



FM Broadcaster



A Message from Our President



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Are You a Lucky Dog?

You may have heard variations on these wise words:

“Luck is what happens when preparation meets opportunity.”

~ Seneca (Roman philosopher, mid-1st century AD)

What are we preparing for? Sometimes in our careers we simply do not know. We just know we need to be prepared. IAAP is all about keeping you at the top of your game. What admin wants to be caught ill-prepared for an opportunity? None that I know!

Keep wagging your tails, lucky dogs! As a member of the Fort Myers Chapter of IAAP, you are in the right place at the right time. You are ready!

Your “March”-ing Orders

Walkers unite! Have you signed up to join our team, Breast Friends Forever, to walk in the **Susan G. Komen Race for the Cure?** The event will take place on Saturday, March 12, at Coconut Point Mall in Estero. See additional information in this issue

on how to sign up!

FLAN-tastic!

This year our chapter is very proud to have the privilege of co-hosting a **Florida Division FLAN** meeting with the Cape Coral Chapter. The date is Saturday, March 26, and the place is Cape Coral Hospital’s auxiliary meeting room. **Who should attend the FLAN?** All of our chapter members should consider themselves invited and encouraged to attend! There will be members from all over the Division attending and representing their respective chapters. This is a bit of networking, a bit of friendly catching up, and a bit of brainstorming and idea sharing on chapter activities all mixed together. It’s a fun, productive morning, after which you can resume your regularly scheduled Saturday activities.

Chapter Nominations

In accordance with our chapter bylaws, our nominations committee was formed at our February

chapter meeting. Have you ever thought about serving on the Fort Myers Chapter Board? This could be the opportunity you’ve been preparing for! See page 6 for information from the committee on how you can step up to the plate and participate in our process.

A Tisket, a Tasket, APOTY in your Basket

Picture this: *It’s time for your annual performance evaluation. Or it’s time for an important job interview. You have a folder full of accolades and appreciation from co-workers and clients for all you’ve done for them. Also in the folder, you’ve got a list of your key accomplishments, INCLUDING your certificate stating “Administrative Professional of the Year.”* WOW! I think that raise, promotion, or job offer just became a sure thing! Now, turn this scenario into a reality! Turn in your application.

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Announcements

Birthdays

Karan Pepin, CPS	12
Rachel Wolcott	21
Doris Renye	30

Anniversaries

Peggy Poole, CPS 10 years

Chapter Workshop

Our annual chapter workshop, which was scheduled for Saturday, May 14, has been postponed until the fall.

Stay tuned for more details later in the year!

Meanwhile, be sure to take advantage of other great learning (and recert point) opportunities from IAAP!

If you have changes or corrections for the roster, please contact crystal.mcmillan@leememorial.org

2011 Administrative Professional of the Year (APOTY)

Fill out the application today!
Applications due April 18!

Think you've got what it takes to be the 2011 Administrative Professional of the Year? Yes, you do!

Applications were sent via email and are due April 18, 2011. Applicants must be able to attend the APOTY breakfast on April 27.

Send completed applications to Karen Distelrath, CPS/CAP at 12747 Chatham Drive, Fort Myers, FL 33908, or email them to kdistelrath@phaengineers.com.

Contact Karen if you have questions or need an application.

Tickets for the breakfast are now available! Cost is \$14. Reserve your spot by contacting Christina Dorn, CPS/CAP at christina.dorn@gmail.com or calling 239-362-2983.

St. Patty's Day Trivia



Erin go Bragh (sometimes *Erin go Braugh*) is the Anglicization of a Gaelic phrase and is used to express allegiance to Ireland. It is most often translated as "Ireland Forever."



Upcoming Events

March 6-9	International Spring Conference, Tampa
March 8	Fort Myers Chapter Meeting
March 12	Susan G. Komen Race for the Cure, Estero (see page 4)
March 26	FLAN—co-host with Cape Coral Chapter (see details below)
April 12	Fort Myers Chapter Meeting, including our 44th Birthday Celebration
April 27	Administrative Professional of the Year (APOTY) Breakfast (see page 2)

The Cape Coral Chapter &
The Fort Myers Chapter Present



DATE: SATURDAY, 03/26/2011
TIME: 9 AM-12:30 PM
WHERE: CAPE CORAL HOSPITAL
AUX. MEETING ROOM
636 DEL PRADO BLVD.
CAPE CORAL, FL 33990

Spring FLAN

When is FLAN not a dessert? When it's Florida Local Area Networking. This is a great opportunity to discuss IAAP topics and other office matters with colleagues! Neighboring chapters have this chance to get together for brainstorming and fellowship only a few times each year. Help make this one great!

For more information, driving instructions and to RSVP, visit www.iaapcapecoral.org today!

RSVP NO LATER THAN 3/23/11!
SIGN UP FOR A FREE WAYS & MEANS TABLE WHEN YOU RSVP.
IAAPCAPECORAL@YAHOO.COM

www.IAAPCAPECORAL.org and www.IAAP-FORTMYERS.org

DON'T MISS THE APRIL MEETING!

BIG happenings are planned for the April 12 Chapter meeting. Events include:

- Annual membership drive (information coming soon).
- 44th Birthday Celebration for the Fort Myers chapter.

Be sure to bring a friend—or two or three!

2011 Florida Division Annual Meeting (FDAM)

Hosted by the Gainesville Chapter

Best Western Gateway Grand

4200 NW 97th Blvd
Gainesville, FL 32606

**June 24-26, 2011
Friday-Sunday**

Registration is \$150

For more information, please visit the following website:

<http://iaapgainesville.org/FDAM/index.htm>



A Member's Strategy to Setting and Achieving Goals

By Debbie Owen, CPS/CAP



The new year has come upon us, and with that, of course, are our resolutions and goals, many already tossed aside and broken. I set goals for myself yearly, both personal and professional. I record them in my planner and cross them off as accomplished.

One of the goals I've set for myself this year is to become more involved in my local IAAP chapter. After working diligently and earning the CPS/CAP certifications, I was able to cross that off of my list. It was on there for three years!

I aspire to do more civic service and become more involved within my home chapter. I want to learn and be an integral part of IAAP and attend more of the events, not simply for the recertification points, but for growth and to increase my knowledge of our organization. I believe growth is essential for personal and career objectives to be met and for personal accomplishment.

Many goals, on appearance, seem to be lofty and unobtainable. But if broken into smaller pieces, they can be managed and, more importantly, obtained. If you have a plan in goals can be reached one small step at a time...after all, one can eat an elephant -- one bite at a time! First, start by writing down everything you'd like to accomplish, even if it seems unobtainable or even silly. Next, go over each one and list what it will take to achieve that goal. If they are huge goals, break them into smaller goals. For example, if you want a new car but don't yet have the means to get it, figure out what you can do in smaller chunks to drive that new car out of the dealership, such as one less Starbucks per week, and put that money into a separate account. This is a small thing, but it will eventually get you what you want as you find more ways to save. Finally, as you reach each goal, go back to your list and cross it off with a date. I find this is important, as it's a visual of what you've done, a living record of your accomplishments.

I look at my list about once every three to four months and cross off what I've completed and date them. Also, if my goals change, and sometimes the priority of that goal, I make note of that. Once a year, look back on your list. Did you accomplish all your goals? The answer will most likely be no, and that's okay. Some goals are long-term and will require many years to complete. Don't get discouraged; focus on all you have accomplished! If you have goals left over, simply move them to the next year as you make your new list.

Some goals are easy and can be obtained right away. Some may take several years. By setting and achieving goals, you can reach your highest potential as well as strive to make your personal and professional lives more accomplished.

Enjoy your journey.

"What thwarts us and demands of us the greatest effort is also what can teach us most."

Andre Gide

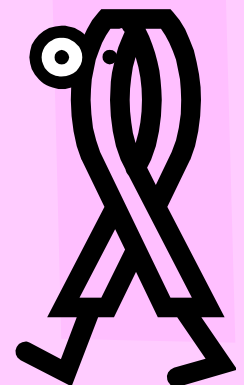
Susan G. Komen Race for the Cure, March 12, Coconut Point, Estero

Whether you wish to join us on the walk or make a contribution to the cause, you can be part of the Ft. Myers chapter's effort to beat breast cancer. Follow the links below or contact Nan Finn, CPS/CAP at nanjfinn@msn.com or (239) 691-1115.

Directions to JOIN the team:

- 1) Log on to: www.komenswfl.org.
- 2) Right side of screen, grey box, click on "Race for the Cure Registration is Now Open."
- 3) Right side of screen, click grey icon "Join a Team."
- 4) Scroll down and enter the Team Name: Breast Friends Forever – IAAP Fort Myers.
- 5) Then click "Search for Team."
- 6) Scroll down to last pink area and click "Join" at the end of the team line box.
- 7) Complete instructions on each page.
- 8) You will have the option to personalize your own page for donations.

NOTE: There is a \$35.00 entry fee to join the team. On the day of the race the fee will be \$40.00.



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Bouncing Back from an Interview Mistake

You're sitting in front of a hiring manager, interviewing for a job you would love to have. So far, the discussion has gone smoothly. The initial nervousness you felt at the outset has been replaced with growing confidence.

Then the interviewer asks, "How do you see yourself contributing to our company's goals?" You freeze and realize that you somehow failed to conduct sufficient research about the company. Of course, you know in general what kind of products the firm makes. But you have no idea what the interviewer might mean by "goals," much less how the position you're interviewing for relates to them.

If misery loves company, you can take some comfort in the fact that you're not alone. According to a survey of executives we conducted recently, nearly one-third (32 percent) said candidates are more likely to slip up during the interview than at any other time in the application process. Moreover, **one of the most common mistakes interviewees make is failing to display knowledge about the company or position.**

Interview mistakes, while uncomfortable, are not necessarily fatal. The following tips may help you recover from an interview faux pas and regain your stride.

- **Take a few seconds to compose yourself.** Don't allow panic to overwhelm you. Your ability to keep your composure might impress the interviewer.
- **Buy some time.** It's all right to ask the interviewer to clarify a question, provide a little more detail, or give an example that illustrates the point.
- **Be concise.** If you're asked a question you're unsure about, your first instinct may be to talk a lot to cover your lack of knowledge. It's better to be brief and convey just one well-stated idea than to ramble on without focus.
- **Let it go.** Once you've gotten past the mistake, don't dwell on it. Concentrate on putting your best self forward for the remainder of the interview.
- **Follow up.** Send a thank-you note after the interview. It's another opportunity to clarify your responses and make your case to be hired.

Submitted by OfficeTeam, the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 325 locations worldwide, and offers online job search services at www.officeteam.com. For more information, contact a staffing manager at (800) 804-8367.



Tips and Tricks for Microsoft Word



Just as soon as you think you've mastered a software program, you learn about some nifty trick or shortcut to quickly humble you. Whether you're a Word novice or ninja, check out *Gizmodo's* "Cheat Sheet: 10 Tips and Tricks for Microsoft Word," at gizmodo.com/#!5766199/cheat-sheet-10-tips-and-tricks-for-microsoft-word, and you might learn something new about the popular word-processing program.

Taken from OfficePro Express, 2/24/2011

Administrative Professionals Week April 24-30

Taken from *IAAP: February Connections*


We're excited about Administrative Professionals Day, April 27, 2011. **The theme this year is: *This year, celebrate all office professionals.***

With the difficult economy and a recession that doesn't seem to want to end, office professionals everywhere have felt the impact of trying times. That's why this year, we're sharing our day with all office professionals.

With this shift in focus for 2011, we would like individual members, chapters and divisions to see this as an opportunity to promote IAAP within the office and the community and foster goodwill between admins and other professionals in the office. This will open up avenues to promote your local chapter and IAAP.

How can you promote APW?





ddreed80@aol.com Nancy.Finn@leememorial.org kdistelrath@phaengineers.com

The Nominating Committee would like to take this opportunity to invite you to join your Board of Directors.

Prior to April 1, 2011, please contact Dianne Reed, CPS/CAP, Nancy Finn, CPS/CAP, or Karen Distelrath, CPS/CAP with the position which interests you.

This is a wonderful opportunity for you to become involved in the continuing success of your chapter and we look forward to hearing from each of you.

The duties below are included for your convenience. More information is available in ARTICLES III and IV of the Chapter's Bylaws.

The President-Elect shall:

- In the absence of the President, serve as presiding officer of meetings of the Chapter or of the Board of Directors.
- In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
- Perform such other duties as may be assigned by the Board of Directors.

The Recording Secretary shall:

- Be responsible for the minutes of all Chapter and Board of Directors meetings.
- Have custody of the chapter Charter and other official documents.
- Perform such other duties as may be assigned by the Board of Directors.

The Corresponding Secretary shall:

- Give written notice of meetings as may be required.
- Conduct the correspondence as directed by the President and/or the Board of Directors.
- Keep a complete and accurate record of chapter membership.
- Perform such other duties as may be assigned by the Board of Directors.

The Treasurer shall:

- Be responsible for all funds of the Chapter and for the records of its financial affairs, making a monthly report to the Chapter.
- Secure the position bond for the President and Treasurer in an amount determined by the Board of Directors, the premium to be paid from Chapter funds.
- Perform such other duties as may be assigned by the Board of Directors.

Here are a few suggestions:

- Place a flyer on every coffee shop, grocery store and office bulletin board you can find. These APW images can be used as flyers or ads for your local paper.
- Chapters, if you haven't already planned an event with the international board theme, hold APW events for the entire workforce with the APW theme: This year, celebrate all office professionals. Some topics that would apply to most office professionals could include office communication or a résumé workshop.
- In March, watch the website for new APW press releases and an article by IAAP International President Mary Ramsay-Drow that you can offer to your local paper for its editorial page.
- Chapters/divisions, post the APW slogan/logo on your websites.
- Send an APW day e-card to co-workers/bosses – We will create an APD e-card you can send to your co-workers. It will be available in the March edition of *Connections*.
- Invite co-workers to a free APW webinar which will be announced at a later date.
- Host a simple APW “thank you” breakfast with rolls and coffee. It's as simple as stopping at the donut shop, picking up a few dozen, and inviting the office for their own APD celebration.

CHAPTER INFORMATION

Fort Myers Chapter 2010-2011 Board Members

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**NEXT ISSUE:
APRIL, 2011**

Submit articles by the
20th of the month to
christina.dorn@gmail.com

Editors:

**Julie Vaughn, CAP
Babs Brown**

We're on the Web!

iaap-fortmyers.org
iaap-floridadivision.org
iaap-hq.org

President

Ann Kirby, CPS/CAP
ann.kirby@hopehospice.org

President-Elect

Vickie Lane, CPS/CAP
vickie.lane@leememorial.org

Recording/Corresponding Secretary

Karen Distelrath, CPS/CAP
kdistelrath@phaengineers.com

Treasurer

Christina Dorn, CPS/CAP
christina.dorn@gmail.com

Director

Elsie Sambrato, CPS/CAP
elsie.sambrato@leememorial.org

Director

Dianne Reed, CPS/CAP
ddreed80@aol.com

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See details in this issue.

Come Together for FDAM

No, it is not too early to start talking about the Florida Division Annual Meeting (FDAM)! Online registration is now available at <http://iaapgainesville.org/FDAM/index.htm>. The event will take place June 24-26 at the Gainesville Gateway Grand. Early bird discounted registration is available until May 1.

An Irish Blessing to You!

May you have warm words on a cold evening, a full moon on a dark night, and the road downhill all the way to your door.



Ann
Ann Kirby, CPS/CAP
2010-2011 FM Chapter President
W 239-489-9177
C 989-751-8889

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Directions to DONATE to team:

- 1) Log on to: www.komenswfl.org.
- 2) On top right portion of page, click on pink Donate icon.
- 3) Click on line "Donate to a Race Team."
- 4) Click on circle "Search for Team."
- 5) Enter Team Name: Breast Friends Forever – IAAP Fort Myers.
- 6) Click on blue "Donate Now" on team line.
- 7) Follow prompts.

NOTE: A donation does not allow you to walk/run in the event - you must register.