

SE Wisconsin Chapter IAAP

## 2009-2010 SE Wisconsin Chapter IAAP Officers

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**"Power can be taken,  
but not given. The  
process of the taking is  
empowerment in  
itself."**

**~ Gloria Steinem**



## Officer's Message

By Marie Hargrove  
Secretary, SE Wisconsin Chapter IAAP

Hello chapter members. Can you believe it's already November and people have already begun shopping for the Holidays? Personally, I like Thanksgiving and try hard not to focus on Christmas before the Thanksgiving Holiday passes. Having said that, I want to take time to reflect on, and remind us of things that we can be thankful for even in these hard economic times. First, I'm thankful for life, the ability to use my limbs without assistance. I'm grateful that I still have a job, and my health is good. I am also thankful for a loving and caring family. I could go on and on, but time and space will not allow me to continue. Some of you, or family members, may have lost your jobs over the past year and can't seem to see the light at the end of the apparent tunnel. I would like to encourage you by saying that we

can be thankful that Racine is a community that cares about children and families and there are agencies and organizations willing to help you meet your needs. We can be thankful for that. Some of you may have lost family members, friends, and loved ones over the past year. I share your sympathy, but encourage you to be thankful for the precious memories and time you shared together. Others may have received bad news regarding your health this year. However, you may be able to be thankful for early prognosis, or if not that, we can be thankful for physicians and nurses who will do all they can to make your medical journey as comfortable and pain free as possible.

Finally, I am thankful for being a part of IAAP, and serving as your Secretary for this year. It

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

has been a pleasure thus far, not only serving, but also attending the meetings, meeting new people and participating in the events and presentations that have been made available to us. We certainly have a chapter that we can be proud of. I'm thankful for a team of people willing to work hard to accomplish the goals we have set as a chapter.

I wish you all a very happy and safe Thanksgiving and just want to remind you again that even when things seem to be chaotic and spiraling down quickly. We can always be thankful for friends, family, co-workers, pastors, and a community that is willing to help us get things back in order.

Happy Thanksgiving!



### **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.



*Holiday Party & Chapter Meeting*

*Thursday, December 3 at 6:00 pm.*

*Cortese's Italian Restaurant*

*1300 Sheridan Road, Kenosha*

*RSVP to Sharon Lunetta*

*by December 1 to*

*[lunettas1@mail.gtc.edu](mailto:lunettas1@mail.gtc.edu)*

*Please join us*

We will begin with a delicious Italian meal (order your choice off the menu) and follow with a discussion and planning session for our Administrative Professionals Day event to be held in April 2010.

Come with your ideas and suggestions and join us for an enjoyable evening.

*Bring a Guest*

This is a great time to introduce new people to our chapter. A drawing will be held for a \$10 gas card to be given to a member who brings a guest with them.

**MERRY CHRISTMAS**

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



*Donations*

This year's donations will go to the Racine County Food Bank.

Please bring your generous donations to the Holiday Party & Chapter Meeting.



**The "Super Six"  
Most Needed Food Items**

- Canned Fruit
- Peanut Butter
- Tuna Fish
- Beef Stew
- Canned Meat(s)
- Canned Pasta With Meat

With the Holidays right around the corner, the Food Bank could also use items to help observe the season.

**Items for Holiday Food Baskets**

- Canned Sweet Potatoes
- Flavored Gelatin Mixes (Jello)
- Ready-to-use canned frosting
- Microwave Popcorn
- Shelf-stable Juice or Juice Concentrate
- Canned Hams

## 2009-2010 SE Wisconsin Chapter IAAP PROGRAMS

Meeting Date	Location	Program Title	Speaker	Summary
January 7 <sup>th</sup>	GTC – Kenosha	Maximizing Your Business & Personal Relationships	Susan Gould, VP Community Impact United Way of Racine County	How can you optimize your life? Are you a nurturer, visionary, organizer or risk taker? Learn about yourself and others and how individual attributes impact your life in everyday situations. We will discuss four different personality traits. We will learn to understand how to use and enjoy each trait in every aspect of your life. The workshop will give you an opportunity for self awareness by opening our hearts and minds to our own potential. We will learn to appreciate the difference in others to help us to recognize and encourage potential in others. By learning the different traits we can maximize relationships through use of common vocabulary to be applied toward successful relationships and climate for effective learning at work and home.
February 4 <sup>th</sup>	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 <sup>th</sup>	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 <sup>st</sup>	GTC – Racine	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.
May 6 <sup>th</sup>	GTC – Kenosha	The Green Initiative	Jeff Neubauer of Kranz, Inc.	
June 3 <sup>rd</sup>	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:  
November 23<sup>rd</sup>, January 5<sup>th</sup> & 28<sup>th</sup>, February 25<sup>th</sup>, March 25<sup>th</sup>, April 29<sup>th</sup> and May 27<sup>th</sup>.

*If you would like to attend, please contact MaryBeth Kallio CPS/CAP to make your reservation.*

## SE Wisconsin Chapter IAAP Birthdays

Because time itself is like a spiral, something special happens on your birthday each year; The same energy that God invested in you at birth is present once again.

We wish you all love, joy and happiness!

Best Wishes throughout the coming year to

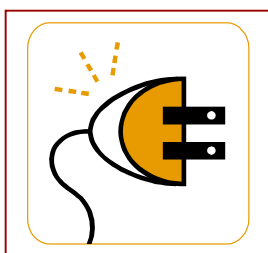
- Alicia Jarrett ~ 12/02
- Deborah Ross-Corbett ~ 12/16
- Catherine Petrouske ~ 12/22
- Karen Saliscente ~ 12/23



*"Growing old is mandatory; growing up is optional."*

### Welcome to our newest members!

- ★ Darlene Bissonette
- ★ Tawana Johnson
- ★ Alta MacDonald
- ★ Wendy Neave
- ★ Sarah Walters



*"Dream no small dreams for they have no power to move the hearts of men."*  
~ Goethe

## SE Wisconsin Chapter IAAP November Anniversaries

*"Try not to become a man of success but rather try to become a man of value."*

Albert Einstein

Congratulations to **Jeri Hetland (2008)** who has reached a milestone with the SE Wisconsin Chapter IAAP.



## 2009-2010 SE Wisconsin Chapter IAAP Committees

*"The arts of power and its minions are the same in all countries and in all ages. It marks its victim; denounces it; and excites the public odium and the public hatred, to conceal its own abuses and encroachments."*  
~Henry Clay

Committee	Committee Chair	Committee Member
APD Executive Night	Heidi Hoefler	
Audit		Deborah Ross- Corbett Tammy Shannon
Bylaws & Standing Rules	Pat LaBucki CPS/CAP	
Certification CPS & CAP	Debra Ruane	
Hostess	Sharon Lunetta	
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	

### GAS CARDS FOR INCENTIVE

As an added incentive to bring in guests (a.k.a. potential new members), we will be giving away three ten dollar gas cards periodically during the remainder of the year. Our members that attended the November meeting have a couple weeks head start already.

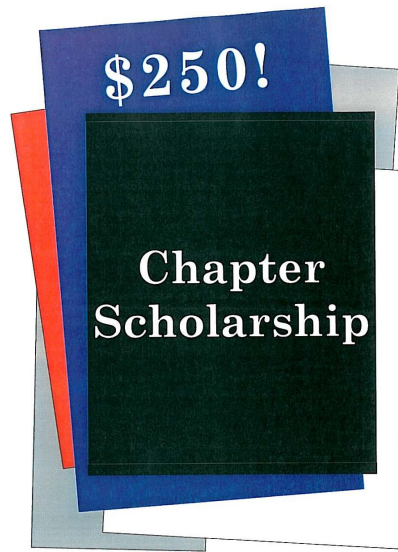
Rules of eligibility:

- You must be an active member of this chapter
- You must have your guest RSVP and show up at the meeting
- You, the member, must be present
- In the event that there is more than one person that brings a guest, all eligible names will be added to a drawing for one \$10.00 gas card. The drawing will take place immediately at the end of the speaker's engagement (before the meeting), and the winner will receive the \$10 gas card immediately after their name is drawn. We will do this at the December, February and April meeting.

For this year only, we will utilize the \$30 from the budgeted hostess item line. There is still time to find someone to bring. Good luck, and see you on December 3rd!!

### SPREAD THE WORD:

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



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*

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

### SCHOLARSHIP DRAWING

You may notice something different when you arrive at our December gathering. We would like to show each month just how many people get the chance to win our yearly \$250 scholarship award drawing.

Announcing the "scholarship pot". There will be a clear container present that we will use to hold all eligible names for the drawing. You will receive a piece of paper for each meeting you have attended this year. Please write your name on it and add it to the pot. We have been keeping track of attendance; so please stop by Christina, our treasurer, to get your pieces of paper! For the members that do not have the opportunity of adding their own names at the December meeting, the board will add them to the pot for them at our next board meeting.

In addition to meetings, the board will add your name every time you serve on a committee, when you are a committee chair, when you bring a guest to a meeting, and when you attend the Fall Education Conference or the WI Division Annual Meeting.

There are many chances to win! So, be sure to enter your name to the scholarship pot when you arrive at future meetings. June will be here before you know it. If you would like more details about our scholarship award, please talk with Muriel Andersen, vice president, or MaryBeth Kallio, president.

## 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**

Karlana Rannals CPS/CAP

## 2010-2011 Call for Nominations

Believe it or not, it's already that time of year. The Nominations Committee is putting out the call for nominations for 2010 – 2011 Wisconsin Division Officer candidates.

The deadline to submit your application is January 31, 2010.

The Division has an abundance of members who might be ready for, and considering, this next step. Are you ready to step up to leadership positions on the Division level?

Any questions can be directed to the Committee Chair.

SUZY BORCHERS

Wisconsin Division Nominations Chair

Executive Assistant

Physicians Plus Insurance Corporation

22 East Mifflin Street, Suite 200

Madison, WI 53703

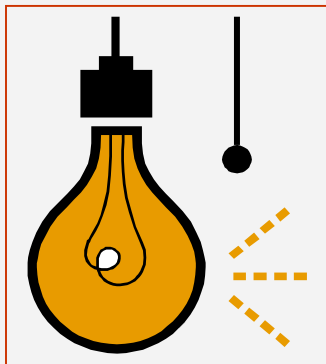
608-260-7182

[suzy.borchers@pplusic.com](mailto:suzy.borchers@pplusic.com)

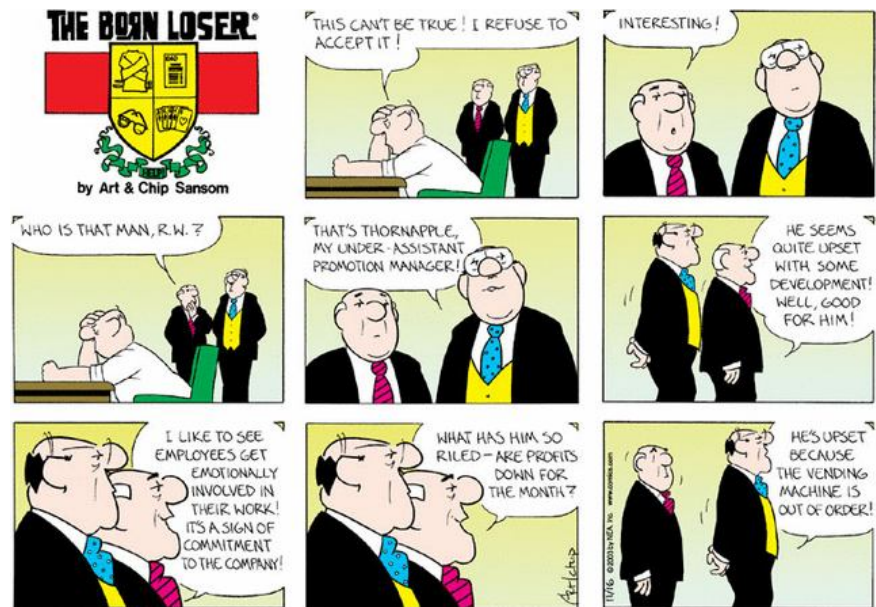
Office Pro Magazine is now online!

<http://officepro.iaap-hq.org/>

[IAAPHQ/OfficePro/OfficeProHome/](http://IAAPHQ/OfficePro/OfficeProHome/)



“No science is immune to the infection of politics and the corruption of power.”  
~ Jacob Bronowski



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# Personal Finance: How Long Do I Really Need to Keep This?

Article featured on: [www.lifeorganizers.com](http://www.lifeorganizers.com)

Every year April 15 rolls around, and so many people ask the infamous question, "How long do I need to keep all this stuff?"

And the answer generally is that if it has anything to do with your taxes, probably for a long time.

But have no fear! The average family can keep it all organized with a good filing system throughout the year, and some catalog envelopes to store documents from past years.

So how long do you need to store these records you'll probably never look at again? While you should always check with your accountant for your specific personal guidelines, according to [www.bankrate.com](http://www.bankrate.com), some of the basic records retention rules are as follows:

**Audit Reports:** Forever

**Bank Deposit Slips & Statements:** 6 Years

**Brokerage Statements:** Keep until you sell the security. You need the purchase/sales slips from your brokerage or mutual fund to prove whether you have capital gains or losses at tax time.

**Credit Card Receipts:** Keep your original receipts until you get your monthly statement; toss the receipts if the two match up. Keep the statements for 7 Years if tax-related expenses are documented.

**Current Contracts & Leases:** Life of Contract, plus 3 Years.

**Housing Records:** As long as you own the home, plus 6 Years.

Keep all records documenting the purchase price and the cost of all permanent improvements – such as remodeling, additions and installations. Keep records of expenses incurred in selling and buying the property, such as legal fees and your real estate agent's commission, for 6 years after you sell your home.

Holding on to these records is important because any improvements you make on your house, as well as expenses in selling it, are added to the original purchase price or cost basis. This adds up to a greater profit (also known as capital gains) when you sell your house. Therefore, you lower your capital gains tax.

**Insurance Records:** Life of the policy, plus 10 Years.

**Investment Records:** 6 Years after sale of the investment. Discard your monthly statements once you receive the annual summary that reflects yearly activity.

**IRA Contributions:** Forever. If you made a nondeductible contribution to an IRA, keep the records indefinitely to prove that you already paid tax on this money when the time comes to withdraw.

**Legal Correspondence:** (Marriage Certificates, Death Certificates, Divorce Papers, etc.) Forever

**Paid Bills:** 1 Year  
Go through your bills once a year. In most cases, when the canceled check from a paid bill has been returned, you can get rid of the bill.

However, bills for big purchases – such as jewelry, rugs, appliances, antiques, cars, collectibles, furniture, computers, etc. – should be kept in an insurance file for proof of their value in the event of loss or damage.

**Pay Check Stubs:** 1 Year  
When you receive your annual W-2 Form from your employer, make sure the information on your stubs matches. If it does, toss the stubs. If it doesn't, request a corrected form, known as a W-2C.

**Retirement & Savings Plans:** From 1 Year to permanently  
Keep the quarterly statements from your 401(k) or other plans until you receive the annual summary; if everything matches up, then toss the quarterlies. Keep the annual summaries until you retire or close the account.

**Tax Returns & Supporting Documentations:** 7 Years  
The IRS has three years from your filing date to audit your return if it suspects good faith errors.

The three-year deadline also applies if you discover a mistake in your return and decide to file an amended return to claim a refund. The IRS has six years to challenge your return if it thinks you underreported your gross income by 25 percent or more. There is no time limit if you failed to file your return or filed a fraudulent return.

**Warranties/Guaranties:** Life of the Product



**"I didn't end up going bankrupt... I made some great investments and I held on to my money, which also enables me to have the freedom to do what I want now. But it's not about finances. No matter what, it's about keeping it real."  
~ Vanilla Ice**



"If you file your waste-paper basket for fifty years, you have a public library."  
~ Tony Benn



"Distributed file systems are a cruel hoax."  
~ Zalman Stern

## Suggested Retention Schedule for Business Records

A business handles a tremendous volume of records. Whether you use a simple filing system or sophisticated electronic equipment to record your data, the basic problems remain – what records do you need, why do you need them, and how long should you keep them?

The following checklist is designed to help you determine what records to keep and how long to keep them. These time periods represent a consensus and are not absolutes to be followed without question.

### 4 to 5 Years

Bills of material  
Bond, paid-interest coupons  
Cash slips  
Claims, closed by company  
Correspondence, general  
Customer account records, closed  
Delivery receipts  
Freight bills  
Inspection records  
Manifests  
Petty cash records  
Purchase orders  
Receiving reports  
Remittance statements  
Requisitions  
Sales slips  
Service reports  
Shipping tickets  
Time cards

### 5 to 6 Years

Complaint records  
Correspondence: license, purchase and traffic  
Credit memos  
Employees' daily time reports  
Monthly trial balance  
Price exceptions and adjustments  
Safety reports

### 6 to 7 Years

Bank deposit slips  
Bank statements  
Bonds, cancelled  
Cancelled checks  
Claims, closed against company  
Credit files  
Employee records (terminated)  
Inventory records  
Invoices, copy of order  
Invoices, paid  
Payroll

### 7 to 8 Years

Accounts, charged off  
Commission statements  
Cost account records  
Entertainment records  
Expense reports, employees  
Purchase orders for capital expenditures  
Sales sheets  
Specification sheets

### 8 to 9 Years

Agreements, leases (after expiration)  
Salary and rate changes  
Vouchers, cash  
Vouchers, numeric copy

### 9 to 10 Years

Voucher, register  
Voucher, capital

### 10 Years

Claims, workers' compensation  
Employee tax withholding statements  
Insurance claims (after settlement)  
Vouchers, capital

### 17 Years

Agreements, licenses

### Permanent

Accident reports  
Agreements, deeds  
Applications filed with regulatory agencies  
Contracts and leases  
Corporate stock records  
Engineering & research projects  
Financial statements  
Insurance policies, all types  
Labor contract and collective bargaining records  
Ledgers and journals: cash, general, customer, journal, payroll, plant, etc.  
Minutes: executive, directors and stockholders  
Patents, records and assignments  
Pension records  
Plant surveys  
Proxies  
Real estate records  
Taxes: federal, state, property, sales and use  
Taxes: audit reports  
Tax and legal correspondence

### Other

Certificates of insurance – Period of coverage, plus 4 years  
Depreciation schedules – Life of asset, plus 4 years  
Insurance claims – 3 to 5 years after settlement

# Plug Into the Power of Green

By Dr. David Seaman

To Your Health

November, 2009 (Vol. 03, Issue 11)

While most people appreciate green vegetables as being healthy foods, their true power from a health perspective is generally not understood. A great example of this lack of understanding is apparent if I tell a patient to eat green vegetables in place of whole grains. Their typical response is, "If I do this, where will I get my fiber from?" In fact, there is no comparison between the fiber amounts and overall nutritional density of green vegetables versus whole grains. Perhaps the recent "whole-grain campaign" has turned people's attention from the value of green vegetables and the nutritional power you can harness by eating them every day. Let's take a look at a few quick comparisons between whole grains and green vegetables, focusing on two important nutrients: fiber and potassium (and bearing in mind that whole grains are also an important part of a healthy diet).

On a calorie by-calorie-basis, green vegetables contain substantially more fiber than whole grains. For example, 2 pieces of whole-wheat bread contain approximately 140 calories, only 4 grams of fiber, and 140 milligrams (mg) of potassium. In contrast, 2 cups of broccoli contain only 87 calories, but more than 9 grams of fiber and about 1,000 mg of potassium. And 5 cups of romaine lettuce (about the size of a large salad) provide only 80 calories, but 5 grams of fiber and 580 mg of potassium.

To understand the role green vegetables can play

in your nutritional health, particularly when combined with other healthy foods such as fruit, consider that by eating 2 apples, 2 oranges, 2 cups of broccoli, and 5 cups of romaine lettuce on a daily basis, you would get approximately 450 calories, 28 grams of fiber, and more than 2,400 mg of potassium. The average American consumes only 15 grams of fiber per day; the typical recommendation is to get 25-30 grams per day (even that amount is likely too low).

Many diseases are associated with low fiber and low potassium intake. Diets low in fiber may underlie or exacerbate constipation, appendicitis, hemorrhoids, deep-vein thrombosis (a blood clot that forms in a vein deep within the body), varicose veins, diverticulitis (inflammation of an abnormal pouch in the intestinal wall), hiatal hernia, and gastroesophageal reflux. Fiber is thought to help prevent colon cancer, diabetes, and heart disease.

The general public rarely hears about importance of potassium in promoting health, so people rarely consider the need to eat potassium-rich foods - which coincidentally, are vegetables and fruits. (Animal protein and potatoes also provide substantial amounts of potassium, and by the way, whole and refined grains are generally among the worst dietary source of potassium. Research indicates that human beings need to take in

about 7,000-11,000 mg of potassium per day, and this should come from diet, not supplements. However, the average American comes up well short of this number, consuming only about 2,500 mg per day or less. Numerous diseases are thought to be associated with such a low level of consumption, including high blood pressure, strokes, kidney stones, osteoporosis, gastrointestinal tract cancers, asthma, and insomnia.

Of course, besides containing high levels of fiber and potassium, green vegetables also contain an abundance of substances called *phytochemicals*, which are known to offer numerous disease-fighting benefits. The most well-known phytochemicals are bioflavonoids and carotenoids. In recent years, a substantial amount of research has been devoted to phytochemicals; the general conclusion from this research is that we need to ensure adequate intake of fruits and vegetables so we can reap the benefits of phytochemicals.

The important take-home message here is that whether you're trying to lose weight or just stay in shape, green vegetables are filling, extremely nutritious and very low in calories. So plug into the power of green vegetables as part of a healthy diet.



"Health is the condition of wisdom, and the sign is cheerfulness, -- an open and noble temper."  
~ Ralph Waldo Emerson



**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.



“Those who profess to favor freedom and yet depreciate agitation, are people who want crops without plowing the ground; they want rain without thunder and lightning; they want the ocean without the roar of its many waters. The struggle may be a moral one, or it may be a physical one, or it may be both.

But it must be a struggle. **Power** concedes nothing without a demand; it never has and it never will. “

~ Frederick Douglass

## Self-Motivation Leads Us to Engagement

(Excerpt from *Underneath It All*)

By Joan Burge, Monday Motivators

If you feel bored, stagnant, or overwhelmed, maybe you are not putting enough positive energy into your work. Decide to look for the good in your job and how to make it more fun.

### **Motivation Is An Inside Job!**

**Believe** - in yourself; in your ability to learn and to make wise decisions. No one knows you better than you. We have to keep our belief a solid foundation so that when others doubt us, we can stay strong.

**Responsible** - realizing we have to motivate ourselves. We still need others to support us and then we take responsibility for our actions and the outcomes.

**Inspire yourself** - by reading positive materials; using positive self-talk; and being optimistic.

**Commit yourself** - to showing up mentally every day; to a cause; to something that inspires and motivates you.

**Know yourself** - play to your strengths; build rapport with those who support your weaknesses and continue to develop your weak areas.

**Surround yourself** - with people who are energetic, enthusiastic and are cheerleaders!

**BRICKS** - build your positive attitude with a strong base of self motivation.

The more engaged you are in the office - the more you genuinely care about some aspect of your work and when you do; your career contributes to a rewarding personal life. Almost without exception, highly successful people are "present" in a way many others are not. They participate actively in their lives, rather than sit on the sidelines. Take a few moments to ask yourself these four questions to find out how engaged you are right now, at this very moment:

1. **What's the one thing I want and need to accomplish today** to feel I've made progress toward my personal dreams and goals in life?
2. **How committed am I?** For instance, if it means working a little longer, or bringing the task home (even to think about it), am I willing to invest in my future without viewing it as a "sacrifice"? Am I

willing to go the distance?

3. **Who do I want to acknowledge** for his or her assistance in helping me achieve a goal?
4. **Who or what do I need to address about an issue that's hampering my effectiveness, and therefore, my success?**

### **UNDERNEATH IT ALL**

*Robots need not apply.* Many people mindlessly tackle tasks and obtain adequate results. The Cognitive Being, however, is (with rare exception) fully engaged from the time she walks in the door until closing time.

Q. How do I stay fully engaged day-in and day-out?

A. Look forward to coming to work! It's easy when you're a Player.



*The SE Wisconsin Chapter IAAP would like to  
THANK the following sponsors*



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Twin Disc is proud to be part of a corporate citizenry that has left its mark on the world. It is a tribute to this community and those who live and work here.

**WE PUT HORSEPOWER TO WORK™**

The SE Wisconsin Chapter IAAP would like to  
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**NOTE:**  
 All degrees are not offered at all centers. Please contact the center nearest you to confirm program availability.

**CENTER LOCATIONS**


<b>Chippewa Falls</b> 800-993-3413	<b>Green Bay</b> 888-861-8255	<b>Milwaukee</b> 800-421-2949
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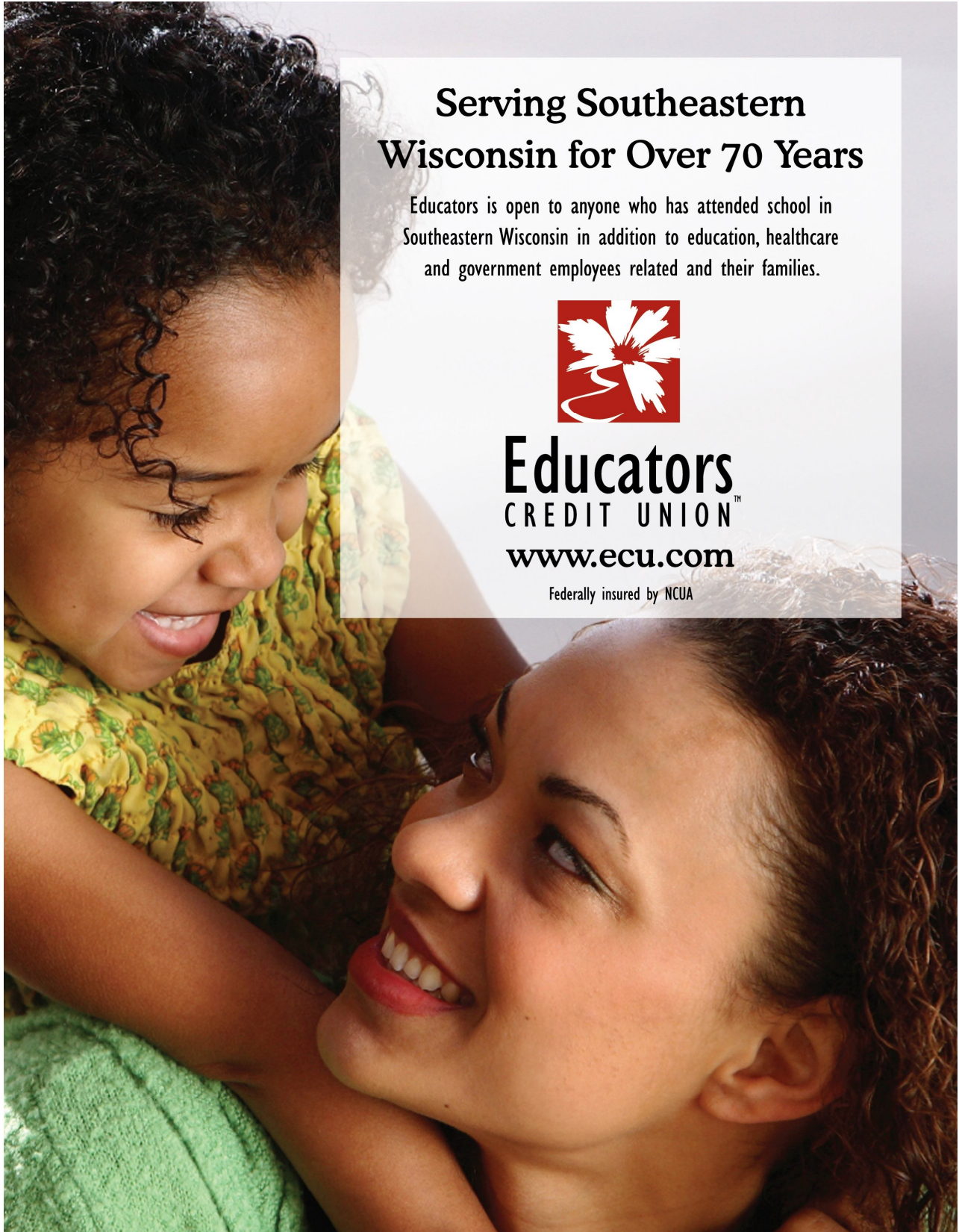
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We are privileged to serve older adults in Southeastern Wisconsin  
by providing housing, skilled nursing care, rehabilitation, assisted living  
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### Communities

#### Senior Community

**The Atrium**  
3900 N. Main Street  
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*A gracious apartment complex  
offering independent living.*

**Bay Pointe at the Atrium**  
Assisted Living Apartments  
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*An assisted living apartment  
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assistance when and if needed.*

#### Assisted Living Center

**Schmidt Home**  
10441 S. Nicholson Road  
Oak Creek  
(414) 762-5118

*The assisted living center offers  
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maintain their independence, but  
need a little help with daily  
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#### HUD Subsidized Senior Apartments

**Lincoln Manor**  
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**Trinity Terrace**  
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(262) 833-0141

*These apartments are profession-  
ally managed, secure, comfortable  
and affordable.*

#### Skilled Nursing Centers

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*Care is provided for those with  
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*Specialist in short-term*

### Programs

#### Adult Day Services

*Offers personal care, medical supervision,  
activities, and a noon meal for older  
adults.*  
(262) 637-6531

#### Friendship Centers

*Offers social, recreational and educational  
activities coordinated through corporate  
churches at eight sites in Racine.*  
(262) 898-2728

#### HomeLinc

*Offers non-medical in-home supportive  
services.*  
(262) 898-2732

#### Meal on Wheels

*Hot, nutritious meals are delivered to 60+  
homebound adults, Monday–Friday.*  
(262) 637-0727 (city)  
(877) 637-0327 (county)

#### Senior Dining Program

*A delicious meal for individuals age 60+  
and spouses of any age at nine sites.*  
(262) 634-2334 (city)

#### Skill Bank

*Help for seniors 60+ to maintain their  
homes and miscellaneous services.*  
(262) 637-7515

#### Harmony Club

*Offers help and support for dependent  
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