

International Association of
Administrative Professionals®
Tri-County Chapter

Tri County Connection

PASSION &
PURPOSE
TRI-COUNTY CHAPTER

December 2010 ~ Volume 7 ~ Issue 58



TRI-COUNTY HOLIDAY EVENT

TUESDAY, DECEMBER 7TH

Peoria Theater
3225 N. Dries Lane Peoria

6:00 p.m.

Doors Open

6:30-7:30 p.m.

Buffet/

White Elephant

Gift Exchange

8:00 p.m. MOVIE

Four Christmases

COST

\$25.00 per person

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Message from the President

As Thanksgiving approaches I realize how truly thankful I am, thankful for so many things.

I take for granted the mundane tasks that I do each and every day, until I see someone struggle to accomplish those very tasks. They've become "I get to do this" rather than "I have to do this."

A friend undergoing chemotherapy was so excited when, on one of her good days, she prepared dinner for her family. Her family felt like they were being served a banquet. The meal was prepared with so much love, and the family knew it. I love to cook, but there are days when I have to cook, and it is a burden. Imagine saying "I get to cook" each time you prepare a meal.

Another friend felt such a sense of satisfaction when dusting her dining room furniture; she has been confined to bed for many months. She now has mundane chores to accomplish daily. She is thrilled and exhausted when the task is completed, but so thankful for the task.

How many times have we said, "I have to go to work?" "I get to go to work" is a much better beginning to your day. I admit, there are days when I have to repeat that phrase a few times to be convincing, but it does work.

Each day we choose to be positive or negative about our given situations. We are wealthy beyond our wildest dreams, if only we look around us. Look at those very simple things you take for granted and be thankful. Attack those simple things with *Passion and Purpose* and be truly thankful. Be thankful and pay it forward.

Tri-County Chapter IAAP is a gift offered to us, should we choose to participate. Please show your support this holiday season, and in the coming year, as we come together as a Chapter to learn, share, grow, and have fun. Be thankful for your Chapter, as the benefits of membership are many.

Whatever you do, do it with

PASSION &
PURPOSE
TRI-COUNTY CHAPTER



Judy Zimmerman,
Tri-County President 2010-11

Tri-County News & Events

WELCOME



Please welcome Tri-County's newest member, Danielle Harris, sponsored by Donna Greer. Danielle is currently attending Midstate College.

Welcome, Danielle!

Networking



**Thursday, December 9th
5:00 - 7:00 pm**

Hosted by:

IPMR
(Institute of Physical Medicine
and Rehabilitation)
6501 N. Sheridan Road
Peoria, IL



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



Please donate at least 32 cents each time you attend a meeting or professional event. The 32 cents represents the cost per day of your membership.

Let's all help

"SAVE A MEMBER"

Happy Birthday

December

- 3rd Sandra Martin
- 5th Esmeralda Gloria
- 7th Jennifer Bohm
- 17th Karen Haensel

Anniversaries

Congratulations to those members who are celebrating another year with Tri-County Chapter!



Please keep those members who have lost a dear one during this past year in your thoughts and prayers.

- Danna Smith (daughter)
- Donna Greer (mother)
- Sandi Martin (father)



TRI-COUNTY CHAPTER DINNER & A HOLIDAY MOVIE EVENT

Power of Commitment to Excel in Today's Office

FREE POPCORN PROVIDED

- DATE:** December 7th, 2010 (Tuesday Night)
- WHERE:** Peoria Theater, 3225 N. Dries Lane, Peoria, Illinois
- WHAT:** IAAP Tri-County Chapter "Holiday" Event
- TIME:** 6:00p.m. Doors Open
6:30-7:30 p.m. Buffet/White Elephant Gift Exchange
8:00 p.m. Movie
- MOVIE:** Four Christmases
- COST:** \$ 25.00
- MEAL:** Roast Beef or Chicken, Salad, Au gratin potatoes, Broccoli/Cauliflower and a Cookie
- RSVP:** December 3rd, 2010, all payments are due at this time.



OTHER: *This event is open to everyone so please invite friends, family, and co-workers if you wish.*

For those who wish to participate, we will also have a white elephant gift exchange. White elephant gifts are traditionally new/like new gifts considered extremely tacky, or that do not fit the tastes of the recipient. The thought behind a white elephant gift exchange is to give everyone a chance to rid themselves of these tacky gifts--and invariably gaining a new one! While it is acceptable to re-gift an unwanted trinket, the goal is to choose wacky, funny or entertaining gifts. For those of you not familiar with white elephant gift exchange, it is a fun and easy thing to do. Each person gets a crack at choosing a gift. The person who picks the first gift opens it and shows it to the rest of the participants. Then the number two participant picks a gift and chooses to either unwrap it or exchange it for an unwrapped gift. If the gift is exchanged, the person who had their gift taken from them gets to unwrap the chosen gift and the turn passes.

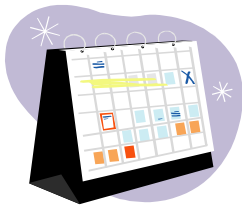
*RSVP to Niki Lloyd 683-8360, yvette.n.lloyd@osfhealthcare.org or send payment to Niki Lloyd, OSF Disaster Preparedness Department, 530 NE Glen Oak Ave. Peoria, IL 61637. Please RSVP to attend. **REMINDER:** You are responsible for your dinner in full if you cancel any time after December 3rd or if you are a no show at the dinner. **Please make checks out to Tri- County IAAP.** We would like all payments in by December 3rd to save a seat for you and a friend.

"Have a Merry Christmas and a Happy New Year"



Illinois Division Fundraising Campaign

[Click here](#) to shop for a great cause...up to 40% in funds will help the Illinois Division provide quality education programs, scholarships and more!



Mark Your Calendar for these Upcoming 2010-2011 IAAP Meetings & Events

Tri-County 2010-11

- December 7, 2010 Tri-County Chapter Holiday Event (see page 1 for information)
- January 4, 2011 *"Visionary Leadership and Influencing"*
Steve Grant, S.J. Grant & Associates, Inc.
Location: 309 Restaurant, Peoria, IL
- February 1, 2011 *"Succession Planning for Future Growth of the Tri-County IAAP Chapter"*
Edye Stolz, OSF Saint Francis Medical Center
Location: 309 Restaurant, Peoria, IL
- March 1, 2011 *"Business Ethics"*
Lisa Plantamura, AAIM Employers' Association
Location: 309 Restaurant, Peoria, IL
- April 5, 2011 *"Administrative Professional Event"*
(Program and Speaker to be determined)
Location: Fairview Farms, Peoria, IL
- May 3, 2011 *"New Technologies"*
Alisha Raab, Pearl Technology
Location: Two25 at Mark Twain Hotel, Peoria, IL
- June 7, 2011 *Annual Chapter Meeting: New Board Installation, Awards*
Location: Two25 at Mark Twain Hotel, Peoria, IL

International 2011

- March 6-9 Spring Conference ([click here](#) for more information) Tampa, FL
- July 24-27 **2011 EFAM (Education Forum and Annual Meeting)**
Montreal Quebec, Montreal Convention Center
More details will be available January 2011



- Featuring:**
- Education
 - Recertification points
 - Networking
 - Vendor expo
 - Leadership training
 - Brainstorming
 - Recognition
 - Election of officers
 - Business meeting



International Association of
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Illinois Division

Tri-County's November Educational Program

"How To Be Seen As a Key Player"

Presented by Rita Haedicke, RNC, BSN, NE-BC, OSF, Patient Care Facilitator, at Tri-County's November 3, 2010 meeting held at Jim Maloof Realty, Peoria, IL.



Key players have strong leadership abilities and turn possibilities into realities. The purpose of a key is to lock and unlock. Key players unlock the potential in themselves and those around them through the ability to:

- ✦ **Connect and communicate:** saying the right thing to the right person at the right time; we must give kind words, be sincere, speak up, be visible, volunteer, address people by their first name. People will not forget how you treat them.
- ✦ **Go and grow:** whatever you are be a good one, focus on today, and bloom where you are planted.

- ✦ **Inspire and influence:** position does not always mean power; laws of influence speak louder than titles; position is often determined by people closest to you, enlist your lifters, focus on your strengths, look for the strength in others, compliment negative people on their positive attributes; inspire and influence to unlock others' potential.
- ✦ **Flex and fit:** find the right key for the right lock through patience, compromise, providing options; when change is necessary to well-established ways of doing things, offer options and evaluate, be patient but don't settle too quick.
- ✦ **Care and share:** power of commitment; connect often, listen carefully, enhance, encourage, and enlighten.
- ✦ **Keep on keeping on:** identify what drives you, be prepared for bumps, and know how to recharge.

Obstacles:

- ✦ **Bad attitude or bad fit** (you cannot be true to yourself, health is at risk, cannot put family first): be true to you (know when to go and know when to stay).
- ✦ **Influence of others:** pot stirrers (we all know who they are), those who stay below the radar (people who support you only in private), and plastics (toxic back stabbers). Have as little to do with them as possible.
- ✦ **Attitude:** accentuate the positive (we all have trigger potential), prioritize, ask "Could it be worse?"

Rita left us with this basic philosophy, written by Mother Theresa:

Anyway

People are often unreasonable and self-centered.

Forgive them anyway.

If you are kind, people may accuse you of ulterior motives.

Be kind anyway.

If you are honest, people may cheat you.

Be honest anyway.

If you find happiness, people may be jealous.

Be happy anyway.

The good you do today may be forgotten tomorrow.

Do good anyway.

Give the world the best you have, and it may never be enough.

Give your best anyway.

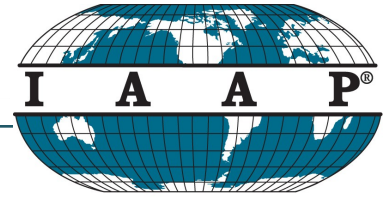
In the end, it is between you and HIM, not you and them.



[Click here](#)

to review Member of Excellence criteria and commitment form.

Illinois Division Scholarship Program Criteria



International Association of
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Illinois Division

[Click here for applications](#)

The Illinois Division offers educational and certification scholarships to assist members in pursuing educational opportunities. Scholarships will promote member attendance at the Illinois Division Annual Meeting (IDAM) and/or the Professional Enrichment Program (PEP) as well as encouraging members to obtain their CPS/CAP certification. Increased participation at IAAP-sponsored events will be a benefit of the educational scholarships.

Awarded funds will cover the following expenses:

1. IDAM award of up to \$500 will cover registration, room and tax and mileage.
2. PEP award of up to \$240 will cover registration, room and tax and mileage.
3. CPS/CAP award of \$260 will cover registration for the May or November 2011 exam.

Criteria:

1. Letter of recommendation, preferably from member's supervisor, is required for the IDAM and PEP scholarship applications.
2. Member should be active, having attended eight (8) professional development events in the past 12-months (chapter meetings, IDAM, EFAM, PEP, Webinars, Podcasts, MOS Certifications, etc.).
3. IAAP membership extends through 2010-2011 year.
4. Member has belonged to IAAP for one (1) year or longer.
5. For the IDAM and PEP scholarship applications, member should be active in the E-community, i.e., has a profile, accesses the community, posts comments or replies to posted questions.
6. Education and certification scholarship winners must retain membership within Illinois Division for one (1) year after receiving funds.

Stipulations:

1. Only members of Illinois Division are eligible to apply for scholarships.
2. Scholarship(s) will not be awarded to the same member for two consecutive years.
3. Current Illinois Division officers are not eligible to win a scholarship.
4. Winners must share their IDAM or PEP experience in the *Illinois Division Newsletter* and be willing to have a photo taken at the event.
5. No scholarship funds will be awarded if an employer, chapter or other source provides funds for attendance at IDAM or PEP or funds for certification test.
6. All scholarship funds will be paid directly to IAAP or waived by Illinois Division with the exception of mileage and tolls incurred from PEP and IDAM, which will go directly to scholarship winners.

Winners will be selected by an impartial panel outside of the Illinois Division.

Deadlines:

1. May and November 2011 CPS/CAP exams: Application must be **received** by December 31, 2010; winner to be announced in January, 2011.
2. IDAM educational scholarship submission: Application must be **received** by January 31, 2011; winner to be announced in March 2011.
3. PEP educational scholarship submission: Application must be **received** by February 28, 2011; winner to be announced at 2011 IDAM.



Not sure what to buy that special friend, boss or relative?

Look no further. The Ways and Means committee is selling Christmas candy bouquets until December 17th, and special occasions are available anytime with a five-day notice.

To place an order, contact Esmeralda Gloria at 840-0902 or email her at egloria2006@hotmail.com; Judy Zimmerman at 256-8878; or Teri Cagle at tpyle2@yahoo.com.



\$15.00



\$12.00



\$10.00



\$12.00

And don't forget those SPECIAL OCCASIONS... birthdays, anniversaries, or just because!



\$12.00

Crabby Office Lady



Solid advice...with an attitude.

Crabby's guide to surviving performance reviews

Chances are that if you work for a living, you're going to experience the joy of being reviewed on the work you do. There are ways to make performance reviews — for the giver and the receiver — a little less overwhelming.

Yep, it's that time of year again, the dreaded season when every conversation with your coworkers and your manager is laden with innuendo and suspicion, causing your paranoid tendencies to bubble to the surface....

That's right: It's time for performance reviews. And whether you're the fly-under-radar type of employee, the show-off star performer, or the manager who has to deliver bad news, reviews can be scary and downright nerve-wracking.

Let's see if Office and I can't share some of your burden and ease your troubled mind. (Of course, if you have nothing to worry about, why are you so troubled?)

Keep track of your work using Search Folders

A great way to see what you've done all year long is to go through status reports, e-mail communications with clients, your managers, and your coworkers, and pick out the most glowing accomplishments among them. Sure, you can go through your **Sent Items** folder and scour through each e-mail message, but that could take days, and you're likely to miss something really good. There is an easier way: Search Folders.

Search Folders (new for Outlook® 2003) are virtual folders that contain e-mail messages that match specific criteria you've previously set up. By "virtual" I mean that these folders aren't where messages are actually stored; no, these folders really contain just views of these e-mail messages so that you can access them for a particular reason. Here, let me explain with an example. (I didn't understand the concept until someone did this for me, too.)

How Crabby uses Search Folders

I'm not sure how your manager keeps up with all that you do, but I'm required to send a weekly status report — in e-mail — to my manager. It lists the tasks I've accomplished during the week, what my plans are for next week, how many people have come by my office to complain about me or my column, and how many readers wrote to ask me if the Crabby Office Assistant was available for download (as if Crabby were akin to an animated paper clip or kitty cat — please).

I've created a Search Folder called **Status reports: 2004**. I set it up so that whenever I send out an e-mail message with the term **Status Reports** contained in it, a virtual view of this message automatically appears in this Search Folder, while the real copy of it stays in my **Sent Items** folder. That way, I don't ever have to go looking for status reports if I want to refer to them. All the reports are in this folder, and I can pluck out my accomplishments and drop them onto my performance review (and, of course, leave out the not-so-great stuff: "Dear Crabby, I've noticed an increasing number of wisecracks about your editor in recent columns...").

About the Author



Annik Stahl, the Crabby Office Lady columnist, takes all of your complaints, compliments, and knee-jerk reactions to heart. Therefore, she graciously asks that you let her know whether this column was useful to you, or not, if you don't vote, you can't complain.

[Read more on how the column got started...](#)

(Continued on page 9)

“Nobody can make you feel inferior without your consent.” ~ Eleanor Roosevelt

(Continued from page 8)

Of course, you can set up as many Search Folders as you like for as many reasons as you can think of: Process improvements, positive customer feedback, sales figures.

So, do Search Folders sound like something you could use? Of course they do. Now go learn more:

[About Search Folders](#)

[Customize a Search Folder](#)

[Search Folders: The easy way to find, read, and organize your e-mail \(Training\)](#)

Be a goody-goody: Show off your skills

One great way to show your manager just how irreplaceable you are is by becoming more knowledgeable about the work you do. You can do this in a variety of ways depending on what sort of company you work for and what type of work you do.

Become a Microsoft Office Specialist

Back in July, I wrote a column about my experience taking the Word 2003 MOS exam. You can take these tests for almost any program in almost any version of Office. You get a certificate that says you are a "specialist," an "expert," or a "master." Including scanned images of these certificates on your review may be a bit overkill, but hey, who's going to turn you down for that promotion now?

[Become a Microsoft Office Specialist](#)

Learn a new skill and develop your proficiency

If you have at least one Office 2003 program installed on your computer, you can take any of the self-paced Office training courses. With rich audio and visual components and interactive, hands-on practice sessions, these training courses give you real experience right away (and for free!).

[Take an online, self-paced training course](#)

When you're the manager: Review templates

While I'm not a manager myself (nor am I particularly manageable), I do understand that it's a burden to be almighty and powerful. Why not let Office templates help you out a bit here? We've got several just for the occasion.

[Employee performance assessments](#)

[Employee performance review \(short form\)](#) (Requires Word 97 or later.)

[Manager feedback form](#) (Requires Word 2003 or later.)


[Performance review \(peer\)](#) (Requires Word 2003 or later.)

[Misc. report templates](#)

I do hope you get that promotion/raise/window office you were counting on. If it didn't happen this time around, remember that Crabby is still proud of you. Now get back to work and prove your worth.

Resource Websites for Admins

	administrativearts.com
	adminsecret.monster.com
	adminadvisor.com
	asaporg.com
	officeteam.com
	officearrow.com
	planetadmin.net
	proassisting.com
	savetheassistants.com
	theaep.com
	us.deskdemon.com



Next Chapter:
September

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
Debbie Martin, Editor
ibmartin@comcast.net
or demartin@mnci.org

Note from the Editor: Due to the holiday season, there will be no January issue of the Tri-County Connection newsletter.



Wishing you and your families a blessed Christmas and Happy New Year!

Web Shortcuts



by James Spellos

Here are some of my favorite Web tricks, tips, and shortcuts. See if they can save you time and increase your productivity!

Two Web Browser Shortcuts

Firefox or Chrome both have thousands—and perhaps even tens of thousands—of productivity tools and shortcuts.

If you use Google Chrome, find the Chrome Extensions. To do that, click the “Wrench” on the far right side of your address bar, select “Tools” and click the “Extensions” option. This will bring you to all the extensions you have running, and let you view a gallery of thousands more. Some cool Chrome Extensions allow you to annotate parts of a screen, or even to more quickly find text for which you are searching.

If you use Mozilla Firefox, it offers add-ons that will help your browser be more productive. Go to “Tools” and “Add-ons” to access that information. As with Chrome, these add-ons are customizable, and there are thousands of options.

Cool Google Tool

Did you know: You can use the Google search box to do any calculation or conversion? For example, type in a math formula, hit “Enter” and the answer will come up. You can do square roots, addition, division, etc., or convert dollars to international currency. Just type in text like this: 200 dollars in Euros. Always keep that format of “how many of this in that,” and let Google do the conversion for you.

Three Terrific Social Media Tools

Ping.fm – This website allows you to update multiple social posts with one click. Posting to Ping.fm will allow you to send your post to Facebook, LinkedIn, Twitter (and hundreds of other social media services) with a single click. This time-saving tool allows the user to be more productive using the various social media available for both business and personal uses.

#fb – This “Selective Twitter Status” Facebook application automatically sends any Tweet you post to Twitter straight to your Facebook page as well. Just put “#fb” (no quotations marks) at the very end of your Tweet.

goo.gl – This URL shortener will shrink any long link into a more manageable (and never broken) link. Just go to <http://goo.gl> — Google’s URL shortening tool, copy and paste your link into the box; it will be converted to a URL that’s about 10 characters long that you can easily paste into any social media or email. Another benefit: Google’s tracking tools let you see how many people actually click on the link. There are many other URL shortening tools available, including <http://www.tinyurl.com>.

Delicious – This is a social bookmarking site. If you’re reading a blog post or an article on the Web and don’t have time to finish, you can save it to your free Delicious account. It will save your content for you the way a clipping service would, and you can refer back to that content any time, no matter what computer or browser you’re on. But the real beauty is that Delicious is a social bookmark. When you bookmark the site, you are asked to select tags (keywords) to identify the content. Unless you choose otherwise, your content is shared with others on Delicious. So not only can other people find what you’re interested in, you can check to see what other people find to be interesting or valuable, based on topic.

RSS Feeds

No discussion about shortcuts can be complete without mentioning RSS, which stands for “Really Simple Syndication.” I would rephrase that as “Really Simple Subscription,” because that’s what it is—a subscription service that allows users to subscribe to pieces of Web content, the same way you might once have subscribed to newspapers and magazines. Many tools allow you to do this, including igoogle.com and my.yahoo.com, those companies’ respective RSS readers. They allow you to set up a home page for yourself, where you select the content you want to see (such as favorite websites, bloggers, or specific content topics). It’s like your own daily newspaper that you can check at a moment’s notice. This content is updated by the second rather than by the day or week.

Not all websites can be subscribed to via RSS. Look for a very small notification that says “RSS” or an orange icon with a couple of semicircles that identifies a site as feeding or sending out information. You can organize your RSS feeds by category and find each one in a matter of seconds.

Two Tech Sites

Mashable.com is a blog which focuses on the latest social media, as well as technology and tools such as smart phone apps. It’s written well and updated constantly. You can subscribe via RSS. Workingtips.com is an RSS feed that pulls in productivity websites and brings all their latest information onto a single page. It’s updated daily with information from many sites, including LifeHacker, TED, and Productivity501.

About the Author

James Spellos is President of Meeting-U, a firm that specializes in training for technology and meeting planning applications. He is a nationally recognized authority in the field of meeting management and technology applications and a confirmed “techie.” Jim has been a faculty member at the New York University’s School of Professional and Continuing Studies for a decade and has developed online courses for NYU’s Meeting Management program.

Article Source:





Recipe for Christmas All Year Long

Take a heap of child-like wonder
 That opens up our eyes
 To the unexpected gifts in life—
 Each day a sweet surprise.

Mix in fond appreciation
 For the people whom we know;
 Like festive Christmas candles,
 Each one has a special glow.

Add some giggles and some laughter,
 A dash of Christmas food,
 (Amazing how a piece of pie
 improves our attitude!)

Stir it all with human kindness;
 Wrap it up in love and peace,
 Decorate with optimism, and
 Our joy will never cease.

If we use this healthy recipe,
 We know we will remember
 To be in the Christmas spirit,
 Even when it's not December.

~ By Joanna Fuchs



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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