

The Tulsan

Chapter of Excellence 2010-2011

Special Interest Articles:

Join the Celebration!

Why did you become a member?

Can you be flexible?

Attitude affects your success

Common Leadership Pitfalls

Moving past blame

What do you KNOW for sure?

Individual Highlights:

Invitation	2
VISIONS	3
The Art of Being Flexible	4
Tulsa Chapter News	5
Determine to Succeed	6
Leadership-Avoiding Common Pitfalls	7
Moving from Why and Who to How	8
What I Know	9

Tulsa Chapter IAAP meets on the 1st Thursday of each month.

Board meetings are the 4th Thursday of each month.

Tulsa Chapter Meeting

Thursday, October 6, 2011

Dinner & Networking 5:15
Meeting 5:45 Program 6:00

Holiday Inn City Center

17 West 7th (corner of 7th & Boulder)

Please RSVP

by 1:00 pm, Monday, October 3
to
www.iaap-tulsa.org

If you make a reservation and do not attend, you will be billed for that meeting's dinner.

Menu

Buffet Style

Grilled Chicken with Penne Pasta and Marinara Sauce
Mixed Vegetables
Garden Salad
Ice Tea, Water and Regular Coffee

Members: \$15.00

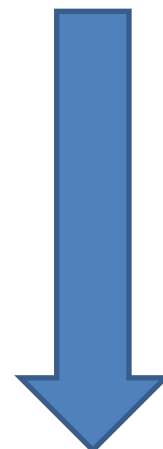
Guests: \$18.00

Tulsa Chapter regrets that we will no longer be able to pay for our guests' meals.

TULSA CHAPTER'S 45TH BIRTHDAY CELEBRATION



See next page for your special invitation





You're invited
to celebrate...

TULSA CHAPTER'S 45TH BIRTHDAY

with us!

WHEN: THURSDAY, OCTOBER 6, 2011, BEGINNING AT 5:15 P.M.

WHERE: HOLIDAY INN CITY CENTER DOWNTOWN, 2ND FLOOR MEETING ROOM

LOCATION: 17 WEST 7TH (CORNER OF 7TH AND BOULDER)

RSVP AT WWW.IAAP-TULSA.ORG WEBSITE BY OCTOBER 3, 2011

Festivities also include donations to the Dress for Success Tulsa organization. IAAP Southwest District Director Dortha Gray, CPS/CAP will be giving an update from International Headquarters and membership information. Bring your guests to this meeting for important information on joining our organization!!

Attendees are requested to wear blue which is the color for the month of October. A photo will be taken to share with all IAAP members worldwide.

Visions

Why did you decide to join IAAP, specifically Tulsa Chapter? Did you have a friend who joined and talked you into doing it? Did you think it might get you a better job evaluation at review time? Did you believe the available networking might help you land a job – or a better one?

Think back...every one of us had a specific reason for joining IAAP.

Now that you remember why it was you joined, can you specify what your plans were at that time? Did you intend to be at every meeting? Did you plan to be a part of all the celebratory events? Was it your goal to eventually serve on a committee or run for an elected office position?

It's doubtful that any of us made a conscious decision to be a member in name only. What good would that do? The camaraderie, the appeal and the comfort of being around those with whom we have something in common, the chance to learn new things – all of those probably figured into our decision to become a member.

Somewhere along the way, have you misplaced your energy? Did your desire to be an active member of a growing organization go astray at some point? Did being a participant lose its appeal?

It happens. We start out with great intentions and want to be a part of something that we view as important. Then, life gets in the way, and we miss a meeting. Then we miss the following meeting. After that, it's difficult to get back to what we had hoped to do with our membership. Will it be uncomfortable to walk back into the room after being gone for such a long time? Maybe initially until you spy a familiar smile. Will the other members make a big deal out of "missing you" and "wondering where you've been?" That could happen, but would that be so bad?

If you haven't attended a Tulsa Chapter meeting or other IAAP activity in a while, why not start anew by attending October's special birthday celebration? Do you have some suit jackets in your closet that you haven't worn in a long time? Bring them with you to donate to Dress for Success. That can be your excuse or purpose to attend.

Come rediscover why you joined Tulsa Chapter!

Sherry Tyler, CPS/CAP

The only limit to your impact is your imagination and commitment.

- Anthony Robbins

THE ART OF BEING FLEXIBLE

There is the misconception among many that each day, every minute must be scheduled for some task, meeting or appointment in order for it to be a productive day. Nothing could be further from the truth.

This only leads to stress and frustration. How many times have you planned a full day only to discover that not nearly half your tasks were completed. I'd guess that your next reaction would be, "I didn't get anything done today!"

You can usually count on the fact that on most days, some unexpected crises or events will occur that will disrupt your well planned schedule.

Or some tasks will take more time to complete than you anticipated.

Or an appointment or meeting runs longer than scheduled.

This is why it is important to leave some flex time, or unplanned time in your schedule each day.

If an unexpected event presents itself, you have the ability to juggle your planned tasks to take care of it.

If a day goes smoothly without the intrusion of the unexpected, there is time to accomplish more than you had planned. There are usually more tasks on a master list to tackle.

By allowing this free time in your schedule, you will feel good at the end of the day because you will have accomplished your planned goals. And possibly something unexpected as well. And of course, you will be less stressed.

How much flex time to allow each day will be different for each of you, depending upon the scope of your responsibilities and position. You may want to start with a half hour in the morning and another half hour in the afternoon. See how it works, and go from there.

Carol Halsey
Business Organizing Solutions
<http://www.pilestfiles.com>

Submitted by Connie Weddell



Congratulations, Michelle Clayton, CAP!

Michelle is now working as an Administrative Assistant position for Union schools. She will be reporting to the Assistant Superintendent of Support Services.

Bonus: Her office is across from Jamie Ward's!



Happy October Birthday to:

Irene Chambers – 2nd

Jan Snyder, CPS – 5th

Shirley Schellhorn, CPS – 14th

Jamie Ward, CPS/CAP – 15th

Denise Feltnor wishes to thank Tulsa Chapter for the card and all the prayers in sympathy for her husband, Richard's death. She supplied the link to his obituary: <http://www.floralhaven.com/obituary/user/show/template?id=47362>

MAKE THE CONNECTION!

Have you visited IAAP's Web Community lately?

Give one of these a try:

www.iaap-tulsa.org

www.iaap-ao.org

www.iaap-hq.org



CONGRATULATIONS to Tulsa Chapter's Hostess Committee, our Committee of the Month for August! Aren Proctor and Cassie Koenig do an outstanding job of planning our meeting menus, and keeping track of the RSVPs, among other tasks.

The RTF fund drive scheduled for November will be different this year, according to Denise Feltnor. She will update us all soon, so stay tuned.

The Department of Corrections clock will be on display at the October meeting, and you will be able to buy tickets to get your chance to win it. Proceeds go to RTF.



Please remember to **RSVP** for our monthly meetings by the deadline to ensure you get a meal! If members or guests RSVP after the deadline day and time, attendance is noted, but a meal cannot be confirmed.

LEADERSHIP - AVOIDING COMMON PITFALLS

How to avoid 4 common traps that keep you from changing

1. BEING BUSY

Symptoms: You walk fast, talk fast and have little time for small talk. You keep your agenda full, racing from one meeting to the next, spending hours each day on your BlackBerry and e-mails.

Reality: Much of your frenetic pace and harried attitude is for show. Deep down, you believe that by staying on the run and creating the impression you are purposeful, you will stay ahead of your worries.

Prescription: Be aware you are doing this and become more aware of the way people are reacting to you. Impose a limit on electronics, phone conversations, meetings and business travel time. Make time to ask people how they are doing and talk about anything other than job-related tasks. At home, set times when using the phone and checking electronic messages are off-limits.

2. COMPARING

Symptoms: Making comparisons is a reflex reaction: you're fretting that you are not measuring up to others in terms of salary, bonuses, performance, perks and reputation in the industry.

Reality: No one has it all.

Prescription: Put away the mental measuring tape. You will have more of everything if instead of worrying about the competition, you focus on facing up to the risks and changes you have to make to excel.

3. BLAMING

Symptoms: Accomplished, driven people find it difficult to accept feedback if they haven't met all expectations. Instead of accepting that they need to adjust and change, they tell themselves it's not their fault; so it must be someone else's.

Reality: Ask yourself: Are you really blame-free? High-achieving professionals filter their behavior through their egos, so they feel they must be right because they're smarter than everyone else.

Prescription: Accept that you have a role in a failure. Seek advice from a mentor or trusted expert to help you analyze what you may be doing wrong and find ways to avoid making the mistake again.

4. WORRYING

Symptoms: The higher you go on the career ladder, the bigger the stakes and the more you need to make calls in unfamiliar areas that can keep you up nights fretting about a potential crisis lurking ahead.

Reality: Obsessing about potential doom is a self-fulfilling trap.

Prescription: Some worry is normal. But excessive worry can lead to cynicism and negativity, which can be contagious to all members of your team. Your real focus should be on making sure you're doing quality work and adapting to changing needs. Keep reminding yourself that even if a problem develops in one area, you're performing well in others.

Based on Flying Without a Net

by Thomas DeLong



Determine to Succeed

September 19, 2011

Attitudes are important to successfully overcoming challenges. Right now, we have a lot of challenges facing us - the economy, companies downsizing, air travel stress, an election year on the horizon, and personal challenges. That is *just* life. We will always be presented with obstacles, uncertainty, and changing world events.

Think about your challenges at work: a tough assignment, a difficult person, juggling multiple tasks and people, and learning new technologies. Your attitude about the situation will dramatically affect how you go through the situation.

Strive for a positive attitude and use positive self-talk. Add to that: creative thinking, problem solving, risk taking, determination, commitment, being organized and taking action, and you will accomplish your goals. Here are bonus strategies:

1. Keep abreast of the economic changes taking place; they could affect your industry and job.
2. Be a star performer at work. Companies do not want to lose their stars - or rising stars.
3. Don't get caught up in the negative grapevine at work.
4. Remember, employees don't always know what is really going on with company changes.
5. Stay positive. Come into work with a good attitude.
6. Encourage co-workers to stay positive and focused.

A quote I found years ago says, "*Some succeed because they are destined to. However, most succeed because they are determined to.*" Be determined this week to succeed when presented with a challenge. That is the only affirmation you need to live a fruitful week at work and at home!

Joan Burge

Motivators, Office Dynamics <joan@www-officedynamics.ccsend.com>

Check out our new series of articles at Adminology.org; the first article posted last week was on [Attitude Management & Inner Drive](#). 15 articles will appear between now and early December.

Are You Guilty of These Mispronunciations?

- Dilate – Say DI-LATE, not di-a-late.
- Jewelry – Say JEW-EL-RY, not jew-ler-y.
- Picture – Say PIK-TURE, not pitcher.
- Realtor – Say RE-AL-TOR, not re-la-tor.
- Iraq, Iran and Italy – all have a short i sound, not a long i sound.
- Across – Say A-CROSS, not a-crost.
- Athlete – Say ATH-LETE not ath-a-lete.
- Arctic – Say ARC-TIC, not ar-tic.
- Nuclear – Say NUKE-LEE-AR, not nuke-YOO-lar.
- Supposedly – Say SUP-POS-ED-LY, not sup-pose-ab-ly.

Moving from Why and Who to How

-- by [Bill Mansell](#)

Submitted by Michele Dodson



When something unpleasant happens to us, we go through a series of questions as we attempt to mentally process the event. Often our first response is "**Why** did this happen to me?" We spend considerable energy delving into the reason why the event happened. We're trying, of course, to make sure it doesn't happen again. This focus on Why naturally leads to the next question: "**Who** is to blame for what happened?" We're looking for the culprit who can bear responsibility for the event. Eventually, we move to the final step, which is "**How** can I solve the problem and move forward?"

These thought patterns are a natural part of the problem solving process. Unfortunately, some of us get stuck in the **Why** and **Who** way of thinking and never move on to **How**, where the real healing and solutions are found.

When this happens we become fixated on blame. Some blame themselves and become paralyzed by depression and self-loathing. Others blame God. Still others become obsessed with revenge. They file lawsuits--not with the intent of solving the problem, but in an attempt to force someone to take responsibility for what happened. They believe they will only be happy when the responsible party is completely ruined.

Sadly, this focus on Why and Who forever traps us as helpless victims who are unable to move on with our lives. Only when we are able to let go of **Why** and **Who**, can we shift our focus to **How**--how can we solve the problem and make our future as happy and fulfilling as possible.

Much has been written lately about the power of forgiveness--both forgiving ourselves and forgiving others who we perceive have wronged us. The profound concept for me is that this forgiveness is not for the benefit of the one forgiven. It is for you and me. Once we let go and move on with our lives, we are suddenly no longer victims. Instead, we are empowered with the ability to solve problems and create a better future.

Success Tip: *Is there an area of our life where you are stuck in the **Why** and **Who** way of thinking. I urge you to let it go and turn your attention to **How** you will make your future bright. It's a simple concept, but one that can literally change your life.*

Enjoy the Autumn days!

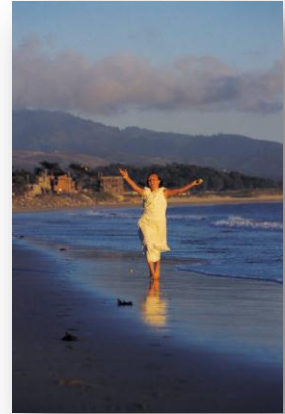


From Janet Griebel, CPS:

As we start off this new IAAP year, please think about this.....

What do you KNOW for SURE?

Here are a few of mine.....



1. You DEFINE your OWN life. (Don't let other people write your script.)
2. What YOU put out comes back all the time, no matter what.
3. Whatever someone did to you in the PAST has no power over the PRESENT. (Only YOU give it power.)
4. When people show you who they are, BELIEVE THEM THE FIRST TIME.
5. Worrying is WASTED time! (Use the same energy for doing something about whatever worries you.)
6. What you BELIEVE has more power than what you dream, wish, or hope for. (You become what you believe.)
7. If the only prayer you ever say is "thank you," that will be enough. (From the German theologian and humanist Meister Eckhart)
8. The happiness you feel is in **direct proportion to the love you give.**
9. Failure is a signpost to turn you in another direction. (Don't lie down and give up!)
10. If you make a choice that goes against what everyone else thinks, the world will not fall apart.

I borrowed all of these from someone else. I don't think they will mind. Have a great year!

Happy 
Halloween

**November newsletter
deadline -
October 15, 2011.**

**Please send all articles to
styler@arrowengine.com**

**Our November Chapter
meeting will be held on
Thursday, November 3.**

IAAP Tulsa Chapter

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Janet Griebel, CPS/CTM - Vice President

Michelle Clayton, CAP – Secretary

Crystal Joice - Treasurer

*The minutes of our
September meeting
can be found on
Tulsa Chapter's
website:*

www.iaap-tulsa.org

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.