

Fox - C – Tales



Fox Cities Chapter – IAAP

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April 2011

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Hi everyone! It's already April. This month we'll have our annual Administrative Professionals Week (APW™) Event on April 19, 2011. This year's event will be held at the Radisson Paper Valley in Appleton. Our speaker will be Lynne Woida, CPS/CAP, she will be presenting "Be a Business Partner to the Boss – The Practical Art of Managing Your Manager". We'll also have a few vendors on-site.

The committee has some great things planned for this event.

A special thanks to all of our guests that were able to join us for our March Chapter meeting! Everyone learned a lot about LinkedIn and how to use it as a networking tool.

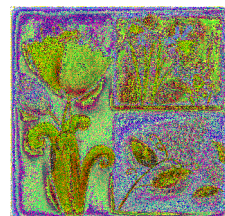
Please take the time to fill out our annual membership survey which was recently sent out to all members. We value your opinion and hope to implement any new ideas for next year.

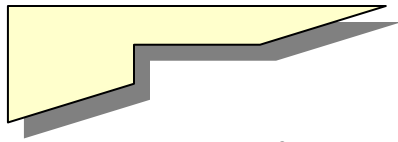
We also are looking for ideas for a basket for the WDAM raffle. Please let me know if you have something you would like to donate. So far we are thinking of a "summer" theme.

Also, a special thanks to Carol Thiel, our committee chairperson for our APW event for getting the committee organized and ready for our APW event.

See everyone at the APW event on Tuesday, April 19.

Lori Maki
President

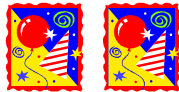




Thought for the Day

As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them.

John F. Kennedy



IAAP ANNIVERSARIES

| | |
|--------------------------------|-------------|
| Kristy Albrecht CPS/CAP | 4/10 |
| Cathy Brazee | 4/8 |
| Jean Coon | 4/3 |
| Marie Kawczynski | 4/8 |
| Kathy Mason CPS/CAP | 4/8 |
| Mary Kay VanHandel | 4/1 |



Mark your calendars for these upcoming events.

IAAP Calendar

- April 19, 2011** – Fox Cities Administrative Professional’s celebration – Raddison Paper Valley, Appleton
- April 24-30, 2011** Administrative Professional Week (APW)
- April 27, 2011** Administrative Professional Day (APD)
- May 6-7, 2011** – CPS/CAP Certification Exams
- May 13-14, 2011** – Wisconsin Division Annual Meeting, Sheraton Brookfield, Brookfield, WI
- July 24-27, 2011** (EFAM) Montreal Convention Center, Montreal Canada



Writers Wanted

Are you interested in showcasing your writing skills? Submit articles, news items, book reviews, a recipe, quotes or humorous antidotes to be included in our newsletter. Together we can create a newsletter that our members can grow and benefit from.

Note: When sending articles please submit in WORD.

Submit to me at sloon@frontiernet.net.

Deadline for May Bulletin is May 4, 2011.

Thank You

*Thank you to this month’s contributors:
Sharon Stein, Lori Maki, CPS, Karen Strey
CPS, Carol Thiel*



An enlightening explanation to spring fever



If you find your mind wandering as the weather warms, you can blame it on your physiology when the boss calls you back to attention. Long-recognized by artists and poets as spring fever, now scientists say it is a physiological reality.

Spring fever’s symptoms start popping during the onset of the vernal equinox. In the northern hemisphere, people begin to feel more energetic, enthusiastic, and amorous. At the same time, they also begin to feel listless and restless. It’s easier to lose weight, and lots of folks walk around, randomly smiling at strangers.

The culprit of such behavior is the chemical changes that take place in the body in part because of increased exposure to daylight. Like other animals, we humans are strongly connected physically to the seasons. Scientists cite a number of factors that cause spring fever:

- Increased light sends signals to the brain's pineal gland, which then reduces its production of melatonin, a hormone that regulates our body clock and controls our mood and energy levels. As the days grow longer, the chemical disappears and leaves people feeling more energized and confident.
- Increased light also transmits to the hypothalamus, the section of the brain that regulates eating and sleeping.
- Our other senses-sight, smell, and hearing-also wake up as blossoms and spring breezes assault them. Such stimuli can trigger strong emotions, from euphoria to sadness.

Adapted from the *Chicago Tribune*



Learning is not a product of schooling, but the lifelong attempt to acquire it.

Albert Einstein



Management Expects

In 1870, after the government passed new, "liberal" labor laws, one business released the following manifesto to its employees.

Notice

1. Staff members must be present between the hours of 7:00 a.m. and 6:00 p.m. on weekdays and only until noon on Saturday.

2. Daily prayers will be held each morning in the main office with the clerical staff in attendance.
3. The staff will not disport themselves in raiment of bright colors, nor will they wear hose "unless in good repair."
4. A stove is provided for the clerical staff. Coal and wood must be kept in the locker. Each member of the staff should bring four pounds of coal each day during cold weather.
5. No member of the staff may leave the room without permission. Calls of nature are permitted and the staff may use the garden below the second gate. This area must be kept in good order.
6. Now that business hours have been reduced drastically, the partaking of food is allowed between 11:30 and noon, but work will not, on any account, cease.
7. A new pencil sharpener is available on application to Mr. Rogers.
8. Trainees will report 40 minutes before prayer and will report to Mr. Rogers after closing hours to clean private offices with brushes, brooms, and scrubbers provided by the management.
9. Management recognizes the generosity of the new labor laws, but will expect a much greater work output to compensate for these near utopian conditions.

This just goes to show how times have changed for everyone.

**Happy
Spring**
*Happy
Spring*



Recipe's of the Month

Wacky Cake

This is for a 9x9 pan. (Double all ingredients for a 9x13 pan)

Cake

1-1/2 cups flour
1 cup sugar
1/4 cup cocoa
1/2 tsp salt
1 tsp baking soda
1 tsp vanilla
1 tbsl vinegar
1/3 cup oil
1 cup cold water

Make sure to sift your dry ingredients. Mix everything together, put into pan.

1 cup (or more) or chocolate chips – scatter on top of batter. Bake @ 350° for 35 minutes.

Topping

4 oz cream cheese (8 oz for 9x13)
1/2 a small container of Cool Whip (whole container for 9x13)
Beat together and spread on cooled cake.
Layer 1 can of cherry pie filling on top of that mixture. (1-1/2 cans for 9x 13)
Store leftovers in fridge.

---Submitted by Karen Strey CPS

Angel Heath Bar Dessert (so easy to make and light)

16 oz whipping cream
1/2 cup caramel topping, or butterscotch
1/2 tsp vanilla
6 heath bars, chopped
1 prepared angel food cake

Whip cream and then add caramel topping and vanilla until whipped well. Break cake into pieces in a 9x13 pan. Pour cream topping over cake pieces and top with the chopped heath bars. Refrigerate.

---Submitted by Carol Thiel

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HOW TO BOUNCE BACK FROM AN INTERVIEW BLUNDER

Despite diligent preparation, something goes wrong on the day of your job interview. Perhaps you hit a traffic jam on the way to the meeting or get tongue-tied when speaking to the hiring manager about your qualifications.

Fortunately, there are ways to get the interview back on track. Following are common interview blunders administrative professionals make and advice on recovering from them:

You're late. The worst thing you can do in this situation is leave the interviewer wondering where you are. Instead, call the person you're meeting as soon as you realize you're not going to make it on time. Briefly explain the circumstances, provide an estimate of when you'll arrive and apologize for the inconvenience.

Most hiring managers will understand when innocent and unforeseen mishaps occur. They might need to reschedule, but unless your excuse is something like, "I overslept," they probably won't hold it against you.

You spill coffee or food on your shirt. Although first impressions matter, a stain alone isn't going to sink your chances-unless you make a scene over it. Avoid darting to the restroom or trying awkwardly to hide the blotch during the meeting. Interviewers can easily overlook and forget a stain, but they'll definitely remember if you appeared uncomfortable and tense.

You might even make a lighthearted, self-deprecating joke. If it's a very obvious coffee stain, for example, you might say something along the lines of, "I see you're drinking coffee. I'm wearing mine." You'll display your roll-with-the-punches attitude and sense of humor.

You use the wrong company or product name in an answer. Mentioning that you think "Wow Cola" is a great product when you meant to say "Pow Cola" doesn't spell doom. But calling further attention to the gaffe by following up with, "I'm such an idiot, I can't believe I said that!" will only compound the problem.

Maintain your composure if you make this blunder. Try to weave the right name into subsequent answers. Stay positive and remind yourself that everyone misspeaks at times, especially when nervous.

Finally, remember that people have a tendency to be their own worst critics. Your perception of your performance may be vastly different from the interviewer's assessment. So even if you feel the interview went poorly, write a prompt thank-you note to show your appreciation for the opportunity and reiterate your strong interest in the position.

In fact, a swift recovery from an interview mishap can actually work in your favor, showing the prospective employer that you can handle tough situations and quickly bounce back from setbacks.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 320 locations worldwide, and offers online job search services at www.officeteam.com.



HEALTH TIP



Tweak your Diet

Women whose diets are high in carbs that quickly raise blood sugar (white bread, white rice, soda, crackers). Have double the heart disease risk of women who seldom eat those foods.

Focus on adding more produce, low-fat dairy and lean proteins to your diet, and cutting back on processed items. When it comes to carbs, reach for breads, pastas and cereals that are made with whole wheat or other whole grains. Instead of white rice, use brown rice. Mash up yams, squashes or turnips instead of potatoes. Satisfy cravings for sweets with fruit. Replace at least one can of regular soda a day with a glass of water.

Little Unknown Facts

WEBSTER'S DICTIONARY

Image: The oldest and most trusted dictionary in the United States, created in 1828 by Noah Webster.

Actually: "The truth is," says M. Hirsh Goldberg in *The Book of Lies*, "is that any dictionary maker can put *Webster's* in the name, because book titles can't be copyrighted." And a lot of shoddy publishers do just that. To know if your *Webster's* is authentic, make sure it's published by Merriam-Webster, Inc.

Taken from "Uncle John's Unstoppable Bathroom Reader"



**Administrative Professionals Week
Event**

Date: April 19, 2011
Location: Radisson Paper Valley Hotel

SEE ATTACHED FOR DETAILS

www.iaap-hq.org

www.iaap-wisconsin.org

www.iaap-foxcities.org

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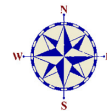



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IAAP WORD SEARCH

Word search puzzle to complete – Note that sometimes smaller words can be found in larger words.

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | W | T | U | P | U | P | A | S | S | I | O | N | L | J | G |
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| W | D | M | L | A | N | O | I | T | A | N | R | E | T | N | I |
| C | U | E | I | I | W | F | Q | K | W | B | V | E | A | X | T |
| P | O | E | N | N | D | E | F | Y | A | D | B | V | T | M | E |
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