

The Tulsan



Special Interest Articles:

Make the Leap!

What Can You Bring to the Birthday Party?

How to be Green

Coming Back from Vacation

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

Board meetings are the 4th Thursday of each month.

Tulsa Chapter Meeting

Thursday, September 1, 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, August 29
to

www.iaap-tulsa.org

Menu

Buffet Style

Chicken Tenders
with honey mustard &
barbecue dipping sauces
Assorted Freshly Sliced Fruits
Fresh Vegetable Crudites with three onions
sour cream dip
Assorted Finger Sandwiches with tuna
salad and chicken 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.

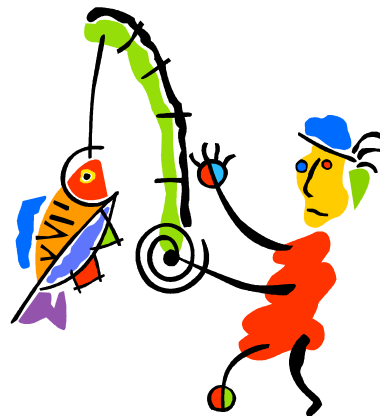
If you make a reservation and do not attend, you will be billed for that meeting's dinner.

Landing Your Next Job in a Tough Economy

Presenters:

Kimberly Shapiro, Branch Manager
Ashton McCarty, Staffing Manage
Robert Half International (Office Team)

The economy and job market have become much more volatile and uncertain, and many professionals may have lost jobs or may feel that their job is at risk. Even in a difficult economy, though, there are still opportunities for skilled candidates. This presentation provides valuable ideas and strategies that will help candidates jump-start or re-energize their job search.



One recertification point will be awarded for this program.

Visions

Now's the Time – Make the Leap!



Michelle Clayton, CAP
Tulsa Chapter Secretary

Through the years I have come to label myself as an “Information Gatherer.” No matter what I am involved in, I want to know as much about it as possible. I study, research and most of all I listen to those around me, quietly gleaning from their knowledge. This drive has helped me greatly through my adult life whether I was homeschooling our daughters or taking on a new position wherever we moved. When I found out a couple years ago about the Certified Administrative Professional® (CAP®) rating, I knew I wanted in on the learning.

My husband is a Licensed Professional Engineer and when I asked him about taking the exams, he greatly encouraged me. I have always felt less educated than him since I raised children instead of finishing college. He knew that I needed to prove to myself, more than anyone, that I was very educated...college or no. I was terrified as I paid the money for the exams that I would let him down and waste his hard earned money. However, as I began to study, I realized that this is what I had been doing most of my life... “office stuff” as my kids called it. I leaned on 20 years of office experience, and God, to get me through. I waited...impatiently...for the results and shook when I opened the envelope. I cannot express the exhilaration and great sense of accomplishment I felt when I received the letter stating that I had passed. I felt fear and doubt slip away to be replaced with confidence. I felt I had made the “Leap to Remarkable.”

The next CAP exam is coming up in November (application deadline was August 15) and then again in May (application deadline is February 15). For details, go to <http://www.iaap-hq.org/certification>. Now is the time to get in on the learning and to come into a sense of confidence. You know you have the experience to pull you through and with some brushing up...you too can make this leap in your self-esteem and knowledge. As your Certification Committee Chair, I will be available to help you pursue the CAP rating. If you are interested in applying for the CAP exam, please let me know: missy.clayton@yahoo.com or 918-779-2180. I am working on getting a study group set up for each exam so please contact me if you are interested and I will give you the details.

It's your turn to make that leap – I know you can do it!

Michelle Clayton, CAP



**CONGRATULATIONS, TAMMIE BURGIN, CPS/CAP
AND
JENNY FLORES, CPS**

Both passed their certification exams in May!

What Goes On At A Birthday Party? You Give Gifts Of Course...

...but in this case we won't be giving gifts to the Tulsa Chapter for their 45th birthday at our October 6th meeting. We will be giving gifts to the Dress for Success Tulsa organization (who by the way is celebrating their 10th year in September).

In association with our chapter's birthday party, I would like all members to donate items for which Dress for Success has an urgent need. I know I have things in my closet that I haven't worn since who knows when and probably won't wear either. If you would prefer to donate money, I'm sure they could use that also.

Dress for Success Vice President/Volunteer Patti Freeman has sent me the following list of needed items:

- Plus-size clothing
- Handbags/purses (these go first when they get donated)
- Unopened cosmetics
- Knee-high hose
- Slacks (preferred by most clients)
- Tops
- Blazers
- Cami's
- Shoes
- Gently used bras
- Dresses
- Skirts



Patti says that they do not need items such as jeans, t-shirts, and anything that is too casual. After all, these clothes are for women who need to present a professional front when they go for interviews in today's job market. Who knows – they may be future Tulsa Chapter members! It would also help if items could be on hangers, and the other items in boxes or sacks that could be carried easily.

Wouldn't it be wonderful if we had at least 45 items to give Dress for Success at our October meeting? One for every year that our chapter has been in existence.

Think of the lives that our small donations might be changing. Think of how you would feel if you were in their place...

Janet Griebel, CPS/CTM
Tulsa Chapter Vice President

Congratulations, Tulsa Chapter!

Thanks to the hard work of our members, Tulsa Chapter has been awarded the 2010-2011 Chapter of Excellence by IAAP! With this distinction also comes a choice of \$100 cash or \$150 towards the IAAP Web Community. The Board, on behalf of Tulsa Chapter, agreed that the best choice would be the contribution toward our IAAP Web Community. This will keep our web page current with all the events and links!



Congratulations go out to everyone that participated in last year's Pathways to Excellence program. I'm excited to see the numbers up this year. Good job to everyone that participated. Here are the final tallies for 2010-2011:

- Members of Excellence – 1,602 up from 1,488 last year
- Chapters of Excellence – 212 up from 199
- Divisions of Excellence – 25 up from 20

International President, Tamra Goodall, CPS/CAP



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.



**Happy September Birthday to:
Regina Thompson – 8th**

New Mailing Address for Tulsa Chapter IAAP

Tulsa Chapter IAAP
PO Box 1230
Catoosa, OK 74015

Please visit Tulsa Chapter's website to read Connie Weddell's coverage of both the A-O Annual Meeting and EFAM!



How to be green

Non-toxic, powerful and economical
green home cleaning solutions

Tulsa Chapter Ways & Means co-chairs, Connie Weddell and Crystal Joice are proud to announce the new [How-to-be-green-solutions.com](http://how-to-be-green-solutions.com) website that benefits our chapter. The website showcases the negative effects of toxic cleaning products in our homes and is linked directly to our fundraising site (<http://iaaptulsachapter.myshaklee.com/us/en/>) that offers safe alternatives that are powerful AND economical too!

For those of you that are not familiar with our fundraiser, it is the partnership that we formed with the Shaklee Corporation back in December 2010, when we signed up to be part of their non-profit program. Tulsa Chapter receives a percentage for sales, and, remember, all their products are 100% guaranteed!

The cleaning products are near and dear to my heart. I have used them for almost 18 years and **still love them!** In fact, **Oprah loves the Get Clean Starter Kit too!** She showcased it in one of her “favorite things” episodes back in 2007 - and everybody got one!

There are many advantages to switching to the cleaning products, **besides the fact** that they work so well. Here are just a few:

They are also a partial solution to the economy crunch!

The Get Clean Kit eliminates:

108 pounds of packaging waste*

248 pounds of greenhouse gases*

*When compared to conventional, ready-to-use cleaners

Who else uses the cleaning products?

White House

Pentagon

National Zoo

NASA

Jacques Cousteau Society

First official Earth Day product – Basic H



Please feel free to forward this website to anyone you know that is interested in safe, powerful, economical, cleaning products. And remember, Tulsa Chapter benefits from the sales!

Together we can make a difference!

Take care of the earth and she will take care of you. ~Author Unknown



Since its launch in 2000, DeskDemon has striven to provide you with the wealth of information and resources you need, quickly and easily. As the site has matured over the past 9 years and the amount of available information has increased enormously, we needed to restructure the site so that the information is available to you - at your fingertips. Everything you need and love is still here, from managing travel, meetings and events; managing office supplies and technology to managing your career.

Submitted by Regina Thompson



The Tulsa Chapter will celebrate their 45th anniversary at our October 6 chapter meeting. The 45th year anniversary is sapphire, the bluest of blues. Mark your calendar to wear blue in honor of Tulsa's benchmark in success. A group picture will be taken for our website and maybe posted on the IAAP site!

Regina Thompson

Back in the Saddle

Many employees prepare for taking a vacation by completing as much work as possible ahead of time and preparing colleagues and clients for their absence, but few think about what's needed to get back in the swing of things when they return.

Here are some tips that can help you return to work re-energized and ready to go:

- Use out-of-office features. Before you leave, change your voice-mail and email greetings so that anyone who contacts you will know you're out and when you'll be back. Offer the contact information of a colleague who can assist with urgent issues. This will help cut down on projects you have to handle right away when you return.
- Plan your first day back. Make a schedule for the day you return. Plan to meet with key team members and schedule time to get up to speed on current projects. The added structure will help you readjust.
- Minimize chitchat. Colleagues will likely stop by and ask about your holiday. Give a quick synopsis and offer to provide more detail after work or during a lunch break.
- Take an extra day. If your vacation includes plane travel, resist the urge to fly home Sunday night and return to work Monday morning. Give yourself a day to recuperate, especially if you're changing time zones. This will help you be better focused when you get back to the office.

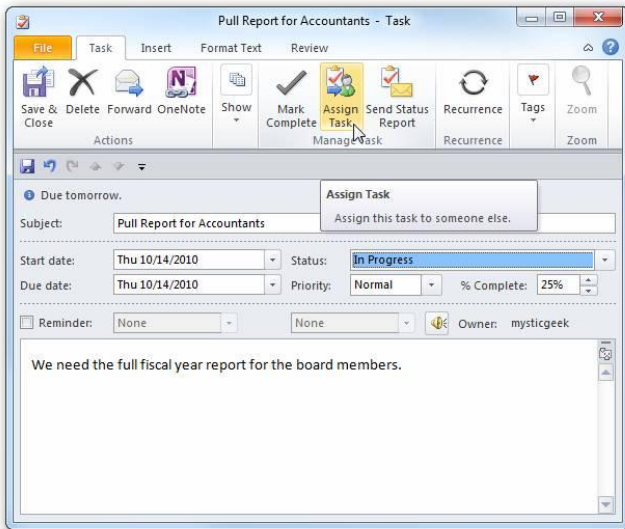
By getting organized before a vacation, you'll reduce the time necessary to catch up on projects once you return. The more you plan ahead for a post-vacation slump, the better equipped you will be to quickly jump back into work.

Submitted by Janet Griebel, CPS/CTM

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 315 locations worldwide, and offers online job search services at www.officeteam.com.

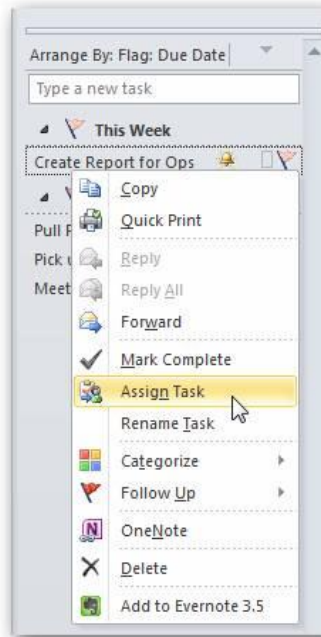
The Tasks feature in Outlook is a great way to keep track of what you need to get done, but it's also a good way to help collaborate with others and assign tasks to them. Here's how to assign tasks to other people easily.

Note: the ability to assign tasks to others has been around for a while, so you can use it in previous versions of Outlook as well, it's just in a slightly different place.

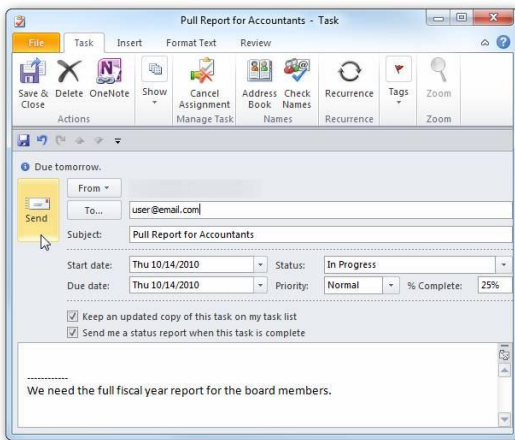


How to Assign a Task to Someone

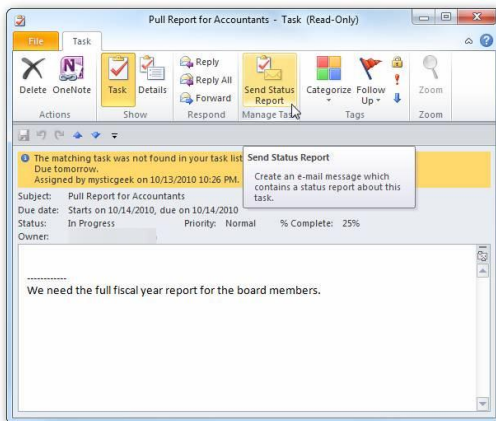
There are a couple of ways you can assign tasks, including while you're creating a new task—all you need to do is click on "Assign Task" on the Ribbon.



Or while you're looking at the Tasks pane in Outlook, you can right-click on it and select Assign Task from the menu. This should work from any of the Tasks views.



Now you just need to enter the email address of the person who you're assigning the task to.



Then the person you assigned the task to can add it to their list and send updates on it.

If you're new to Outlook and the Tasks feature, this should get you started, and don't forget to delegate your tasks!

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

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

**Our September Chapter
meeting will be held on
Thursday, September 1.**

IAAP Tulsa Chapter

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Tulsa Chapter Officers

Regina Thompson – President

Janet Griebel, CPS/CTM - Vice President

Michelle Clayton, CAP – Secretary

Crystal Joice - Treasurer

*The minutes of our
August 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.