

May 2009

Officer's Message

Greetings from your vice president! I hope you have enjoyed the programs we have had for you this year and especially the APD event – Impression Management. Great things happen with great effort, and I appreciate the many hours spent by our APD committee in preparation for this event. Thank you to all of you!

At our April chapter meeting, our International Vice-President, Mary Ramsay-Drow, reminded us to submit our Member of Excellence award criteria—soon. Mary requested that we send these in now as most of us have completed the requirements by this time of the IAAP year. Submitting early will help cut down on the expected influx at headquarters. It is actually very simple to do. (I submitted mine just the other day.) Go to <http://community.iaap-hq.org/IAAPHQ/Pathways/Home/Default.aspx>, click on Member of Excellence, scroll down to the submission form and follow the instructions. Very easy!



Remember there is no May chapter meeting. The board has opted to not hold a meeting in May since we have just had the APD event. Our next (and last meeting of the IAAP year) will be June 4 when we will have our annual meeting and installation of new officers. This would also be a good opportunity for you to express your appreciation to your committee members for their work this past year in advancing our chapter – and volunteer to get involved for next year!

Thank you for the opportunity to serve as your vice president, for your support and your helpfulness. This was a big step for me in developing my leadership skills, and I thank you for allowing me to serve the

2008-2009 Officers

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MaryBeth Kallio CPS/CAP
262.902-9693
seiaapmbk@yahoo.com

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Muriel Andersen
262.878.5620 x1253
mandersen@shepherdsministries.org

TREASURER

Deanna Zewen CPS
262.939.7394
dzewen@hotmail.com

SECRETARY

Trish Martinez
262.898.2716
pmartinez@llor.org

chapter in this capacity. I look forward to another year as your vice-president, if you should so choose. Thank you – you all are a great encouragement to me!

Muriel Andersen
Vice President



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Vision

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EDUCATION FORUM AND ANNUAL MEETING

2009: Minneapolis, Minn. July 26-29, Minneapolis Convention Center

The International Education Forum & Annual Meeting is IAAP's premier event taking place during the summer with over 1800 attendees. This event offers more than 50 education workshops focusing on topics from management skills to leadership development. Attendees will have the opportunity to see the inner workings of the association by attending the business sessions that highlight the association leadership. And don't forget the numerous networking events that provide social gatherings with your peers.

If you're an executive, wondering why to send your admin to the International Education Forum and Annual Meeting or an admin, deciding whether or not to go, find out the benefits of this year's gathering. Ready to reserve your spot? Register today!

Are You Attending International or Wisconsin Division Annual Meetings?

If you were considering attending either International or Division Annual Meetings, but have been unnerved by recent economic developments, why not consider carpooling and sharing a room? The Wisconsin Division Website features a forum to connect people from around the state who are interested in attending one or both of the annual meetings.

UPCOMING EDUCATION FORUMS

Don't Miss Upcoming Education Forums

Mark your calendars for the upcoming meetings:

2009: Minneapolis, Minn. July 26-29, Minneapolis Convention Center

2010: Boston, Mass., July 18-21, Hynes Convention Center

2011: Montreal, Quebec, July 24-27 Montreal Convention Center

2012: Grapevine, Texas, July 22-25, Gaylord Texan Resort

2013: Anaheim, Calif., July 28-31, Anaheim Convention Center

2014: Milwaukee, Wis., July 27-30, Milwaukee Convention Center

Passports are required for travel to Canada. For more information on passports, please visit these links:

travel.state.gov/travel/cbpmc/cbpmc_2223.html

www.usps.com/passport/



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Nominees for the SE WI Chapter IAAP 2009-10 Board of Directors



MaryBeth Kallio, President

I currently serve the SE WI Chapter of IAAP as president and hope to serve as president again for the 2009-10 year. I became a member of IAAP in March of 2007. I received my CPS in May of 2007 and November 2007 my CAP. I was elected secretary of the chapter in 2007-08. I soon realized I had to put more into the chapter to get more benefits from our organization.

I work full time for United Way of Racine County as the Community Investment Administrator. I began working with United Way of Racine County in 2007 as an administrative associate with a temporary placement agency, by the end of the third month, I was offered a full time position. I was recently promoted to Administrator and I believe that my involvement with SE WI Chapter helped management make that decision.

I grew up in Racine and graduated from Case High School. I moved to Colorado for many years and received my bachelor degree from Metropolitan State College of Denver. My husband and I moved back to Racine in 2001 to be with our families. My interests are being with my family, walking my dog Bindi, reading and scrapbooking.

I look forward to serving this chapter as president in 2009-10. I would like to see the success of the chapter grow with membership and strive to engage the members. We had a great year with many wonderful presentations and, with Muriel's help, we will continue to have many great chapter meetings. We have always had a strong membership board and I'm confident that this will continue into the new year.



Muriel Andersen, Vice-President

I have been a member of IAAP since February 2004. I have served our local chapter as hostess 2004-05 and 2005-06, treasurer 2006-07 and now as your vice president 2008-09. I have also served on the APD committee in 2007-08.

I have been employed at Shepherds Ministries in Union Grove, WI since 1990. Shepherds is a residential and vocational facility for adults with developmental disabilities. My position at Shepherds is Administrative Assistant to the President.

I began my career as an elementary education teacher, later receiving my special education degree. When I moved to Wisconsin in 1990, I began working at Shepherds which has allowed me to stay in the special education area, only now in the administrative support side of this field. It is a joy to work among this special population and get to know them as my friends. It's pretty hard to have a bad day at Shepherds – there is always somebody nearby to encourage you, tell you a funny joke, just stop and chat or sometimes even give you a hug. Not the usual kind of corporate environment!

I have enjoyed serving as your vice president this past year. I have learned much, and hopefully you have too through the chapter programs we have been able to provide for you. I look forward to serving another year, helping you and our chapter on the Pathway to Excellence.

Upcoming Events

- May 15 & 16 Wisconsin Annual Division Meeting, Wausau WI
- June 4 SE WI Chapter Annual Meeting; Election & Installation of Officers
- July 26 - 29 International Convention & Education Forum at the Minneapolis Convention Center, Minneapolis MN

Nominees for the SE WI Chapter IAAP 2009-10 Board of Directors



Marie Hargrove, Secretary

My name is Marie Hargrove and I am interested in serving as Secretary of the SE WI chapter of IAAP for the 2009-10 year. I became familiar with IAAP through my co-worker and the chapter's current President, MaryBeth Kallio. I became a member of the chapter in October of 2008.

I am currently employed by United Way of Racine County in the position of Community Initiatives Administrator. I have served in a number of administrative roles in the organization since September of 1998. During my tenure, I have attended various workshops, conferences and training sessions related to improving administrative skills and data management, and providing quality service clients of various backgrounds. I believe my affiliation with IAAP will enhance those skills and my knowledge base even more. I will also be able to share my experiences with other members of the chapter.

I received my bachelor's degree in Community Leadership and Development from Alverno College in Milwaukee, WI and my goal is to further my education to obtain a Master's degree in the very near future. I am very passionate about serving others and making sure they set and reach their goals. I am very active in my church, where I also serve in many leadership and administrative roles. My personal interests include singing, reading, spending time with family and serving others.

I look forward to serving this chapter as Secretary in 2009-10 and continuing to be a part of an organization that encourages the professional development of administrators.



Christina Miller, Treasurer

I have been a member of IAAP since 2004. I am presently serving as Hostess for the 2008/2009 year, and have enjoyed getting to know you better over the past year. It was the best decision I have made yet with IAAP. I have had the distinct privilege to be a part of our Administrative Professionals Day 2009 committee. It was a wonderful way to spread my wings and try new things.

I obtained my Administrative Assistant degree in 2005. I was awarded the *Graduate Scholastic Award* for highest academic achievement after completing my internship at JohnsonDiversey. Since then, I have worked at SC Johnson downtown and Waxdale, an auto auction, and am now residing pleasantly as a Church Secretary at St. Andrew Lutheran Church. I support two pastors, assist the various boards and greet all those that stop by the church and handle their needs accordingly.

I look forward to handing the Hostess reins over to someone new who will make it their own next year. I am hopeful to fulfill the expectations that are required as Treasurer, and look forward to gaining more depth in my relationship with IAAP and finding ways to shine in my personal pathway to excellence.

SE WI Chapter Morsels

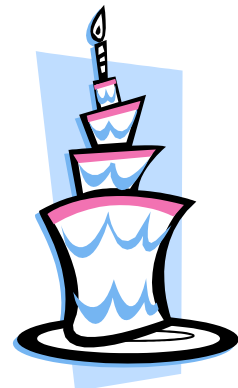
Happy Anniversary

Cathy Potter (2006)
Trish Martinez (2007)
Alicia Jarrett (2008)



Happy Birthday

April Webb - May 1
Corinne Dombeck - May 12



*If you have items for The Commentary, please submit them to
Corinne Dombeck at office@love-inc.net.*

The next deadline is May 14th.

Your contributions and comments are always welcome!



There are some people in this world who simply don't handle change very well. They prefer stability and routine. These people would rather know what to expect than deal with the potential chaos that change brings.

Of course, there are others who simply love the excitement of change. They find it stimulating and freeing. These people enjoy the new pace and they recognize that chaos is part of the fun.

So, what kind of person are you? Not quite sure? Take this quiz and see.

Instructions:

Go through each question as quickly as possible. Don't put a lot of thought into the answer; just pick the first one that rings true. Make note of your answers on a piece of paper.

When I think of change, I feel:

- A) Anxious
- B) Excited

When policies at work change, I:

- A) Have a hard time getting into a new routine
- B) Pick them up quickly and easily

When my environment changes, I feel:

- A) Unsettled
- B) Free

I believe change is:

- A) Something to avoid
- B) Inevitable

I think people who force me to change:

- A) Make life difficult
- B) Keep me on my toes

Quiz:

Are you change resistant?

By Chrissy Scivicque
Office Arrow
November 5, 2008

When new people are hired at work, I feel:

- A) Worried about the team dynamic
- B) Happy to have a fresh perspective

The thought of changing jobs:

- A) Makes me sick
- B) Is intriguing - so many possibilities!

Change is another word for:

- A) Disaster
- B) New

I believe people can change:

- A) Nope
- B) Yep

Now, add up your answers.

If you have more A's:

It was probably fairly obvious when you were going through this list that you lean more heavily on the "change resistant" end of the spectrum. That's perfectly ok! There are plenty of us who love routine and find comfort in stability. But change does happen and when it does, you need to be capable of handling it. This article provides some helpful tips for learning how to manage change. The next time life shakes things up a bit, try to focus your energy on handling the situation, not fighting against it.

If you have more B's:

You "get" change and you like it! That's because you don't fight it; you simply understand that it's a part of life. You see change for what it is: opportunity. You've got a good handle on what it takes to get through turbulent times and your attitude will only help you along the way. When life throws you a curve ball, you think fast and reach for it. Keep up the great work.

What's In Your Cereal

To Your Health

March, 2009 (Vol. 03, Issue 08)



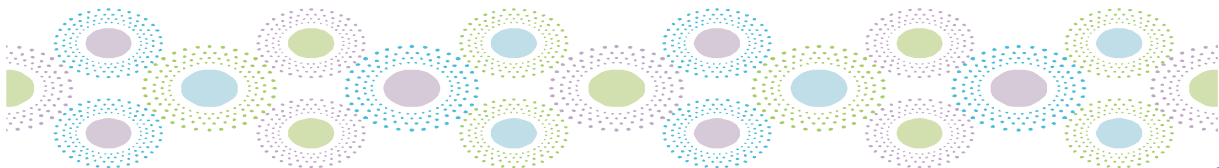
As parents, we know that giving our children exactly what they want isn't always what's best for them. The conscientious parent tries to make the best choices when it comes to what their children eat and are willing to say "no" to the overly fatty, sugary or salty foods kids seem to gravitate toward. Instead, a responsible parent will provide their child with a well-balanced diet, starting with the most important meal of the day, breakfast, which commonly includes a wholesome bowl of cereal.

But do you know what's in the cereal you're feeding your children? That "Delicious and Nutritious!" message on the box may just be hype, according to a recent report that exposes what's really inside the carton (more often than not): serious spoonfuls of sugar and salt in each serving.

Consumer Reports' nutrition ratings report (November 2008 issue) found that some popular cereals marketed to children are 40-50 percent sugar, comparable to a glazed doughnut. Considering that most children eat more than the standard serving size (1 cup), your child may be consuming much more than you've bargained for.

The report compares the nutrition information of 27 leading cereals, giving each cereal a rating of "very good," "good" or "fair." Only four of the 27 cereals were rated "very good" - General Mills' Cheerios (at the top of the list), Kix and Honey Nut Cheerios, and Quaker Oats' Life. With regard to sugar content, Post's Golden Crisp and Kellogg's Honey Smacks were rated "fair," with more than 50 percent sugar by weight per serving, and nine other cereals were determined to have at least 40 percent sugar. Kellogg's Rice Krispies, long considered a relatively healthy cereal with little sugar, rated only "fair" due to high sodium content and zero grams of dietary fiber. The report suggests parents look for cereals high in fiber (5 grams or more), low in sodium (140 milligrams or less) and low in sugar (1 teaspoon or less per serving).

So, the next time you're strolling the cereal aisle deciding what's best for your family, spend some time reading those nutrition labels on the back of the box before tossing it into your shopping cart. The ingredients list will tell you a lot more about what's inside the box than the colorful characters and happy messages on the outside ever will.





Who am I?

Hint: I'm the one who can sabotage your career success and daily job satisfaction. Is the green monster blocking you from reaching your full potential as an administrative professional?

Is the Green Monster Eating Away at You?

By Karen Porter

The Administrative Professional

Job Performance and Career Success Coach

Assisting Administrative Support Professionals

Since 2004 [Note: This article first appeared in a free issue of The Effective Admin newsletter in 2007 -- since discontinued. The referral system option mentioned in the article first paragraph was created on a trial basis and is also since discontinued.]

Last week I sent an email to all subscribers about the referral system option related to shopping at The Effective Admin Store. Basically it said that if five customers purchasing the "An Effective Admin VIP" package say you referred them you then get the VIP package at no cost or if you already purchased it, I refund what you paid.

Almost immediately I received an email from an administrative professional who has never purchased this product at The Effective Admin Store. She wrote: "You are asking 'us' to sell your product! So, who is the winner here? YOU!"

"Winner" is the key word to learn from in that phrase.

You see... for there to be a winner, there must be a loser. And if there is to be a winner and a loser then a competition must be taking place. Often there is not except in one person's mind.

And that kind of thinking CAN cause the person doing it to miss out on all kinds of opportunities that would benefit her or him.

For instance, in this scenario instead of this writer focusing on "what's in it for me" (e.g. "I can save \$197 and get these professional development materials at no cost") she chose to focus on "what's in it for her" (e.g. "if I refer 5 customers to her, she'll make a profit."). The focus is not on what the writer can do for herself but rather what she doesn't want to see another person get.

Enter the green monster.

Who Is The Green Monster

The green monster refers to being "green with envy," an old adage I didn't create. The green monster is the trait envy. It associates with desire, greed, jealousy, resentment and spite. And the green monster rears its head all the time in the workplace and in life in general. This green monster is very subtle and can sneak up on you, ruining your job, career and life satisfaction before you know it. In fact, unless you consciously get to the root of your feelings and emotions when something "disturbs" you, the green monster may come and go unnoticed by you. That example above is just one example of the green monster passing through another unwary victim.

You've probably heard about the green monster

before. For instance, ever heard the old saying about "keeping up with the Jones". That's implying that if your coworker or neighbor buys a new sports car, you have to go out and buy one. If he throws a party, you feel obligated to throw a bigger one. And so forth. That's regardless of whether you need it, will use it or can even afford it. The green monster says you can't have success and prestige if you don't have what the Jones' have. The green monster says you can't let the Jones' "win". You either must not allow them to "win", not help them to "win", or you must excel beyond their latest venture or acquisition.

It bothers some people tremendously that others might have or get something they don't or get something before they do. And they most certainly don't want to help this to happen. Why? They think "if she wins, then I must be losing". They think "if he's successful, then I must not be".

Is that logical? Absolutely not. But a lot of times you're operating on emotion, not logic. That's why you're human. And that's why the green monster can sneak up on you, even if you consider yourself the most logical, practical person around.

In the workplace you see the green monster all the time. For instance, Jane gets a corner office or the window office. Joe didn't think about this before but now that Jane got it, he wants one.

Executive Billy gets a new gadget. Executive Eve suddenly wants an upgrade of her gadget, even though she barely uses the gadget she has now.

Cindy gets promoted. Dean is upset. He thinks "I've been here longer. I'm smarter. I work harder. I should be promoted too then."

Carrie dresses fabulous. Mary tells Claire that Carrie must be paid more than her to be able to afford those stylish clothes and that she's showing off. Never mind bothering to tell Carrie that she does indeed look fabulous today in that outfit.

Faith eats at nice restaurants every day at lunch. Sometimes she raves about how delicious her meal was to whoever is in listening range. Julie eats lunch brought from home at her desk. She thinks, "If they paid me what they must be paying her, I could enjoy top of the line meals too." She momentarily forgets she's on a diet and doesn't want to eat those lavish meals anyway.

And of course, there are salary issues. I bet at least once you've heard a colleague say that person X makes more than her so she should get a raise now. But why? Where is the logic? If you want a salary increase, you have to quit focusing on that person and what they got that you didn't and focus on you. Envy isn't a good reason for a salary increase. And envy won't improve your financial standing at work. You can't get a raise simply because Sally makes more than you. That argument doesn't fly with managers. You must be able to show why YOU deserve a salary increase based on your own

achievements and contributions. IT'S NOT A COMPETITION. If you want to show emotion, along with your logic, for getting a raise, then make that emotion about you. For instance, show enthusiasm about your work, not envy about Sally's new raise.

COLLABORATE FOR SUCCESS

Remember, just because someone wins doesn't mean you lose and vice versa. No competition literally exists. Envy is in the mind.

And in fact, true success often happens through positive collaboration or joint efforts. For example, you talk to your boss about how to get a salary increase. He says you'll need to take on substantially more responsibility. You then show your boss that you can take on 20% more responsibility in your job. He rewards you with a raise. Now you're getting more work done in the department and you're making him and his department look even more effective. He may even get a raise or bonus.

Meanwhile, you're now making more money, which helps you a lot personally. And it even motivates you on the job. You both win...this is a win-win situation...but don't be fooled by the word "win" there...it's still NOT a competition. Each person is happy---you're happy for yourself and for your boss, but not envious of anyone. The green monster didn't come to this event. You purposely and consciously did not invite him (or gave him the boot quickly if he did sneak in early on).

Learn how to collaborate to reach desired results. Team work and joint efforts often result in benefits to all participating parties. But envy can stop you in your tracks, making you aloof, angry and unhappy. You feel and exhibit those traits. Other people see them. They start sending less and less opportunities your way (they don't want to partner with or work with one who harbors the green monster). You wonder why you're not successful and satisfied (like her or him). You get depressed. And you never realize that you put this whole scenario in motion.

Bottom-line: Be conscious of the green envy monster. It'll zap your emotional energy and your morale. It'll detract from focusing on and doing things that really can make you content, successful and satisfied at work, in your career and in your life. Don't compete when you're not in a competition. Don't hold back your generosity or assistance simply because you're afraid someone else will benefit by it more than you. This is distorted thinking that can affect your life and career poorly. If you do let the green monster in, take ownership. Admit you opened the door for him. Then give him the boot. He's not there to help you!

Before I was myself you made me, me

*Before I was myself you made me, me
With love and patience, discipline and tears,
Then bit by bit stepped back to set me free,*

*Allowing me to sail upon my sea,
Though well within the headlands of your fears.
Before I was myself you made me, me*

*With dreams enough of what I was to be
And hopes that would be sculpted by the years,
Then bit by bit stepped back to set me free,*

*Relinquishing your powers gradually
To let me shape myself among my peers.
Before I was myself you made me, me,*

*And being good and wise, you gracefully
As dancers when the last sweet cadence nears
Bit by bit stepped back to set me free.*

*For love inspires learning naturally:
The mind assents to what the heart reveres.
And so it was through love you made me, me
By slowly stepping back to set me free.*



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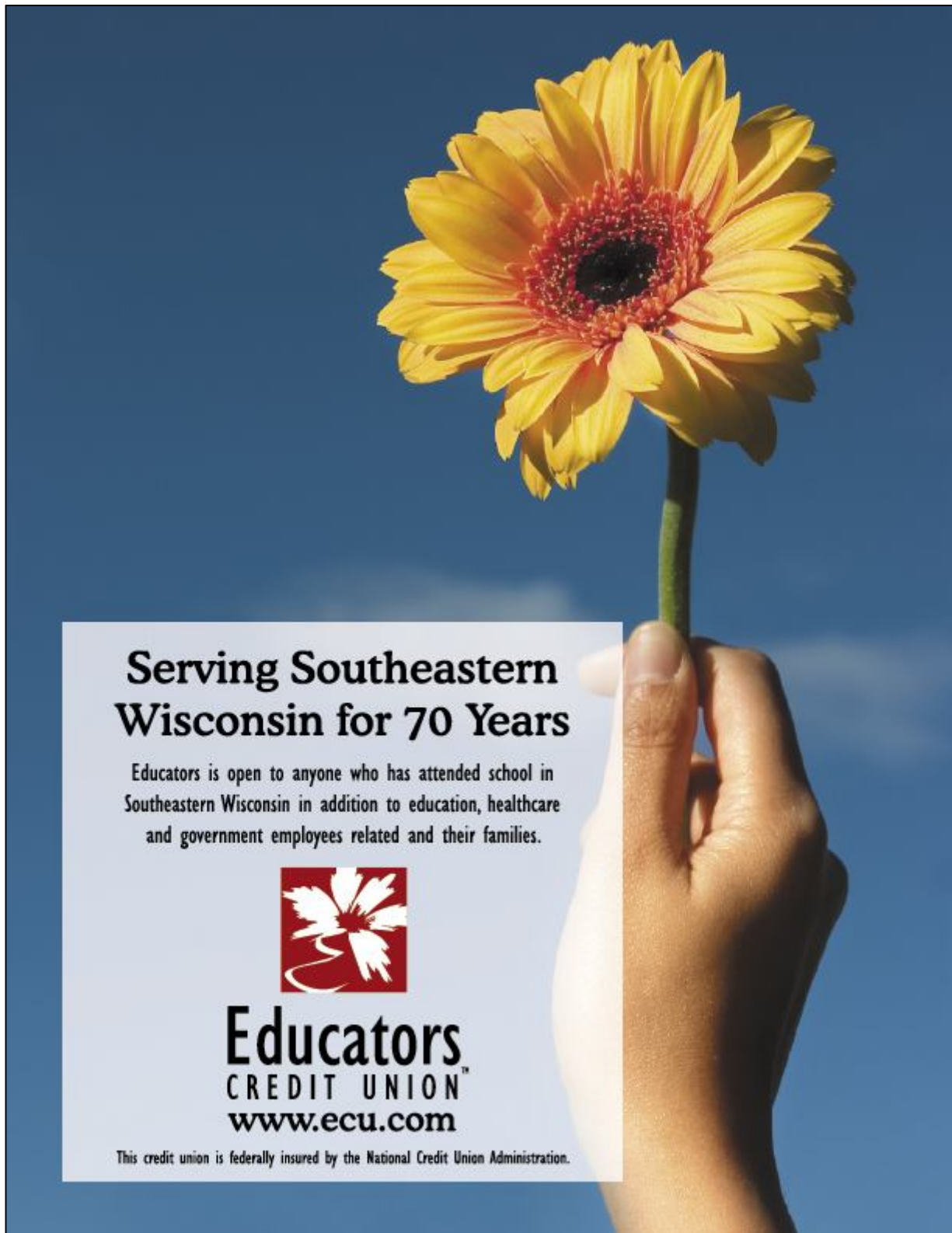
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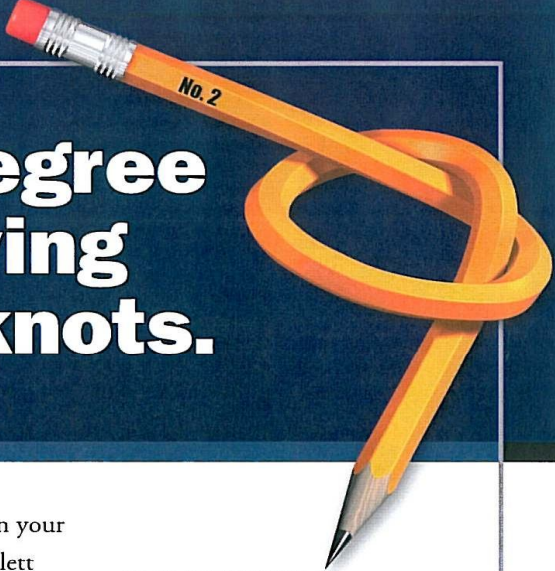
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better work, better life

Better work, better life.

If you are motivated to make a positive change, we want to give you the resources you need to shape and achieve your personal and professional goals and improve your situation — at work, at home, in business, and in life. To that end, we offer life skills, career development and specialized expertise. We seek new, more effective training methods and partner with the best advisers. We use technology to create real advantages. And we continually invest to maintain our reputation as innovators. We want you to truly benefit from working with us and we are confident that we will inspire you to achieve better work, better life.

Our core values.

We apply our core values to support, nurture and provide the maximum benefit to our talented, committed people. These are the beliefs that underlie our culture:

- Integrity
- Service
- Accountability
- Dignity & respect
- Operational excellence
- Growing talent
- Financial responsibility

Our quality mission.

The Adecco mission is to provide superior service to our associates and clients through best-in-class matching of associates to client positions. We achieve our mission by:

- Listening to the needs and feedback of our clients and associates, learning from what we see and hear, and fulfilling their expectations with superior service.
- Never being satisfied with what we see and always striving to provide more.

If you are looking for a Staffing partner w/ the tools, technology, network and connections that a GLOBAL LEADER can offer but with a local and boutique approach....call Adecco in Racine today! 262-634-5572 ask for Marianne Hunsucker (Branch Manager). Let us show you what sets us apart from our competition!