

Chippewa Valley Chapter

International Association of Administrative Professionals

April 2008

Chapter Meeting Monday, April 28

Red Cedar Medical Center
2321 Stout Road (Hwy
12/29), Menomonie

5 p.m.

- Networking
- Dinner – Cafeteria

5:30 p.m.

- Business Meeting

6:30 p.m.

- Program: Stress

RSVP (yes OR no)

before Thursday, April 24, to
Deborah Paulson at 233-7223
or paulson.deborah@mayo.edu.

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Chapter Officers

President Kathy Dean	Vice President Kathy Briggs
Treasurer Heidi Wold	Secretary Kim Yeager

Chapter Officer Spotlight — Kim Yeager



I have been working in an office setting for about 28 years. I started out working at the Stanley-Boyd School District as an aide in the Special Education Department. I then applied at the high school for a job as a high school secretary back in 1984. At that time, I really had to prove that I could do the job. One of the reasons I was not going to be given the job was because of my weight. The principal felt that I would be picked on and teased by the students. I had to convince him that I had heard everything before and that there was not anything they could call me that I had not heard before. So he decided to give me a three-month trial run. I worked in the high school office for 14 years!

While I worked at the school, I coached football, basketball and wrestling cheerleading. I was the assistant director for community musicals and the director of the high school plays. I also coached the high school forensics team, which I continue to do today. I have been coaching forensics for 15 years and learn something new every year.

I left the school in 1999 to begin working at Luther Midelfort in the Occupational Medicine Department and continue there today. I have been in the department for nine years and have moved from program support to lead program support to administrative assistant to application specialist-production. During this time I have earned my Administrative Assistant Degree through the CareerConnect program at CVTC. I am attending Lakeland College to earn my bachelor's degree in Business Administration with a minor in Computer Science.

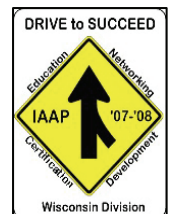
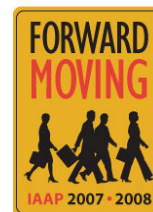
I have been a member of IAAP for three years. I learned more about IAAP when I attended the October 2005 Impact meeting. I was very excited about becoming a member of such a great organization and signed up right away that night. IAAP has been very good for me. I have grown since I have joined and would highly recommend IAAP to anyone that wants to become a part of good organization. My current role is chapter secretary, and I'm also chair of the Scholarship/Mini-Grants and CPS Services committees. I plan to stay active in the Chippewa Valley Chapter and look forward to growing even more than I have already!

Kim Yeager

Secretary

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. To provide education and training and set standards of excellence recognized by the business community on a global perspective.



CPS Services

Kim Yeager

Executive Event

On hold

Goals & Priorities

Executive Board &
Committee Chairs

Membership

MaryEdna Hagen

Newsletter

Michele Halterman

Publicity

Cynthia Welch

Office Personnel

Seminar

Donna Weidman

Professional

Development

Kim Woerner

Scholarship/Mini-Grants

Kim Yeager

Ways & Means

Pauline Spiegel

Web Master

Heidi Wold

Administrative Professionals Week

Q. Why was Administrative Professionals Week started?

A. Administrative Professionals Week (APW) was created by IAAP as an annual event to recognize the valuable contributions of office support staff in business and government, and to encourage students to consider careers as administrative professionals.

Q. How did begin?

A. IAAP started the commemoration in 1952. APW is sponsored solely by IAAP. A common public misconception is that APW was created by flower distributors, candy companies or greeting card manufacturers so they could sell more products.

Q. When is it held?

A. APW is always held annually during the last full week in April. Administrative Professionals Day is always held the Wednesday of that week.

Q. Who qualifies as an administrative professional?

A. Many people who contribute to the workplace in a variety of settings. IAAP defines administrative professionals as "individuals who are responsible for administrative tasks and coordination of information in support of an office-related environment and who are dedicated to



furthering their personal and professional growth in their chosen profession."

Research shows that many workers around the world still hold the "secretary" job title; however, many alternative titles have become more popular, such as administrative assistant, office coordinator, administrative specialist, executive assistant and office manager.

Source: www.iaap-hq.org



Enter This Month's Know Your Chapter & Win!

This is the fifth installment of questions about the life and structure of the Chippewa Valley Chapter. The answers can be found on the **IAAP Headquarter web page**. Find the answers, and e-mail them to MaryEdna Hagen at hagenme@uwec.edu prior to the next meeting.

Each correct entry will be put in "a hat," and the winner will be randomly drawn at the monthly meeting. You need not be present to win the magnificent prize, but we will not be mailing it to you! The winner's name will be printed in the next month's newsletter. "Somebody" was the March winner and received a fabulous bookmark and notepad.

Have fun with this!

1. IAAP Headquarters' website is _____.
2. The Headquarters and Press Room Contact is _____.
3. A certification conference is being held in October at what location?

4. Name two publications you may purchase from the Bookstore Resource.

MaryEdna Hagen
Membership Chair



International Headquarters

www.iaap-hq.org

Wisconsin Division

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

Chippewa Valley Chapter

www.iaapwisconsin.com/cv

Submit your articles, ideas and accomplishments to Michele Halterman at halterman.michele@mayo.edu by May 12 for the May newsletter.

Technology Tip: Making Sense of Data Source: www.microsoft.com

Excel and Access have a lot in common when it comes to managing data. However, there are some key differences that you need to know.

Let's say you're planning a massive family reunion. If you use the right program for the job, figuring out who can sit next to whom, who is vegetarian/lactose-intolerant/gluten-free and where everyone will sleep is an easy task.

When you want to...	Use this program	Why?
... deal with a very large amount of data.	Access	Access is a handy-dandy organizer, accessing (get it? accessing) houses full of information in a quick and easy way. A few clicks of the mouse and you can make sense of all those toothy entries.
... manage a fairly small amount of data.	Excel	If you can simplify your life, by all means do it. Because once the big day hits, simplification will go right out the window. Don't use a database when a list will do nicely.
... spend less time plugging in the same information again and again, and more time playing around with it.	Access	If you want to make sure all your relations' variables are accounted for, create a relational database. One table can contain their names, and the other tables can contain seating, dietary, and lodging requirements. Each guest probably has more than one requirement, so you need a database that can cross-reference all of them.
... create a very simple list with limited amounts of cross-referencing.	Excel	Why get all tangled up in relationships if you don't have to? You have a list of guests in one column, the corresponding "Yes, he's coming" or "No, she's banished" in the next column. Easy as pumpkin pie.
... rely on multiple external databases and run complex queries.	Access	If you need to compare the last decade's worth of information about seating arrangements and dietary preferences, don't even try this in Excel.

Wisconsin Kids Exposed to Secondhand Smoke at Home

Despite substantial progress in the past few years, hundreds of thousands of Wisconsin kids are still regularly exposed to high levels of secondhand smoke in their homes.

A report issued March 25, 2008, by the UW Comprehensive Cancer Center and co-presented by the University of Wisconsin Center for Tobacco Research and Intervention (UW-CTRI) conservatively estimates that more than 211,000 children are exposed to tobacco smoke in their homes on most days.

"Kids at home often breathe secondhand smoke for longer periods of time and at higher levels than adults do in workplaces or taverns. They are also most vulnerable and get sicker from it," said David Ahrens, lead author of the report, "Exposure to Secondhand Smoke in Wisconsin Homes."

Pediatricians and advocates for children are particularly concerned. Kids who are exposed to secondhand smoke can develop asthma and have severe reactions to allergies which are common to tobacco smoke. Many cases of sudden infant death are also attributed to secondhand smoke.



Just as parents and caregivers of small children take measures to use safety gates for staircases or plugs for electrical outlets, experts suggest smokers protect children and adults by eliminating carcinogenic smoke from their homes. This can be accomplished by taking it outside or—better yet—quitting.

There is no better time to quit smoking. The cost of smoking has increased and there has never been greater availability of treatment.

Source: www.uwhealth.org/news



Mark your calendar for these events!

2008

AP Week
April 20 – 26

CPS/CAP Exam
May 2 – 3

Wisconsin Division Annual Meeting

May 16 – 18
Green Bay, Wis.

Convention & Education Forum

July 27 – 30
New Orleans, La.

Certification Conference

October 19 – 22
Denver, Colo.

2009

Spring Educ. Conference

March 8 – 11
Nashville, Tenn.

Convention & Education Forum

July 26 – 29
Minneapolis, Minn.

Certification Conference

October 18 – 21
Portland, Ore.

Special Dates: May/June

IAAP Anniversaries

- Linda Bockin, 1993
- Michele Halterman, 2002
- Heidi Wold, 2003
- Jessica Johnson, 2006



Birthdays

- Heidi Wold, May 8
- Pauline Spiegel, May 19
- Donna Weidman, May 20
- Jean Wysocky, May 20
- Kathy Briggs, May 21
- Rachel Ouimet, May 25
- Cynthia Welch, June 2
- Leslie Bates, June 16
- Vicki Danielson, June 22





Crabby's recipe for balancing your work and your life

Source: www.microsoft.com

Ingredients:

- 2 level cups of organization
- 1/2 cup of time management
- 1 Tbsp priority setting
- 1/3 cup of delegation
- 2 medium-sized cloves of talking to your boss
- A dash of simplification
- Optional: 1 to 2 shavings of considering a new job

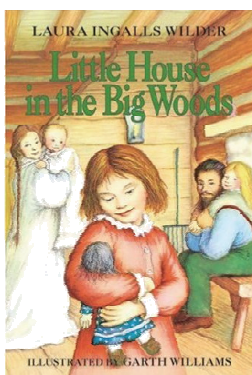
Directions:

Preheat oven to 98.6 degrees. Any hotter and this won't work. Flaring tempers just burn it.

Mix all the ingredients well, and consider their particular qualities before adding them to the mix.

Change recipe at your discretion. People are like snowflakes: no one is exactly the same.

Bake until consistency feels right. Be sure to taste before serving.



It is the simple things in life that make living worthwhile, the sweet fundamental things such as love and duty, work and rest, and living close to nature.

—Laura Ingalls Wilder

WITC Business Professionals Score at Competition

The WITC-Rice Lake Chapter of Business Professionals of America (BPA) attended the Wisconsin Association Spring Leadership Conference in Madison from February 28 to March 1. The 11-member team competed against 13 other technical colleges and brought back a number of plaques and medallions.

The conference included individual competitions as well as team events, and the members came away with 54 awards. All of the Rice Lake team members qualified to go on to Reno, Nev., in May to compete in the BPA National Conference. Team member Krista Bethke-Peterson, a Chippewa Valley Chapter IAAP member, placed high individually as well at the BPA state competition by getting first place in Advanced Office Systems and Procedures, second place in Integrated Office Applications and Administrative Support Concepts, and third place in Advanced Word Processing Skills.



The mission of the organization is to contribute to the preparation of a world-class workforce through the advancement of leadership, academic, citizenship and technological skills. Congratulations Krista!

How to Reduce Procrastination

- **Start each week with a planning session, and review the plan for five minutes each morning.** Use a daily planner, and write down all important appointments and deadlines. Make sure that your priorities for each day are clear. Use a yellow highlighter to note anything that is urgent.
- **Plan your days according to your personal energy.** When are the most productive hours of your day? Focus on doing the most difficult tasks during these times when you are least likely to procrastinate.
- **Do at least one undesirable task first thing in the morning.** The rest of the day you can feel that you at least accomplished something. If it was something you were avoiding, it will free up your energy.
- **Put a time limit on what you feel like avoiding.** Knowing that there is an end in sight can give you new energy to get started or keep moving.
- **Divide big projects into smaller, doable pieces.** This is where a chart can be very helpful with specific dates and timeframes. Do one step at a time.
- **Control interruptions.** Turn off the phone, don't answer the door and let others know that you are working on a special project. Remember not to interrupt yourself with frequent e-mail checks, or getting up for yet another cup of coffee.
- **Balance your day and reward yourself.** Use enjoyable tasks to fill in between those you are not so thrilled about doing. Take a walk or get outside for a break. It gives you something to look forward to and will give you new energy to tackle the rest of the day.
- **Practice learned industriousness.** Hard work that leads to success is very rewarding. That is why successful people find it easier to work hard. When you start a new task, make sure that you structure it so that your early efforts are successful. This will give you the conditioning to proceed.
- **Regulate your energy.** Make sure you are doing the basics: eight hours of sleep, healthy meals and exercising. While you may feel too tired to exercise, it actually increases your energy level over time. Sometimes you just have to force yourself to get started!
- **Get an accountability partner.** When you tell someone you are going to do something, set a timetable and then have to report, you are much more likely to complete the task. Or better yet, join a group with other professionals in your field and meet once a month to discuss career issues, projects, etc. It will help you stay focused and rapidly advance your career. (This must be IAAP!)