

PENINSULA CONNECTIONS

Newsletter of Peninsula Chapter

October 2011



CONGRATULATIONS!

Two Chapter members graduated from Strayer University at 10:00am on September 24, 2011.

**Congratulations to
Beth Hoss, CPS/CAP, and Colette Quinn
on pursuing and gaining their degrees!**



(above left) Beth graduated with Summa Cum Laude Honors.

(above right) Beth giving her mother the "stole of gratitude"



(above) Colette graduated with Magna Cum Laude Honors, Alpha Chi National Honor Society, and Alpha Sigma Lambda National Honor Society



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A DONKEY AND A LESSON

From www.businessballs.com

One day a farmer's donkey fell into a well. The farmer frantically thought what to do as the stricken animal cried out to be rescued. With no obvious solution, the farmer regretfully concluded that as the well needed to be filled in anyway, he should give up the idea of rescuing the beast, and simply fill in the well. Hopefully the poor animal would not suffer too much, he tried to persuade himself.

The farmer asked his neighbors help, and before long they all began to shovel earth quickly into the well. When the donkey realized what was happening he wailed and struggled, but then, to everyone's relief, the noise stopped.

After a while the farmer looked down into the well and was astonished by what he saw. The donkey was still alive, and progressing towards the top of the well. The donkey had discovered that by shaking off the dirt instead of letting it cover him, he could keep stepping on top of the earth as the level rose. Soon the donkey was able to step up over the edge of the well, and he happily trotted off.

Life tends to shovel dirt on top of each of us from time to time. The trick is to shake it off and take a step up.

PENINSULA CHAPTER BOARD

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641-2612

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**We're on the
Web!**

Find us at:

**[www.iaap-
peninsula.org/IAA](http://www.iaap-peninsula.org/IAA)
PHQ/Peninsula**

PENINSULA CONNECTIONS NEWSLETTER STAFF:

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Lead Writer

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November submission
deadline: November 2

**THOUGHT OF THE
MONTH**

*Self-Confidence is
the first requisite to
great undertakings.
-Samuel Johnson*



TAKE 5 FOR FUN!

*q. What seven-letter
word has hundreds of
letters in it?*

Answer on next page.

MARK YOUR CALENDAR!



November Chapter Meeting
November 8, 2011
5:30pm Networking
6:00pm Program
7:00pm Business Meeting

Sentara Careplex Hospital
3000 Coliseum Drive, Hampton
1st Floor Conference Room C

Deadline for Naming the Division Newsletter

Send submissions by October 11 to
Beth Hoss, CPS/CAP at:
topsail03@cox.net
See Page 4 for further details.

Fall Professional Development Seminar

Saturday, October 29, 2011

Holiday Inn Koger Center
1021 Koger Center Boulevard
Anna Room, Parlor H
Richmond, VA 23235
804.379.3800

Co-hosted by the Southside and Tri - City Chapters
See e-mail from Debi Cross for registration information.

NAME THE DIVISION NEWSLETTER

Here Ye! Here Ye!

Let it be known throughout the land:

To all loyal IAPD members of the Virginia - West Virginia Division, make your voices heard! Your participation is humbly requested in the naming of our Division newsletter. Forward all entries along with a brief reason supporting the selection to Beth Hoss, C/PS/CAP (topsal103@cox.net). All submissions must be received by the eleventh day of October in the year of our lord, two thousand eleven. Entries will be anonymously submitted to the Royal Court (Executive Board) for the final Royal Decree.

The victorious entry will be revealed in the November edition.

OUR CORE VALUES: RESPECT

“We create respect within our profession and association through listening, understanding and acknowledging member feedback.”

Submitted by Angie Prezioso

We can gain respect from our colleagues by being respectful of them. Through listening we show that we are interested in what the other person is saying—their thoughts and ideas. We show that we care. We try to understand each other by placing ourselves in their shoes and avoiding an immediate judgment or assumption. Acknowledging feedback proves that we are truly listening to their comments and appreciate their ideas. It is by establishing mutual respect that we can work in harmony in our association and workplace.

THE ADMIN ADVISOR

adminadvisor.com

“Find S.P.A.C.E. for your mess”

Messy workspace? Try the S.P.A.C.E. approach to organize it:

Sort: Divide your clutter into piles of related items.

Purge: Throw out what you never use or will never read or responded to; be honest.

Assign a place for your piles and keep them there and nowhere else.

Containerize: Bite the bullet, obtain another filing cabinet to get those piles off your desk. Arrange your new files according to what you discovered in sorting.

Equalize: Remember to throw away stuff as you add or replace it with new items.



Take 5 For Fun Answer

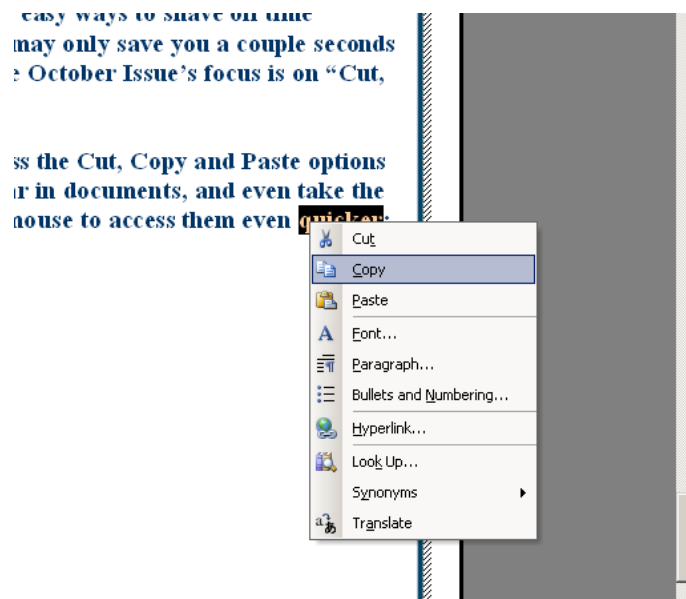
a. Mailbox

TIMESAVER: Cut, Copy and Paste

Submitted by Angie Prezioso

Shortcuts and quick keys are easy ways to shave off time throughout your day. While they may only save you a couple seconds or minutes, that time adds up. The October Issue's focus is on "Cut, Copy and Paste".

Most of us know how to access the Cut, Copy and Paste options on the Edit tab on the main toolbar in documents, and even take the extra step to right click with our mouse to access them quicker:



If we want to take it a step further we can avoid unnecessary extra clicking. With our left hand remaining on the keyboard it is much quicker to utilize our CTRL key rather than locating the Cut, Copy and Paste options with our mouse.

“CTRL + X” = Cut
“CTRL + C” = Copy
“CTRL + V” = Paste