



Pikes Peak Chapter



Cog Road



IAAP Chapter Number 321130

VOLUME 63, ISSUE 5

JANUARY 2012

SPECIAL POINT OF INTEREST:

Member Spotlight:
Annisa Jackson

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DATE: Tuesday, January 10!!!

LOCATION: Mesa Conservation Center
2855 Mesa Road
Colorado Springs CO 80904

DIRECTIONS:

From I-25 and points north, exit 142, Bijou St. Turn left onto W. Bijou St. Continue onto W. Kiowa St. Turn right onto N. Cascade Ave. Destination will be on the right.

From I-25 and points south, exit 142 to merge onto W. Bijou St. Continue onto W. Kiowa St. Turn right onto N. Cascade Ave. Destination will be on the right.

TIME: 5:45 p.m. Registration/Networking
6:00 p.m. Chapter Meeting

PROGRAM: Recognition of Past Presidents "Downloadable Devices" with David Rasmussen, PPLD Information Specialists

MENU:

(from the Garden of the Gods' Gourmet)

Kalua Pork Sliders

*Sweet and spicy Hawaiian style pulled pork with pineapple
Served with house baked silver dollar cocktail rolls*

Meatball Marinara Sliders

*Handmade petite meatballs in delicious marinara sauce
Topped with Italian cheeses and served with house baked silver dollar cocktail rolls*

Gourmet Garden Salad or Signature Housemade Potato Chips

And Garden of the Gods' Gourmet Chocolate Chip Cookies

GREETER: Carol Hardin, CAP-OM

HOSTESSES: Brenda Schultz

RSVP: Angie Guerrero, CAP, angie.guerrero@peterson.af.mil or guerreroaf@comcast.net or call (719) 554-7801 during duty hours or (719) 550-9642 after 5:00 p.m. and weekends.

DEADLINE FOR RESERVATIONS: THURSDAY, JANUARY 5TH! Take a moment to RSVP now!

Please note if your name is on the Permanent Reservation List, you must notify the Chapter Liaison if you will not be attending.

Permanent Reservation List

Bobbie Pratts, CAP-OM*	Carol Hardin, CAP-OM
Paula O'Keefe, CAP-OM	Rita Banister, CAP-OM*
Gloria Viebrook, CAP	Eileen Verosko, CAP
Susan Farr, CAP*	Lily Wright*
Angie Guerrero, CAP	Carla Hall, CAP -OM
Cheryl Sanfilippo*	Robin Petrovich
Marilyn Sullivan, CAP*	Amy Ferguson*
Candice Albers, CAP-OM	Jean Reed, CAP
Cathy Andrew*	

(Note: (*) indicates "without" meal)

COST: \$13.00 per person. Checks made payable to Pikes Peak Chapter IAAP or cash (exact change is appreciated).

DRINKS: Available for purchase for \$0.50 for all members.

Pikes Peak Chapter President's Message



2012

Happy New Year

I know I started off my Presidents message in the September 2011 Newsletter with that same sentiment, but this time I mean the *new* 2012 calendar year. Well, the holidays are over and now we can get back into our routine. I would like to start off this message with the list of the IAAP Pikes Peak Chapter Board Members as it has changed since the beginning of the chapter year.

President:	Bobbie Jaramillo Pratts CAP-OM, Raytheon
President-Elect:	Paula O'Keefe CAP-OM, BAE Systems
Vice President:	Gloria Viebrock CAP, World Arena/Pikes Peak Center
Secretary:	Susan Farr CAP, School District 11
Treasurer:	Amy Ferguson, Northrop Grumman
Chapter Liaison:	Angie Guerrero CAP, US Air Force
Parliamentarian:	Marilyn Sullivan CAP, Memorial Health System Foundation

I would also like to take this opportunity to thank Amy Ferguson for stepping up to the plate and taking over the Treasurer's position. Thank you Amy!!

It is time to get out those New Year's resolution lists and start checking off your goals for this upcoming year. If you list is still in "Draft" form, then you may want to add to it a couple of growth opportunities, like, becoming a certified chapter member, and/or volunteering to head up a committee, or becoming a committee member. APW is coming up in April 2012 and I am sure that the APW committee can use all of the help they can get. See Gloria Viebrock, Paula O'Keefe or any board member to volunteer.

I am looking forward to seeing all of you at the chapter meetings as we enter the 2nd half of our chapter year.

Bobbie Jaramillo Pratts CAP-OM
 2011-2012 IAAP Pikes Peak Chapter President
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Upgrade Your Career

IAAP has a new specialty for its Certified Administrative Professional program: Technology Applications.

IAAP's new specialty recognizes that technology is integral for every admin. First, complete three Options Technology modules. Following that, pass the test to earn Microsoft certification in at least one of those modules. Then you're qualified to submit an application and fees for the Technology Applications specialty.



Specialty
Certified
Administrative
Professional

More information about the Technology Applications specialty is available at
www.iaap-hq.org/certification

To learn more about the Options Technology program, visit
www.iaap-hq.org/events/options.

January Birthdays

Rose Mintle, CAP-OM - 28
Victor Grandos - 29



January

Member Anniversary Milestones:

Linda Iverson, CAP-OM - 26 years

Member Renewals:

Susan Farr, CAP
Robin Petrovich
Bobbie Pratts, CAP-OM

New Members:

Angela Jackson
Tara Novotny
Rebecca Smith



WORD OF THE MONTH:

Self Deception

“Lying to ourselves is more deeply ingrained than lying to others. “

-Fyodor Dostoevsky

“Human kind cannot bear very much reality.”
- T. S. Eliot

“Get thee glass eyes, and, like a scurvy politician, seem to see the things thou dost not.”
- William Shakespeare

“Nothing is so difficult as not deceiving oneself.”
-Ludwig Wittgenstein

“Men willingly believe what they wish.”
-Julius Caesar

Stop lying to yourself: Common lies we tell ourselves

Self deception and rationalization can be a powerful force in the workplace, especially the longer you've been with an employer. Our brains, according to *Forbes.com* article, "Three Lies You Should Stop Telling Yourself Right Now," are wired to confirm what we already believe.

To learn more read the whole article at:

<http://www.forbes.com/sites/work-in-progress/2011/12/08/three-lies-you-should-stop-telling-yourself-right-now/>

Be more productive with these PDF cheat sheets

Whether you want to improve your Internet-search techniques, learn keyboard shortcuts or learn to use a new web browser like Firefox or Google Chrome, *MakeUseOf.com* has a number of free PDF cheat sheets you can use as references. There are 24 different cheat sheets available, so take a look to see if any of them would help you be more productive in your job.

To learn more read the whole article at:

<http://www.makeuseof.com/tag/feel-productive-download-24-free-pdf-cheatsheets-today/>

**COG ROAD
CHAPTER
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Message from IAAP's International President



I enjoy ushering in a fresh year. There's something inviting about not simply turning the page on the calendar but cracking open a new calendar. It welcomes opportunity, ideas and encourages me to set goals. What do you like about starting a new year?

I'm starting off this calendar year with an exciting announcement. I am pleased to introduce IAAP's new executive director, Gerald J. "Jay" Donohue, Jr., CAE, CMP. Jay comes to IAAP with an impressive résumé. He's had over 18 years of association experience, having served as executive director/chief administrative officer and chief operations officer for three major national and international membership organizations. His background also includes serving as an executive job coach with the nation's first, oldest and premier outplacement firm, Challenger, Gray and Christmas.

Over the years, Jay has been responsible for the operation and services for the International Association of Defense Council, the Academy of General Dentistry and the Professional Convention Management Association. He has implemented new organizational strategic plans and also assisted with the restructuring of administrative

and governance systems. He's skillful at finding and implementing creative solutions. Jay is also excellent in developing employee talent and in training.

The board and I are excited that Jay is taking the helm at IAAP. We're confident that 2012 holds many good things for the staff and the association.

To all of you who took the certification exam in November, I want to extend my congratulations and admiration for taking the step to advance in your profession. I've taken the exam to become certified and I know it's difficult. For those who passed, congratulations. For those who didn't, don't give up! Getting that certification is something to continue to work towards.

You spoke and we listened. For those of you who are already certified, we have a new specialty for you. You've told us that keeping up on the latest technology is important and we're here to help you do just that. Starting this year, IAAP is offering a new specialty: Technology Applications. Complete three Options Technology modules then pass a Microsoft test in one of those areas and you're qualified to send in the application and fees for the Technology Applications specialty. Read all about it on the IAAP public website.

We know how important training is to you. Learn something new and earn rave reviews at your office by attending IAAP's Spring Conference. Like a great movie, every office has its own set of characters, plot, setting and theme. The key to success is directing all these elements into a compelling and productive story. At this year's IAAP Spring Conference, you'll learn how to identify your office's genre and write the script for your own workplace blockbuster. On Sunday we're offering an optional, interactive technology workshop with Gini Courter. I'm going—are you?

Please remind your chapter and division members about these upcoming deadlines:

January 15: Deadline for IAAP BOD and RTF Trustee nominations

February 1: Deadline for IAAP committees and RTFC candidate forms returned

February 1: Deadline for proposed bylaws amendments submission.

February 1: Deadline for Avery Great Results Chapter and Division Achievement Awards

Happy New Year everyone!

Tamra Goodall, CAP-OM
IAAP International President



Jay Donohue,
New Executive Director

Improve typing accuracy and speed with Key Hero

As an admin, your ability to type quickly and accurately might be one of your most important strengths. If you'd like to improve your typing skills, Key Hero is a great place to start. Tracking your progress by recording your words per minute and accuracy, Key Hero is an entirely free, web-based tool to help you keep your typing skills sharp.

To learn check out the website at:

<http://www.keyhero.com/>

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Telecommuting a Tempting Option

Hoping to telecommute? Your chances could be better than you think. High-speed and wireless Internet access has made this work style much easier than in the past.

Many professionals are choosing to telecommute not only because it's convenient, but also because it allows them greater work-life balance. In addition, rising gas prices and lengthy commutes have made working from home — or even cafés and satellite offices — an appealing option.

If you would like to telecommute, build a business case and note how the change in your work environment would also benefit your employer. For example, working from home may lead to increased productivity by reducing the number of times you are interrupted throughout the day.

Of course, not all positions lend themselves to remote arrangements. Jobs that require a great deal of face time with colleagues or customers, for instance, cannot be performed outside the office. However, if your role allows for flexibility, you may want to discuss working remotely with your manager.

If it's determined that working from home is a practical option for you, keep the following considerations in mind:

- Availability.** Let everyone know which days you will be working from home and give them your contact information. Check in frequently and pledge to return phone calls or emails within a given period of time. Assure your boss you can come into the office if you are urgently needed.

(Continued on page 7)

Member Spotlight: Anissa Jackson



Anissa & Anthony

Q: What is your name? Do you have a nick name?

A: Anissa Jackson .

Q: Who is your Employer and how years of service do you have with this Employer?

A: Honeywell Technology Solutions, Inc (HTSI), I have been with Honeywell 1 year in February

Q: What do you enjoy most about working for this Employer?

A: I enjoy the freedom to make changes and expand my knowledge. Honeywell is very supportive of continuing education and interactive learning. The company allows each individual to contribute to their own success which in turn contributes to the success of the company.

Q: How long have you been an IAAP Member?

A: Approximately 8 months

Q: What do you like most about being an IAAP Member?

A: I enjoy the informative newsletters/website and the ability to easily interact with my peers.

Q: Would you like to tell us anything about your family?

A: I am married to an amazing man and we have 5 children (4 girls/1 boy) ranging in age from 20-10. The kiddies keep us busy but we enjoy every second that we are given with each other. My husband is retiring from a successful 20-year Air Force career this summer.

Q: Name one item from your bucket list?

A: To spend my days on a sailboat traveling the waters with my amazing husband.

Q: Tell us something about yourself that most people do not know about you.

A: I am an only child who grew up on a small farm in Oklahoma. I wanted to travel the world so I joined the Air Force.....and ended up in New Mexico after training, I guess my plan didn't go as smoothly as I'd hoped.

Q: What is your true passion in life (other than being an IAAP Member!)?

A: My family. I enjoy spending time with my phenomenal husband and wonderful children. They are my inspiration to be a better person every day.

Telecommuting a Tempting Option, continued

(Continued from page 6)

•**Accountability.** Your manager's biggest fear is likely that you will be unproductive without close supervision. Keep him or her informed of your progress by submitting a weekly report of your activities, or setting up regular evaluation meetings to review your accomplishments.

•**Activity.** Give your manager a list that shows which of your job activities will be accomplished at home versus in the office. Include information on how you will ensure key relationships with coworkers are not negatively affected. This will show your boss that your absence will not affect the progress of group projects.

By considering all aspects of telecommuting and demonstrating the advantages in your particular case, you may soon find yourself among those who dial, rather than drive, into work.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support

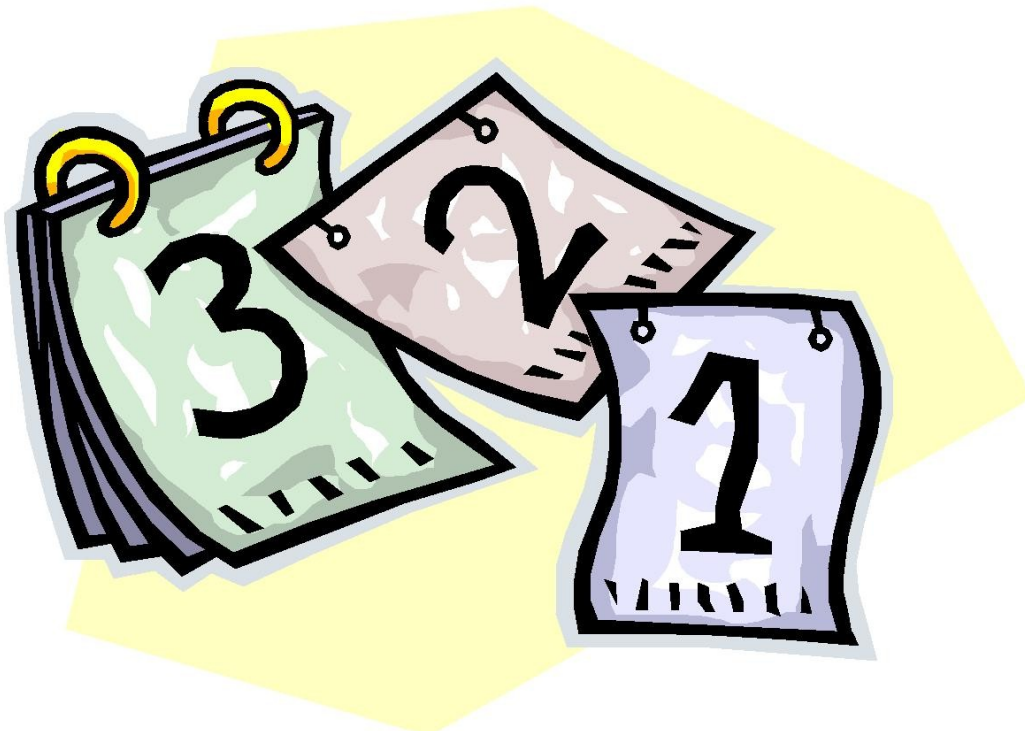
Chapter Meeting and Event Schedule



Date	Topic	Location
September 13, 2011	Welcome to the 2011-2012 IAAP Year Presenter: Bobbie Pratts, CAP-OM, President	The Mesa Conservation Center 2855 Mesa Road Colorado Springs, CO 80904
September 15, 2011 (Computer Class) (7-8 p.m.)	Excel (10) Presenter: David Rasmussen, PPLD— Information Specialist	Old Colorado City Library 2418 W. Pikes Peak Colorado Springs, CO 80904
October 11, 2011	Strategic Planning Presenter: Carol Hardin, CAP-OM	The Mesa Conservation Center 2855 Mesa Road Colorado Springs, CO 80904
October 13, 2011 (Computer Class) (7-8 p.m.)	Powerpoint (10) Presenter: David Rasmussen, PPLD— Information Specialist	Old Colorado City Library 2418 W. Pikes Peak Colorado Springs, CO 80904
October 19, 2011	Enhance Your Career	Raytheon
November 5, 2011	Certification Breakfast Provided for all Certified IAAP Members or those who have registered to test in November 2011 or May 2012	TBD
November 10, 2011	New Member Installation Minding Your Business Presenter: Terry Zarsky, PPLD	Penrose Library - Carnegie Room 20 North Cascade Colorado Springs, CO 80903
December 13, 2011	Holiday Social/ Silent Auction	World Arena 3185 Venetucci Blvd. Colorado Springs, CO
December 15, 2011 (Computer Class) (7-8 p.m.)	Digital Photo (10) Presenter: David Rasmussen, PPLD - Information Specialist	Old Colorado City Library 2418 W. Pikes Peak Colorado Springs, CO 80904
January 10, 2012	Past President Recognition Downloadable Devices Presenter: Terry Zarsky, PPLD	The Mesa Conservation Center 2855 Mesa Road Colorado Springs, CO 80904
February 14, 2012	New Member Installation Using Social Media to Advance Your Career Presenter: TBD	The Mesa Conservation Center 2855 Mesa Road Colorado Springs, CO 80904
February 16, 2012 (Computer Class) (7-8 p.m.)	Excel II (10) Presenter: David Rasmussen, PPLD— Information Specialist	Old Colorado City Library 2418 W. Pikes Peak Colorado Springs, CO 80904
March 13, 2012	People Reading - That Vital Role that Active Listening Plays in Effective Communication Presenter: TBD	The Mesa Conservation Center 2855 Mesa Road Colorado Springs, CO 80904

Chapter Meeting and Event Schedule

Date	Topic	Location
March 15, 2012 (Computer Class) (7-8 p.m.)	PowerPoint II (10) Presenter: David Rasmussen, PPLD— Information Specialist	Old Colorado City Library 2418 W. Pikes Peak Colorado Springs, CO 80904
April 10, 2012	Building Trust Presenter: TBD	The Mesa Conservation Center 2855 Mesa Road Colorado Springs, CO 80904
April 12, 2012 (Computer Class) (7-8 p.m.)	Publisher (10) Presenter: David Rasmussen, PPLD— Information Specialist	Old Colorado City Library 2418 W. Pikes Peak Colorado Springs, CO 80904
April 23-27, 2012	Admin Professionals Week Activities to be Announced	
May 8, 2012	Election of 2012-2013 Officers New Member Installation Feng Shui - Leapin' Frogs! Presenter: Janet Marletto, FS Consultant	The Mesa Conservation Center 2855 Mesa Road Colorado Springs, CO 80904
May 10, 2012 (Computer Class) (7-8 p.m.)	TBD (Previous Months Attendees Choice) Presenter: David Rasmussen, PPLD— Information Specialist	Old Colorado City Library 2418 W. Pikes Peak Colorado Springs, CO 80904
June 12, 2012	Installation of Officers End of Year Awards Presenter: Bobbie Pratts, CAP-OM, President	The Mesa Conservation Center 2855 Mesa Road Colorado Springs, CO 80904



2011—2012 IAAP Leadership

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www.iaap-pikespeak.org

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