

Westport Wheel

Volume 68, Issue 12 September, 2009

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Schedule of Events

October 13, 2009

Financial Seminar
Jennifer Hicks
MARC Offices

November 10, 2009

Holiday Dinner
Cinzetti's Restaurant
Overland Park, KS

January 12, 2009

Alphabet Soup
Cardiovascular Consultants

February 9, 2010

The Heart Truth
Rita Rogers-Stanley, M.D.
Cardiovascular Consultants

March 9, 2010

Impact /Open House
MARC Offices

45 Lessons Life Taught Me

By Regina Brett, 90, of The Plain Dealer Cleveland, Ohio

"To celebrate growing older, I once wrote the 45 lessons life taught me. It is the most-requested column I've ever written. My odometer rolled over to 90 in August, so here is the column once more:

1. Life isn't fair, but it's still good.
2. When in doubt, just take the next small step.
3. Life is too short to waste time hating anyone.
4. Your job won't take care of you when you are sick. Your friends and family will. Stay in touch.
5. Pay off your credit cards every month.
6. You don't have to win every argument. Agree to disagree.
7. Cry with someone. It's more healing than crying alone.
8. It's OK to get angry with God. He can take it.
9. Save for retirement starting with your first pay check.
10. When it comes to chocolate, resistance is futile.
11. Make peace with your past so it won't screw up the present.
12. It's OK to let your children see you cry.
13. Don't compare your life to others. You have no idea what their journey is about.
14. If a relationship has to be a secret, you shouldn't be in it.
15. Everything can change in the blink of an eye. But don't worry; God never blinks.
16. Take a deep breath. It calms the mind.
17. Get rid of anything that isn't useful, beautiful or joyful.
18. Whatever doesn't kill you really does make you stronger.
19. It's never too late to have a happy childhood, but the second one is up to you and no one else.
20. When it comes to going after what you love in life, don't take no for an answer.
21. Burn the candles, use the nice sheets, wear the fancy lingerie. Don't save it for a special occasion, everyday is special.

Continued on page 6

A Word from the President

Lori J. Wilson

*"Never doubt that a small group of thoughtful,
Committed citizens can change the world.
Indeed, it is the only thing that ever has."*

Margaret Mead

While growing up, one of the women whom I admired most was Margaret Mead. To have accomplished the work and scope she did during her life was remarkable! Her quote is really apropos for not only what we can accomplish as Administrative Assistants, but what can be accomplished in life.

Last month, the Westport IAAP Chapter was fortunate to have Kay Enlow speak regarding *Everyone's a Leader*. Besides a wonderful presentation, it made me really think. We must redefine the role of the Administrative Assistant – how much our administrator/supervisor/boss respects themselves is directly affected by their goals and the achievement of them. The skill set and knowledge of the administrative assistant, with their attention to detail will be the "oil" in any business unit's well-oiled machine. It should not be forgotten that the success of the Administrative Assistant is directly connected with the success of their administrator/supervisor/boss. Respect, self-esteem, enthusiasm and motivation is a two way street in business today. It is a circle – how well we are treated by our superiors motivates us to work harder with them.

Those who aren't fortunate to respect, admire or love the people they work with, will not try as hard or their best. This situation is unfortunate for both the Administrative Assistant and the employer by shortchanging both of you. Solutions are you can ask to transfer to a different department, ask for more responsibility, or if there is something particular about your company you would like to do, ask to job-share to learn!

Remember, you should always carry la joie de vivre!

Alert: Please remember to wash your hands (sing a little ditty), use hand sanitizer (60-95% alcohol are most effective), wipe down common surfaces with alcohol or germicide wipes (desks, counters, copiers, printers, etc) and keep those sick germs home!!

L.

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Westport History

The Westport Chapter was chartered on October 12, 1943. Westport IAAP belongs to the Missouri Division, within the Southwest District.

Westport Mission

To be acknowledged, recognized leaders of office professionals; to enhance their individual and collective values, image, competence and influence; to provide education and training; and to set standards of excellence recognized by the business community in the Kansas City area.

Next Westport Chapter Meeting:

Tuesday, October 13, 2009

MARC Offices

5:30 Networking, 6:00 Dinner, 6:30 Program

Financial Seminar

by

Jennifer Hicks

Please RSVP

Thressa Allen by 11 am, October 8th

Tallen@marc.org - or - 816.701.8371

Westport Wisdoms

Travel is still a hot topic and here are a few website to help you:

www.etravelbid.com or www.planetamex.com for premium-class fares at discount prices
www.seatexpert.com is a companion to www.seatguru.com – between the two, you will know everything about your seat / plane before you go! (Plus you can put your boss in a great seat each time, making you look good).

Check out your local websites for deals on travel, events and entertainment:

www.flykci.com

www.visitkc.com

www.visitmo.com

www.visitindependence.com

www.travelks.com

If you are a member of AAA, visit your local office for your copy of “Day Tours from Kansas City” booklet guides or see it online at www.AAA.com. Also, for added savings, remember to use your AAA card at multiple locations for your savings.

Check out the Kansas City Library. Their “Meet the Past” series is now over but check out their “Soul of a People” events. Authors, playwrights, movies, puppet shows. Happening things that you need to just RSVP for. They also offer a Microsoft Publisher Basics class, Microsoft Word Mail Merge, Excel Basics, and others. To get up to date info, go to www.kclibrary.org.

Monster.com sponsors a website for administrative assistants: <http://adminsecret.monster.com/>. There is a very interesting and must read article regarding *Must Know Software for the Administrative Assistant*. This is a cool website for tips, skills and articles. For those who love internet quizzes, it has its own section.

Trish's Caramel Cookie Bars

1 (16oz) pkg caramels
1/3 C. milk

2 C. flour
2 C. rolled oats
1 ½ C brown sugar
1 t. baking soda
½ t. salt
1 egg (lightly beaten)
1 C. soft butter

1 C. semi-sweet chocolate chips
1 C. chopped pecans

Melt caramels & milk in microwave, stirring often, till smooth. Set aside.

Mix together the flour, oats, brown sugar, soda, salt, egg and soft butter until coarse crumbs are formed.

Press half of mixture into a greased 9 X 13 in pan and bake 10 min in 350 degree oven.

Remove from oven and sprinkle chocolate chips & pecans over top.

Pour caramel sauce over chips and nuts.

Then drop remaining dry mixture over top.

Bake 20 min. longer.

Another recipe from a co-worker. These are really good, and I generally don't like anything with oats in it.
Crystal

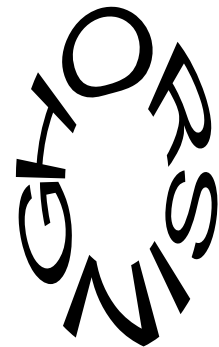
Answers for August Brain Teasers:



Wafer Thin

HAY
HAY
NEEDLE
HAY
HAY

Needle in a Hay Stack



Horsing Around



THE RANGE

Home on the Range

POC\$KET

Pocket Money

CONTIN ENTAL

Continental Divide

Fun Stuff

(Westport is not responsible if your Boss catches you!)

Brain Teasers: What are these? I'll publish the answers next month.

1

Using all of the letters A to Z, each once only, complete these words:

ban*
 *a*i*et
 aiz
 s**th
 na*e*
 eco
 ocu
 *la*e
 **nk
 f*x
 be**re
 e*ui*
 ot*er
 wis*
 *oast

2

Blue
 o
 l
 t

3

H	P
O	O
P	H

4

E

Anything
 Anything
 Anything
 Anything

5

What number comes next in this sequence:

0 10 1110 3110 132110 1113122110 ==?==

6

As I was going to St. Ives, I met a man with seven wives. Each wife had seven sacks, each sack had seven cats, each cat had seven kittens. Kittens, cats, sacks, and wives, how many were going to St. Ives.

45 Lessons Life Taught Me, continued from front page;

22. Over prepare, then go with the flow.
23. Be eccentric now. Don't wait for old age.
24. The most important sex organ is the brain.
25. No one is in charge of your happiness but you.
26. Frame every so-called disaster with these words, 'In five years, will this matter?'
27. Always choose life.
28. Forgive everyone everything.
29. What other people think of you is none of your business.
30. Time heals almost everything. Give it time.
31. However good or bad a situation is, it will change.
32. Don't take yourself so seriously. No one else does.
33. Believe in miracles.
34. God loves you because of who God is, not because of anything you did or didn't do.
35. Don't audit life. Show up and make the most of it now.
36. Growing old beats the alternative -- dying young.
37. Your children get only one childhood.
38. All that truly matters in the end is that you loved.
39. Get outside every day. Miracles are waiting everywhere.
40. If we all threw our problems in a pile and saw everyone else's, we'd grab ours back.
41. Envy is a waste of time. You already have all you need.
42. The best is yet to come.
43. No matter how you feel, get up, dress up and show up.
44. Yield.
45. Life isn't tied with a bow, but it's still a gift.

By Regina Brett, 90, of The Plain Dealer Cleveland, Ohio

Submitted by Rosemary Schafer, CPS/CAP

Westport Chapter Fundraiser 2009

That's My Pan!

Contact any member of Westport Chapter for ordering details, or call
Pamela Creaseman CPS/CAP, Westport Fundraising Chair at 816.274.8208

That's My Pan! Personalized pans make a great gift for that cook on your Christmas list that has everything. Personalized stoneware mugs are a good way to let everyone in your home have their own "germ free" mug. A stainless steel, personalized water bottle could save you hundreds of dollars a year in bottled water and keeps thousand of plastic bottles out of landfills. If your serving ware never seems to make it back to you after being borrowed, solve that problem with personalized utensils. Lots of other items to choose from at www.thatsmypan.com



Cake, pie and lasagna pans with covers. Wooden and plastic utensils. Tempered glass and solid oak cutting boards. Personalized hardwood recipe boxes, all make wonderful Christmas gifts for family, friends and co-workers.