

SE Wisconsin Chapter IAAP

The Commentary

2010-2011 SE Wisconsin Chapter IAAP

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Officer’s Message

By: Christina Miller, SE WI Chapter Treasurer

Hello SE WI Chapter IAAP!

I presume you all survived the voting frenzy in early November. It is the season of giving! I am grateful for having the freedom to say that!

First, I would like to say, “Thank you!” for giving me the privilege of serving as your treasurer for a second term. (I am glad that I do not have to bid for your vote like the politicians in Washington D.C. do.) For those of you that think that being treasurer is a scary job, well, I would say no; but, one has to stay on task because it is a big responsibility to others. Rather, I believe this position is enjoyable. If you like knowing and understanding where our money goes, and you like paying attention to detail, this role would be a fun opportunity to be able to add to your resume. You will learn, grow and get to know people better. Being the treasurer is also a facilitator that opens the door to meet many people in the grand spectrum on the division and international level. When you see the big picture of how IAAP enhances peoples’ lives, it really brings clarity to the picture.

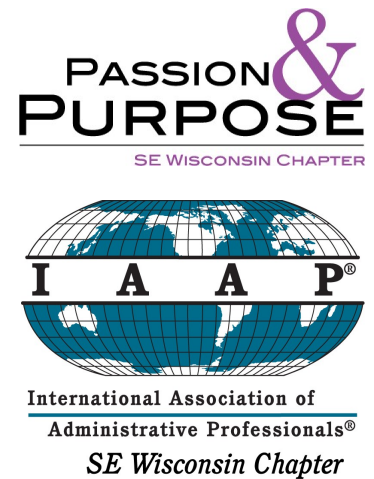
Soon, I will have the responsibility of handing the treasurer’s reigns over to another. If you think this is something that would be an interest to you, feel free to give me a

call (during evening hours). I have some potential persons of interest in mind, but am certainly willing to get together with anyone to share what this role entails. I am hopeful that I will be able to start mentoring during this fiscal year to one or two people as an educative way to help familiarize and better equip others in our community.

Thank you to everyone that attended our Christmas Party at the San Francisco Grill on HWY 20 in Racine on December 2. If you missed the party, our speaker, Susan C. Gould, went over “*A Colorful Approach to Understanding Personal Traits and Work-styles.*” This workshop was really fun for everyone! I know I enjoyed it! I guess I am a green and gold person. If you would like the information from the workshop, please connect with Heidi, our president.

Also, thank you to everyone that donated to Bethany Apartments, a transitional housing place for women and children who have suffered domestic abuse. They are always in need in donations; so, I have placed a list for everyone.

Items Needed: Grocery and gas gift cards, TV converter boxes, gently used children’s clothing, food pantry items, household items for setting up apartments, small appliances (toasters, toaster ovens, microwaves).



You can be sure that your board is working hard at managing the activities and engagements for the year. I am hopeful that we are fulfilling your expectations and needs this year, and look forward to finishing on a high positive note. Always feel free to share your thoughts on anything that we cover during the course of a year.

Did you also know that we encourage anyone who is interested in attending the board meetings to feel free to do so? We really want to see you front and center, becoming active and involved in the year’s activities. We can only learn and grow as much as you let us – because we are a team and all in this together. The more you show, the more we grow! Go Pack! (PS. I’m a Packer fan too!)

Have a blessed holiday season & Merry Christmas!!

Getting Another Admin to Quickly Respond to Requests

Taken from: <http://www.businessmanagementdaily.com/articles/24638/1/How-do-I-persuade-co-workers-to-help/Page1.html?>



When you need input quickly from another admin, but she refuses to respond, what's the best professional approach to get the job done and effectively work together?

Forum reader Lyn provides a good solution: "My solution would be to use e-mail with a CC to your boss. "Explain in detail why you are e-mailing (e.g., in regard to meetings: 'would like to set up a meeting with you to discuss... Please confirm or suggest an alternative time before . . ."). This serves several purposes: It establishes the timeliness of your request, it notifies your boss that you have followed through with your input request and it lets the other AA know that you have sent a copy to your boss to show the other two points. Then, if you do not receive a response in a timely manner, you can resend the e-mail to her with something like, 'I have not yet received your reply on this matter. Please give it your immediate attention,' Again, CC your boss." If that fails, other Admins say try a face-to-face request.

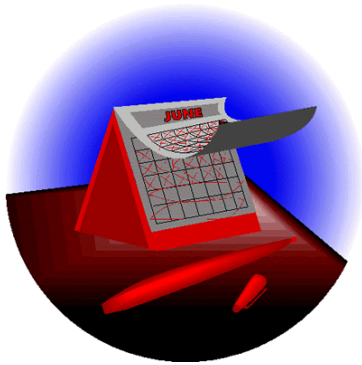


Our December Charity Project

Thank you to everyone who brought a donation for Bethany Apartments. The donations were received and Lynda Jackson, Executive Director of Bethany Apartments sent a thank you for helping to heal those that have been affected by violence and homelessness.



Meetings and Events



Chapter Meeting Dates: First Thursday of each month

5 Jan	Kenosha	Leadership Workshop	Jason Meekma Focus on Community
3 Feb	Racine	Landing Your Next Job in a Tough Economy	Mr. Thomas Filak, Office Team
3 Mar	Kenosha	Be a Business Partner to the Boss: The Practical Art of Managing Your Manager."	Lynne Woida, CPS/CAP
7 Apr	Racine	Grammar Pet Peeves	Merry Bachim
20 Apr	TBD	APD	
5 May	Kenosha	Office 2010	Mary Beth Kallio
2 June	TBD	SE WI Chapter Annual Meeting	

A cardinal principle of Total Quality escapes too many managers: you cannot continuously improve interdependent systems and processes until you progressively perfect interdependent, interpersonal relationships.

Stephen Covey

Annual Holiday Party and Program

Our Annual Holiday Party and Program at the San Francisco Grill was very enjoyable. Past and new members had an opportunity to network and share in the holiday joy. Susan Gould, who presented on A Colorful Approach to Understanding Personal Traits and Work Styles provided valuable information on how to work better with different personality types and understand our own personality better.

We raised money to donate to the IAAP Retirement Trust Foundation in honor of Mary Ramsey Drow's position as IAAP International President. We also collected donations for Bethany Apartments that provides transitional housing for women and children who have suffered domestic abuse.

Keep January 5 open on your calendar to attend our monthly chapter meeting and learn about leadership skills from Jason Meekma from Focus on Community. More details will be provided later this month.

Have a wonderful, joyous holiday and happy new year!

Be More Efficient in Word: 8 Quick Shortcuts

1. Alphabetize a list of names or addresses by first highlighting the list, then opening the Table menu and selecting Sort. Choose ascending or descending, and click OK.

2. Remove all hyperlinks from a web site paste in one fell swoop. When copying text from the Internet into a Word document, click the Paste Options smart tag and select Keep Text Only. That also removes all the text's formatting, such as style, font, bullets and line spacing. *Another option: Select the entire text block, then press Ctrl-Shift-F9. No more hyperlinks.*

3. Undo a lot of steps, all in one click. Find the "Undo" button on the Standard toolbar, and click on the little down-arrow in the bottom. A list of actions available to be "undone" appears. Run your mouse pointer down the list, selecting all the actions you want reversed. Click, and you're done!

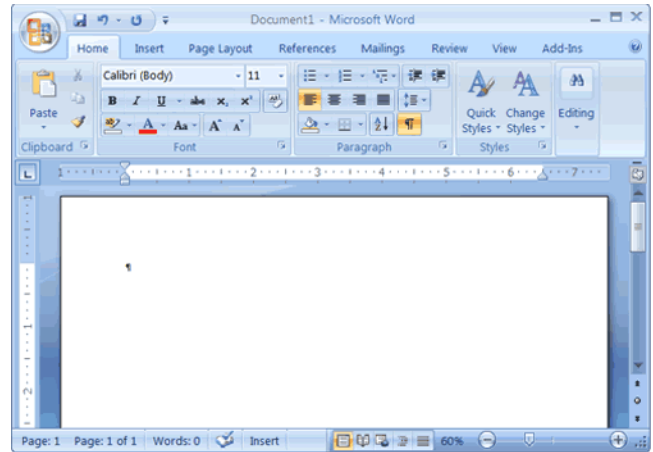
4. Keep formatting marks turned "on." Why? You can quickly see if your document becomes too complicated. For example, your indented text may actually be pushed over with five tab characters. And, while that wouldn't matter if you were just printing the document, it might if you're sharing it electronically.

5. Move text, without losing track of what you're doing. Select the text you want to move, and press "F2." In the status bar at the bottom of the Word window, you'll see the message "Move to where?" Position the insertion point where you want the selection to appear, and then press "Enter."

6. Access synonyms while writing. If what you're typing in a Word document doesn't quite convey your intended meaning, right-click on the word to check for synonyms.

7. Print multiple copies of select pages. Say you want to print one copy of pages one through five, and three copies of page 10. Type in the Page range box, "1-5, 10, 10, 10." Each time you repeat a page number, Word will print an extra copy of that page.

8. Add filler text to your document. You know the "lorem ipsum" gobbledygook you sometimes see as dummy text in mock-ups? Here's how to create it: Place your cursor where you want the random text to start and type "=lorem(x,y)" —where x is the number of paragraphs you want to insert, and y is the number of sentences within each paragraph. Hit Enter.



Mark your calendars for the upcoming conferences

March 6-9, 2011 Spring Conference, Tampa, Fla., Hyatt Regency Hotel

May 13-14, 2011 Wisconsin Division Spring Conference, Brookfield, WI, Sheraton Hotel, Moreland Road

July 24-27, 2011 Education Forum and Annual Meeting (EFAM), Montreal, Quebec, Montreal Convention Center



About the time we can
make the ends meet,
somebody moves the
ends.

Herbert Hoover

2010 SE Wisconsin Chapter IAAP Scholarship Awarded

Hello all. My name is Cheryl Norton and I have been a member of IAAP since March of this year. I am also a member of the newsletter committee. I am honored to announce that I was the lucky individual to receive this year's scholarship! It came as a complete shock! I literally had no idea!

I am so thankful for this honor. As we all know and have felt, times have been tough. Prices rise but incomes do not. This scholarship has given my family and me a great relief. Not only does it help pay for my last semester at Gateway Technical College, it will continue to help out when I apply for positions after I graduate. The ability to put on my resume that I earned this scholarship will be a gift that keeps on giving.

My family and I thank you all from the bottom of our hearts. I am touched to have even been considered let alone awarded. I wish you all the happiest of holidays and a fantastic new year.

Cheryl Norton

Our facebook link::

<http://www.facebook.com/pages/IAAP-SE-Wisconsin/159945624032674#!/pages/IAAP-SE-Wisconsin/159945624032674?v=wall>

WE'RE ON THE WEB!
<http://community.iaap-hq.org/IAAPHQ/SEWisconsin/Home>

Is Your Mind Really Engaged at Work?

Five things a good employer needs to do...

By: Marcia Merrill; <http://www.examiner.com/career-transition-in-national/is-your-mind-really-engaged-at-work-ten-things-a-good-employer-needs-to-do>

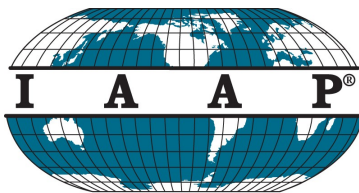
Many employees when asked about how engaged they are in their job-over 65% said not really! Most were just punching the clock and tuning out and turning off their minds, many say they'll be looking once times get better and they find a more challenging job-or start their own business! Some are even planning that now. I know, some have been clients!

So what's an employer to do? Here are Ten things a good employer can do to keep their employees' minds sharp and on task!

- Reward accomplishments-praise in public, blame in private. Even if the reward's not monetary, announce in company-wide memo, maybe give an Amazon gift certificate or Starbucks card; the reward can be simply praise, a standing ovation—All appreciated and not a budget drain.
- Cross-train . . . NOT make someone do 2 jobs. Often, in tough, economic times-the ones NOT laid off have to do "more with less" . . . Make a concerted effort NOT to succumb to that temptation!
- Try to not send mixed messages. "We all need to tighten our belts"-falls flat, if delivered by a boss in Armani! Message—you need to be thrifty & watch the budget...not I....
- Remember to say please and thank you! Good job—I like it when you're . . . Be specific—is it the staff, the particular action . . . What? . . . Don't confront-rather than assign blame
- An incentive only motivates you-IF the reward is desirable-a day off with pay, a gym membership-set up or a few rounds at the golf course

Don't forget most companies' culture and policies absolutely reflect the views of the owner or Manager and trickles back to the masses. How to get employees to feel like they/ are engaged?

Treat them as People. Solicit their opinion . . . In short, give away control-encourage different viewpoints . . .



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Administrative Professionals®
SE Wisconsin Chapter

And while the law of competition may be sometimes hard for the individual, it is best for the race, because it ensures the survival of the fittest in every department.

Andrew Carnegie

BIRTHDAYS!



Alicia Jarrett 12/2

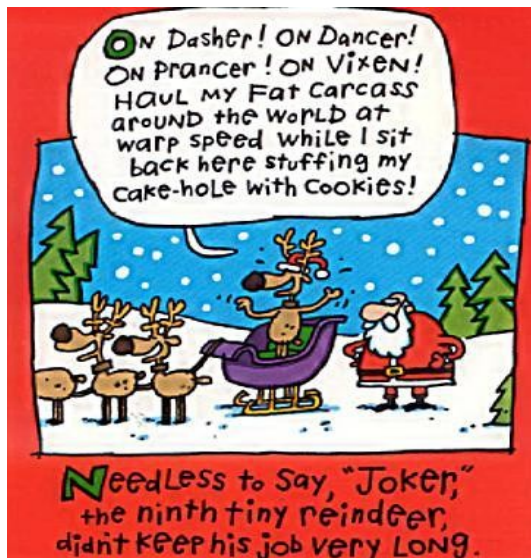
Karen Saliscente 12/23

Like everyone else who makes the mistake of getting older, I begin each day with coffee and obituaries.

Bill Cosby

I LOOK 24
I FEEL 16
I ACT 10
I GUESS THAT MAKES
ME 50!

Sometimes You Just Have to Laugh



Funny Christmas Eggnog Joke

May 10, 2009

Your Eggnog's Too Strong

If you see a fat man ...

Who's jolly and cute,
wearing a beard

and a red flannel suit,
and if he is chuckling

and laughing away,
while flying around

in a miniature sleigh
with eight tiny reindeer

to pull him along,
then lets face it...

Your eggnog's too strong!!!

Got a Great Recipe to Share?

E-mail us nortonc5@mail.gtc.edu

Peanut Blossom Cookies: Line three baking sheets with parchment paper. Set aside.

In the bowl of your electric mixer (or with a hand mixer), beat the butter. Add the peanut butter and sugars and beat until light and fluffy (about 2 - 3 minutes). Add the egg and vanilla extract and beat to combine. Beat in the milk. In a separate bowl whisk together the flour, baking soda, and salt. Add to the peanut butter mixture and beat until incorporated. Cover and chill the batter for about an hour, or until firm enough to roll into balls.

Preheat oven to 375 degrees F (190 degrees C) and place rack in the center of the oven.

Roll the batter into 1 inch (2.54) round balls. Place the granulated white sugar in a shallow bowl and roll each ball in the sugar. Place on the prepared baking sheet, spacing about 2 inches (5 cm) apart.

Bake the cookies for about 8 - 10 minutes, or until the cookies are lightly browned. Immediately upon removing the cookies from the oven, place a chocolate Kiss in the center of each cookie, pressing down until the cookie just starts to crack. Cool completely on a wire rack.

Makes about 4 dozen cookies.

Peanut Blossom Cookies:

1/2 cup (113 grams) unsalted [butter](#), room temperature

3/4 cup (185 grams) peanut butter (smooth or crunchy)

1/3 cup (70 grams) light brown [sugar](#)

1/3 cup (65 grams) granulated white [sugar](#)

1 large [egg](#)

1 teaspoon pure [vanilla](#) extract

2 tablespoons milk

1 1/2 cups (195 grams) all purpose [flour](#)

1 teaspoon [baking soda](#)

1/2 teaspoon salt

Coating:

1/3 cup (65 grams) granulated white sugar

Garnish:

48 milk chocolate Kisses, unwrapped

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