

International Association of
Administrative Professionals®
Tri-County Chapter

Tri County Connection

PASSION &
PURPOSE
TRI-COUNTY CHAPTER

October 2010 ~ Volume 7 ~ Issue 57

NEXT CHAPTER
MEETING

November



Jim Maloof

803 W. Pioneer Parkway
Peoria, IL

*(Right next to Green Chevrolet
at the corner of Pioneer Parkway and
Knoxville Ave. Convenient
parking on both sides of the building and
along the side as well.)*

Networking /
Dinner Buffet* 5:15pm - 6:00pm
Business Meeting 5:45pm - 6:30pm
Presentation 6:30pm - 7:30pm
Adjournment 7:30pm

*Dinner \$10.00 per person.

EDUCATIONAL PROGRAM

**"How to be Seen
as a Key Player"**

Presented by:

Rita Haedicke,
Patient Care Facilitator
OSF Saint Francis Medical Center

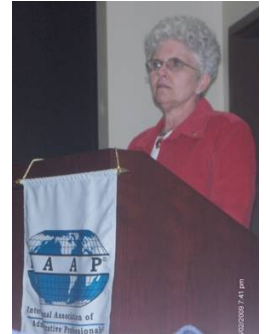
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Message from the President



All is here! Color everywhere in hues of rust, gold, cranberry, pumpkin, mustard, etc. Crisp air, crunching leaves under foot, apple cider, pumpkin pie, hayrack rides, wiener roasts, and tailgate parties are just a few of autumn's pleasures. But wait, those gorgeous leaves are going to fall and will need to be raked. Crisp air will lead to snow and shoveling. These are just some of the joys of living in Illinois. We are so fortunate to have seasons; changes that we can either look forward to or dread.



Judy Zimmerman,
Tri-County President 2010-11

Change takes place all year long, each and every day. We experience it in both our personal and professional lives. How do you handle change? Do you roll with it? Do you deny that it's happening? This past year I experienced many dramatic changes in my professional life. My employer introduced a new computer system. We had to learn how to use it, determine how it would affect the way we do our jobs, teach others, and implement strategies to work around what the new system wouldn't do for our jobs. Overwhelmed, stressed, excited, bummed, and ecstatic are just a few words I can use to describe the process. In addition to all of this, we had to look at how many employees it would or would not require for job completion. Each department was also asked to be good stewards of supplies, overtime, and hiring.

We worked and reworked our strategy to keep our employees. This has been a process that requires tweaking almost daily as the work flow continues to change. We've been successful thus far, but are constantly looking at change and how to manage it. Has this been easy? It has absolutely not been easy. Practicing flexibility, openness, compassion, determination, team work, and taking many deep breathes kept us on track. Knowing my **PASSION and PURPOSE** keeps my focus on what needs to be accomplished today and tomorrow, ready for change at any given time.

Knowing that other Tri-County Chapter IAAP members are also experiencing some of the same problems also helps. I know that I can call, e-mail and network with them at our monthly meetings. Sharing our daily challenges with one another is an IAAP membership benefit. Receive full benefit of your IAAP membership by participating and attending our monthly meetings. Your chapter is here to help you grow personally and professionally. In return, help your chapter grow by sharing your **PASSION and PURPOSE**.

AAIM Employer's Association Conference

Tri-County Chapter showcases at the AAIM Employer's Association Conference



Report submitted by Donna Greer

On October 20, 2010, IAAP Tri-County Chapter was among twenty-three exhibitors at the AAIM Employer's Association's 7th Annual Strategic Directions Conference & Exhibition at the Peoria Civic Center.

Mary Pyatt and Donna Greer, both members of the Tri-County Membership Committee, enjoyed chatting and sharing information about the IAAP with the conference attendees as they visited the exhibition booth.

Fifty people entered their names for the door prize drawing and gave our chapter their contact information. Out of the fifty contacts, thirty-three were from the Peoria area, four were from the Bloomington area, and thirteen were from outside these areas, such as Quincy and Champaign. Some of the Peoria area companies were the City of Pekin, Par-A-Dice Hotel Casino, Catholic Charities, Coca-Cola, Excel Foundry & Machine, and Pekin Insurance.

Winner of the door prize was Denise Corray, Charleston Transportation Facility, Charleston IL.

* * * *

AAIM Employers' Association formed in 2009 with the merger of St. Louis' AAIM Management Association and the Peoria, Illinois Employers' Association. Together members represent the best of Missouri and Illinois business and industry. Nearly 1600 members are a diverse group in terms of size, type, and location, but they all share one common goal:

To elevate their talent and to deliver an exceptional return on their most important investment.

Networking



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

Thursday, November 11

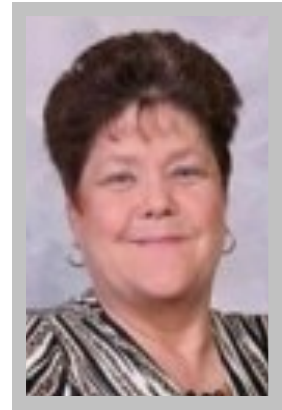
5:00 - 7:00 pm

Hosted by:

Pearl Technology

1200 E. Glen Avenue
Peoria Heights, IL 61616

IAAP Member Spotlight



Congratulations Tonda Stewart for being spotlighted on IAAP's website's home page.

As you read the accomplishments that Tonda has achieved as an IAAP member, you will agree that her recognition is well deserved. If you haven't already, please click [here](#) to read more.



Congratulations to the following Star achievers:

September: Tonda Stewart
October: Judy Zimmerman

Benefits of IAAP Membership

Seminars and Conferences. IAAP and its regional divisions and local chapters host a variety of seminars, workshops and conferences featuring internationally recognized speakers. Topics range from workplace trends and technology, to leadership skills and career planning. IAAP's largest training event is the annual International Education Forum and Annual Meeting, held each summer.

Personal and Professional Development Resources. IAAP offers more than 250 books and other educational resources on all facets of office administration. IAAP's *Complete Office Handbook* is considered to be the definitive reference guide for today's electronic office. In addition, online training programs and courses are available on the IAAP Web site.

OfficePro® Magazine. Published eight-times per year, each issue of IAAP's award-winning magazine gives readers a wealth of tips and advice on office administration and career development. We also publish an executive edition targeted at manager and executives.

OfficePro Express. Twice monthly members open the e-newsletter *OfficePro Express* for a quick summary of news and the latest in web tools that make their job, and your life, a bit easier. Members love *OfficePro Express* because they can get news and information, links and handy web tools in a concise format.

Connections Newsletter. IAAP's monthly newsletter give members an update on association news and also articles from authors and professional speakers writing about current topics that affect admins in the workplace.

Networking. From local chapter meetings to online information sharing with administrative professionals around the world, IAAP members build valuable personal connections and gain knowledge about best practices. IAAP members can be found in most large corporations, small businesses, government agencies, schools and many other types of organizations.

IAAP Web Community. A Web 2.0 resource that is stocked with useful documents, a Wiki, blogs and e-groups centered around topics of interest or needed training on such as Excel, Outlook, meeting planning and a host of other subjects.

Professional Certification. IAAP enables administrative professionals to demonstrate their advanced knowledge and proficiency through two certifications, the **Certified Administrative Professional** and the **Certified Professional Secretary** ratings. More than 62,000 office professionals have attained certification from IAAP.

Research. IAAP monitors current trends and practices in the administrative profession, and is a clearinghouse for information and the latest research findings. We conduct regular surveys of our members and keep both members and the news media up-to-date on trends and research.

Administrative Professionals Week. IAAP is the sole official sponsor of Administrative Professionals Week, conducted annually since 1952. IAAP and its chapters join in this observance recognizing the important contributions of administrative professionals worldwide.

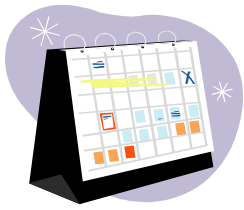
For further information on IAAP professional development programs and member services, call (816) 891-6600 or e-mail service@iaap-hq.org or visit IAAP's Web site, www.iaap-hq.org.

Ways & Means Committee Fundraiser

The committee will be selling and taking orders for holiday candy bouquets at Tuesday's monthly meeting.



Bring your completed Star & Stellar form to the November meeting. [Click here](#) for form.



Mark Your Calendar for these Upcoming 2010 IAAP Meetings & Events

Tri-County

2010

NOVEMBER 2 *“How to be Seen as a Key Player”*
Rita Haedicke, OSF Saint Francis Medical Center
Location: Jim Maloof Realtor, Peoria, IL

DECEMBER Chapter Social—details to be announced

2011

JANUARY 4 *“Visionary Leadership and Influencing”*
Steve Grant, S.J. Grant & Associates, Inc.
Location: 309 Restaurant, Peoria, IL

FEBRUARY 1 *“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 *“Business Ethics”*
Lisa Plantamura, AAIM Employers’ Association
Location: 309 Restaurant, Peoria, IL

APRIL 5 *“Administrative Professional Event”*
Program and Speaker to be determined
Location: Fairview Farms, Peoria, IL

MAY 3 *“New Technologies”*
Alisha Raab, Pearl Technology
Location: Two25 at Mark Twain Hotel, Peoria, IL

JUNE 7 *Annual Chapter Meeting: New Board Installation, Awards*
Location: Two25 at Mark Twain Hotel, Peoria, IL



Illinois Division 2011 Annual Meeting

May 20-22

**I Wireless Center
Moline, IL**

Featuring:

Education

Recertification points

Networking

Vendor expo

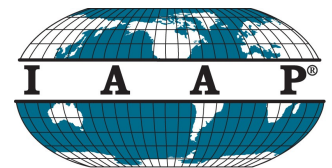
Leadership training

Brainstorming

Recognition

Election of officers

Business meeting



International Association of
Administrative Professionals®

Illinois Division

International

Is the current economy forcing you to be more productive with the same (or less) resources? Do you want to increase your value to your organization?



Attend the annual EFAM to achieve "The Administrative Edge"

The International Association for Administrative Professionals can help you obtain the latest skills, tools and confidence to meet the fast-changing

and increasing challenges of today's leaner organizations by attending our **International Education Forum and Annual Meeting.**

IAAP provides exceptional value at the annual Education Forum by offering a wide range of educational opportunities to meet the administrative professional's career needs. You will be energized and return to your organization with new ideas and skills which you gained at the meeting.

2011 EFAM (Education Forum and Annual Meeting)

July 24-27, 2011

Montreal Quebec, Montreal
Convention Center

More details will be available January 2011



[Click here](#) to review Member of Excellence criteria and commitment form.

Happy Birthday

November

24th Sharon Dyer

26th Robin Pearson

Anniversaries

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

Tri-County Connection

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



How to Use the 43 Folders Tickler System

In his book entitled, "[Getting Things Done](#)," David Allen offers an interesting and helpful way of managing future to-do items. The system, which includes a set of 43 folders, is a sophisticated and elegant way of setting up a "tickler" file. This system is an ideal organizational tool to set up for yourself and/or your boss. You can also use it at home!

What Tasks are Included?

Basically, this system is a way to collect non-actionable tasks: the items you don't need to do today, but need to remember to do in the future. This system allows you to organize physical reminders of the tasks (or specific paperwork that will be needed in order to do the task in the future). Below, I've listed some samples of the types of things this works well for:

- ✦ When your boss hands you an agenda and asks you to give it to him on the morning of the meeting
- ✦ When you have paperwork that needs to be filled out and mailed on a specific date in the future
- ✦ When you have a task that is not immediate in nature, but should be reviewed by a specific date in the future

How to Set it Up

First off, you need 43 folders - thirty one labeled "1" through "31" and twelve more labeled with the names of the months of the year.

- ✦ Keep the daily files in front, beginning with the file for tomorrow's date. For example, if today is the 10th, the first folder will be labeled "11". The files that follow all represent the rest of the days of the month in correct order (12 through 31).
- ✦ Behind the "31" file is the folder for the next month. For example, if the current month is October, the next file is November.
- ✦ Behind that are the rest of the daily files (1 through 10).
- ✦ Behind that are the rest of the monthly files (December through October)

(Continued on page 7)



By Chrissy Scivicque,
OfficePro Managing Editor

Chrissy is an experienced administrative professional with over 10 years working in the field of finance. Her love of writing and desire to help others led to the creation of her first website, The Executive Assistant's Toolbox. It was through this venue that OfficeArrow (then just a team of 5 very enthusiastic people) found her. She quickly recognized that OA was the perfect place to blend her passion for the written word and yes, office work. She considers herself a productivity junkie – a condition she feels is appreciated within the OA community. She is also an avid reader of contemporary literature and is currently working on her first novel about (what else?) office life.

How to Use the 43 Folders Tickler System

(Continued from page 6)

How it Works

Imagine you have an item that needs to be used to "tickle" an action in the future - say, that agenda your boss wants you to give to him on the day of the meeting two weeks from now. You take that agenda and put it in the file that has the date of the meeting on it. So, if the meeting is on the 21st of this month, put the agenda in the folder labeled 21. If the meeting is happening in another month, put it in the folder labeled with the name of that month.

Now, each morning you need to pull the file folder for the day and take care of the tasks. So, if today is the 21st, you will pull the file labeled 21 and see that agenda you need to give your boss for his meeting. Every morning, you'll process your system like this. When the folder is empty, you'll put it in the back of the numerical system, allowing the next day's number to be at the front.

At the beginning of each month, the next month's file should reach the front of the pack. So, on October 31st, the November file will be in front, with the files labeled 1 through 31 behind it. Open the month file and disperse the materials to the appropriate day's folder if needed. The November file would then be refilled in the back of the monthly folders to represent November a year from now.

So, as you can see, this is a perpetual system - at any given point, it represents the next 31 days and the next twelve months. It is incredibly helpful but you have to really work the system every day. Use it and don't forget to pull the contents from each day's file.

My mother uses this system to track household chores and to-do items. She uses an index card box and writes all of her tasks on cards. I remember seeing her use it when I was a kid and thinking it was so complicated. While it may seem complicated just reading it, once you start doing it, the process is actually quite simple. And it really simplifies your life and work! Give it a try and let me know if you have questions!



Resource Websites for Admins

Administrative Arts	administrativearts.com
Admin Advisor	adminsecret.monster.com
ADMIN SECRET	adminadvisor.com
ASAP American Society of Administrative Professionals	asaporg.com
OFFICETEAM	officeteam.com
Office Arrow Working together for you	officearrow.com
PlanetAdmin	planetadmin.net
ProAssisting	proassisting.com
Save the Assistants	savetheassistants.com
AEAP Administrative Executive Association of Professionals	theaep.com
Deskdemon.us	us.deskdemon.com



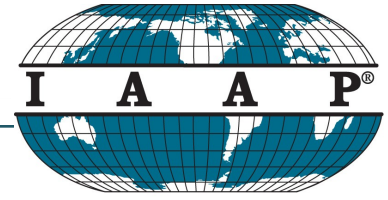
**2:00 a.m.
Sunday,
November 7th**



Our greatest glory is not in never failing, but
in rising up every time we fail.

~Ralph Waldo Emerson

Illinois Division Scholarship Program Criteria



International Association of
Administrative Professionals®

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.

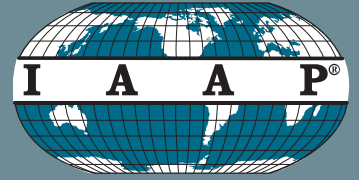
Stipulations:

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.



International Association of
Administrative Professionals®
Tri-County Chapter

www.iaap-tricounty.org

Power of Commitment to
Excel in Today's Office

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Karen Haensel CPS/CAP

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Tammy McBride

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Barbara Atkins

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

