



San Jose IAAP July Edition

July 2011

INSIDE THIS ISSUE

- 1 President's Message
- 2 President's Message (cont.)
- 2 Certification Committee Updates
- 3 July Chapter Meeting
- 4 Office Tips & Tricks
- 5 Office Tips & Tricks
- 6 Office Tips & Tricks
- 7 BOD Contact Info

President's Message

By Kathi Cohen

July, the month we kick into the full force of summer. With our family BBQ's, swim parties, and iced cold drinks with friends. It's the halfway point in the calendar year, where the days are long and we hope for the gentle breezes to cool us off in the evenings.

In IAAP language, July is the beginning. The beginning of a new term, a new theme from International is announced, and the slates are swept fresh for each of us to strive for excellence once again.

This year's theme is: "Making the Leap to Remarkable – Step Up, Think Big, and Lead the Way."

What does this mean to you and how will you incorporate this into your goals for this term?

I would love to hear your thoughts! Whether it's volunteering, attending chapter meetings, getting CAP certified or achieving Member of Excellence, I am optimistic that each of us can indeed step up, think big, and lead the way!

How can we, the San Jose chapter, become remarkable this year? One way of measuring excellence is through the Pathways to Excellence program. Your incoming 2011-2012 BOD members have been diligently meeting to prepare for this term and each of us is committed to becoming a Chapter of Excellence. Ask any one of us how you can help us with this goal; we would love the assistance.

How can you, as a member of the San Jose chapter, become remarkable this year? Again, IAAP offers the Member of Excellence program and I encourage you to set this as your 2011-2012 goal. Achieving a minimum of 8 out of 11 criteria might at first appear daunting, but with planning and a bit of effort, I am confident you will succeed. At our upcoming chapter meetings we will be handing out mini wallet cards with all the requirements to help you keep these in the front of your mind. Let THIS be the year you go for it!

Perhaps you missed all the excitement this past year about getting certified. Not to worry, the new CAP guidelines are out and it's perfect timing for the November exam. The San Jose chapter would love to start a new study group and there's even a budget line item for purchasing the new textbooks. With a few recommendations from members, who recently passed, these groups can be self-guided and highly motivational, not to mention all the great friendships you will create. Look for a sign-up sheet at the registration table or contact a BOD member if you are interested.

So, let's all Step Up, Think Big and Lead the Way to becoming Remarkable!

Certification Committee Updates

Hi ECC Members:

As I am the Chair of the Certification Committee, I thought I should remind you of a deadline that is coming up soon...

But first let me congratulate Erica Gutierrez for passing the CAP Exam on her first try!

If you wish to take the IAAP CAP Exam this coming November, you must register (by completing/submitting the Application) by August 15 2011...so don't wait, do it soon. We all know how quickly time gets away from us!

I refer you the site that will provide information about the CAP Exam:

www.iaap-hq.org

Certification button

You'll find 'changes' and current news about the CAP Exam, as well as the Application form. Note that you will need to provide information about your administrative work experience and education (Employer's letter/form; transcripts).

I understand that Erica is planning on running a study group for the CAP Exam -- I haven't touched base with Erica yet; however, I'm sure she will provide further news on this front...

**Thanks for your attention,
Margaret J Nakayama**

Chapter Meeting: Wednesday, July, 13, 2011, 5:30pm to 8:00pm

Happy 65th Birthday San Jose IAAP!!!

Get Ready to LAUGH... we will be having some fun this month!

Sandy Stec will be entertaining us. She is a local comedian that will be sure to have you in stitches. With the gift of gab and a passion for people, it's no wonder Sandy Stec has taken the entertainment world by storm.

Currently an on-air personality for Mix 106.5 in San Jose,

Sandy has hosted her own midday radio show for over 9 years .



Meal choices include a vegetarian choice: Farfalle Pasta Primavera meat selection: Baked Salmon Filet, both entrees served with House Salad, Rolls with Butter, Chef's selection Dessert, Coffee, & Tea.

Meal prices are \$25/member and \$30/guest. Meeting-Only pricing is \$10/member and \$15/guest. Please note this pricing structure has been in effect since February.

**Network Meeting Center @Techmart
5201 Great America Parkway
Santa Clara, CA 95054**

Office Tips and Tricks by Microsoft at Work

Get organized: 7 ways to better sort, store, and search your email

A cluttered and unorganized mailbox can make it difficult to find the email you need. This messy situation can be remedied. [Microsoft Outlook](#) offers great tools that help you sort your email and organize your messages in meaningful, easy-to-control ways. Outlook can even help increase your efficiency and productivity. Whether you're using Outlook 2010, Outlook 2007 or Outlook 2003, you'll be better able to stay on top of your mail.

Not using Outlook email at all? Perhaps you're using [Outlook Express](#), or maybe you're using [Windows Live Mail](#) or [Windows Live Hotmail](#). These programs offer some features similar to those described here for Outlook, but they don't offer the same breadth of tools for email management. Use the [Microsoft Office Outlook Hotmail Connector](#) to add your Hotmail account to Outlook, and then you can use these tips to also organize your Hotmail. Or read about the [Hotmail features](#) that can help you organize information in your Hotmail system. For instance, you can combine mail from your other email accounts, like Gmail and Yahoo! Mail, so that you can receive, read, and respond to all your email in one place.

You can use one or more of the tools covered in this article to help shrink your Inbox and to make it easier to find the information you need.

1. Sort messages quickly

Outlook 2010 has a great new feature for organizing messages by date and arranging them by Conversation. Using this feature, messages that share the same subject appear as Conversations that can be viewed and expanded or collapsed by clicking the icon to the left of the Subject line. The messages within each Conversation are sorted with the newest message on top. When a new message is received, the entire Conversation moves to the top of your message list, helping to make tracking email threads a snap.

To turn on Conversations, on the **View** tab, in the **Conversations** group, select the **Show as Conversations** check box. You can reduce the size of a conversation with the Clean Up feature, which deletes duplicate messages in the Conversation. On the **Home** tab, in the **Delete** group, click **Clean Up**, and then click **Clean Up Conversation**.

In all versions of Outlook, you can find messages in mailbox folders more quickly by changing how they're sorted in your email folders. For example, you can arrange your email by date, sender, file size, or level of importance.

2. Group similar messages in folders

By creating new mail folders, you can group messages related to each other. For example, you can group messages by topic, project, contact, or other categories that make sense to you. You can even create a folder for all the messages from your manager or one that include tasks that you have to complete.

- To create a new folder in Outlook 2010, on the **Folder tab**, in the **New** group, click **New Folder**.
- To create a new folder in Outlook 2007 or in Outlook 2003, on the **File** menu, point to **New** and then click **Folder**.

3. Create Search Folders to find messages fast

Search Folders are a quick and convenient way to look at predefined collections of email messages. They don't actually store any messages themselves but, instead, are virtual folders that offer a view of all the messages stored in your mailbox depending on the attributes you've defined. Outlook provides default Search Folders—such as Unread Mail—but you can also create your own. For instance, you can use Search Folders to help you find all the information related to a particular project, an important client, or an upcoming conference.

- To create a Search Folder in Outlook 2010, in **Mail**, on the **Folder** tab, in the **New** group, click **New Search Folder**.
- To create a Search Folder in Outlook 2007 or Outlook 2003, in **Mail**, on the **File** menu, point to **New**, and then click **Search Folder**.

In all versions of Outlook, specify whether you want to use a predefined Search Folder or to create your own custom folder, and then follow the instructions on the screen.

4. Route mail efficiently using mailbox rules

By creating rules for Outlook, you can automatically perform actions on both incoming and outgoing messages based on criteria you establish. For instance, you can automatically forward to your manager all messages sent by a certain person as soon as they arrive, assign the category Sales to all messages you send that have the word "sales" in the Subject line, and more. Routing mail efficiently not only organizes your mail for you—but also frees up your time from performing routing tasks.

5. Reduce unwanted email with junk filters

Keep distracting and unwanted messages out of your Inbox by using Outlook Junk Email filters. These filters send email flagged as junk to a separate mail folder in your Mailbox. You can review the contents of this folder to ensure that no legitimate messages have been sent there, and if they have, you can adjust the filter to avoid flagging such messages in the future.

6. Assign a color category

Assign a color category to a group of interrelated email messages and to other items in Outlook, such as notes, contacts, and appointments, so that you can easily identify and organize them. For example, keep

track of all the messages, meetings, and contacts for the Morris project by creating a category named Morris project and assigning items to it.

7. Flag for follow up

You can use the Flag for Follow Up feature to flag email messages and tasks to help categorize them or to mark them for action. Flags can remind you to follow up on an issue, indicate a request for someone else, or set a reminder for a message or contact. They can also make organizing your mail folders a breeze, because you know exactly what to do—and when to do it. Note that when you create a task and set a due date, the task is automatically flagged so that you don't let that due date slip past you.

What can the IAAP San Jose Chapter do for you?

Think about what your membership means to you. What do you want to accomplish? Are you hoping to further your career? Learn new skills? Are you looking to build professional relationships? Establish power partners? Develop leadership skills?

Building your professional networks, finding career advice and uncovering new industry resources are just a few of the things the San Jose Chapter has to offer its members. .

Identify your objectives for participating in meetings, events, and other IAAP activities to ensure your membership in the San Jose Chapter is a success. Members with clear objectives achieve what they're seeking because they know what they're looking for.

Just being in the room, exchanging names, and business cards won't get you specific career advice or develop professional relationships. Time is required to build meaningful relationships. Committees you work on, events you help plan, programs you help coordinate by volunteering your time – that's where you really develop working relationships with other members. In doing so, you will also learn more about the resources within IAAP and the San Jose Chapter; and your new contacts may know of additional resources relevant to your objectives.

Being a part of IAAP creates more opportunity for you, your career development, and advancement. The true impact comes from your participation. By helping IAAP achieve its mission, you immediately see the fruits of your labor. So get involved. Join a committee. Help plan an upcoming event. Help out at chapter meetings. Meet people and achieve your objectives. The more you engage, the more you receive. Be an ACTIVE member!

By Vicky Lara

2011-2012 BOD Contacts & Websites

The Board of Directors would love to hear from you! Here's our contact information:

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