions:

- Ability to Influence**
- Communication for Results**
- Information Seeking**
- Interpersonal Understanding**
- Organizational Awareness**

These competencies target the **HOW** factors - **HOW** people go about getting things done rather than **WHAT** they know how to do.

- **HOW** do you take initiative and ensure results in work assignments?
- **HOW** do you communicate and work with other people?
- **HOW** do you deal with conflict or obstacles?

And these competencies don't come in the form of an Adobe PDF file! We can't download them or get them from a CD Rom. They come from hands-on experience; by definition, experience is a result of direct observation and participation.

Administrative professionals are often required to convince and influence others, often those they don't have formal authority over - so the first competency that we will cover in our series will be:

Ability to Influence: The ability to move or persuade others to act in a desired way. Influencing behaviors include relating skills, managing diverse relationships, inspiring others or acting with honor and character.

Come hear Tulsa Chapter Vice President, Connie Weddell
kick off this important series
Thursday, October 1st, 6:00 p.m.
Embassy Suites

Opportunity to Give

The Civic Service Committee has once again selected the Laura Dester Shelter as our Civic project for December.

We will be collecting donations from the Christmas Wish List at both the November and the December meetings. This will allow us to collect more items and give the members a chance to bring something to either or both meetings.

The Shelter is very much appreciative of the items we have donated in the past and is looking forward to the items we collect again this year. So mark your calendar with a reminder to bring something to the November and/or December meetings.

Thank you for your donation(s).

Joan Wirt CPS and Christine Hilderbrand CPS/CAP

Laura Dester Shelter Wish List

Skateboards	Remote Control Cars and Airplanes
Scrapbooking Sets	Flat Irons & Straighteners
Purses	Bath & Body Works Products
Sunglasses for Both Boys and Girls	String Backpacks
Crochet Kits	Perfume/Cologne
Wallets for Both Boys and Girls	Hoodies - All Sizes - OU, OSU, TU
Watches Hoop Earrings, Necklaces, Bracelets	Stud Earrings for Boys
T-Shirts	Pajamas Bottoms
Books: Twilight Series	MP3 Players
Digital Cameras	PSP (Portable Play Station)

ROSTER UPDATES

Teri Clanton:

New email address: jimandtericlanton@gmail.com

Daphne Navesky:

Home e-mail: Navesky@sbcglobal.net, Work e-mail: navesda@tulsaschools.org

Sunny Phillips:

Work e-mail: sunny.phillips@cn-bus.com

***The next deadline for submission of
articles for the newsletter is October 15, 2009.
styler@arrowengine.com***

TULSA CHAPTER IAAP MEETING MINUTES

September 3, 2009

The September meeting was held at the Embassy Suites located at 3332 S. 79 E. Ave. (33rd and Memorial). President, Jolene Yowell CPS called the meeting to order at 5:58 pm. The Tulsa Chapter officers were introduced: President, Jolene Yowell CPS; Vice President, Connie Weddell; Secretary, Jamie Ward CPS/CAP; Treasurer, Michele Dodson; and Parliamentary Advisor, Christine Hilderbrand CPS/CAP.

Sandy Tabio was introduced as a Tulsa Chapter member serving as Vice President and Membership Chair of the A-O Division. Christine Hilderbrand CPS/CAP was introduced as serving as Division Bylaws and Standing Rules Chair.

Guests were introduced and they included Terry Lambert with Cherokee Nation Entertainment, and Janet Griebel who is currently a member of the Land Run Chapter. New member Daphne Naveski with Tulsa Public Schools was also introduced.

Teri Clanton shared what it has meant to her to be a member of the Tulsa Chapter of IAAP.

Business Meeting

The minutes of the July, 2009 Tulsa Chapter meeting were printed in the Tulsan. No one noted any additions or corrections to the minutes so they were approved as printed.

The treasurer's report was received and filed for audit. Members wishing to review it were encouraged to contact Jolene Yowell or Michele Dodson.

Jenny Flores gave a brief report from the 2008-2009 Audit Committee. The audit was completed on August 24. The audit committee included Denise Feltnor and Jenny Flores. All records were in order. We ended the year with a checking account balance of \$1,162.00 and a savings account balance of \$3542.70.

We welcomed new member, Sunny Phillips. Sunny works with Cherokee Nation Business and Connie Weddell is her mentor. Sunny has already made a commitment to work with Regina Thompson on the Membership Committee.

Annual Meeting Wrap Up

The final financial figures were released from Annual Meeting. We cleared \$1,172.92 just from the seminars offered on Friday before Annual Meeting actually began. Our share of the profit from Annual Meeting was \$3,370.73.

Program

Connie Weddell presented our program on the topic of "Mastering Business Etiquette and Protocol". Her presentation covered a variety of areas governed by business etiquette and protocols that we all deal with on a regular basis.

Business Meeting Continued

EFAM Delegate's Report

Jolene Yowell gave her report as the Tulsa Chapter delegate to the Education Forum and Annual Meeting (EFAM) in Minneapolis, MN on July 26-29. As the conference started on Sunday, July 26, there were 1,080 attendees registered with 313 eligible voters and 114 proxies. We received a Chapter of Excellence banner which was presented at the SW District caucus. The business meeting on Monday was long and spirited. Proposed Amendment #1 (the dues increase) was passed after a lengthy discussion. Membership dues will increase beginning on January 1, 2010. All the rest of the proposed amendments passed with the exception of #8; it failed.

Pathways to Excellence

The Pathways to Excellence program is continuing this year. Only three Tulsa Chapter members achieved the Member of Excellence designation last year and it is our goal to have many more named as Members of Excellence this year. Jolene Yowell handed out the criteria and tracking worksheets so everyone would be able to keep a tally of how many points they have and what they need to do to meet the criteria. The program runs July 1, 2009 through May 31, 2010.

The Division Chapter of Excellence winner is determined by which Chapter receives the most checkmarks.

The International Chapter of Excellence designation requires that we meet 14 out of 19 criteria. We have already met nine of the criteria and we are actively working on six more.

OMY

We are changing the way we select our Outstanding Member of the Year (OMY). Jolene Yowell handed out information about the new selection process. Each member will keep track of points earned in several different areas of professional development and achievement. At the end of the year, the person with the most points will be named as the OMY.

Chapter Calendar

A calendar for the year was e-mailed to each Tulsa Chapter member. Everyone was encouraged to take the time to put all the meetings and events on their personal calendars so they can proactively reserve those times for IAAP.

Ways and Means

At the Board meeting on August 25th, Teri Clanton presented a proposal for the Chapter to sponsor a TNT fireworks stand. One of the compelling reasons for doing this is that with a strong two-week commitment, we could raise enough money to fund the Chapter budget for the entire year. This would eliminate the need for a bunch of little fundraising events throughout the year. After a little bit of discussion, the proposal was tabled for this year; there just wasn't enough time to make a solid decision by the deadline of Sept. 10 and there was a concern that we didn't have a large enough membership base to provide the needed manpower. We will look at it again next year starting in the summer.

The Current Fundraiser brought in our first check for \$21.00. Everyone is encouraged to go to www.currentfun.com and make purchases, selecting Tulsa Chapter IAAP as the fundraising recipient. Encourage your family, friends, and co-workers to purchase their holiday gift wrapping supplies from Current.

Birthdays – August and September

Donna Hickman CPS – August 16

Linda Teague CPS – August 22

Tammy Burgin – August 26

Regina Thompson – September 8

Joy Orr – September 24

Announcements

The Laura Dester Shelter is our civic project again this year. Christine Hilderbrand e-mailed a list of gift items to each Chapter member. We will collect the gifts at our November and December meetings to present to the Shelter.

Christine Hilderbrand announced that regardless of when your membership renewal is due, you can pay it before December 31 at the current rate. That means that if your renewal date is sometime after January 1, you can pay it early and as long as you pay before December 31, you can pay at this year's rate. This allows you to avoid the membership dues increase for a little while longer. Christine also announced that you can pay for more than one year at a time if you'd like to postpone the rate increase even longer.

Meetings

The next Board meeting will be September 22 at Panera Bread on 71st and Garnett starting at 5:45 pm.

The next Chapter meeting will be Thursday, October 1, 2009 at the Embassy Suites at 3332 S. 79 E. Ave. (33rd and Memorial). Networking begins at 5:15, dinner is served at 5:30, and the meeting will begin at 5:45 pm. The program will be "The Ability To Influence".

There being no further business, the meeting was adjourned at 7:47 pm.

*Submitted by Jamie Ward CPS/CAP, Secretary
Reviewed by Jolene Yowell CPS, President*

September Meeting Highlights




2009-2010 Tulsa Chapter Officers

President Jolene Yowell CPS

Vice President..... Connie Weddell

Secretary Jamie Ward CPS/CAP

Treasurer Michele Dodson



Question of the Month

What is the deadline for IAAP Award of Excellence application submission?

The first person to email the answer to me **on October 1** will win a cool prize.

styler@arrowengine.com

Answer to September's question:

Harry Klemfuss died recently.

What contribution did he make to the administrative profession?

He was the founder/creator of Secretaries' Week and Day!

Liz Chandler was the first to respond with the correct answer and received a cool prize.

2009 Certification Conference SHARP SKILLS IN TOUGH TIMES

October 18 - 21, 2009

A-O Division's 2009 Certification Conference
Portland Marriott Downtown Waterfront - Portland, OR

Registration is currently open to both certified and non-certified members and non-members. Click the link below for more information, and share it with your friends and co-workers. Don't miss out on this opportunity for great continuing education!!

If you have questions about the conference, contact certification@iaap-hq.org. If you have questions about registering, contact meetings@iaap-hq.org.

Active CPS and CAP holders who attend the entire conference will receive 15 recertification points.

Administrative Professionals are individuals who find continuing education important - Important to personal growth, and important to growth within a career as an administrative professional.

Sharp Skills In Tough Times, the 2009 Certification Conference, is for you. This is 2 days of in-depth continuing education provided by top-notch presenters, Max Latham, Gini Courter and Steven Iwersen. All three speakers will help you keep your skills sharp, and marketable in tough times, and bring new skills to your workplace **with these sessions:**

Success Skills for Highly Demanding Times

- Effective, Efficient and Bottom-Line Oriented
- Building Your Skills to Accomplish More with Office 2007
- Sharpening Your Skills Regardless of Your Training Budget
- Chasing Porcupines: How to Work with Prickly People

Welcome New Members!

Sunny Phillips is the Senior Audit Coordinator for Cherokee Nation Businesses Internal Audit, which is a position she has held for three months. She has been with Cherokee Nation for four years and likes being able to give back to the people of the Nation.

Sunny, who grew up in Claremore, shares her life with her significant other, Aaron, and her 11-year-old son, Nathan, along with two Jack Russell Terriers and a cat. She enjoys her son's sporting events and school activities and likes to cook.

With a degree in Psychology, Sunny has had some interesting jobs in community mental health. She has worked in many psychiatric settings, both outpatient and in hospitals.

Becoming the most valuable she can possibly be to her employer is what made Sunny decide to join IAAP, and we're glad she chose Tulsa Chapter to help with that goal. Welcome, Sunny!

Daphne Navesky has worked as a Compliance Monitor Technician for Tulsa Public Schools' Special Education Department at the Education Service Center for close to a year. What she likes most about her chosen career is the ability to work within different fields and learning on the job.

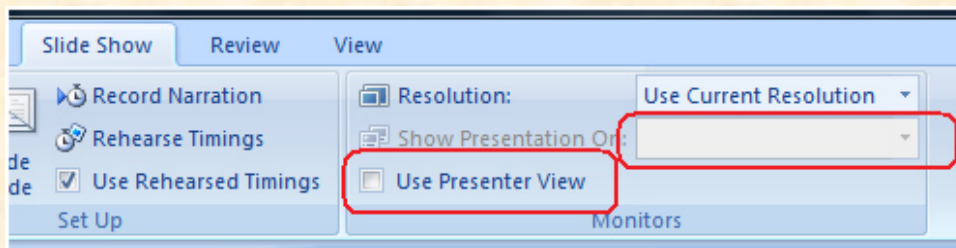
Daphne and her husband, Pete, have been married for 28 years. They have two grown daughters, one with a BFA in Technical Theater and the other working on her Master's in Entomology. Although Daphne grew up in the New Jersey-New York area, she has lived in Tulsa for nearly 30 years. She enjoys gardening, sewing and cooking in her spare time.

Making maps, working in a Federal weapons compound and working at a nuclear power plant are some of Daphne's more unusual past jobs.

Self-improvement is what Daphne hopes to gain from her IAAP membership. Tulsa Chapter should be able to help you with that goal, Daphne, and we're glad you chose us! Welcome to Tulsa Chapter!

Presenter view (PowerPoint)-Submitted by Jan Snyder

PowerPoint has for many years had a great feature called Presenter View, which allows you as the presenter to see a different view of the presentation from your audience. In Presenter View, your monitor shows not only the slides, but also your notes as well as the current elapsed time in the presentation. This makes giving a presentation far easier. To enable Presenter view, go to the Slide Show ribbon and check Use Presenter View. In that same section, you can also change the monitor which the presentation is shown on. One note: the Use Presenter View checkbox can only be checked if you already have a second monitor connected and enabled.



Uncommon leadership has common traits — Harvey Mackay

Submitted by Connie Weddell

A lot of people think leaders are born and not made. I disagree. I think you can become a better leader. I'm not a cook, but I've held many leadership positions. I thought this recipe for a leader sounded pretty good:

Have all ingredients at body temperature. Sift intelligence, ambition, and understanding together. Mix cooperation, initiative, and open-mindedness until dissolved. Add gradually ability, tactfulness and responsibility. Stir in positive attitude and judgment. Beat in patience until smooth. Blend all ingredients well. Sprinkle liberally with cheerfulness and bake in oven of determination. When absorbed thoroughly, cool and spread with kindness and common sense.

If that seems like a long list of ingredients, well, it is. But good leadership won't happen if any of those items are missing.

I love to study leaders and the different ways they lead. If there ever was a need for great leadership in a company, that time is now. Taking an organization through a good economy is tough enough; when the going gets rough, the real leaders shine. Consider the challenges that faced these leaders.

The military presents many opportunities to observe leaders in action. For example, President and General Dwight Eisenhower used a simple device to illustrate the art of leadership. Laying an ordinary piece of string on a table, he'd illustrate how you could easily pull it in any direction. "However, try and push it," he cautioned, "and it won't go anywhere. It's just that way when it comes to leading people."

The Duke of Wellington, the British military leader who defeated Napoleon at Waterloo, was a great commander but a difficult man to serve under. He was a perfectionist and very demanding, who complimented his subordinates only on rare occasions. In retirement, Wellington was asked by a visitor what he would do differently if he had his life to live over again. The old Duke thought for a moment and then said, "I'd give people I worked with more praise."

The famous general and Macedonian king Alexander the Great led by example. As he led an army across the desert, a soldier came up to him, knelt down, and offered him a helmet filled with precious water. "Is there enough there for 10,000 men?" asked Alexander. When the soldier shook his head, Alexander poured the

water out on the desert sands, refusing to take even a sip.

My friend Marilyn Carlson Nelson, Chairman of Carlson, wrote in her book *How We Lead Matters*, "The fact is that being a leader in any field requires discipline, effort, and yes, sacrifice. It can be all-consuming. And during that time, life may not have much balance. It's been said, 'If you can't ride two horses at the same time, you should get out of the circus.' A circus is not at all a bad analogy for the swirl of demands placed on leaders at the top."

Leaders are not always popular. Former U.S. Secretary of State Colin Powell wrote in his book, *My American Journey*, "I learned ... you cannot let the mission suffer, or make the majority pay to spare the feelings of an individual. I kept a saying under the glass of my desk at the Pentagon that made the point succinctly if inelegantly: 'Being responsible sometimes means pissing people off.'"

Ken Blanchard once told me, "The key to successful leadership today is influence, not authority."

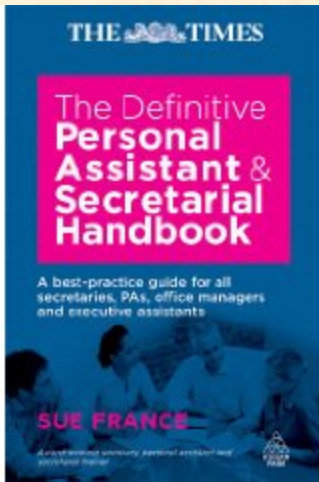
"A business leader has to keep their organization focused on the mission," says Meg Whitman, former CEO of Ebay. "That sounds easy, but it can be tremendously challenging in today's competitive and ever-changing business environment. A leader also has to motivate potential partners to join."

Leadership guru Warren Bennis spent several years researching leaders for his book "Why Leaders Can't Lead." He traveled around the country spending time with 90 of the most effective and successful leaders in the nation—60 from corporations and 30 from the public sector. His goal was to find these leaders' common traits. At first, he had trouble pinpointing any common traits, for the leaders were more diverse than he had expected.

But he later wrote: "I was finally able to come to conclusions, of which perhaps the most important is the distinction between leaders and managers. Leaders are people who do the right thing; managers are people who do things right. Both roles are crucial, but they differ profoundly. I often observe people in top positions doing the wrong thing well."

Mackay's Moral: Good leaders inspire others with confidence in them. Great leaders inspire them with confidence in themselves.





The Definitive Personal Assistant and Secretarial Handbook is the ultimate guide for all management assistants, PAs, secretaries and executive assistants. Written by an award-winning personal assistant, it deals with various aspects of these administrative roles and the skills required by them, including: relationship management, communication, confidence, the secrets of body language, listening and questioning skills, coping with pressure and stress, dealing with difficult people, time management and personal organization.

About the Author

Sue France has over 30 years experience as a secretary and personal assistant. she is the UK National Training & Development Officer for European management assistants (EUMA) and was awarded the prestigious award of the Times Creme PA/DHL PA of the Year 2006. Sue presents at PA conferences throughout the world, and is also involved in training and coaching PAs and secretaries.

New Release!

Order Christmas Items Now!

Current Fundraiser

Tell all your friends and family about our fundraiser—
Some of them may already be Current shoppers.

They need to log in to <http://www.currentfun.com>

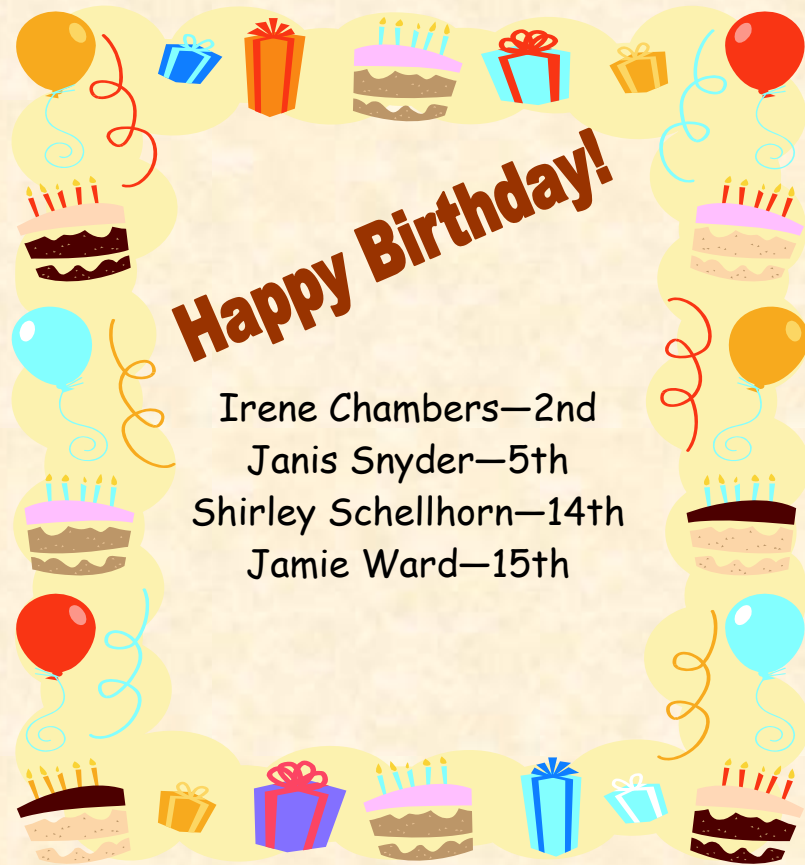
When they check out they need to do the following:

Choose organization's state: Oklahoma
Select Organizations: Tulsa Chapter IAAP
There is no Participant Number.

That's it, that all there is to it. Easy as 1, 2, 3.

**TULSA CHAPTER will receive 50%
of everything purchased off that website.**





Word: Different Layout for a Portion of a Page

Submitted by Jenny Flores

Summary: Got a document layout that requires a portion of the page to be in one layout and another portion to be in a different layout? While Word is better at word processing than at document design, there are some things you can do to get the layout to appear the way you want. (This tip works with Microsoft Word 97, Word 2000, Word 2002, Word 2003, and Word 2007.)

Ian is creating a tri-fold document in Word. His page orientation (obviously) is landscape and he has no problem creating the first two columns on the page. Ian can't figure out to how handle the third column, however. That column needs to be rotated 90 degrees counter-clockwise from the other two columns, and Ian wonders about the best way to do this.

There are a couple of ways you can approach this design issue. Each technique involves either the use of a table or a text box, as Word allows you to rotate the orientation of text in either a text cell or a text box, independent from the orientation in the rest of the document.

The first method involves the use of a table. Starting with a blank page, with a landscape orientation, you could place a three-cell table on the page. Each cell will represent a different panel in your tri-fold layout. In each cell type the information that you want to appear on that panel. (Don't worry about orientation on the third panel just yet.)

The text-box approach is similar; type information in the first two panels as you normally would, but then use a text box to create the third panel. Size the text box to whatever

you require, and make sure that it contains the text to appear on the panel. Format the text box so that there is no border around it.

Now, regardless of whether you are using the table or text-box approach, you are ready to change the orientation of the third panel. Place the insertion point within either the third table cell or the text box. If you are using a version of Word prior to Word 2007, follow these steps:

1. Choose the Text Direction option from the Format menu. Word displays the Text Direction dialog box. ([Click here](#) to see a related figure.)
2. Choose an orientation from those offered.
3. Click OK.

If you are using Word 2007, then things are a bit different. When you placed the insertion point in the table cell or text box, you should have noticed some new ribbon tabs appear. These tabs are specific to whatever device you are using—tables or text boxes. Select the ribbon tab and look for a control named Text Direction. (If it is not visible on the ribbon tab, check to see if there are two special ribbon tabs for the table or text box. If so, chances are good that the Text Direction control is on the other tab.) Click the Text Direction control, and the text in the object is rotated to a different direction. Keep clicking, and Word steps through the available orientations until you get to the one you want.

How To Be Happy In Life The 9 Paths To Happiness

- Jonathan Lockwood

(Submitted by Jenny Flores)

Sometimes it appears that life throws more obstacles in our path than we can handle. However, even in the face of the most challenging circumstances, you can make the choice to be happy by following these 9 paths to happiness.

1. Honor Yourself: Remember what the flight attendant says, "Put your own oxygen mask on first." You are of no use to anyone else if you have not taken care of your own needs first - this includes your own emotional, as well as physical, well-being.

2. Forgive Everyone for Everything: Forgiveness is a gift to yourself. YOU created the stress in your life by getting angry, and YOU can instantly remove that stress by granting forgiveness. Expressing your forgiveness to the other is optional - internalizing that forgiveness is required in order to live a joyful life. Don't forget to also forgive yourself for everything you regret ever having done or not done.

3. Have Gratitude For All Of Life: As with forgiveness, gratitude is a gift to yourself. Saying "thank you" is a powerful way to create great relationships, but the real power of gratitude is internalizing an immense thankfulness for your very existence - everything that has ever occurred or failed to occur in your life.

4. Respect Your Mind: Faith is powerful, but it is no substitute for observing, paying attention, weighing alternatives, and choosing with intention. Without conscious choice, there is no freedom or happiness.

5. Design Your Future: Don't be passive tumbleweed

blown by the winds of life. Envision the future you want, and then take action to create that future. Often, you will fail. Plan again and take action again.

6. Begin Today, and Never Give Up: There is no better time to begin than today - each and every "today." When obstacles stop you, think of new ways to reach your goals. In the words of the Oriental proverb, "Fall seven times, stand up eight."



7. Be of Service to Others By Radiating Happiness: Being of service is one of the greatest paths to happiness, but remember that your greatest service to others is the person that you are, rather than the tasks you accomplish. Your greatest gift to others is to give them

happiness, and by far the most powerful way to do that is to be an example of happiness and to radiate that happiness to others.

8. Dance Lightly With Life: Life does not have to be a serious undertaking. You will make mistakes, you will feel regrets, and eventually, you will die - so what? Happiness comes from dancing lightly with life - playing hopscotch on the river of life - leaping gracefully from joy to joy while laughing at the threats of calamity - even laughing hysterically at our human frailness when we do fall into the muddy torrent.

9. Know Unity with Spirit: There are as many ways to connect with Spirit as there are people - each of us has our own way to receive strength and serenity from the Infinite. Your life will be happier if you acknowledge that you are not alone, become open to that presence, and create ritual to celebrate your connection. You may feel your bond with Spirit at the Lord's Supper, in Songs of Praise, in Calls to Prayer, in Meditation, while doing Yoga or Qigong, or while walking in the woods. However you connect with Spirit, do it today.