

April 2009

Officer's Message

With the annual Administrative Professionals Day/Month right around the corner, I thought it was time to mention what I think that day means to me. It is not about receiving flowers or being taken to lunch by your supervisor or boss. I know, some are reading this and think, well yes it is! It isn't really. Do you know how we can tell how well we are doing in our jobs? How we are succeeding in this ever evolving choice of career? You can tell by how our bosses treat us, depend on us, and how good we make them look! I will admit that sometimes we do not get the credit we most likely deserve, but that can and will happen in any position. We do our best and the reward will come to us eventually. Sometimes patting ourselves on the back does wonders for our self-esteem.

This month we are offering a new spin on our annual Administrative Professional Day Event. We are holding it the evening after on Thursday, April 23rd, and are mixing it up with exciting programs. When was the last time you updated your resume? Well, dust it off and find out what employers are now looking for when they go to read one. Times have changed,



**EXCELLENCE
IN ACTION
2008-2009**

and what were once the "in" catch phrases are now considered professional overkill. Do you have that "corporate" feel and look about you? Do you make people sit up and take notice of your achievements without saying a word? Have you ever wanted to ask an interviewer what they are really looking for? This is the night to arm yourself with the most current information that recruiters are looking for. Even if you are not looking for a new position, now is the time to bring yourself to the forefront of your career and make the most of it.

I hope you will join us at Maplecrest Country Club on Thursday, April 23rd starting at 4 p.m. and take advantage of all the opportunities that will be available.

Trish Martinez
Secretary

2008-2009 Officers

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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, April 2, 2009

BUILDING TRUST

PRESENTED BY

MARY RAMSAY-DROW CPS/CAP, IAAP INTERNATIONAL VICE-PRESIDENT

*Recertification Points Available

No one can be successful—personally or professionally—without having the ability to establish, build, and maintain trusting relationships. In truth, trust is the key element in effective communication, gaining commitment, and achieving results. But how do you get others to trust you and your ideas and what do you do if you somehow lose that trust? Can you ever regain it? What’s the secret to getting people to trust you when you have never met them in person or if the relationship is long distance?



Are You Attending International or Wisconsin Division Annual Meetings?

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

A preview of International Education Forum and Annual Meeting is on the [IAAP Headquarter's](#) website.

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

Location:

Gateway Technical College
 Racine Campus

 Racine Building
 Michigan Room

 1001 Main Street
 Racine WI



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

RSVP Deadline:

Noon, Tuesday, March 31, 2009
 Please contact Christina Miller at
262.909-6488 or Cmi11er@aol.com

*CANCELLATIONS must be received by
 noon April 1 to avoid dinner charges.*

Impression Management Workshop



IMPRESSION MANAGEMENT WORKSHOP

When:

THURSDAY, APRIL 23, 2009

4-6:00 pm Workshops/
Networking/
Hors d'oeuvres
6-7:30 pm Panel discussion
7:30 pm Wrap Up/
Door Prizes

Space is limited!

Maple Crest Country Club,
9401 18th Street, Kenosha, Wisconsin
Cost: \$25.00

- * Make an Interview Impression/
Stand-out from other applicants
- * STAR Interview Technique
- * Etiquette
- * Talk one on one and get expert
coaching
- * Secrets from Panel of Experts:
How To Market Yourself
- * Find out what it takes to project
a corporate image
- * Visit vendors that will assist you
with
 - * Resume & interview tips
 - * Professional dress and image
 - * Financial management
 - * Exercise/nutrition for
working women staying
healthy
- * Meet and Network
with other
Administrative
Professionals
- * Gain experience to share with
others in your office
- * Increase your commitment to
lifelong learning



Join us for an evening of learning, networking and an interactive panel of experts who will share their knowledge, industry secrets and successes on **Impression Management**.

Impression Management—The 10 second rule that will make your first impression, sell yourself, and can even close the deal.

International Association of Administrative Professionals is a not-for-profit professional association for office professionals with approximately 40,000 members and affiliates and nearly 600 chapters worldwide. Our mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

RSVP BY APRIL 9

EMAIL: WEBERS@GTC.EDU OR PHONE: 564-2750

For more information, visit our website:

<http://www.iaap-sewisconsin.org>



A PROCLAMATION

WHEREAS, administrative professionals including secretaries, administrative assistants, office managers and other administrative support staff represent one of the largest segments of the world's workforce; and

WHEREAS, administrative professionals are those who master technology, effectively utilize their interpersonal and communication skills, manage projects and organize the office, and apply their creativity to solve problems; and

WHEREAS, administrative professionals are vital contributors in today's team oriented work environment and are key front-line public relations ambassadors for their organizations; and

WHEREAS, companies and organizations that invest in training and development and make a commitment toward delegating responsibilities that better utilize the skills of their administrative employees will have the best opportunity to excel in the 21st century and beyond; and

WHEREAS, the year 2009 marks the 57th Anniversary of Administrative Professionals Week, formerly known as National Secretaries Week, which was founded in 1952 to recognize the contributions of secretaries and other office support staff in business and government and to attract people to secretarial careers; and

WHEREAS, Administrative Professionals Week is sponsored by the International Association of Administrative Professionals and is celebrated worldwide, bringing together millions of people for various community events, educational seminars, and individual corporate activities,

NOW, THEREFORE, I, Jim Doyle, Governor of the State of Wisconsin, do hereby proclaim

April 19 - 25, 2009

ADMINISTRATIVE PROFESSIONALS WEEK

&

April 22, 2009

ADMINISTRATIVE PROFESSIONALS DAY

in the State of Wisconsin and commend this observance to all citizens

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Wisconsin to be affixed. Done at the Capitol in the City of Madison this tenth day of February in the year two thousand nine.


JIM DOYLE

By the Governor


DOUGLAS A. FOLLETTE
Secretary of State



2008-09 Committee Update

By MaryBeth Kallio

APD/Impression Management Workshop

Committee members Marie Hargrove, Marilyn Holden, Christina Miller, Deborah Ross-Corbett, Tammy Shannon and Sandy Weber are doing a great job organizing the event. We are still in the process of confirming vendors. If you have any suggestions please contact one of the committee members.

Audit Committee

Check out our books! We need 2 or 3 members to audit our chapter's books this summer. Contact MaryBeth Kallio if you are interested in volunteering.

Bylaws & Standing Rules

The Board reviewed the Bylaws & Standing Rules. No changes were suggested by 2009-10 Board.

Hostess

Remember to RSVP meeting reservations to Christina Miller.

Membership/Orientation

If you would like to attend a new member orientation meeting or have any concerns about membership contact Kathryn Woods.

Newsletter

Corinne Dombeck keeps creating those newsletters.

Certification CPS & CAP

Next testing is May 1 & 2. There is still time to sign up for the fall testing sessions, contact Marilyn Holden if you are interested. Remember, our chapter will receive one point for one member who earns CPS and/or CAP for Chapter of Excellence criteria under the chapter pathways.

Nominating

Contact Marilyn Holden if you are interested in serving on the SE WI Chapter Board for 2009-10.

Publicity & PR

Sandy Weber is keeping our chapter in the news, thanks Sandy.

Retirement Trust/R&E

Dolores Rosplock, our retired member, keeps us informed of events regarding the Retirement Trust Plan.

Scholarships

Sandy Weber is tracking our scholarships.

Ways & Means

This team brings in revenue for the chapter.

Nuts Sale

Karen Fandrey did a good job with the nut sales last December.

Ads

Pat LaBucki has increased sales ads in the newsletter during the last couple of months!

Website

Trish Martinez is keeping the Website up and running.

Programs

Our very own Vice-President is keeping our presentations lively, thanks for all the hard work, Muriel Andersen.

All of our committee members are doing an excellent job. Because of their time and dedication we are a successful chapter with 33 members and growing strong. At the June meeting we will be electing new officers. At this meeting, you will have a chance to sign up for any of these committees. Of course, all committee members can continue to serve on the same committee.

Upcoming Events

- April 2 SE WI Chapter meeting, Racine WI
- April 22 Administrative Professionals Day
- April 23 Impression Management Workshop hosted by SE WI Chapter, Kenosha WI

- May 15 & 16 Wisconsin Annual Division Meeting, Wausau WI

- June 4 SE WI Chapter Annual Meeting; Election & Installation of Officers

- July 26 - 29 International Convention & Education Forum at the Minneapolis Convention Center, Minneapolis MN

Volunteerism

By Lynne Woida (IAAP Downtown Milwaukee Chapter)

Most organizations and families couldn't function without embracing Tennessee's state motto. In corporate lingo, it's "initiative" or "ownership." My grandma called it "volunteerism." It entails so much more, and so much LESS, than people believe.

IAAP is much like any family/civic/church/corporate unit: there are go-getters, wallflowers, shadow-sitters, take-chargers, anonymous contributors, and fly-below-the-radar "get-it-don't" people. Most are happy being the governed masses. Together, they accomplish much. I'll admit being every one mentioned. I only *volunteered* to be the newsletter chair after I was asked. Then the secretary after I was asked . . . The vice-president, . . . You get the idea.

Each of these positions was so much MORE and so much LESS than imagined. I got more out of them than predicted—my boss looked at and treated me differently (and *paid* me differently). My husband was quietly impressed. I was impressed with myself! (My cats didn't care.) The duties were less than I thought. It didn't rob hours from my workday or weekend. It took a little extra organization, but thanks to chapter/division leaders-mentors, it wasn't the huge adjustment I dreaded. It was free education that made me a better person and administrative professional.

Realistically, some days I only want to volunteer to find my slippers and watch TV. Some weeks my job sucks out every ounce of my brainpower and energy. Family demands rank high on the list. Time is our most precious commodity. But please consider that our organization flourishes because many people are willing to part with a little bit of time. A committee chair or officer is a fancy term for a responsible admin professional. Everyday we are Data Entry, Correspondence, Scheduling and Travel Chairs, and Keep-Your-Boss's-Head-On Officers! We are, individually and together, Excellence in Action.

Many chapter positions involve less than an hour a month, and some are one-time shots for a couple of hours. We're a great organization because we draw from the strengths of each member. I ask you—[*Insert your name here*], would you volunteer to share your excellence in action? Any one of our past or present officers will be happy to share her candid personal thoughts about the experience.



SE WI Chapter Morsels

Happy Anniversary

Marilyn Holden (2002)

Nancy Johnson (2002)

Kathleen Sexton (2008)

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

The next deadline is April 16th.

Your contributions and comments are always welcome!

Why Everyone Should Smile More

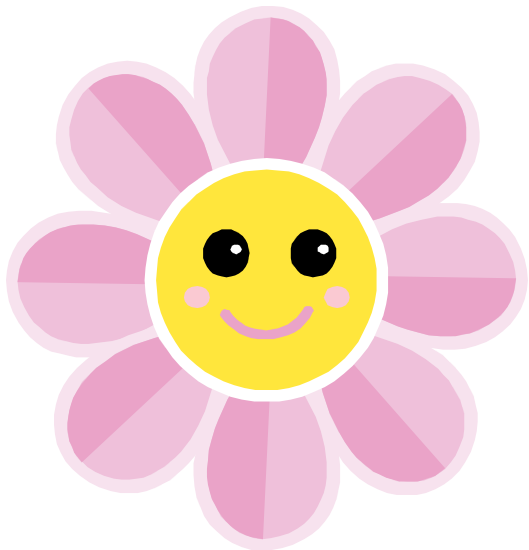
Taken from the Fox Cities Chapter IAAP March Newsletter

Most people try to look their best at work. Some wear expensive clothing, get their hair professionally done, and shine their shoes each day. But more and more people are going to the extreme; they're getting plastic surgery in an effort to improve their appearances.

Instead of spending a lot of money and weeks of pain to alter the way you look, simply try smiling more. Sure, it sounds silly. But try to genuinely smile five times more than usual tomorrow. Not only will people notice, a few might even comment that you look younger, more attractive, more approachable, or more confident.

If it seems too easy to work, take a look at advertising today. On billboards, in magazines, and on television, all the models are smiling. That's because people are attracted to and relaxed around those who smile often. It's easier for everyone to listen to and respond to someone who seems to be happy. If you spend a lot of time on the phone, grab a mirror and watch yourself talk to the other person. And make sure you smile—even if the call is just to set up a routine appointment. You'll notice that your voice and level of enthusiasm get better.

All around, smiling really makes the difference in people's lives. When you smile more often, you'll find that clients and co-workers become more pleasant toward you. Not only will they feel better, but you will too. With just a few extra smiles each day, you'll look great and make work much easier on yourself.



Valentine to an Administrative Professional

By Todd Hunt

She's first one in and last to leave,
Her mark is everywhere.
But like a watchful angel,
We seldom know she's there.

She guards the gate, protects the boss,
Efficient through and through.
Those binders for this afternoon?
All set in Board Room 2.

Mind reading is among her skills,
And putting fires out.
She juggles tasks and jumps through hoops,
Yet never one to pout.

Three hands, you see, she does possess,
And intellect well bred.
Plus humor, tact, diplomacy
And eyes behind her head.

Computer tech and referee,
Yes, party planner too.
Committee head, Excel sheet queen—
There's nothing she can't do.

We've used the female pronoun, true,
Throughout this love decree.
But sometimes (though it's still quite rare),
That admin pro's a he!



Easing the Pain of Arthritis: Think Natural

To your Health

March, 2009 (Vol. 03, Issue 03)

Joint pain is a primary consequence of arthritis, a constellation of conditions that affects an estimated 46 million adults and 300,000 children. Arthritis actually refers to more than 100 different diseases affecting areas in and around the joints, but regardless of which type you have, two things are fairly certain: Pain is an ongoing problem and drugs are an all-too-common treatment option.

Why settle for drugs that come with potential side effects and adverse reactions when there are natural, nontoxic approaches to ease your arthritis pain? Here are a few simple suggestions to consider. For more information, talk to your

doctor and visit www.arthritis.org.

1. Moderate Activity

Regular exercise helps strengthen the muscles around your joints, increases flexibility and combats fatigue. Any movement can help, but range-of-motion exercises in particular seem to reduce joint stiffness and pain. The type of arthritis and the involved joints will determine which exercises are ideal and which may actually increase your pain.

2. Good Food

What you eat may play a role in reducing arthritis pain or doing just the opposite making the pain even worse. Some arthritis patients seem to

experience relief when eating a nutritious, well-balanced diet (oily fish, fruits, vegetables and whole grains) and a flare-up when eating simple carbohydrates and fatty foods. Bananas, sweet peppers and soy products also may help.

3. Proper Body Mechanics

Body positioning during everyday movements can have a profound effect on joint stress and resulting pain. To minimize the stress on your joints throughout the day, maintain good posture, bend at the knees when picking things up, and ensure your work space provides adequate support for your neck, back, forearms and upper legs.

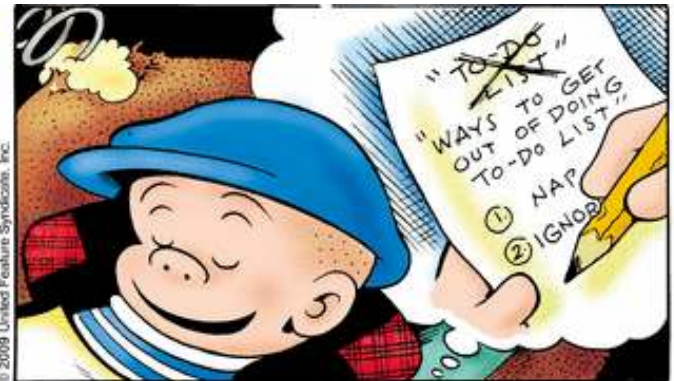


Easter Wishes

At Eastertime the daffodils
Show their heads along the hills
And tulips wear their kingly crowns;
And lilies in their velvet gowns,
Brighten up the countryside;
In the lovely Eastertide.

Wishing you the very best
at Eastertime!

Happy Easter!



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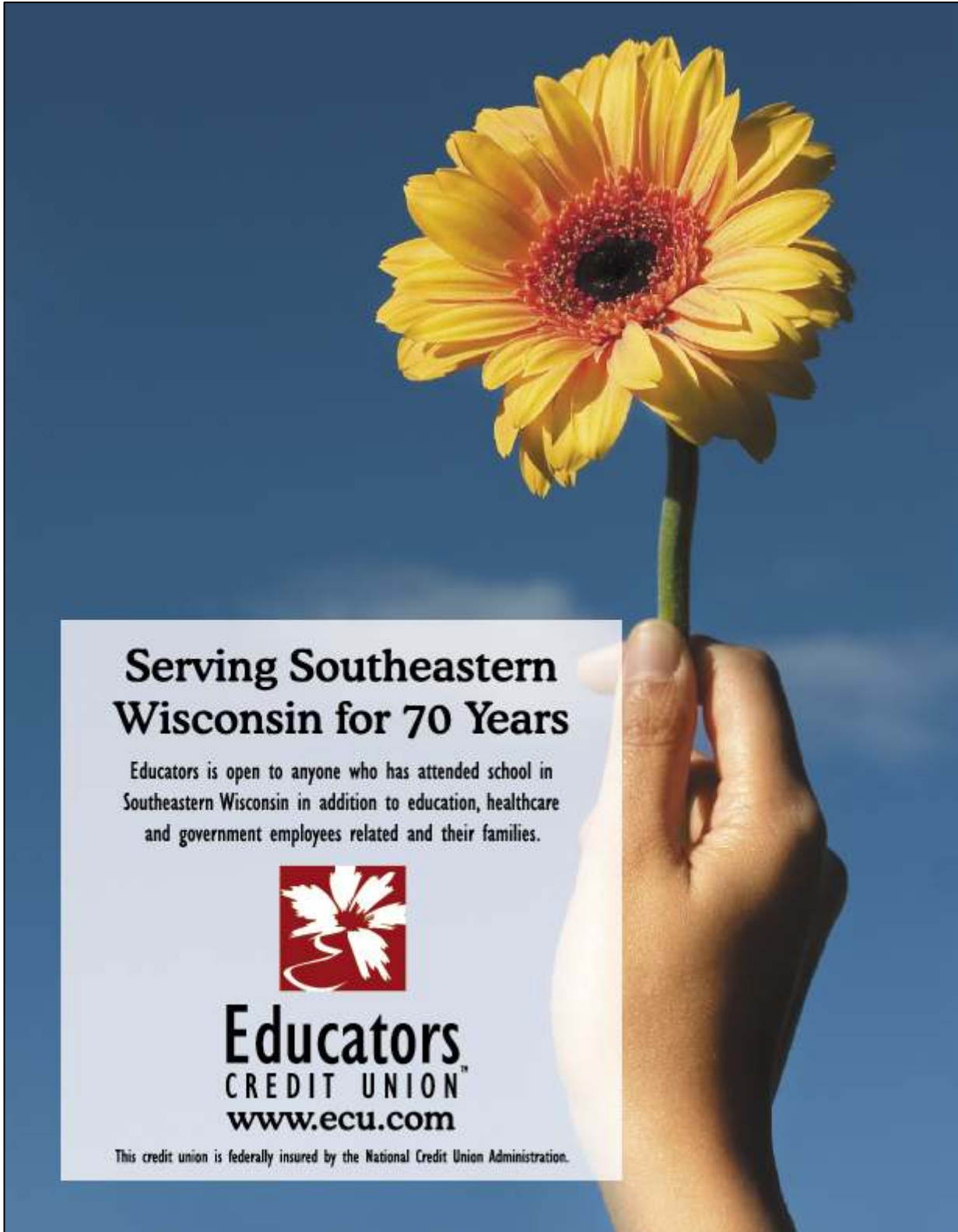
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- Financial responsibility

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