



The Tulsan

MONTHLY NEWSLETTER FOR ADMINISTRATIVE PROFESSIONALS



Special Interest Articles:

- Tulsa Chapter February Meeting
- Time Management
- Member of Excellence & Chapter of Excellence
- Free Yourself from Over-Commitment

Individual Highlights:

February Meeting	2
Managing Time in a Fast-Paced World	3
Member of Excellence	4
Chapter News	5
Chapter of Excellence	6

Visions

"Perfection is not attainable, but if we chase perfection we can catch excellence." - Vince Lombardi



Jolene Yowell
CPS
Tulsa Chapter President

We are halfway through IAAP's fiscal year, and how do you measure up in your quest for excellence? Back in July when we started this race, did you pace yourself for a marathon, where you would utilize the entire year to chart your course and pick up points along the way? Or, did you plan on waiting until the end of the year, then sprint to the finish line? Well, if you planned to sprint you had better start now because everyone else is on the last leg of the race! You will need to run to catch up. Review your status on the Member of Excellence criteria found on page 4 of this newsletter, and then make your plans to complete the race.

Remember, you only need to meet eight out of the eleven criteria to become a Member of Excellence. Six of those criteria (found in red on the criteria chart) can be met without any cost to you and just little effort on your part. Review the remaining five criteria and select two others that you can complete; then start working on them. You can do this. I have confidence in every one of you that you can achieve this recognition. You have until 11:59 p.m. on June 30, 2010 to submit your documentation.

Also found elsewhere in this newsletter is the status of Tulsa Chapter's quest for Chapter of Excellence. As of January 1, 2010, we have completed nine of the criteria and have six more in progress. We must complete fourteen (which is just four more) to achieve Chapter of Excellence status again this year. One area of weakness is recruitment. You all can help in this area. In March, we will hold a membership recruitment meeting, and I encourage all of you to submit at least five names of office professionals that we can invite to our meeting. Try not to second guess anyone by thinking they would not be interested. There are admins everywhere that could benefit from a professional organization. What do you get out of your membership? Be sure to share that with potential members. Enthusiasm is contagious!

I hope you are all planning to attend the February 4 meeting at the Embassy Suites. Connie Weddell will present part 3 of our Behavior Competency Workshop Series "Information Seeking." The subtopics are: Priority Setting, Time Management, and Organizing Skills. See Connie's article on page 3 of this newsletter.

It looks like we are in for another winter blast, so stay safe and stay warm. See you next week.

Jolene Yowell CPS
Tulsa Chapter President



Job Hunting?

We have several members who are in the market for a job, so please keep your eyes and ears open. Send any job information to Denise Feltner, our Employment Committee Chair, so she can disseminate it to those in need. Remember, if you are looking for a job let Denise know, plus tell everyone else you know. Networking is the name of the game. The more people who know about your quest, the better.

Tulsa Chapter's February Meeting

Thursday, February 4, 2010

Embassy Suites
3332 South 79th East Avenue
Dinner & Networking 5:15
Meeting 5:45
Program 6:00

Menu

Cattleman's Chicken Fried Steak
Yukon Golden Potatoes
Salad, 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,
February 1, 2010
to Jenny Flores at
JFlores@BancFirst.com

Do you have a favorite mondegreen?

Mondegreens are errors of the ear--the mishearing of something, usually a song lyric, so that a new meaning is created. For example, in "Jingle Bells" people have reported mishearing the lyric "Bells on bobtail ring" as "Bells on Bob's tail ring."

The name "mondegreen" was coined by a writer named Sylvia Wright who, as a youth, misheard the last line from a

seventeenth-century Scottish ballad as "And Lady Mondegreen," instead of "And laid him on the green."

**They have slain the Earl of Murray
And laid him on the green.**

Wright, with the wild imagination of a child, made up an elaborate back story for the devoted

"Lady Mondegreen" before discovering her error.

*Reprinted from Grammar Girl-
November 19, 2009*

To learn about other weird grammar terms, such as eggcorn, anadiplosis, and snowclone, and to beat all your friends at Jeopardy, check out [The Grammar Devotional](#) at your local bookstore.



Refer a Friend!

Share the benefits of an IAAP membership. Bring a friend to Tulsa Chapter's February meeting on the 4th.

Managing Time in a Fast Paced World

http://EzineArticles.com/?expert=David_Chandler



Managing your time is a vital step in reducing stress in your life, obtaining your goals, and succeeding in business.

Managing time in a high-paced world is never easy, but when we have the right tools, it certainly is obtainable. If stress is getting you down, you are not alone. Many people today are suffering stress because of the fast pace. Although stress is an obviously problem, it does not have to be. We can manage our stress levels by focusing on time management. We can enjoy a busy schedule while finding time to relax. Some of us have to deal with multiple stressors at the same time, and it makes our life more difficult to handle. Multitasking between the struggles is never easy, so relaxing seems to be outdated.

Many of us are overwhelmed by the constant changes in technology, which includes computers, phones, fax, E-mails, cell phones, and other devices. How can we ever get ahead of the game if someone is always changing the plans? Stress is the leading cause of heart attacks, high-blood pressure, stomach tension, tightened muscles, and other health related pains and aches. Our hormones when pushed beyond the limits often respond in a negative light. Managing time is essential for dealing with stress. If you work, attend classes, and go home to a family every night, you understand that time is vital to maintain. Work is part of an everyday life, and most of us get up early in the morning and head out the door. Some of us skip breakfast, exercise and other healthful tasks, not realizing that this is part of managing time. If you are taking care of your body, your body will take care of you.

Life does not have to be hard; rather it can be a trial and error in soothing lights. Time management starts with a plan. If you have plans you know that goals often following the plan. Once we set a plan in motion, we must act on it accordingly and sufficiently to make the plan work and reduce our stress level. After we have a plan in motion focusing on our goals, we must find an organizing scheme that works best for our person. Some of us make lists, which are very helpful for putting a plan in motion. Lists are common tasks that we are required to obtain. Getting the most important tasks completed first is part of a time management plan that works most effectively. Once we move the bigger tasks out of the way, we find more time after the little tasks are finished. Changes are going to happen, and the world is constantly moving, so managing our time is the solution for reducing stress and obtaining goals. Managing time and stress in a fast-paced world is never easy, but the right tools sure can make the load lighter.

Please join us on February 4, 2010 for part 3 of our Behavior Competency Workshop Series "Information Seeking"

- Priority setting
- Time management
- Organizing skills



Speaker: Connie Weddell
Tulsa Chapter Vice President/Program Chair

Member of Excellence Criteria

Due 11:59 p.m. on June 30, 2010

A **Member of Excellence** will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A **Member of Excellence** will attain a minimum of 8 of the following 11 criteria:

CRITERIA	POSSIBILITY OF ACHIEVING
Be a current CPS and/or CAP holder	You either have this or you don't, but you can strive for next year if you don't have it now.
Sign on-line Member of Excellence Commitment Agreement	Everyone should have this.
Actively participate in Web Community forum discussion or submit an article for an IAAP publication	This should be a given since it is easy for everyone to achieve – Log into www.iaap-hq.org , find a forum that interests you and post a comment or two. There is a lot to learn out there.
Attend non-IAAP professional education workshops, seminars and conferences	There are lots of these out there and IAAP members even receive discounts at some of them. Did your company sponsor any training?
Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft certification	We can all strive to earn a Microsoft certification. Make this a goal next year if it isn't already this year.
Pay membership dues on or before anniversary date	Everyone can achieve
Serve as a Chapter Division or International officer, committee chair or committee member, or serve as RTF Trustee; or serve on a student chapter advisory board or the school's advisory board for the office administration program	This should be a given. Tulsa Chapter still has a few committees without Chairs, so this opportunity still exists for everyone.
Conduct a public presentation, program or training	Plan a brown bag lunch at work and teach your coworkers some tips and trips in Word, Excel, Outlook, PowerPoint, etc. See President Yowell, if you need help with a script for this.
Attend a minimum of eight Chapter, Division or International sponsored meetings, programs or events	If you aren't sure how many Chapter meetings you've attended to date, contact President Yowell. You can also plan on attending A-O Division Annual meeting or visiting other chapters.
Recruit at least one new member	Do you know any office professionals? Invite them to a meeting and let them see the benefits of belonging to a professional organization.
Integrate IAAP membership and involvement into annual performance plan or review	Even if your company doesn't have a formal review process, you can write up what your goals are for the year, i.e., chair a chapter committee; be a member of a chapter committee; submit 2 or 3 articles to the chapter newsletter; speak at a chapter meeting on how to create an excel database

Just make up your mind at the very outset that your work is going to stand for quality... that you are going to stamp a superior quality upon everything that goes out of your hands; that whatever you do shall bear the hallmark of excellence.

~ Orison Swett Marden

Michelle Clayton Joins Tulsa Chapter

The opportunity to network is the main reason Michelle came to Tulsa Chapter.

Michelle Clayton, the Registrar at Tulsa Public Schools' Sequoyah Elementary, has chosen Tulsa Chapter as her IAAP home. Michelle has been at Sequoyah since October, 2008, and truly enjoys working in a school setting. She likes being involved in the lives of the children there, and she also likes the flexible schedule working at a school affords. Since she has summers off, she is able to visit family out of state.

Michelle and her husband,

Chris, have been married almost 21 years and have two grown daughters, one in Colorado and one in Wyoming. The Claytons moved to Tulsa from Ingleside, Texas in August 2008. They are originally from the Rocky Mountains area of Wyoming and Colorado.

Michelle enjoys singing, needlework, teaching and reading. She and Chris teach Bible classes at their church.

The opportunity to network is the main

reason Michelle came to Tulsa Chapter. She describes herself as easy going and fun loving. She says she is never too busy to lend a listening ear.

Please take a minute to welcome Michelle to Tulsa Chapter. We are thrilled she chose us!



New to the world – Jaxon Rain McCoy

Tulsa Chapter Vice President, Connie Weddell, welcomed her first grandson to the world on December 14. He weighed in at 9.5 lbs. and was 21 ¼” when he arrived.



Jaxon Rain McCoy

The proud family is ecstatic and everyone is doing great.

CONGRATULATIONS!



Graduation News

Sherry Tyler CPS/CAP, Tulsa Chapter's newsletter editor, received her BS in Business from St. Gregory's University on December 19, 2009, in Shawnee.

**Congratulations to
Daphne Navesky CAP
for receiving her CAP Certification!**



**Happy Birthday
to Laura Kent on
February 24th!
And a belated
Happy Birthday to
Ann Hammack
whose birthday was
January 19!**

Chapter of Excellence	
Tulsa Chapter Status as of January 1, 2010	
(14 out of 19 required to achieve Excellence)	
Sixty percent of the chapter meetings offer certification points	IP
At least one member of the chapter obtain their CPS and/or CAP Certification during the current IAAP fiscal year	C
Sign on-line Chapter of Excellence Commitment Agreement	C
Publish at least six newsletters/e-newsletters	C
Participate in IAAP Web Community	C
Publish annual meeting calendar with education and/or training topics by September 1st and establish marketing plan to encourage members to attend Chapter, Division and International meetings and events	C
Create and maintain an annual budget, provide a monthly financial statement to the membership and submit annual audit report to the Division Treasurer	C
Maintain a full slate of officers (minimum four offices); maintain committee chairman for the Bylaws, Certification, Education and Membership Committees; submit New Officers and Committee Chairman list to HQ by July 1 deadline.	C
A minimum of four officers and chairmen of the Bylaws, Certification, Education and Membership committees participate in at least one IAAP leadership/succession planning training event of at least 60 minutes in length	C
Send a delegate to the Division Annual Meeting and a delegate or submit a proxy to the International EFAM	IP
At least one member serve in a Division Office or Committee; or serve on an International Committee; or as an International Officer or RTF Trustee.	C
Sponsor or co-sponsor a professional development seminar or sponsor/co-sponsor an APW/APD and/or Annual Executives Event	IP
Submit a completed application for the Avery Chapter/Division Achievement Awards and/or submit a nomination for Excellence Program	IP
Maintain a Minimum of 15 members and achieve an annual retention rate of at least 80 percent	SP
Conduct at least one Membership Meeting	IP
Conduct new member orientation program	IP
Achieve a net membership increase of at least 12 percent (minimum required is a net 3 member increase)	SP
Sponsor a new IAAP Professional Chapter or Student Chapter	
Create an Annual Business (Strategic) Plan; review/update annually; submit a copy to the Division President by December 31 and conduct an annual member/interest survey	
COMPLETED (C)	9
IN PROGRESS (IP)	6
STILL POSSIBLE (SP)	2

If you are going to achieve excellence in big things, you develop the habit in little matters. Excellence is not an exception; it is a prevailing attitude. ~ Colin Powell

6 Ways to Free Yourself from Over-Commitment

by Aby Garvey

As a professional organizer, if there's one source of stress I see over and over again with clients, friends and business associates alike, it's over-commitment. To truly simplify and regain control of your life, a realistic time management plan, free from over-commitment, is a must. It's that simple. There's just one problem. To prevent over-committing, you have to learn to say "no". For many, especially you ladies out there (you know who you are) saying "no" is akin to getting a root canal. It's thoroughly unnatural and completely painful.

Here are six strategies and techniques to help you say "no" and free yourself from the stress of over-commitment, once and for all.

1. Know your priorities.

Being clear about what is truly important to you is the first step to saying no. When you know what you want out of life, you'll be more deliberate about how you spend your time. It will be easier to see when obligations, tasks and responsibilities fit into your ideal life plan, and when they don't. This knowledge empowers you to say "no" and over time, you'll even learn to feel good about it.

2. Know your bosses priorities.

OK you say, "But it's not me. It's my boss. He just keeps piling on the work. How can I tell my boss 'no' without getting fired or passed over for promotion?" Good question. Again, let's get back to priorities. Do you know your bosses priorities? Do you know the priorities of your boss' boss? Just as knowing your own priorities helps you say no in your personal life, knowing what makes your boss tick (or what will help him or her get their bonus) allows you a chance to renegotiate your work load.

3. Say no for now.

If your boss plops a new project on your lap, look for ways to postpone starting the project – if your plate is already full. Try an approach like this: "That sounds like a great project. I can see the positive impact it would have on our organization. I'd love to start working on it in a month, after I have wrapped up projects X and Y. Are you agreeable with that?" You'll show your boss your impeccable time management skills and how in sync you are with your organization's goals. And he or she never had to hear the word "no" – how great is that?

4. Know how to say no.

Say things like "Thank you for the offer, but I'll have to pass this time." Or "Thank you, but that doesn't fit in my schedule right now." Having some pre-rehearsed, friendly ways of saying "no" will help you muster the courage to decline offers graciously when you want to and need to.

5. Approach no from a position of power.

Instead of saying "I can't do this" say "this doesn't fit my priorities right now." When you say "I can't" the words themselves feel powerless. By realizing something doesn't fit your priorities and turning it down, you're putting yourself in a position of power: the power to make decisions that help you get what you want out of life.

6. Say no to your kids, too.

I can hear my son saying "you're mean mommy" as I type those words. But truly, I think saying no to a child is one of the biggest favors you can do for them. Especially in the long term. By teaching your child to accept no from you and others, you'll teach him an important life skill, being able to say no himself. You'll teach him to prioritize and pick activities he values most, instead of signing up for every single extracurricular activity that comes along – just because. And you'll free up some downtime, for you and your family, which is really what breaking the cycle of over-committing is all about anyway.

Using these six techniques you will free yourself from the stress of too much to do and create time to do what you enjoy ... like just hanging out with your family or playing ball in the front yard. Doesn't that sound nice? Just say "no" and you can have it, too!

*Aby Garvey is an organizing expert who believes organizing can be creative and fun—the more we love an organizing solution the more likely we are to use it! She is the co-owner of [simplify 101](#), a professional organizing business that specializes in [online organizing workshops](#). Aby is the co-author of *The Organized & Inspired Scrapbooker*. Visit [simplify 101](#) to sign up for Aby's complimentary organizing newsletter and to learn how online workshops can help you have more fun and get more done.*

Reprinted from Admin Secret
<http://adminsecret.monster.com/>

Contributed by Connie Weddell

New Year – New Look

By now you have noticed the new look of **The Tulsan** this month. We have opted for a cleaner, more professional-looking format to start 2010.

As always, we will fill it with news and information to enhance your career as an Administrative Professional.

We hope you enjoy this edition of The Tulsan as well as those in the months to come.

We're on the Web!

See us at:

www.iaap-tulsa.org

Your Colleagues' & Customers' Wish List:

- More attentiveness and care
- More gratitude (less entitlement)
- More personal connection and authenticity
- Less complaints and more smiles
- More positive surprises (less negative ones)
- More resourcefulness and resilience
- More commitment to delivering

Reprinted from the December 7, 2009 BNet Enterprise Spotlight

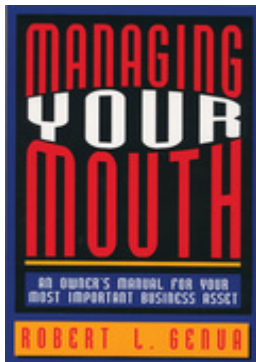
"If you are not willing to risk the unusual, you will have to settle for the ordinary."

*Jim Rohn,
Motivational Speaker*

Deadline for March newsletter articles is February 15, 2010:
styler@arrowengine.com

TULSA CHAPTER MISSION STATEMENT

TO PROMOTE AND ENHANCE THE PROFESSIONAL AND PERSONAL GROWTH of Tulsa Chapter members through continued education, providing leadership opportunities and networking, resulting in career advancement and increased value to employers.



Master the art of one-on-one communication.

"Foot-in-mouth syndrome may sound like a joke, but the result can be disastrous in the workplace. Managing Your Mouth helps businesspeople master the many aspects of one-on-one communication and keep their feet on the ground--where they belong. This valuable guide starts readers off with an in-depth personal assessment and then explains how they can:

- *use verbal skills to move up the corporate ladder*
- *say the right thing at the right time*
- *judge personality and its influence on behavior*
- *evaluate the role of nonverbal cues and meanings*

The author's advice will help readers handle the most trying communication scenarios, including controversy, bad news, networking, gossip, company secrets, proprietary information, meetings, and interviews."

About the Author : ROBERT GENUA is vice president and general manager of Rapid Patent Services, which supplies patent information to corporations and intellectual property lawyers around the world. He is also the author of two books.