



McKenzie Chapter, IAAP

McKenzie Matters



*Volume 1, Issue 9
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COMING NOVEMBER 16

**NEXT MEETING OF McKENZIE CHAPTER
5:30 – 7:30 p.m. The Boulevard Grill**

**Fletcher Beck, Convention Sales Manager, Travel Lane County,
will speak on event planning. You won't want to miss it.**



A Message From Your President Elect

Hi Everyone,

Are you as excited as I am to begin our new program year with IAAP? McKenzie Chapter is taking flight for the 2011-2012 year and is off to a great start preparing to accomplish our goals. Our officers, committee chairs, and members are enthusiastic and willing to go that extra mile to be one of the best chapters in our division. We welcome visitors, friends and all professionals to come visit a McKenzie Chapter meeting.

It seems every newspaper, TV and radio station continues to herald dire news concerning the economy, the job market and general worldwide woes. Now, more than ever, it is important that the administrative staff—the backbone of the company—is trained and supported. That is what we do at IAAP.

This year we continue our journey as members of a remarkable association by demonstrating our power of commitment. Congratulations to all members who achieved their CPS and/or CAP ratings this past year, and to those who have recertified. Are you interested in learning more about CPS/CAP recertification? We can assist you in learning how to reach your goals.

Actively participating in the IAAP web community is now easier than ever, as is sourcing and sharing information with all the members of IAAP. The ability to search for topics and recent posts is a great time saving device for staying on top of items of interest to you.

Each McKenzie Chapter board member is personally committed to providing you with the tools and resources to attain excellence! This year each newsletter will feature an executive communication from a different member of the McKenzie Chapter board. I hope you will enjoy getting to know all the members of the board who are here to serve your needs. The McKenzie Chapter Board offers you our sincere best wishes for a successful year.

Tana Baker
President Elect

How to Tend to Your Network in Only Five Minutes a Day (Excerpted from “The New Rules in a Digital Age” courtesy of Robert Half/OfficeTeam)

Networking online doesn't need to be time consuming. You can develop your professional reputation and help others in the process through simple etiquette practices that require only a few minutes each day.

1. Be the first to have a point of view. Share a relevant news article and add value by including an observation that may not be so obvious to others.
2. Let them know they've been heard. Listen to what your network has to say so you can make an informed suggestion or relevant introduction.
3. Establish yourself as the go-to person. Consider connecting your LinkedIn and Twitter accounts to establish more visibility. Tweet your professional ideas and links into your profile using the has tag #in. (However, think twice before connecting your LinkedIn account to sites such as Foursquare, or other location-based social networks. It is unlikely people in your professional network really need to know where you just ate lunch.)
4. Try to add at least one new person to your network a week. Growing networks are far more effective than stagnant ones.

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.

Mousepad Musings

“Appreciation can make a day, even change a life. Your willingness to put it into words is all that is necessary.”

*Margaret Cousins
1905-1996, Writer*





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