

SE Wisconsin Chapter IAAP

2009-2010 SE Wisconsin Chapter IAAP Officers

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Commentary Highlights

November Program	2
Upcoming Meetings	3
SE WI Chapter IAAP	4 - 5
IAAP Updates	6
Going Green	7 - 8
Quiz on Change	9
To Your Health	9
Motivators	10
Sponsors	11-17

*"Unless **commitment** is made, there are only promises and hopes; but no plans."
~ Peter Drucker*



Officer's Message

By Christina Miller
Treasurer, SE Wisconsin Chapter IAAP

Hello chapter members! I am very honored to be on the board this year, and am committed to working harder than ever as your treasurer. I hope you receive as much enjoyment and knowledge from our meetings as I anticipate you will in the coming months.

We are a special group here because we draw our members from a wide location. Did you know that we, the Wisconsin Division, scored 2nd out of 5 in our Great Lakes District last year for membership increase? First place, Illinois, gained members at a 7.61% rate and we were very close with 7.28%. Also our chapter ranked 12th in the whole association!

Do you know what that means? It means that

we are closer than you think at becoming a more recognizable force. If we get one or two more members this year, we will become more sustainable as a chapter, not to mention our rank will move up proportionally in the district and the association. Our name will also be shared in more places than before. This is good news! This will also help us meet another one of our "Chapter of Excellence" requirements. This brings me to my next word – requirements.

Does the word "requirements" make you want to "go on that ride again?" or say "no thanks, I've been on that ride before." Before you answer that, please remember that there are two sides to every coin. I like to think of

POWER **of** **Commitment** SE Wisconsin Chapter

"requirements" as a safety net; and then, in some cases, find the creativity in them to help me see the work as fun.

With creativity in mind, the board has been brainstorming for new incentives that will make you want to bring in visitors. We will be meeting again soon, and will have something new to share with you at our next meeting as a prelude to what we are anticipating.

Also, nut sales are in full swing now. You should have received your packet in the mail from Karen Fandrey, our nut sales rep. This is our major fundraising drive for the year; so enjoy publicizing the nut sale, and remember to have fun doing it!

Purpose

To provide information, education and training, and to set standards of excellence recognized by the global business community.

Mission

To be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.

Vision

To inspire and equip all administrative professionals to attain excellence.



Thursday
November 5, 2009

**Gateway Technical
College**
Michigan Room
Room #110
1001 Main Street
Racine, WI

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PROGRAM TOPIC:

Domestic Violence and the Work Place

*Recertification Points are available for this program.

Special Speaker:

Sherry Hartog

Director, Western Racine County Family Violence Advocacy Network

On the heels of October's Domestic Violence Awareness Month, Sherry Hartog, Western Racine County Family Violence Advocacy Network Director, will make a presentation relating to domestic violence in the workplace and how it impacts productivity, absenteeism and insurance.

WRC Charity Drive: Please support WRC by bringing any of the following to this meeting.

They are always looking for **gift cards** to give to clients for gas, pharmacy, home repair, etc. Those are best when in \$10 increments. They are also in the process of renovating a basement storage space into a wholeness/wellness room. They are almost finished, but are still in need of **DVD's** and **music CD's** that involve various forms of fitness, meditation, and relaxation, etc. for adults and children. Lastly, they can always use over the counter **medications** (especially with cold and flu season upon us!) that can also be for adults and children.

Program / Meeting Schedule

Schedule:

Cost:

6:00 pm – Networking / Dinner

\$7.50 – Members & Guests

6:30 pm – Program

No Charge to attend Meeting Only

7:30 pm – Business Meeting

RSVP Deadline:

Noon, Tuesday, November 3, 2009

Please contact Sharon Lunetta at

lunettas1@mail.gtc.edu

CANCELLATIONS must be received by noon Noon November 3rd to avoid dinner charges.



International Association of
Administrative Professionals®

Visit our Website at:

<http://community.iaap-hq.org/IAAPHQ/SEWisconsin/Home>

2009-2010 SE Wisconsin Chapter IAAP PROGRAMS

Meeting Date	Location	Program Title	Speaker	Summary
December 3 rd	TBD	Christmas Party		
January 7 th	GTC – Kenosha	Maximizing Your Business & Personal Relationships	Susan Gould, VP Community Impact United Way of Racine County	
February 4 th	GTC – Racine	People Reading: The Vital Role That Active Listening Plays in Effective Communication	Mary Ramsay-Drow CPS/CAP, International President-Elect	In today's fast-paced and highly communicative business world, admins must interact with execs, customers and clients, colleagues, vendors and virtual teammates via cell phones, faxes, e-mail, teleconferences and fact-to-face encounters in both real and cyber time. Customers can be wooed or shooed; execs impressed or distressed; teammates buoyed or annoyed. It all depends on you and how well you listen, really listen, each time you interface with another individual.
March 4 th	GTC – Kenosha	There Actual is a Viable Solution: Peer Mediation	Jerry Scott, City of Racine, HR Affirmative Action Officer	Peer mediation involves using those involved in a conflict to solve their own disputes. A peer mediation/conflict resolution program includes certain components that are intended to help develop critical skills or abilities for constructive conflict management. The presentation will explore the historical context, success rates and positive energy inherent in the process; as well as a glimpse into a session.
April 1 st	GTC – Racine	The Green Initiative	Jeff Neubauer of Kranz, Inc.	
May 6 th	TBD	How to Recession-Proof Your Career	Jennifer London, Office Team	Given the turbulent economy, many professionals are doing their best just to keep their careers afloat. But whether you're concerned about your current position or looking for a new one, now is the time to take action to raise your visibility and "recession-proof" your career. In this presentation, you'll learn strategies for staying motivated and productive on the job, becoming an indispensable asset to your employer, landing a job in a tough economy and improving your marketability to ensure ongoing career success.
June 3 rd	GTC – Kenosha	Election & Installation of 2010-2011 Officers Awards Presentation	TBD	

Board Meetings will be held at the Chancery (Racine) at 5:30 pm on the following dates:
October 29th, November 23rd, January 5th & 28th, February 25th, March 25th, April 29th and May 27th.
If you would like to attend, please contact MaryBeth Kallio CPS/CAP to make your reservation.

SPREAD THE WORD:

April is another Recruitment Month so division and chapter dues are waived for new members joining in April.



SE Wisconsin Chapter IAAP Birthdays

We all celebrate birthdays as a mark of completing one more memorable year in the span of life, a new milestone towards eternity. We wish both of you love, joy and happiness!

Best Wishes to

Christina Miller

who will celebrate her birthday on November 8th.

On November 24th

Muriel Andersen

will celebrate her birthday.



"A birthday is just the first day of another 365-day journey around the sun. Enjoy the trip."



SE Wisconsin Chapter IAAP November Anniversaries

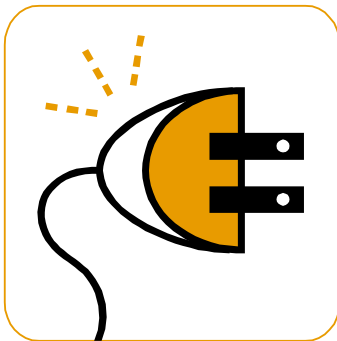
"Direction is more important than speed. We are so busy looking at our speedometers that we forget the milestone."

Congratulations to **Christina Miller (2007)** who has reached a milestone with the SE Wisconsin Chapter IAAP.

Did you know that one of the requirements of being **hostess** is that you cannot also be treasurer?

2009-2010

SE Wisconsin Chapter IAAP Committees



*"My satisfaction comes from my **commitment** to advancing a better world."
- Faye Wattleton*

Committee	Committee Chair	Committee Member
APD Executive Night	Heidi Hoefler	
Audit		
Bylaws & Standing Rules	Pat LaBucki CPS/CAP	
Certification CPS & CAP	Debra Ruane	
Hostess		
Membership/Orientation	MaryBeth Kallio CPS/CAP	
Newsletter	Corinne Dombeck	
Nominating		
Programs	Muriel Andersen	
Publicity & PR	Deborah Ross-Corbett	Kathleen Sexton
Retirement Trust/R&E	Pat LaBucki CPS/CAP	
Scholarship	Sandy Weber CPS/CAP	Barb Bruntzel
Ways & Means		
	Nuts	Karen Fandrey CPS/CAP
	Ads	Pat LaBucki CPS/CAP
Website	Trish Martinez	



Chapter of Excellence Commitment Form

As career-minded administrative professionals, the SE Wisconsin Chapter commits to maximizing the value of membership in IAAP by promoting IAAP's:

Mission:

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

Core Values:

Integrity: We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

Respect: We create respect within our profession and association through listening, understanding and acknowledging member feedback.

Adaptability: We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

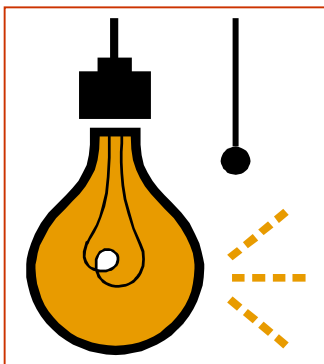
Communication: We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

Commitment: We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

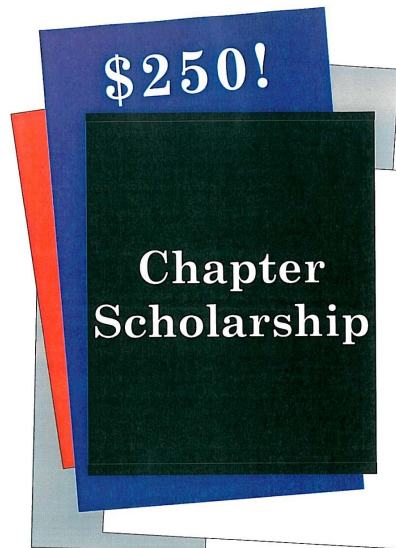
MB Kallio Chapter President
Mimi Andersen Vice President
Mimi Hargrave Secretary
Christina Miller Treasurer
 9-12-09
 Date

Congratulations to the following students on winning free IAAP Memberships from GTC – Kenosha Campus.

- ★ Debra Baumgart
- ★ Theresa Burns
- ★ Sharon Lunetta
- ★ Tunisia Tucker
- ★ Anna Washack



“We have learned that power is a positive force if it is used for positive purposes.”
 ~ Elizabeth Dole



All members are eligible for the \$250 scholarship drawing to be held in June 2010. The \$250 may be used for education classes, CPS/CAP Exam, tuition reimbursement for business related courses, WI Division Annual Meeting or Fall Education Conference.

**Get involved!
 Enter to win \$250!
 Show your
 Power of Commitment!**

- Attend a chapter meeting
- Bring a guest to a chapter meeting
- Serve as a chapter officer
- Serve as a committee chair
- Serve on a committee
- Attend Fall Education Conference
- Attend WI Division Annual Meeting



2009-2010 IAAP Officers

WISCONSIN DIVISION OFFICERS

President

Pat Falkenhagen CPS

President-Elect

Julie Thomas CPS/CAP

Vice-President

Nancy Arnold CPS/CAP

Secretary

Lynette Hieronimus CPS

Treasurer

Kathi Princeton CAP

GREAT LAKES DISTRICT DIRECTOR

Wendy Melby CPS/CAP

INTERNATIONAL OFFICERS

President

Susan Shamali CPS/CAP

President-Elect

Mary Ramsay-Drow CPS/CAP
(Milwaukee Chapter)

Vice President

Tamra Goodall CPS/CAP

Secretary

Janine Riemersma CPS/CAP

Treasurer

Karlena Rannals CPS/CAP

EFAM Updates

Register early for EFAM 2010 and save 10 percent!

For the first time in recent memory, IAAP is offering a special history making deal to help you attend the 2010 International Education Forum and Annual Meeting in Boston. We've secured a limited number of packages offering you 10% off your conference registration and 10% off your hotel stay at the Sheraton Boston when you prepay for both by Dec. 15. Restrictions do apply—please see the [hotel/registration package form](#) for complete details.

The Gift of Membership

Do you have a special co-worker or friend who is also an administrative professional? If you'd like to do something special for him or her we have the perfect idea: the Gift of Membership. It's a great way to introduce your friends and co-workers to IAAP. Maybe it's a way to help that admin that just got laid off, or as a special gift for your son or daughter who is now a part of the profession.

It's easy to give the Gift of Membership. You can either mail/fax in the Gift of Membership form or call

Headquarters with your information, including payment, and the name and contact information of the recipient. After the membership department gets the information, they will send out an e-mail informing the recipient of his or her Gift of Membership. It only takes a few minutes but gives a gift that lasts an entire year. You can access the sign-up forms here:

<http://www.iaap-hq.org/join/gift.html>

Don't let another day go by. Give the perfect gift, the Gift of Membership.

Office Pro Magazine is now online!

<http://officepro.iaap-hq.org/IAAPHQ/OfficePro/OfficeProHome/>

International IAAP Updates

By Susan Shamali CPS/CAP

2009-2010 International President, IAAP

We accomplished much while in Minneapolis, but the one item that I'm still getting pointed remarks about is our financial status and why are we still having issues when the dues increase passed. Plain and simple, the dues increase does not take effect until January 1, 2010. Even then, the full impact of that increase will not show up on our books until the fiscal year beginning July 1, 2011. This means we continue to be in a financially precarious position and must continue to reduce all expenses not directly related to products and services. And, yes, that means readdressing how we continue with our awards programs. The new Membership Growth Awards program will be communicated this week to all division and chapter

presidents and president-elects. We've established a program that won't change from year to year, which will enable chapters and divisions to incorporate it into their long-term strategic planning program. Questions may be addressed to the membership department at membership@iaap-hq.org.

Changes to the **Award for Excellence** are coming!! Changes that will provide IAAP the opportunity to highlight those companies or organizations selected for the award to a broader audience. Submissions are now due **December 10, 2009**. Announcement of the winners will be part of the APW publicity!

The Trust (**Retirement Trust Foundation**) has been busy

this past year implementing the 7 Measures principles to how it conducts business. As a result, there has been a shift in the focus of The Trust, as well as the creation of a new mission statement. Chairman Kathy Hampton CPS/CAP provides us with an update of the goings on of The Trust.

Power of Commitment – Leadership Challenge

Please take note of the following list of leadership call-to-action items and the dates these communications will be sent via e-mail:

November 1, 2009: Request for Committee Volunteers for the 2010-2011 IAAP Year. This item will include the necessary forms to apply for positions on the

International Committee on Nominations and International Bylaws and Standing Rules Committee for IAAP; and for the Retirement Trust Foundation Committee. This communication will be sent to all IAAP members by President-Elect Mary Ramsay Drow CPS/CAP.

Detailed information on the above will be provided in future communications accompanying the individual forms.

Brooke Astor, an American philanthropist, said, "Power is the ability to do good things for others." By committing the power of your talents to IAAP related activities, you will do good things for every member of the association!

Going Green: A-to-Z List of Ideas

Feature found at: [Going Green - www.geocities.com](http://www.geocities.com)

Going Green is an earth-friendly site offering helpful tips and practices you can implement in your household, school, or community to save our planet. Please visit all features at Going Green and realize that every little bit does help. They encourage you to share the ideas you find there and spread the word that Going Green tries to convey. The world is a fine thing and worth fighting for.

Here's a list of things you can do to help the planet--from A to Z. Keep in mind that it is difficult for most people to do too many new things at once, so it is best to start with only those things you feel comfortable doing. As you do, you will find that many of these things will become easy and natural. Start out small for a big result.

A Adopt Something.

An animal, a stream, a whale. There's almost no limit to the number of environmental causes to which you, your friends, or your class can turn.

B Bike Instead Of Ride.

Riding your bike instead of riding in a car saves energy and reduces pollution, of course. But it is also fun! That makes it a double benefit.

C Change A Light Bulb.

By replacing a standard bulb with a compact fluorescent one you will get more light for less money and save a lot of energy.

D Donate Your Toys To A Worthy Cause.

When you get tired of or grow out of your games and toys and other things, don't throw them away. Even if they are broken, they may be fixed

and used by other kids less fortunate than you. You'll also be keeping these things out of the trash.

E Eat Organic Produce.

Organic produce contains far fewer chemicals than other produce. That's probably better for your health, and it is definitely better for the environment. All those chemicals get washed off of farmers' fields into rivers and streams, where they pollute our water. In addition, many of the chemicals are made from petroleum and other nonrenewable resources. So, don't eat chemicals--eat real food!

F Feed The Birds.

Birds need water to drink and food to eat. Feeding birds not only brings a bit of nature to your backyard, it also helps rid the yard of many kinds of bugs. you can hang a birdfeeder from a tree or place it outside your window, or build a birdbath in your yard from which the birds can drink water.

G Go To A Zoo.

You'd be surprised how much you'll learn about the Earth. Find out how many of the animals in the zoo are at risk of becoming extinct. (Find out how many animals already ARE extinct.) Ask the zookeeper what role humans have played in animal extinction.

H Have A "Green" Picnic.

Plan an outing that doesn't create a lot of waste or pollution. For example, if you're having a barbecue, avoid using lighter fluid--it contains naphthalene, an air pollutant which is suspected of causing cancer. Instead, use an electric starter or, better yet, a device that lets you start coals

using newspapers instead of fluid. Use real plates and utensils instead of paper or plastic, and reusable tin or heavy plastic cups instead of disposable paper or plastic ones. Wash the cups and use them over and over. And set out separate trash bags for paper, glass, and aluminum. Just because you're outdoors doesn't mean you can't recycle.

I Identify Energy Wasters.

There probably are several companies in your community that are wasting precious resources. Does a used-car showroom leave its bright lights shining all night long? Do parents waiting to pick up their kids from school leave their cars idling at the curb for a long time? Wherever you see people being wasteful, say something! Write a letter, give a call, or walk right up to them on the street and ask them not to waste our Earth's precious resources.

J Join An Environmental Group.

There are hundreds of good organizations around the country. Most of them have annual membership fees of \$25 or less, and some have special rates for kids or students. Try to find one that focuses on something your are particularly interested in. Go to a meeting, event, or other activity. You'll probably meet some other kids with similar interests as yours.

K Keep The Car At Home.

You've learned by now that automobiles are one of the single biggest sources of pollution. Most driving trips are under five miles, and you'd be surprised how many are under one mile. Try walking, biking, skateboarding, roller-skating, or taking the bus.

L Learn About Your Community.

As you travel around your community, watch the local news, or read local papers, looking for things that might be causing environmental problems. Locate sources of pollution. And make suggestions to people in charge about what you think could be done to improve the situation.

M Make Scratch Pads.

Here's a good way to recycle paper. When you use a piece of paper on only one side, don't throw it away when you are done with it. Instead, put it in a pile with all of the blank sides surfacing up. When you get a big pile, you can turn the paper into scratch pads. First, get someone to cut the pile of paper in half. Then, staple small batches of paper together into "pads."

N Notify The Authorities.

Do you know a polluter? Is a company in your community doing things that are bad for the environment? Don't think twice about reporting them to the local, state, or federal government. You will be doing yourself and your community a big favor. You might even get a reward!

O Observe The Three Rs.

Refuse, Reuse, and Recycle. Whatever you buy, wherever you live, the Three Rs are the most important rules to live by, at least as far as the environment is concerned. The next time you go shopping--whether by yourself or with your parents or friends--think about the Three Rs every time you pull a potential

purchase off the shelf. Is it something that is overpackaged or wasteful? If so, Refuse it. Is it something that is made of or packaged in recycled material, or which you can reuse in some way? If so, Reuse it. Is it something that can be recycled easily? If so, Recycle it.

P
Plant A Tree.

How would you like to plant your very own tree and watch it grow? There are organizations in most communities that have set up tree-planting campaigns. But you don't even need one of these. Visit a local nursery to find out what kinds of trees will grow best in your area. The nursery people might also help you find a good place to plant a tree. You can watch the tree's progress every year, and have the pleasure of knowing that you put it there for everyone to enjoy!

Q
Quit Throwing Away Batteries.

Americans go through more than two billion batteries a year to power such things as radios, calculators, watches, flashlights, and computers. Unfortunately, batteries contain many hazardous materials, which leak into landfills when batteries are thrown away. Many of these dangerous chemicals get into our water supply. There are two ways you can avoid throwing away batteries. One is by using batteries that can be recharged over and over. You should also find out if there are companies in your area that recycle batteries. If you must throw batteries away, do so at a hazardous-waste collection site, if there is one in your area. Still another idea is to send the batteries back to the manufacturers, signifying that you consider used batteries a potential danger. This may encourage companies to begin recycling. In the end, ask yourself whether you really

need to use products that require batteries.

R
Recycle Everything.

Well, not everything, but just about. As we described earlier, there is little you can't recycle one way or another. One exception is plastic, most of which is not easily recyclable. Set up recycling boxes in your home--one for collecting newspapers, another for collecting other types of paper, another for glass, and another for aluminum. Try composting, which is a way of recycling food and other organic matter. You can even try recycling plastic, if you can find a place that accepts plastic for recycling. If you can't recycle something, see if there is some way you can reuse it.

S
Spend Your Money Wisely.

When you buy toys or gifts, beware of things made of endangered animals or things made of wood that comes from tropical rainforests. If you're not sure, don't be afraid to ask questions. The more you know about the things you buy, the better decisions you can make. Your spending money is powerful! If you spend it wisely, you can help influence companies to do things that don't harm the environment--or the things that live in it.

T
Take A Hike.

Or go fishing or bird-watching. Whatever you do, go outdoors to a place where there are as few people, cars, and buildings as possible. Take a look around. Isn't it beautiful? What would happen if all that beauty disappeared because people littered and polluted and harmed the plants and animals? It's important to keep our natural areas in good shape, so that you can enjoy them and your children--and their children's children--can enjoy them, too! So enjoy the great outdoors whenever you can. And if you

see some litter there, pick it up and carry it to someplace where it can be safely thrown away or recycled.

U
Use Recycled Paper.

There's just no reason why you shouldn't buy recycled paper whenever it is available. In most cases, it is just as good as "virgin" paper--even better, in fact, because it helps save trees! You can buy toilet paper, paper towels, napkins, writing paper, books, newspapers, and many other things made of recycled paper. If you or your parents can't find recycled paper products in your local grocery store, ask the manager to stock them.

V
Visit A Recycling Center.

If there's a center nearby, stop and take a look around. Look at all the different things being recycled--lots of different colors of glass, paper, cardboard, cans, maybe even tires and household appliances. Ask the people who run the recycling center what happens to all this stuff after it leaves the center. Think about how wasteful it would be if all that garbage wasn't being recycled, but being thrown away instead.

W
Work For The Environment.

If you decide to get a summer job, see if there's a job available in which you can help the environment. Most environmental organizations need lots of help, and some of these jobs can pay you. Check with the local parks department to see if there are any jobs in the parks taking care of plants or flowers. Check with the local zoo to see if you can work with animals. It might be hard work, but it might be a lot of fun. Either way, you can go home each day with the satisfaction of knowing you are helping make the world a

better place.

X
eXercise Your Rights.

As a human being living on planet Earth, you have the right to clean air and water, a safe environment, and the unspoiled beauties this world has to offer. You should speak firmly and loudly against those people and companies who threaten to take those rights away from you by polluting or by making decisions that encourage polluting or other wasteful behavior. That's the only way that you can be sure that the world will still be just as beautiful when you are older. If you don't dream of a better world--and do something about it--no one will do it for you.

Y
Yell At A Litterer.

Well, maybe you don't have to yell, but if you do see someone littering, you definitely should say something. Be polite, but state your case. Explain that littering not only is ugly and costs us money (because we have to pay people to pick up the litter and dispose of it), it is also bad for the environment.

Z
Zero In On Specifics.

While we've covered a wide range of environmental problems and solutions on this site, you can be most effective by choosing one or two specific problems to focus on. Don't try to do everything at once. Pick a problem--acid rain, for example, or animal cruelty--and learn as much about it as you can. Find the individuals and organizations in your area working on the problem and see how you can get involved. That will make you a powerful Green Consumer!

Going Green: A-to-Z List of Ideas ... cont'd

Quiz: Are You Change Resistant?

By Chrissy Scivioque

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

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.



A Drink That's Good for Your Blood Sugar

There are powerful little chemical compounds in tea - called polysaccharides -- that may do your blood sugar a bit of good.

And one of the best ways to get them? Black tea. Researchers recently discovered that the polysaccharides in black tea may be tops over those in green or oolong teas. Make mine black!

Power in the Polysaccharides

People in Japan and China have long touted black tea's blood sugar benefits. And now, researchers are taking a look at the components of

black tea that may play a role. When researchers extracted the polysaccharides in black tea and examined their effects on a cellular level, something interesting happened. The black tea polysaccharides exhibited blood sugar stabilizing properties -- even more so than the polysaccharides in both green and oolong teas. Researchers suspect there may be something unique about the chemical composition of black tea polysaccharides that boosts their blood sugar benefits.

Take Charge of Your Sugar

Because the researchers were doing a cell study, it's not clear if drinking brewed tea will have the same benefits. But researchers already know that black tea is bursting with health-promoting antioxidants. So there's no reason to sit on the sidelines tapping your foot. Drink up! And here are some additional strategies for controlling blood sugar:

- ★ Pump some iron.
- ★ Use the right spices.
- ★ Use your TV the right way.

RealAge Benefit: Eating foods from a variety of sources can make your RealAge 1 year younger.



Monday Motivators

A weekly e-zine by Joan Burge to jump-start your work week and help you achieve even greater success!
 www.motivators@officedynamics.com

Get the Most from Motivators

1. Post tips where you can refer to them all week.
2. Use ideas for lunch and learn sessions.
3. Post in your employee break or lunch room.
4. Focus on one tip per day for that week.
5. Share ideas at weekly department meetings.
6. Remember to adhere to copyright notices.



“Power concedes nothing without a demand. It never did and it never will.”
 ~ Frederick Douglass

Are You Visible?

By Joan Burge, Monday Motivators

As many of you know, I travel often as a professional speaker. I have been in a different city nearly every week since early September and my journey isn't over. On a recent plane trip, I sat near the window and observed the view from my seat. The plane took off and started to rise in the sky, I could see land easily and all the little houses and buildings. As we climbed higher though, visibility became more difficult. We started to go through a haze and then a thick mass of clouds. I couldn't see a thing. As we passed through this mass of clouds the ride was quite bumpy. The pilot continued to climb to our desired destination. We came up on top of the clouds and I saw the beautiful sun and clear blue skies. I gained an entirely different perspective of the area I was traveling, of nature, and of things in general.

For years administrative assistants traveled at low levels. They were invisible. In fact, the theory was that if you were a really good assistant, you would be invisible to your boss and others. You would glide

through your day getting tasks done, and do whatever it took without telling everyone what you did and how you did it. This was the way it was! Today's philosophy is be visible. Stop hiding your talents and contributions to the organization. Stand out - be different - use your strengths to shine. Stop being a glimmer of light.

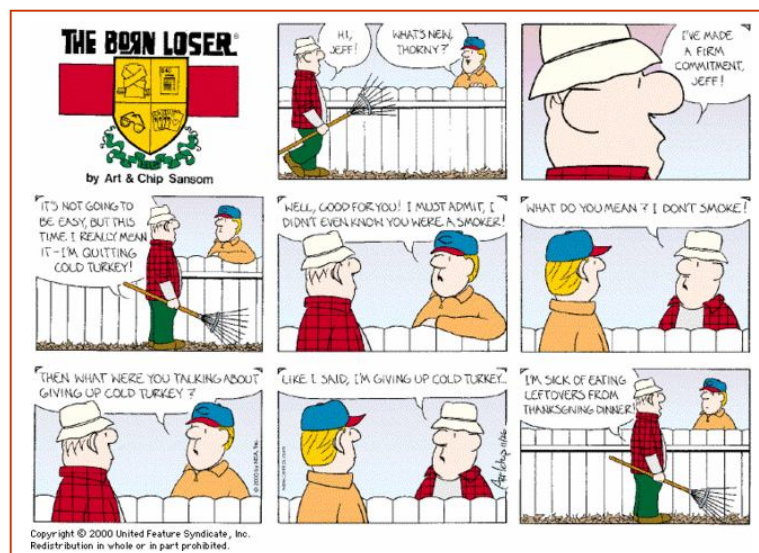
It's time for administrative professionals to come up from the clouds that have cast gloom over their performance. It is time to rise above the coworkers, friends, or even family members who kept you invisible. It is time for you to become the Visible Assistant.

There are four considerations to make this happen:

1. You have to expand your horizons. Quit traveling close to the ground.
2. Expect turbulence. As you climb and strive to reach your star performance, you may get some repercussions from your organization, department, boss, colleagues and even your best friend. Just remember that like my

- recent plane trip, you will rise above the clouds to an even better place.
3. Rise above your environmental clouds. Like the air-craft blurred in the mass of clouds, you may be blurred in the mass of coworkers. Your performance may be clouded by a boss who holds you down, a coworker who diminishes your contributions, or a team who stamps out your creativity.
 4. Increase your visibility through performance improvement. As you improve your work performance through professional development and feedback, people in your organization will notice you. They may notice you already, but are they noticing you for the right behaviors and reasons.

Since November is the time of Thanksgiving, as you work on your visibility, be thankful for the gifts that have been given to you. Each person has been blessed with a special talent. Have you found yours yet? Is it visible to your boss, coworkers, and your organization?



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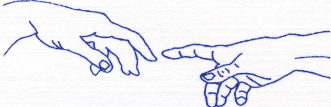
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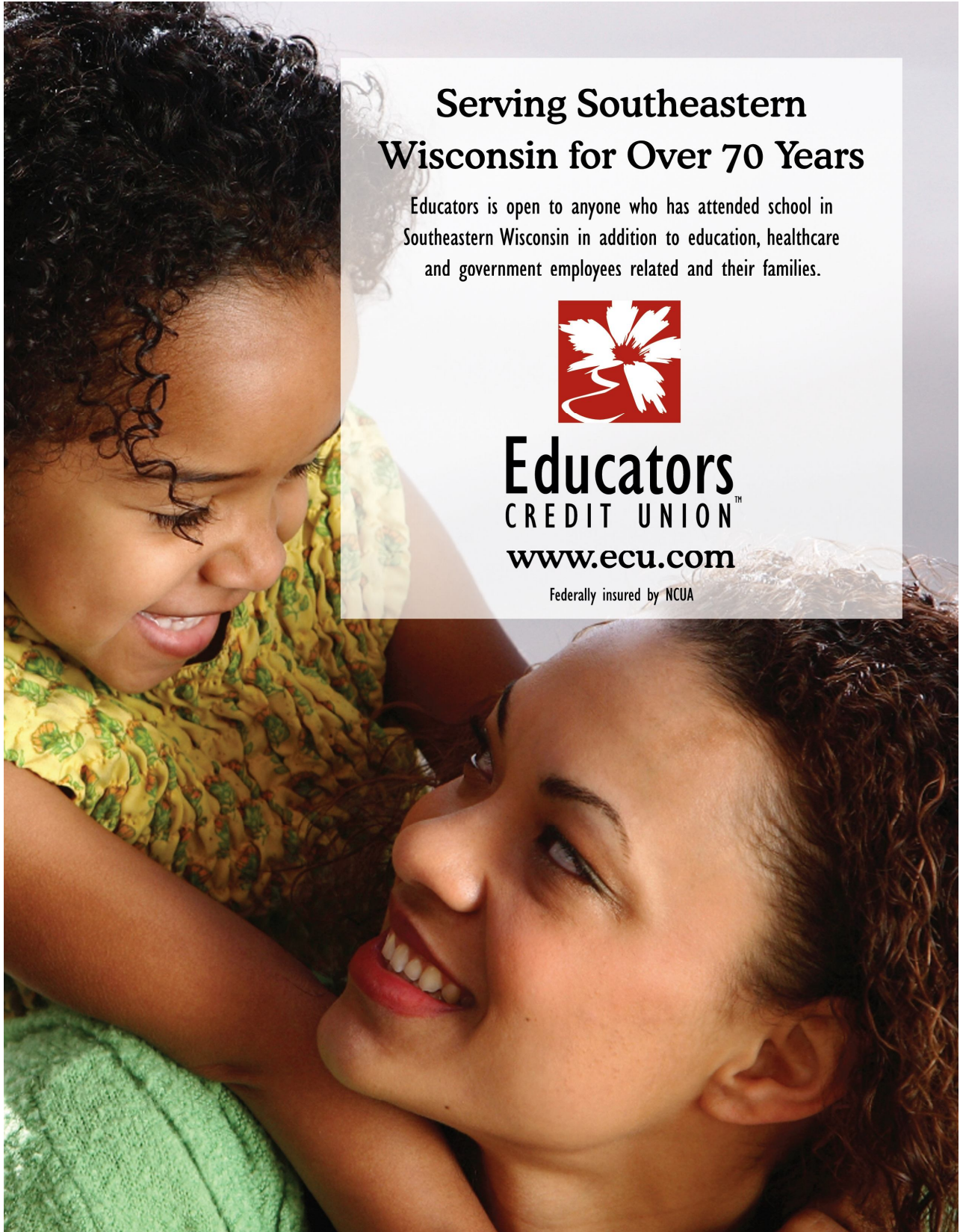
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