

February 2009

Officer's Message

Greetings from your Vice-President, and welcome to 2009! We have several good programs left for the rest of the year. I hope your schedule allows you to attend as many of these as possible.

We were disappointed to learn that our January speaker, Teri Jendusa Nicolai, had to cancel at the last minute. Pat LaBucki CPS/CAP graciously filled in with a DVD presentation from her company, Lincoln Lutheran, on *Sharks: How to Avoid Telephone Scams*. The presentation was very entertaining, but also brought home the point very well. We all as administrative assistants need to be vigilant about sales calls. It pays to know who your company's vendors and representatives are and how scammers/sharks can weasel their way into our organizations to get us to buy unneeded products at ridiculous prices.

Since Teri was not able to be with us, I made available some information from the Women's Resource Center in Racine on domestic abuse. If you would like a copy of this handout I would be glad to email it to you. This is a pervasive problem in our communities and one that many of us need to become more educated about. Knowing about the myths and facts of domestic abuse, resources available in our



communities for help, signs that someone may be involved in an abusive relationship are all things that we as women need to be aware of. Please email me at mandersen@shepherdsministries.org if you would like a copy. You can also visit the Women's Resource Center website at www.wrcracine.org

Kris Pool CAP of the Mid Lakeshore Area Chapter will be presenting our program on February 5 on *How to Attract Your Members – Both Existing & New*. This program will be a good one for all of us to attend. Kris is a very dynamic person, fun to get to know and a good authority on this subject. We are looking forward to hearing her ideas and applying them to our chapter.

Other programs to look forward to – Patricia Clason – check her out at <http://www.patriciaclason.com> and our own Mary Ramsey-Drow CPS/CAP, International Vice President – on two very current topics – *Ethics and Trust*. You won't want to miss those.

See you at the February meeting – don't forget your donations for Love,

2008-2009 Officers

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Inc. (our newsletter editor Corinne Dombek works there!) and then start collecting your donations for *Dress for Success* for our March meeting. Time to clean out those closets!



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.

SE WISCONSIN IAAP CHAPTER MEETING
Thursday, February 5, 2009

HOW TO ATTRACT YOUR MEMBERS:
BOTH EXISTING & NEW*

*Recertification Points Available



Loving Our Community

Love, Inc. Community Center of Burlington (www.love-inc.net) is our chosen recipient of donations for the month of March.

Please bring your donations (see complete list on page 5) to tonight's meeting.

Location:

Gateway Technical College-Racine Campus
Racine Building (R2) - Huron Room (R104)
1001 Main Street, Racine WI



Visit our website at:
www.iaap-sewisconsin.org

Special Speaker:
Kris Pool, CAP
Mid Lakeshore Area IAAP Chapter

New members are vital to your chapter as well as retaining your seasoned members. Learn some new ideas and common sense ways to attract and entice new members to join and re-educate your current members to take full advantage of all that IAAP offers.

Schedule:
6:00 pm - Networking / Dinner
6:30 pm - Program
7:30 pm - Business Meeting

Cost:
\$7.50 Members & Guests
No Charge to attend Meeting Only

RSVP Deadline:
Noon, Tuesday, February 3, 2009
Please contact Christina Miller at 262.909-6488 or Cmi11er@aol.com
CANCELLATIONS must be received by noon February 4th to avoid dinner charges.

Date	Topic	Location
March 5th	Ethics: What You Do When No One is Looking Presented by: Patricia Clason, the Center for Creative Learning, Milwaukee	GTC-Kenosha
April 2nd	Building Trust Mary Ramsay Drow CPS/CAP, International Vice-President	GTC-Racine
June 4th	SE Wisconsin Chapter Annual Meeting Election & Installation of Officers	GTC-Kenosha

Upcoming Events

- ⇒ The Spring Professional Education Conference takes place March 9 – 11 in Tennessee.
- ⇒ Administrative Professionals Day is April 22. We still need committee members to help plan the event.
- ⇒ The first session of CPS and CAP exams is May 1 & 2. Contact Marilyn Holden, chair of Certification of CPS & CAP, if you are interested in a study group to prepare for the exams.
- ⇒ The Annual Division Meeting in Wausau, WI is May 15 and 16. Don't forget to book your reservations now.
- ⇒ The SE WI Chapter annual meeting is June 4. This is when you can vote for 2009-10 board members. If you are interested in becoming a board member contact Marilyn Holden who is also our chair on the Nominating Committee.
- ⇒ The International Convention and Education Forum in Minneapolis Convention Center, Minneapolis, Minnesota takes place July 26-29.
- ⇒ In October, we have the Certification Conference at the Marriott Waterfront in Portland, Oregon.
- ⇒ Again on November 6 and 7 are the fall CPS/CAP exams.



2008-2009 Committees

Committee	Chair	Committee	Chair	Committee	Chair
APD/Executive Night	OPEN	Membership/Orientation	Kathryn Woods	Retirement Trust/R&E	Dolores Rosplock
Audit	Tammy Shannon Karen Simpson	Newsletter	Corinne Dombeck	Scholarship	Sandy Weber
Bylaws & Standing Rules	OPEN	Nominating	Marilyn Holden	Ways & Means - Ads	Pat LaBucki
Certification CPS & CAP	Marilyn Holden	Programs	Muriel Andersen	Ways & Means - Nuts	Karen Fandrey
Hostess	Tammy Shannon Karen Simpson Christina Miller	Publicity & PR	Sandy Weber	Website	Trish Martinez

SE WI Chapter Morsels

MARCH MEETING REMINDERS:

- ~ This is our Impact Meeting so encourage people to bring guests.
- ~ Please remember to bring your Dress for Success donations to our March meeting.
- ~ Jamie Racine from the Empowering Women's Center of the YWCA will provide a short

Birthdays & IAAP Anniversaries

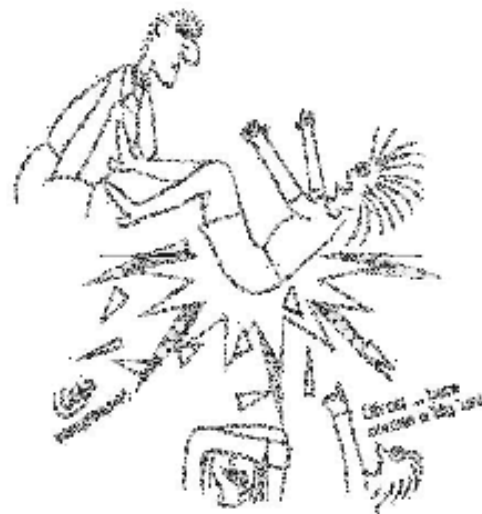
February

Happy Birthday

- 1 Dolores Rosplock
- 6 Pat La Bucki CPS
- 26 Marilyn Holden

Happy Anniversary

- 2004 Muriel Andersen
- 2007 Cynthia Baumann



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

The next deadline is February 12th.

Your contributions and comments are always welcome!

About Love, Inc. Community Center

By Corinne Dombeck



Love, Inc.'s Mission Statement

Love, Inc. is a network of churches and individuals working together with the community.

Our Mission is to identify, assess and provide for the needs of families and individuals - and direct them to the appropriate resources.

Our goal is to help families and individuals help themselves.

Love, Inc. is a 501c(3) non-profit organization with over 40 different programs dedicated to helping families and individuals live better,

more productive lives. That dedication takes an active and sustained commitment from the community. Each year Love, Inc. provides over \$500,000 in goods and services to those in need.

Originating in 1983 by various community members, Love, Inc. has played a vital role in helping local area families find the resources they need to cope with economic and emotional hardships.

Love, Inc. has four Thrift Store locations. Our Donation Center accepts donations of clothing, furniture, appliances and other goods for resale. The proceeds are then used to fund our programs. We also use donations to provide free items for those in need.

Love, Inc. is a caring force in the community. With the help of

volunteers and donations, we offer many programs to assist people. We provide a meal site every Monday through Friday at Love, Inc. We not only provide a hot, homemade meal for those in need, but also fellowship and outreach for people that want a friendly face, a kind word, and good conversation.

Every year, through the generous help of community donations and involvement, we are able to provide vital programs such as: Adopt-A-Family, Coats for Kids, Food Pantry, Shoes for Kids, Starfish Mentoring Program, Thanksgiving Baskets, and Toys for Kids.

The proceeds from our Donation Center such as clothing, furniture, appliances and other goods for resale in our thrift and furniture stores are also used to fund these programs.

Donations Needed

Canned Fruit, Meat and Pasta
Catsup
Cereal
Deodorant
Diapers (Sizes 4, 5 & 6)
Dish Soap
Feminine Products
Hamburger Helper
Laundry Detergent
Mayonnaise
Snack Foods
Soup
Sugar
Toilet Paper



Productivity Guru: What's Driving Your Decisions?

By Sara Caputo from OfficeArrow.com

In the world of getting more organized, I often educate clients, groups and all people that will listen to me, that organization is about much more than just buying cool containers and moving stuff around. It's really about making better, faster and smarter decisions.

All of your clutter, piles and accumulation come from one of two things:

1. Lack of decisions
2. Lack of a system

The two work hand-in-hand because it's impossible to make a decision about something, or determine where something will go, if there is no designated place for it. For example, the mail comes in and gets plopped into a pile with yesterday's mail. The same thing happens all week and come Friday, there is a large pile of mail waiting. YOU have to make a decision about where it needs to go. That's all it needs. It doesn't need a beautiful basket or a bin (although those will help down the road). It simply needs your attention and decision-making ability. However, this is virtually impossible and it's totally understandable that it stays sitting in the pile. There is nowhere that has been designated for it to go, hence a system is missing.

Many people find the decision-making part of getting organized the most challenging. The reason being is that when decisions are made, thoughts need to be clear, priorities need to be clear, and time needs to be set aside (all things that are in short supply when life is moving at 100 miles per hour around you). What ends up happening is that no decisions get made and then stacks and piles get bigger, file drawers don't get looked at and anxiety sets in. Not looking at piles and not going through them is also a decision. It's just not the one that we're going for here.

Then, it happens: fear becomes the driving force behind your decisions. Or rather, fear of the unknown. I see it all the time. People invite me into their lives because they haven't opened up their file cabinets in over a year and they have no idea what is living inside or what they might be faced with when they open them up.

In order to be "in control" versus "out of control" with our systems, we have to get really clear on where things will live and create systems that support our way of being in the world. These can and should be extremely simple. I'm talking like Elementary School simple.

Cornerstones include:

1. Grouping like with like
2. Creating homes and zones for each area of the office or house
3. Working in concentric circles.

Concentric circles means that you keep close to you what you need and use most often and work outward from that point. I was working with a manager at a large corporation recently on general paper organization and, as we were going through the papers deciding what to keep and what to toss, he realized that he keeps nearly everything that he uses and needs in the credenza behind him. He has to get up to get to it and, of course, the drawers and files near him were full of other goodies that he rarely needed. In making this one shift, he was able to identify very quickly where things needed to go, just based on the idea of working in concentric circles.

So, when you are faced with decisions, stick with the cornerstones of organization to help you make smarter, faster and wiser decisions. This way, you will be creating systems that are based on purpose and clarity, which will work for you on a deeper level in your life.

The Procrastinator's Creed:

1. I believe that if anything is worth doing, it would have been done already.
2. I shall never move quickly, except to avoid more work or find excuses.
3. I will never rush into a job without a lifetime of consideration.
4. I shall meet all of my deadlines directly in proportion to the amount of bodily injury I could expect to receive from missing them.
5. I firmly believe that tomorrow holds the possibility for new technologies, astounding discoveries, and a reprieve from my obligations.
6. I truly believe that all deadlines are unreasonable regardless of the amount of time given.
7. I shall never forget that the probability of a miracle, though infinitesimally small, is not exactly zero.
8. If at first I don't succeed, there is always next year.
9. I shall always decide not to decide, unless of course I decide to change my mind.
10. I shall always begin, start, initiate, take the first step, and/or write the first word, when I get around to it.
11. I obey the law of inverse excuses which demands that the greater the task to be done, the more insignificant the work that must be done prior to beginning the greater task.
12. I know that the work cycle is not plan/start/finish, but is wait/plan/plan.
13. I will never put off until tomorrow, what I can forget about forever.
14. I will become a member of the ancient Order of Two-Headed Turtles (the Procrastinator's Society) if they ever get it organized.



You need a pick-me-up and you need it fast . . .

“Everyone thinks of changing the world, but no one thinks of changing himself.”

LEO TOLSTOY

Easy Energy Boosters To your Health

January, 2009 (vol. 03, Issue 01)

It's just past lunch, the turkey and Swiss on rye is settling in, and you know you have hours to go before you can stop pretending you're working. You're contemplating laying your head on your desk to catch some ZZZs. You need a pick-me-up and you need it fast, especially since you more than likely nixed that healthy sandwich you brought from home and went to the burger joint down the street for lunch.

Before you reach for one of the many sugar-loaded “energy” drinks that will inevitably send you “crashing” down, try an all-natural approach to boosting your energy. Here are a few simple and natural ways to raise your energy level during an afternoon slump.

Take a brisk walk. It's hard to beat this blood-pumping, endorphin-flowing exercise when looking for an easy all-natural energy boost.

Taking a walk outside not only causes your body to produce endorphins for a natural high, but it also allows your skin to soak in vitamin D from the sun's rays. This essential vitamin is associated with maintaining healthy bones, kidneys and immune system.

Drink plenty of water. According to Mayo-Clinic.com, even mild dehydration can drain your energy and make you tired. It makes sense, since nearly all of the major systems in your body depend on water including body temperature regulation and cell absorption of nutrients and oxygen. It is recommended to drink half your body weight in ounces of water to maintain hydration and replace fluid lost through urine, sweating and bowel movements. For example, if you weigh 150 lbs., you need to consume 75 oz. of water in a day. That means if you weigh more than 128 lbs., you should be consuming more than the standard eight 8 oz. glasses of water a day. Water also flushes out harmful toxins and can help facilitate weight loss.

Take a breather. If you've ever been told to take a deep breath, it's probably been during a stressful time: a hard workout, an argument or, for women, labor. Not only do these deep breaths help you to calm down but, ironically enough, they also

provide a natural energy lift. When we are stressed or tired we take short, shallow breaths, which directly affects our energy level by slowing oxygen flow to our brain and other organs. Try this: Inhale through your nose (filling your lungs to capacity) and hold for three seconds. Then exhale slowly until all air has left your lungs. Repeat and revive.

Get up and stretch. If you're like most Americans, you probably have a job that requires spending the majority of your time at your desk. Much like taking a walk, stretching facilitates healthy blood flow. Circulation is a key factor in your body's energy level. Try standing at your desk (or other appropriate place, depending on your work environment). While placing your left hand on your desk for support, lift your right foot up to your glute and hold at the ankle with your right knee pointed straight down. With your left knee slightly bent, flex your right glute and feel the stretch. Switch legs and repeat steps.

So, the next time you're at work daydreaming about curling up on your couch instead of working, try these simple suggestions to boost your energy. Your body will thank you for it.



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Happy Valentine's Day



Remember the love you
felt as a child,
For things that were
tame and things that
were wild;
For things that were
simple, honest, and
true;
For big winter
snowflakes and skies
that were blue?
Remember the love you
felt as a child?
That is the love I wish
for you.

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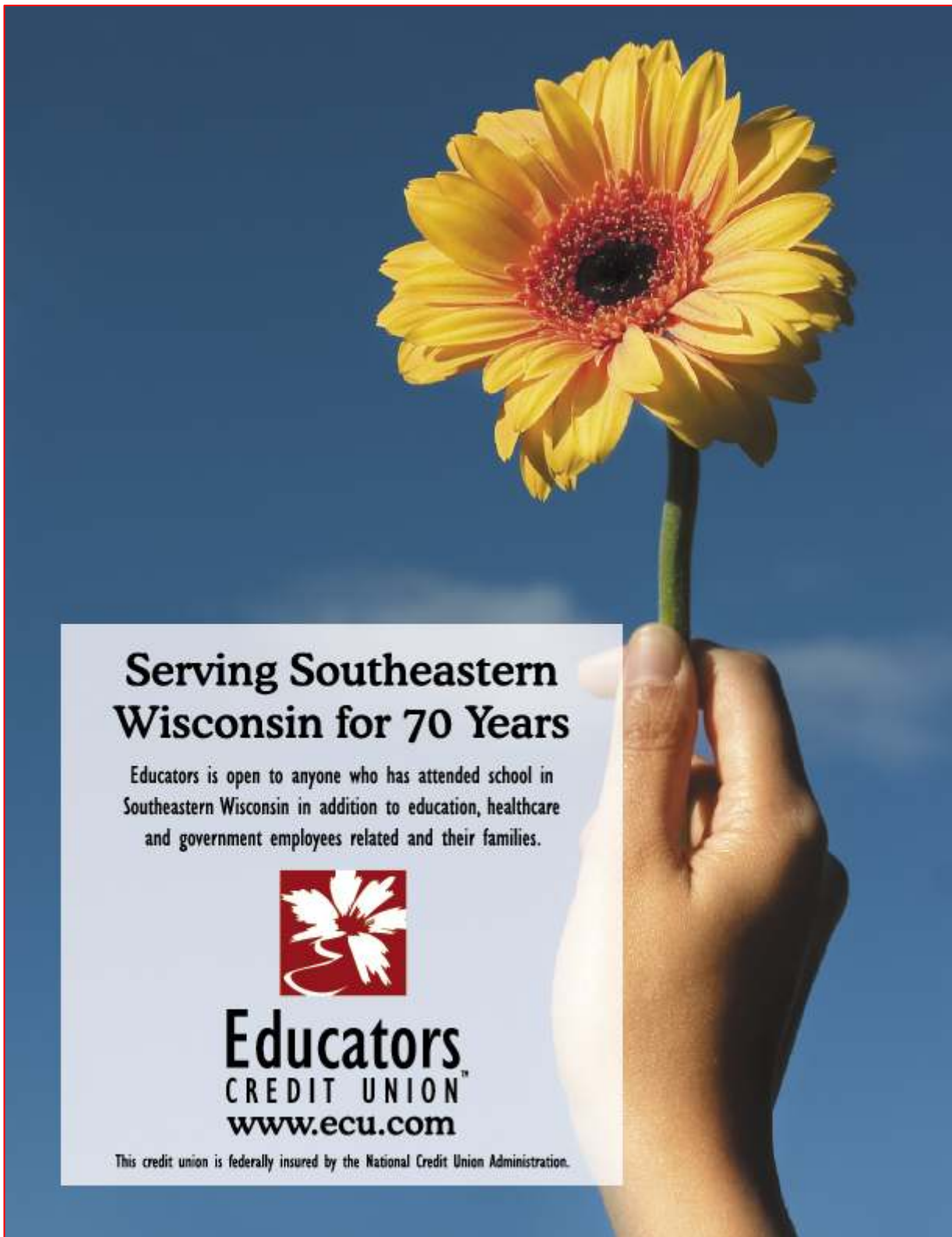
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