

International Association of
Administrative Professionals®
Tri-County Chapter

Tri-County Connection

February 2012 ~ Volume 9 ~ Issue 66

Message from the President

Karen Haensel, CPS, CAP
Tri-County President
2011-2012



*Elevating Admins
to Excel in
Today's Office*

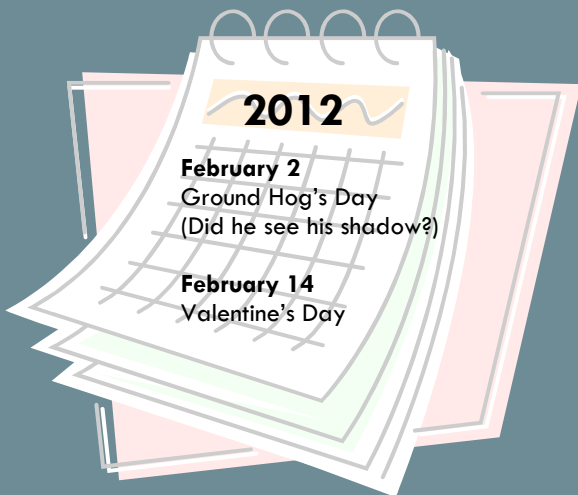
It seems like just yesterday that we began our 2011-2012 chapter year. We had great speakers during the first half of this year and we have remarkable speakers lined up for the remainder of the year. We all have a lot on our plates, whether it is in our personal or professional lives, but I want to take a minute to thank you for attending our meetings on a regular basis.

We are on track in attaining our 2012 Chapter of Excellence recognition. We've met 5 out of the 8 criteria to-date. We should all be proud of our accomplishments and denotes that we are taking the "Leap to Remarkable". Are you working on your Member of Excellence Criteria? You only need to meet 8 of the 11 criteria – perhaps you could write an article for the Tri-County Connections newsletter. We would love to hear from you!

Each of you should have received our chapter survey, via Survey Monkey. There were only 10 questions, so I hope you took a few minutes to complete the survey and give us your suggestions. Results will be shared with you in an upcoming issue of our newsletter.

Again, thank you for being a Tri-County Chapter member. We will see you at our February 7th meeting -- "Maximizing the 1440" with Steve Grant

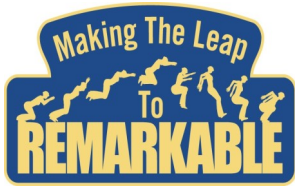
Karen



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“Star of the Month”

Tri-County recognizes the efforts of our members at each meeting. Each month members can earn points by participating in personal/professional development activities. The points are totaled, submitted to the Leadership Committee, and tracked throughout the year. The *Star of the Month Form* used for tracking points as they are earned can be obtained from a Leadership Committee member or from our Tri-County website under the [Resources](#) tab.

JANUARY
**Star of the Month
Winner!**

Tonda
Stewart

Tri-County News & Events

In the News...



F-R-E-E !!

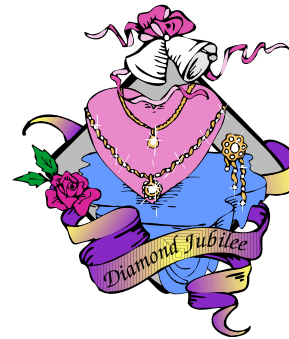
Wireless Device Workshop - Learn How to Use Your Android

Offered by US Cellular:
8 a.m. Saturday, February 4, 2012
4221 N Sterling Ave in Peoria (right next to Sonic in the West Lake shopping center).

At 8 a.m. there will be a 45-minute presentation on how to use your device. Then one-on-one time with associates for more detailed questions. Note: US Cellular provides a device workshop the first Saturday of every month.

ANNIVERSARIES

- Tracy Cannon
- Julie Cary
- Nancy Dial
- Susan Fulton
- Donna Greer
- Dawn Rickey
- Katherine Scott (January)



Chamber “Business After Hours”



There will be no Business After Hours for the month of February.

For a list of events March through August 2012, please visit the Peoria Area Chamber of Commerce [website](#).

For more information about hosting a Business After Hours, contact Sarah Stabler at 495-5914 or ssabler@chamber.h-p.org.

[Click here](#) for Peoria Area Chamber of Commerce website.

WORD SEARCH


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
Resource Websites for Admins

- Administrative Arts administrativearts.com
- Admin Advisor adminsecret.monster.com
-  adminadvisor.com
-  asaporq.com
-  officeteam.com
-  officearrow.com
-  planetadmin.net
-  proassisting.com
-  savetheassistants.com
-  theaep.com
-  us.deskdemon.com

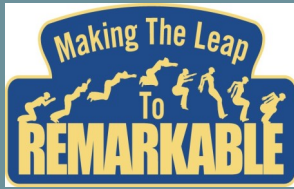
Business Vocabulary

- | | | |
|---------------------|---------------------|----------------------|
| Accounts payable | De minimis benefits | Return on investment |
| Accounts receivable | Depreciation | Zero-base budgeting |
| Accrual accounting | Fiscal year | |
| Benchmarking | Income statement | |
| Capital | Journal | |
| Capital gains | Ledger | |
| Cash accounting | Pro forma statement | |




The IAAP Tri-County Connection is published monthly Sept – June.
Deadline for submission of articles and photos is the 20th of each month.
Submit materials to Jannise Bush, Editor
contactme@jabservices.org

IAAP Members



Help Us Celebrate 70 Years!

In celebration of IAAP reaching its 70th anniversary, they are offering administrative professionals a special price when they join the association as a new member. From now until December 31, 2012, new members can join IAAP at the chapter, division and international level—all for one \$70 price. Don't put it off. Join today to take advantage of the world's best networking and education for administrative professionals. To participate in the promotion, sign up online or join our Chapter by using the this [70th Anniversary Membership form](#)

We welcome you to attend our next meeting. For more information, please contact our program chair:

Peggy Ficano
pficano@westportcp.com



BLOGGING

Be Better Organized and the Myth of Work-Life Balance - How to's for Life

Created By: [Becker, Dawn](#) On Thu, Jan 12, 2012 12:36 PM

Did you make a New Year's resolution to be more organized this year? To achieve work-life balance? Some members of the **Vancouver Chapter** made those resolutions and at the Vancouver Chapter's monthly education forum last evening, they learned the myth of work-life balance and the secret to being better organized.

I first met **Krista Clive-Smith** (nee Green) (<http://www.kristaclivesmith.com/index.html>) in Vancouver at an Executive Assistant's Forum in 2007. She strode onto the stage in stilettos and delivered a presentation that had the audience sitting up straight listening intently. She told us then that for her, a cluttered, disorganized closet/room/space was like Christmas morning to her. Krista could bypass the stockings and head right for the storage totes and bins to be labelled according to need. Krista got her start as a professional organizer and her company, **Organized For Life**, was the first of that type to be franchised in Canada. From this energetic beginning, Krista transitioned her organizational, creative and analytical skills into a simple philosophy and singular focus in business.

Krista spoke to the work-life balance so many of us would like to achieve. Krista told us that it would be quite impossible to achieve that balance as one side will always be deemed more important at that moment, the scales will rarely, if ever, be on the same level. Trying to balance the scales will be like trying to conduct an orchestra from the orchestra pit – right in the middle of all the activity. Instead, Krista spoke to the achievement of harmony in one's life. To strive for harmony in your work life and your outside work life. To get out of the orchestra pit and conduct the orchestra from the conductor position. From the conductor position, you can see and manage the different aspects of your life – your space, time and information. From the vantage point of conductor, you are better able to see which areas require more focus at a given time and which areas can be left to practice their scales for a while.

Krista spoke to one of the top resolutions made each year by many: to be organized. Krista noted that it is simply human nature to not be perfect; therefore the state of being perfectly organized is not achievable. Rather - we should strive to achieve being **better** organized.

Krista used a number of graphics in her presentation but they all carried the same message:

*Inflow > Use It > Outflow (let it go);
Ingest > Digest > Excrete;
Hot > Warm > Cold (zones)*

This message applies to your space, your time, your information. Krista gave us great suggestions which included having a bag or basket labelled **Errands**: as you move through your space(s) and come across things like dry-cleaning, library books, grocery coupons, school trip items, charitable donations – place these things in the **Errands** bag and when you head out on your errands, those items are all together and ready to go. Another suggestion resonated with me. Getting dressed, you put on a shirt and look at yourself and think ...hmmm-not good – doesn't fit properly, never really loved the colour, fit – so why is it still in the closet? Won't be for long as I am going to place a bag in the bottom of my closet labelled "thrift store" and when that happens again, the offending shirt will go straight into the bag and not back into the closet. In fact, I am going to label a bin with the same label and as I move through the house and come across things that are no longer used, loved or needed, those items will go straight into the bin – the outflow. And if you don't know where to start, the next time you walk into a room, look for the "low hanging fruit" and start with that. Start with what you can pick up, reach easily and make the decision to either use it or let it go.

Sit in your chair at your desk. All that which is in within arms reach is your "Hot" zone – that is what is most important for you on a daily basis; as you move into the next zone, just outside or arms reach, that is the "Warm" zone (less important) and as you look beyond that at the "Cold" zone, those items should be in filing cabinets, boxed up for storage or discarded. I just looked around my desk and moved some items into the Warm zone and discarded several items! Krista applies the same message to technology. The "Hot" zone is your flash/memory drive with your current and important files; the "Warm" zone is cloud storage (reference docs, etc) and the "Cold" zone is an external hard drive (photos etc).

Take-aways from Krista (so many!) included keeping items like old trophies, concert tee-shirts, kids artwork etc in memorabilia totes, or take a picture and discard the item. Aim to bring each room to "zero" which is: everything has a place – everything in its place. Keep only things you use and love in your hot zones – at home, work and play.

Keep the energy in motion – don't let it stagnate by having things like those ill-fitting shirts hang around.

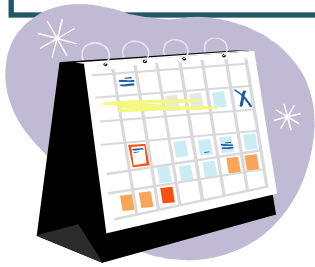
Why do You Turn Down the Radio When You're Lost?

By: [Caroline Latham](#), November 11, 2006

You're driving through sub-ur-bia one evening look-ing for the street where you're supposed to have din-ner at a friend's new house. You slow down to a crawl, turn down the radio, stop talking, and stare at every sign. Why is that? Nei-ther the radio nor talking affects your vision.

Or do they?

Read full article [here](#).



**Join Us!
Mark Your Calendar for these
Upcoming IAAP
Meetings & Events**

Tri-County

February 14, 2011



Chapter Meetings

March 6, 2012 Microsoft 2010
Speaker: Tammy Finch, MiniTech Conference
Two 25 at Mark Twain

April 3, 2012 How to be a Leader in the 21st Century When You Are Not in Charge
Speaker: Johnny Campell

International



Tamra Goodall, CPS/CAP
International President

Message from the President

OfficePRO® Magazine
OfficePRO® Buyers Guide

IAAP

*Celebrating
70 Years!!*



Diana Hampton
IL Division President

Illinois Division

2011-2012

*Illinois Division Webinars -
Free to ID Members!*

**Did you miss these webinars?
You can access recordings.**

Rules of Engagement

<http://www.anymeeting.com/ildiviaap/E959DA85854B>

Meeting Planning 2.0

<http://www.anymeeting.com/olson/E956D989824A>

Upcoming Webinar

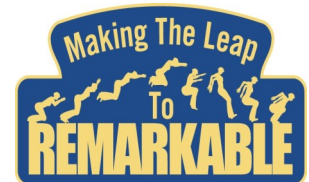
March 1, 2012 @ 7 pm CST
**Minimize Your Document Creation Time
Using Quick Parts (2007/2010 version)**
by Donna Gilliland

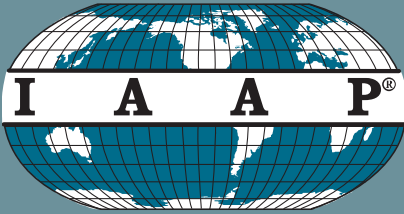
Register [here](#).

Flyer [here](#).

**May 2012 Webinar
To Be Announced!**

Visit [Illinois Division](#) website
for other webinars and more
details.





International Association of
Administrative Professionals®

Tri-County Chapter

www.iaap-tricounty.org

*Power of Commitment to
Excel in Today's Office*

**Tri-County Chapter
Board**

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Recording Secretary

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*IAAP Tri-County Chapter Members
resolve to enrich us, our employers
and our communities by...*

- Promoting professional and educational growth
- Encouraging camaraderie between Administrative Professionals
- Sharing career advancement opportunities
- Being an advocate for the IAAP Organization
- Developing Leadership Skills

2011-2012 Committee Chairs

Professional Development

Mary Pyatt
mary.j.pyatt@osfhealthcare.org

Leadership

Janet Vallianatos
janetv@mtco.com

Membership

Cindy Johnson
cjohnson7472@gmail.com
Donna Greer
dgreer@midstate.edu

Ways & Means

Deanna Klein
dklein@kac-peoria.com

Public Relations & Marketing

Jannise Bush
contactme@jabservices.org

Committee Tidbits

Tri-County Website

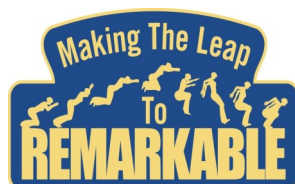
The website will be updated periodically. Some pages will be completely revamped. A few of the changes made so far are as follows.

Under the *Tri-County Chapter* tab:

- **Meetings & Events**—A complete list of the meetings for the 2011-2012 year.
- **How do I join?**—Outlines different levels of membership, costs, and provides an application. (This information will be updated with the 70th Anniversary membership information and application as well.)
- **Resources**—Contains Star/Stellar information and form.
- **Newsletters**—Updated to provide access to all newsletters from 2009 to present.
- **Members Only**—The following pages have been updated under the *Members Only* tab.
 - ◊ Meeting Minutes
 - ◊ Meeting Packets
 - ◊ Committee reports

If you have any ideas/suggestions for additional changes, please feel free to let me know.

Jannise





Secretary
Fran Puchli, CAP-OM



President Elect
Sandra L. Plarske, CAP-OM



President
Debra Leonard-Porch



Vice President
Ann Beyers, CAP-OM



Treasurer
Romanita Ross

VIP Board installed January 2012.

Virtual International Professionals

Installation of Illinois' first Virtual Chapter on February 9, 2012!

To join the webinar, click the link <http://tinyurl.com/7awsm1w>
To hear the audio, dial 512-400-4809 Access code: 2685322



Illinois Division Newsletter
A link to the latest issue is on the ID homepage.
[Click Here](#)

Illinois Division

2011-2012

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Tri-County Chapter

Vice President

Tonda Stewart, CPS/CAP
Tri-County Chapter

President-Elect

Marie Hermann, ATM-S, CIWD
Two Rivers Chapter

Secretary

Dewoun Hayes, MAED, CAP
Chicago Lake Shore Chapter

Treasurer

Lisa Olson
Two Rivers Chapter

Illinois Division

Committees

- Bylaws and Standing Rules
- Certification
- Division Member-at-Large
- Liaison
- Finance
- Membership
- PR & Marketing
- Nominations
- Parliamentary Advisor
- Retirement Trust Committee
- Webmaster

For more information about your ID Board/Committees, [click here.](#)

Tri-County Elevating Admins to Excel in Today's Office



R&E Offering New Scholarship

Options Technology

Each module comes with an easy-to-follow study guide, practice exercises and expert instruction on CD, video or downloadable databases.

Measure how much you've learned by taking pre-test and post-test assessments. If you start on a course at work and then get busy on the job don't worry. There's no time limit to finish.

With Options hands-on learning, you get Comprehensive technology training that will increase your productivity as you move from the basic to advanced levels.

Hone your skills and prove your competency with Microsoft Office certification. Options Technology gives you everything you'll need to prepare for the Microsoft certification exams.

Each manual has been highly rated by ProCert Labs, which tests the percentage of correlation between the information in the materials and its relevancy to the exams. Options Technology has earned one of the highest scores of any instructional materials.

Be confident in your knowledge of Microsoft Office as you use the post assessments to measure your readiness to take your certification exams. Use Options to join the ranks of those who have mastered technology and are certified.

The **Options Office Skills Training Program** provides quality training for office support staff through a series of self-study modules spanning four skill levels. Materials can be used individually or in groups. After choosing a skill level, employees can reasonably finish one module per month. Each employee receives a certificate after finishing the module, completing the assignments and submitting them to IAAP. Those who complete all 12 modules are eligible for 24 IAAP Certified Administrative Professional recertification points.

Through Options:

- * Develop confidence
- * Learn to manage difficult customers/situations
- * Become proficient at business writing
- * Gain a variety of new skills without the expense and time of college
- * Refine interpersonal skills
- * Do more with less
- * Adapt to the changing workplace

The Research and Educational Foundation wants to help you grow your career!

We're going to do that with the R&E's new 2012 EFAM Scholarship Program. The program helps cover the cost of attendance for temporarily unemployed admins or those who have never been to EFAM before. It's part of the foundation's commitment to helping admins reach and maintain their professional edge. **Scholarship applications will be accepted starting Oct. 1, 2011 through Jan. 31, 2012.**

Visit the updated R&E Web page to learn more about the EFAM scholarships, the foundation and how to help the R&E reach its goals. The page includes an FAQ about the R&E, PowerPoint presentation and script, scholarship information and donation forms. It's the go-to source for the R&E.

Please join the R&E as we advance the careers of administrative professionals.

Skills to Remain Competitive in the Workplace

I Hate Filing	\$12.95
Make Your Contacts Count	\$14.95
Mina's Guide to Minute Taking	\$25.00
Perfect Phrases for Office Professionals	\$12.00

[IAAP Bookstore](#)

Ways IAAP Membership Benefit You

- * The opportunities for personal and professional growth can be used to set and achieve yearly evaluation goals that benefit you and your organization.
- * You can advance beyond the opportunities offered in your current position.
- * You can prepare to advance your career either with a current or future employer.
- * You will have more options.

Research/Trends: Listen to recorded interviews.

Bookstore: Series of 50-minute books from \$13.95 to 16.95

OPTIONS TRAINING PROGRAM