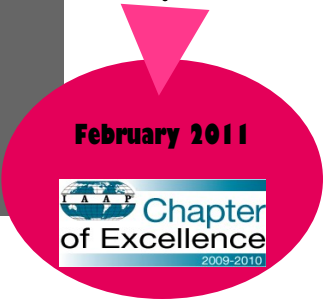


SWANI Scope

Thanks to everyone who donated gifts of money to support the Oncology Flower Fund at Mercy Hospital.



Join Us at the February Meeting!

INSIDE THIS ISSUE:

Overcoming My Fear of Fear	2
SWANI Gives Back	2
Boxtops for Education	4
Change in Focus for APW 2011	5
Humane Society Wish List	8

Tuesday, February 15

RSVP Please...

Please RSVP to Lisa Skarlupka at lskarlupka@blackhawk.edu by Tuesday, February 8

Negative responses are not only appreciated, they are also proper business etiquette!

Networking @ 5:30 p.m.
Dinner @ 6:00 p.m.
Program @ 6:30 p.m.
Where: Lab Safety/W.W. Grainger

Cost: \$11
Menu: Buffet with roast beef, side dish, salad, and dessert

Program: **Control+Alt+Delete Leadership With Ralph Howard**



Control+Alt+Delete Leadership gives you modern solutions for today's leadership challenges to make sure you are well suited to be an excellent leader of character in the 21st century workplace.

February's "Give Back" Charity is the Rock County Humane Society (RCHS)

Their mission is to:
Provide shelter and care for homeless animals; find new homes for those animals in need of re-homing; educate the public on responsible pet ownership; lower the number of unwanted animals in the community; and respond to, and assist with, investigation of cruelty and neglected animals.

Check out the list on page 8 of items that can be donated at the February meeting. Of course cash is always acceptable!

All contributions are voluntary.

- Regular Features:**
- Sally Says..., page 3
 - Birthdays, Anniversaries, and Other Special Events, page 4
 - Upcoming Events, page 4
 - Casual Corner, page 5
 - Officer/Committee Chair Listing, page 6
 - Members' Tasks, page 6
 - Chapter of Excellence Scoreboard, page 7



Overcoming my fear of fear

By Julie Perrine, CPS/CAP, MBTI Certified

I did something this week that I have wanted to do for a very long time but was afraid to do. I asked someone for whom I have a great deal of admiration and respect to mentor me. This individual is someone I have supported professionally for several years, so asking for his support shouldn't have been that big of a deal. But in my mind, I made it into a big deal, and perceptions become reality when you allow them to even if they're based on false assumptions. I was pretty sure he'd say "yes" even before I asked, so what was stopping me from asking? Fear. What was I afraid of?

- I was afraid to ask for help. Wasn't that somehow admitting a weakness?

- I was afraid that he wouldn't think as highly of me if he found out I have some knowledge gaps.

- I was afraid that asking for his mentoring would put me in a position of accountability that I might not be able to live up to or that I was just scared of. The last thing I wanted to do was disappoint him. But why was I more worried about disappointing him than I was with potentially disappointing myself?

In the midst of this, I came across a blog post by John C. Maxwell, author and internationally recognized leadership expert, that I'd like to share with each of you entitled, "[What are your fears keeping you from doing?](#)" I will highlight a few things here that were especially helpful to me as I faced my fear head on. I won't include the entire post here; however, I strongly encourage you to click on the link and read it in its entirety.

- The only way to deal with fear is to face it and overcome it. Dale Carnegie explained it this way: "Inaction breeds doubt and fear. Action breeds confidence and courage. If you want to conquer fear, do not sit home and think about it. Go out and get busy."

- The fact is that most fear is not based on fact. Much of what we fear is based on a feeling.



Along with the fantastic program line-up for 2010-2011, our chapter will designate an organization each month for donations (items or money). Here is a quick run-down of the schedule, with more details provided closer to the date.

New This Year—SWANI Gives Back!

February—Rock County Humane Society

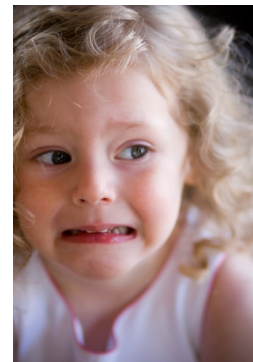
March—Red Cross

April—Professional Accessories for BTC Students

May—Rawhide

All donations are strictly voluntary!

Have ideas for community service projects and/or local charities we can support? Email them to any of the chapter officers and all ideas will be considered for next year.



- One of our biggest misconceptions is that courage equals a lack of fear. In actuality, the opposite is true. Mark Twain explained, "Courage is resistance to fear, mastery of fear – not absence of fear." By admitting our fear, we can then challenge its accuracy.

- To do anything of value, we have to take risks. And with risk comes fear. If we accept it as the price of progress, then we can take appropriate risks that yield great reward.


- Sometimes the best way to fight fear is to focus on our reason for confronting it. Is it bigger than the fear? The firefighter runs into the burning building not because he's fearless, but because he has a calling that is more important than the fear.

The more we face our fears, the more capable we begin to feel, and the more fears we are willing to face.

What I realized as I evaluated what I was afraid of and what I needed to do to overcome my fears was this: If I want to accomplish the lofty goals I have set for myself personally and professionally this year, I need a wise mentor to partner with me throughout the journey. Failure because of inaction on my part was not an option. Asking for help would accelerate my learning curve and support my achieving success. So I asked. He said, "Yes." I was beyond excited!

continued on page 3

Sally Says...

 February is a short month, but there are some important days for me! My husband's birthday, Valentine's Day and my last day of employment at W.W. Grainger. It's bittersweet really. I'm looking forward to my new beginning and expanding my current skills and knowledge. I'll be joining the DEMCO team in Madison in March and becoming a commuter once again. I'm sad though, that I'm leaving my co-workers; friends who I've

spent so much time with over the last several years – some who I have been seeing on pretty much a daily basis for just short of 17 years. So it is a very exciting time for me.

We also have another great meeting lined up for this month. I hope to see you all there!

Sally Keena
SWANI Chapter President



Overcoming my fear of fear—continued

Here's what I personally learned going through this particular experience that I hope will help you confront your own fears and give them a swift kick OUT the door:

1. Fear is not all bad. The fear of not reaching my goals became greater than the fear of asking someone to help me. Now that I'm on the other side of that fear, I realize it wasn't that big of a deal after all. And it has given me a new mindset from which to approach fear in the future.
2. Fears only control you when you allow them to. Once I asked, I couldn't believe how excited I got...even before I knew what the answer would be. The ironic part is I was pretty sure he'd say "yes" long before I asked. I simply had to ask.
3. NOT ASKING for help is a bigger weakness than asking for help.
4. No matter who you are or what you know, there are times when you need help and sometimes you have to ASK for it. Then you have to get out of your own way and allow someone to provide the help you need.

5. Everyone is human. We all have our blind spots. When you surround yourself with the right people, acquire the right skills, gain new perspectives, and pursue new ideas, you set yourself up for unmeasured success. That's why I'm so passionate about being here to support your administrative success!

The excitement and relief that comes from **overcoming your fears is positively contagious**. I highly recommend it! So what are you going to do to confront and overcome one of your fears in the upcoming week?

Julie Perrine, CPS/CAP, is a personality strategist, personal brand analyst, and administrative mentor who teaches administrative professionals and entrepreneurs how to increase their professional opportunities and achieve more productive and meaningful relationships by utilizing innovative technology, ideas, and people. Learn more and request your **FREE copy of our special report "Creating Your Strategic Administrative Career Plan"** at www.AllThingsAdmin.com

PASSION &
PURPOSE

SWANI CHAPTER

Birthdays, IAAP Anniversaries, & Other Special Occasions

Birthdays

NONE!



IAAP Anniversaries

Cara Arena Joined 2010



Members' special occasions can be emailed to AlohaNRA@aol.com

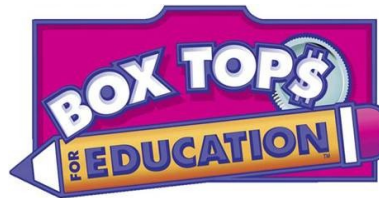
Notable and/or Fun Dates

- Ground Hog Day February 2
- Super Bowl Sunday February 6
- Wave All Your Fingers at Your Neighbor Day February 7
- Don't Cry Over Spilled Milk Day February 11
- Valentines Day February 14
- Random Acts of Kindness Day February 17
- Hoodie Hoo Day February 20
- Presidents Day February 21
- International Dog Biscuit Appreciation Day February 23

BoxTops for Education—Collect and Donate Them!

Avery teams up with IAAP on a community service project!

SWANI Chapter is collecting "Boxtops for Education" and donating them to a local school. Please consider joining us! Look for them on many popular products, to include Pillsbury, Betty Crocker, Ziploc, as well as Avery. Bring your boxtops to any chapter meeting.



As with all of the "SWANI Gives Back" causes, this is strictly voluntary, but any help is appreciated. The school(s) receiving the boxtops can exchange them for cash to purchase supplies and equipment that they might not be able to afford

otherwise.

The chapter will award a prize to the member who donates the most boxtops. Every member who donates will receive a small gift.

Upcoming Events...

- February 15—SWANI Meeting
- February 15—Deadline to Apply for the May Exams
- March 15—SWANI Meeting
- April 19—SWANI Recruitment Meeting (special incentives for bringing guests!)

Start Thinking About the April Event!

This year our April meeting will also be our recruitment meeting. What does this mean to you? It means we want to welcome a lot of guests and tell them about the value of IAAP membership. There will be chapter brochures and other materials for you to share with your coworkers, friends, and relatives. Every guest who attends will receive a goodie bag; every member who brings a guest will receive a small gift.

The event will be held at the Country Club of Beloit, so mark your calendars and plan to attend AND bring a guest or two! It promises to be a fun evening. We hope to see you there!



Casual Corner...

MATCH THE PERFORMER WITH HIS REAL NAME:

PERFORMER NAME

Bob Dylan
Bono
Michael Caine
Mos Def
Ricky Martin
Snoop Doggy Dogg

REAL NAME

Maurice Micklewhite
Dante Terrell Smith
Calvin Broadus
Paul Hewson
Robert Allen Zimmerman
Enrique Morales

Meggin McIntosh, Ph.D., the “Ph.D. of Productivity” has a great idea for the new year. She put together a list of 52 things to eliminate from your life. Some of them include:

- ♥ *Trinkets and knick knacks that have no personal meaning.*
- ♥ *Anything you have too many of (shoes, picture frames, magazine subscriptions, towels, pens, etc.).*
- ♥ *Credit cards, grocery cards, or any such card that you don't use.*
- ♥ *Computer software (and the manuals) that are outdated or that you never loaded anyway.*
- ♥ *Clutter in your bathroom (or closet or kitchen). Throw away, give away, or recycle at least one item each day until the clutter is gone.*
- ♥ *Books you have never read, and won't.*

Intrigued? Want to see the entire list? Go to www.meggin.com and check it out.



Do you have a recommendation for a book, movie, music, recipe, or restaurant? Have a trivia question, quiz, or puzzle? Send an email to Alo-haNRA@aol.com for possible publication in a future issue of the SWANI Scope.

Change in Focus for APW 2011

For Administrative Professionals Day 2011, we're veering away from the traditional celebration of the day which is focused on administrative professionals. Instead, due to survey data from our members, and in an effort to promote goodwill within the office culture, Administrative Professionals Day/Week this year is going to be a celebration of all office professionals, not just administrative professionals. **This year's APW theme: This year, celebrate all office professionals.**

With this shift in focus for 2011, we would like individual members, chapters and divisions to see this as an opportunity to promote IAAP within the office and the community. This will open up avenues to promote your local chapter and IAAP.

In the coming weeks, we're going to provide you with supporting materials to reproduce including a logo, e-card, flyers and artwork.

How can you promote APW?

Here are a few suggestions:

- Send an APW day e-card to co-workers/bosses – We will create an APD e-card you can send to your co-workers. It will be available before April, well in advance of Administrative Professionals Day
- Host a simple APW “thank you” breakfast with rolls and coffee. It's as simple as stopping at the donut shop, picking up a few dozen and inviting the office for their own APD celebration

- Invite co-workers to the free APW webinars which will be announced at a later date
- Chapters, if you haven't already planned an event with the international board theme, hold APW events for the entire workforce with the APW theme: **This year, celebrate all office professionals.** Some topics that would apply to most office professionals could include: Office civility (see article in this issue of *Connections*); office communication or a résumé workshop
- Buy space on a billboard – HQ will provide chapters with the artwork. Promote the day and the association!
- Chapters/divisions, post the APW slogan/logo on your websites
- Next month HQ is going to provide chapters with a flyer that can be downloaded and printed out and also the logo. We want members to post the flyer on every open bulletin board in your workplace and community
- IAAP International President Mary Ramsay-Drow, CPS/CAP will write an op-ed that newspapers can run on their opinion pages. HQ will also include step-by-step instructions on how to get it in the paper. They are currently waiting on survey data so look for that in the February or March edition of

Connections.

This year, we will
celebrate all office
professionals!

PASSION &
PURPOSE

SWANI CHAPTER



International Association of
Administrative Professionals®
Swani Chapter

IAAP Mission:

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building, and leadership development.

IAAP Core Values:

Integrity, Respect, Adaptability,
Communication, Commitment

**SWANI CHAPTER
IAAP**

Check out our website:

www.iaap-swani.org

2010-2011 CHAPTER OFFICERS

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2010-2011 COMMITTEE CHAIRS

BYLAWS/STANDING RULES

Laura Manke, CPS

MEMBERSHIP

Roxanne Matteson

EDUCATION/PROGRAMS

Lisa Skarlupka

NEWSLETTER

Nancy Arnold, CPS/CAP

CERTIFICATION

Brenda Groninger, CPS/CAP

FUNDRAISING

Nicole Norris

APW/APD EVENT

Sally Keena

**RETIREMENT TRUST
FOUNDATION**

Nancy Arnold, CPS/CAP

Members' Task Sign-Up

1. Assist with one of the community service projects - **Lisa Skarlupka, Kim Rebarchek, Nancy Arnold (can use more)**
2. Format & print membership roster (Apr/May) - **Nancy Arnold**
3. Contact local florists to include info on APD deliveries - **Margaret Pickart (can use more)**
4. Coordinate "goodie bags" for member recruitment event - **can use one or more**
5. Print "The Scope" and mail to members without email - **Roxanne Matteson**
6. Submit an article, website, etc. for "The Scope" - **can use one or more**
7. Submit "table topics" for chapter meetings - **Laura Manke (can use more)**
8. Collect "Boxtops for Education" at one or more chapter meetings - **Mandy Doersam (can use more)**
9. Assist one of the chapter committees:

Bylaws - can use one or more
Membership - can use one or more
Fundraising - can use one or more

If you are interested in helping out, contact Sally Keena. Thanks!



Chapter Criteria (need 14 of the 19)	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Met <input checked="" type="checkbox"/>
Six meetings offer recertification points	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>						Need 2!
One member earn CPS and/or CAP (you?)											Need 1!
Sign commitment agreement	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Six newsletters or e-newsletters	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					Need 1!
Participate in IAAP web community	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Annual calendar & marketing plan	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Annual budget & monthly statements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Maintain full slate of officers & four chairs	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Leadership/succession officers/chairs tng											
Delegate to WDAM & delegate/proxy to Intl	Int'l done								Need Div		
Member on Div or Intl committee/officer	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Have a seminar, APD or Executive event											
Apply for Avery or IAAP chapter award					<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>
Have 15 members & 80% retention											On Track
Conduct at least one recruitment meeting											
Conduct new member orientation											
12% membership increase											
Sponsor new professional or student chapter											
Strategic plan & member survey (still need survey)				<input checked="" type="checkbox"/>							

As of the beginning of February, SWANI Chapter has met 6 of the criteria (we need 14!) for our Chapter of Excellence (the two in **bold** are mandatory). What can you do to help us on this journey?

The following items are listed as the most needed supplies for Rock County Humane Society. If you want to view the entire Wish List, please check out their website.

Doggie Delights

Canned dog and puppy food*
DAP® (dog appeasing pheromone)
Gentle Leader® Easy Walk™ harness (medium and large)
Gentle Leader® head collar (medium and large)
Fleece beds - all sizes
Large "pig ear" chews
Soft dog treats
Squeeze cheese in a can



Feline Fixins

Canned, ground cat and kitten food*
Clay litter (unscented and non-clumping)
Cushiony cat beds (small)
Feliway plug-ins or spray

Shelter Supplies

Blankets
Bright colored copy paper (especially yellow and green)
Quality white copy paper
Stamps

Tidying Tools

Bleach
Liquid laundry detergent
Paper towels
Toilet paper

Critter Cravings

Aspen shavings
LabDiet® hi-fiber rabbit food



* Please note: The Humane Society is unable to use expired food, food without original packaging, or used litterboxes.