



McKenzie Chapter, IAAP

McKenzie Matters



*Volume 1, Issue 8
October 2011*

COMING OCTOBER 19

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



A Message From Your Chapter Communications Coordinator

I joined IAAP as a Member-at-Large in 2008 and am currently serving as the chapter Communications Coordinator. I am in charge of keeping us all updated on the goings on within the chapter as well as any Division and Internation updates. I am just getting my feet wet with regards to the IAAP McKenzie Chapter website, but I am excited to carry on the great strides made by my predecessor, Melanie Rose. I am currently working on updating the RSVP and monthly meeting fee payment system. Watch for my emails as they usually contain important information!

I have an Associates of Applied Sciences Degree in Business with an Emphasis in Administration and became a Certified Administrative Professional in May of 2011.

I am the Executive Assistant to the President and the COO of VersaLogic Corporation, an Embedded Computer Manufacturer specializing in the defense, aerospace, and medical industries. After six+ years with VersaLogic Corporation, I am the go-to person for all things VersaLogic.

I like to spend my spare time with my family, exploring this great state. I make it a point to travel to one new destination each month. With a daughter in college and a son in first grade, I want to make sure he doesn't miss his sister too much!

Best regards,
Chandra Meyers

Grace Under Fire: How to Handle High-Pressure Situations (Courtesy of OfficeTeam)

While a certain amount of on-the-job pressure is unavoidable, an extra project, seasonal rush or general rise in workload can catch anyone off guard and add strain to an already-hectic schedule. Too much stress can decrease job satisfaction and even lead to burnout.

What may surprise some is a survey by our company, which revealed that nearly three-quarters (74 percent) of employees polled said they perform as well or better than normal in high-pressure situations. Still many people under pressure tend toward “flight” rather than “fight.” If you’re of the “flight” variety, or even if you feel you could handle your stressful work situations better, the following guidelines should provide some help to ensure you make the most of crunch time:

- **Take a breather.** If you’re under the gun, step back before you react. Yes, it’s easier said than done, but you’ll need to calmly and quickly assess the situation and come up with an action plan before you pull the trigger.
- **Collaborate.** Seek input from colleagues. When you’re confronted with a difficult or unknown situation, ask their opinion of the best course of action. If the pressure you’re facing is the result of project overload, identify tasks that can be delegated to another member of the group.
- **Stick to the plan.** Direct your energy toward situations where you can affect the outcome. Don’t spend time worrying about what you cannot change.
- **Prioritize.** Focus your efforts on activities directly linked to your most immediate objectives. Lower-priority tasks and those with deadlines farther out can be handled later.
- **Ramp up.** Use downtime in between busy periods to prepare for the next workload peak so you can work as efficiently as possible. Organize your files and determine what types of resources you might need.

Pressure situations can bring out the best or worst in people, depending on their level of preparation. By being organized and following some key tips outlined here, it’s possible to navigate stressful work situations with greater ease. Whether you’re trying to meet a tight deadline or faced with a sudden surge of work, demonstrating grace under fire will help you perform better and show your value to your employer.

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

“Look at a day when you are supremely satisfied at the end. It’s not a day when you lounge around doing nothing; it’s when you’ve had everything to do, and you’ve done it.”

Margaret Thatcher

Former British Prime Minister



IAAP Board of Directors 2011-2012:

<http://www.iaap-hq.org/>

President:	Tamra Goodall, CPS/CAP
President Elect:	Karlana Rannals, CPS/CAP
Vice President:	Judith Yannarelli, CPS/CAP
Secretary:	Antoinette Smith, CPS/CAP
Treasurer:	Wendy Melby, CPS/CAP
Director, Northwest District:	Kristi Rotvold, CPS/CAP
Director, Southeast District:	Doris Goode, CPS/CAP
Director, Canada District:	Lina Veglia
Director, Great Lakes District:	Tammy Pierce
Director, Southwest District:	Dortha Gray, CPS/CAP
Affiliate Representative:	Leanne M. Fisher, GradCert Bus, JP, FAIOP, HLM, AOP

Idaho-Oregon-Utah Division Board of Directors 2011-2012:

<http://www.iaap-id-or-ut.org/>

President:	Carey Walton, CPS
President Elect:	Marilyn Taylor, CPS
Secretary:	Lana Egan
Treasurer:	Rachael Barnett, CPS/CAP

McKenzie Chapter Board of Directors 2011-2012

<http://www.iaap-mckenzie.org/McKenzie/Home/>

President:	Brenda Polston, CAP
President Elect:	Tana Baker
Secretary:	Laura Powell
Treasurer:	Sue Nay
Communications Officer:	Chandra Meyers, CAP

