



Central Arkansas Chapter
International Association
of Administrative
Professionals

The mission of CAC IAAP
is to provide opportunities
for our members to
**CONNECT, EDUCATE,
and GROW**
as professionals.

2011-2012 CAC IAAP Board

President: Linda Myers
President Elect: Jana Walker
Vice President: Donna Chapman
Secretary: Sheryl Mullett
Treasurer: Donna Lewis, CPS/CAP

CAC IAAP
P.O. Box 3834
Little Rock, AR 72203-3834

We're on the web!
[www.iaap-
centralarkansas.org](http://www.iaap-centralarkansas.org)

T O P Today's Office Professional

A publication of the Central Arkansas Chapter of IAAP

Newsletter Editor - Theda Henderson — theda.henderson@aecc.com

Volume IV, Issue I

January 2012

Greetings from the President

Happy New Year 2012 to the Central Arkansas Chapter

The New Year is a time to reflect on the changes we want or need to make and many Americans seem to make the same New Year's resolutions each year. This year I decided to make a few New Year's resolutions myself. My list is as follows, but I will only write about one of them:

- Learn something new and reflect on new ideas
- Spend time with family and friends
- Help others
- Stay on an exercise plan
- Enjoy life

When we meditate and reflect, it's like saying "slow waaaaay down." Believe it or not, some things can't be learned from the internet, or even the rest of the world. Some answers can only come from inside you. Taking time to be still and pray, meditate, and reflect are some of the best gifts you can give yourself and doing so will make you a better person. When my job as president is completed, I can say "What a journey!" It has been wonderful because I have learned so much and am still learning. CAC, you are making the Leap to Remarkable.

CAC continues to be remarkable. Last year we had several fund raisers for our chapter and its members, such as Cindi Thomas' granddaughter, Patricia Jenkins and her children, and Teresa Tidwell, friend and fund raiser for the chapter. You **are** remarkable.

We had three members who passed their certification test in November. My congratulations to these remarkable people! They are:

- | | |
|---------------------|-----------------|
| Jana Walker, CAP | President Elect |
| Eden Boody, CAP | |
| Krystal Kinsey, CAP | |

CAC Christmas dinner/ornaments exchange at Olive Garden, NLR was a success. We had twelve present. Santa Claus visited us!

Finally, please remember Wanda Perry, CAP-OM in December and throughout the New Year, due to the death of her mother. Carolyn Rufus, CAP also lost a family member in December. Keep both of these past presidents in your prayers in the new year!

Linda Myers
2011-2012 CAC IAAP President
Central Arkansas Chapter
Chapter of Excellence



Congratulations!

**Eden Boody, CAP
Krystal Kinsey, CAP
Jana Walker, CAP**

Next Chapter Meeting

Wednesday, January 25, 2012

11:30 a.m. until 1p.m.

Location: UCC Bldg Capital City Room

Speaker: Dr. Ramona Jolly



The simple facts about New Year's resolutions

By Chuck Hansen

Every year around this time we resolve to change the way we live for the better. And every year, not long after this time, our resolve fails.

Why is it so hard to keep our New Year's resolutions?

To start with, as humans we are worse than the focus-challenged Dory the blue fish in "Finding Nemo": "I will exercise. I will exercise. I will exercise. I will... I will... What was it again? Hmm. Oh well. Maybe I'll eat a bag of potato chips and fall asleep on the couch."

As Samuel Johnson said, "People need to be reminded more often than they need to be instructed."

Tradition challenges us: Why wait until the dead of winter to resolve to exercise? Because it's tradition - even though it is also dark 18 hours a day and cold around the clock. Good luck with that.

That tradition also leads us to wait until after seven weeks of holiday-fueled binge-eating to resolve to lose weight. That's like digging a 10-foot hole, shipping off the excavated dirt, then jumping in and resolving to build a 20-foot hill.

Our culture challenges us: During the holidays, you can't swing a pair of ratty underwear without slapping up against a Victoria's Secret advertisement. Talk about unrealistic expectations. We have as much chance of looking like today's models-male or female-as we do of winning the Nextel Cup driving our minivan.

Like NASCAR stock cars, Victoria's Secret models have very few factory-original parts left on them. So while they may be fun to watch, let's not expect the same performance from our own, unmodified chassis.

Technology challenges us: In 1845, in "Walden," Henry David Thoreau wrote about the new technology of the railroad and the effort required to build it, maintain it and then to keep up with the faster pace of life it created.

Thoreau said, "We do not ride on the railroad; it rides upon us," perfectly describing our relationship with "labor-saving" technologies.

With BlackBerries, cell phones and e-mail, we can work from anywhere - the family room, the soccer field, the beach, even the sickbed. About the only place we can't work from is the grave, but I've heard they are working on it. When making a living completely overtakes making a life, what chance do our best intentions have?

So what is the answer? It is this: Simplify.

Start by anchoring long-term goals in what you can control. Don't resolve "to get my teenager to love me." *That* is out of your control! Instead, resolve "to love my teenager no matter what." *That's* one you can control, and as a bonus, both goals become more possible with this approach.

Next, simplify your daily to-do list. Thoreau said, "Our lives are frittered away by detail... I say let your affairs be as two or three, not a hundred or a thousand." When you are feeling overwhelmed, make a list, identify the top two or three items, and then, as Dr. Jim Flamming at First Baptist Church used to say, "do the next thing."

And don't get down on yourself. Oliver Wendell Holmes, Thoreau's fellow transcendentalist, said, "The greatest thing in the world is not so much where we stand as in which direction we are moving."

Finally, let yourself be inspired. God, the laws of the universe and your family and friends all want you to succeed, and if you follow your dreams they will help you along.

As Thoreau said, "...if one advances confidently in the direction of his dreams, and endeavors to live the life which he has imagined, he will meet with a success unexpected in common hours... In proportion as he simplifies his life, the laws of the universe will appear less complex... If you have built castles in the air, your work need not be lost; that is where they should be. Now put the foundations under them."

Spring Conference

Las Vegas 2012

March 4-7

Step into the spotlight and earn rave reviews for your office by attending IAAP's Spring Conference

Like a great movie, every office has its own set of characters, plot and setting. The key to success is directing all these elements into a compelling and productive story. At IAAP's Spring Conference, you'll learn how to produce and star in your own workplace blockbuster.

Spring Conference Star Treatment

Each Friday a winner will be chosen from all attendees who are registered by noon (CST). The winner will be announced the following Tuesday in an eblast and on the Spring Conference website.

Prizes may include meal vouchers at Vegas buffets, shopping gift certificate, Starbucks gift card, one night complimentary hotel stay, or even a free registration for the optional March 4 tech session. Tangible prizes will be distributed at the Spring Conference.

- Harness the power of video and presentation software during an optional session March 4 with technology expert Gini Courter.
- Convert conflict into opportunity after hearing from acclaimed Hollywood producer Bonnie Curtis.
- Transform your office's perfect storm into a perfect workplace with the help of communications guru Allison Blankenship.
- Cast people into the right roles and responsibilities so your office production comes in on time and under budget with advice from globalism and workplace expert Wilny Audain.
- Take the lead in your office with lessons from management consultant Rebecca Pace.

**Early registration ends Jan. 31.
Claim the spotlight. Register today.**

iaap-hq.org/events/conferences/spring

Brought to you by



ADMINISTRATIVE PROFESSIONALS DAY

The theme for the 2012 Administrative Professionals Day® is: **“Admins, the pulse of the office.”**

Administrative Professionals Day will mark its 60th anniversary on April 25, 2012. Over those decades, the job of an administrative professional has changed dramatically thanks to new tools, techniques and seismic shifts in the economy and culture itself. But admins have remained the steady center of efficiency through it all, helping ensure that jobs get done right, on time and under budget. Admins are one of the engines of business, particularly in a complex economy. In a world that demands the accurate and speedy movement of digital information, admins are masters of data. And they do this while maintaining their more traditional role as the gatekeepers for many customers, clients and employees. Quite simply, admins are the pulse of the office.

Since 1952, the International Association of Administrative Professionals has honored office workers by sponsoring Administrative Professionals Week. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays.

In the year 2000, IAAP announced a name change for Professional Secretaries Week and Professional Secretaries Day. The names were changed to Administrative Professionals Week and Administrative Professionals Day to keep pace with changing job titles and expanding responsibilities of today's administrative workforce.

Over the years, Administrative Professionals Week has become one of the largest workplace observances. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars and individual corporate activities recognizing support staff.

Today, there are more than 4.1 million secretaries and administrative assistants working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles. More than 475,000 administrative professionals are employed in Canada. Millions more administrative professionals work in offices all over the world.

APW is always the last full week in April. In 2012, Administrative Professionals Week is April 22-28, and Administrative Professionals Day is Wednesday, April 25.

Administrative Professional's Week Event 2012



We are so excited about the APW Event in 2012! Already, we have a great line up of guests and developmental sessions including a presentation from former Miss Arkansas Katie Bailey, that will make for a fun and informative event. Mark your calendars for Tuesday, April 24th and don't miss this valuable opportunity to network with fellow admins and to grow in your profession. Registration details soon to come at www.iaap-centralarkansas.org.



CAC Presents:

Save the date!

Rockin Around
in Little Rock!
The Clocks

June 7 - 10, 2012
Hilton-Garden Inn

Contact: Teresa Tidwell / ttidwell@arkbluecross.com

