

# EAST COAST EXCELLENCE

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## WANT A BETTER LIFE? GET GRATEFUL! BY ELIZ DAVIDSON (WWW.ELIZAVIDSON.COM)



In a Research Project on Gratitude and Thanksgiving, two researchers put the theory of gratitude to another kind of exam. They asked several hundred people to keep daily journals. The first group jotted down all the day's occurrences, whether they were good or bad. The second group recorded

only the day's lousy experiences. The third group compiled a daily list of only those things for which they were grateful. Hmmmm. Can you guess the result?

The grateful group had measurable higher levels of energy, alertness, and determination as well as lower levels of stress and depression. And there's more. They were more likely to feel loved and they were more likely to engage in acts of kindness towards others. People having more energy, feeling more lived and being nicer to each other—yes indeed, the Earth would be a better place if everybody wore Gratitude Glasses. And it only takes a second to put them on.

☞ *Happy Thanksgiving* ☜

## POWER OF ONE! - WITH JOEL SWEENEY

*"What we do is of little significance, but it is very important that we do it."* From time to time each of us feel like our contribution to life, family, work, etc is not important in the grand scheme of things. It is important and it is im-

portant that we do whatever we do to the best of our ability. We may never truly know what impact we have on those around us. This keynote will cause you to reflect on what you do and how you do it. It will challenge you

to be the best that you can be. It will show you that each of us has the power to make a difference. If you want to truly maximize your potential then you will want to hear about the Power of One! **Learn more at the October 13 meeting.**

## SPECIAL POINTS OF INTEREST:

- *Want a Better Life*
- *Power of One!*
- *Word Tip*
- *IAAP WEB 2.0*
- *Increase your Brain Power*
- *Great Web Site Links*



## INSIDE THIS ISSUE:

WANT A BETTER LIFE	1
JOEL SWEENEY POWER OF ONE	1
AIMING FOR CHAPTER OF EXCELLENCE	2
INCREASE YOUR BRAIN POWER	2
MICROSOFT WORD TIP—AUTOCORRECT	3
POWER OF COMMITMENT	3
IAAP WEB 2.0 COMMUNITY	3
ABOUT US	4



## AIMING FOR CHAPTER OF EXCELLENCE!

**THE IAAP PATHWAYS TO EXCELLENCE RECOGNITION PROGRAM** is designed to raise your value as a career-minded administrative professional by becoming a Member of Excellence, a Chapter of Excellence or a Division of Excellence. Some of the criteria for Chapter of Excellence includes: 1. Sixty percent of the chapter meetings offer recertification points. 2. At least one member of the chapter obtain their CPS and/or CAP certification during the current IAAP fiscal year. 3. Publish at least six newsletters/e-newsletters 4. Participate in the IAAP Web Community

5. Create and maintain an annual budget; provide a monthly financial statement to the membership and submit annual audit report to the division treasurer. 6. A minimum of four officers and chairmen of the Bylaws, Certification, Education and Membership Committees; participate in at least one IAAP Leadership/Succession Planning training event, 7. Maintain a minimum of 15 members and achieve an annual retention rate of at least 80 percent. 8. Conduct at least one IMPACT meeting. 9. Conduct new member orientation program. 10. Achieve a net membership increase of at least 12 percent (minimum required is a net 3 member increase). To get more information visit the Pathways to Excellence link on the IAAP web site. ☞

## INCREASE YOUR BRAIN POWER

If you can't remember where you left your keys or the name of a new colleague, it's probably not stupidity or dementia. More likely, your brain has gotten caught in a rut and information overload. But you can help your brain learn to remember. Create new connections—big or small—and your brain will become more active and stay flexible. Even the brains of older people can grow new neurons. Here are five ways to create new neural pathways and

help your brain stay plastic: Laugh. It's good for your brain! Humor works in the whole brain, and quickly. Less than a half-second after you hear or see something funny, an electrical wave moves through the higher brain functions of the cerebral cortex. In short, laughter improves alertness, creativity, and memory. Exercise. Movement helps you think. The brain's cognitive and movement functions work side by side, sharing

the same automatic process. Exercise also stimulates the production of brain chemicals such as BDNF (Brain derived neurotrophic factor) which encourages growth of new nerve connections. Balance light and darkness. Changes to light can affect the brain even if you're not aware of it. For example, the lack of sufficient brightness in the wintertime can lead to seasonal affective disorder, otherwise known as the blues.

RENEWED  
YOUR  
MEMBERSHIP!  
THANK YOU  
FOR YOUR  
SUPPORT OF  
IAAP AND EAST  
COAST ADMINS  
CHAPTER.

### BRAIN POWER, CONTINUED

When you move the clocks back and forth (from Daylight Savings to Standard Time), there are more accidents on the road. We need light. The brain uses it to enhance alertness. We also need darkness to synchronize our body clock. Indoor lights, computers, street lamps and television sets can create too much brightness at night. To restore the balance between light and dark, go outside in the morning for a walk in the daylight, use light boxes in the winder, turn

off or dim you television and computer. Learn. New skills help you say merci in French. Learning strengthens the whole brain. Start by simply trying new things; visit a new place, learn a song or rearrange the furniture—they all stimulate your neurons. Create. For years scientist believed the right side of the brain was responsible for creativity. However, recent functional brain scans show that the whole brain engages in creative thinking. Try a new craft,

or take some drawing or painting lessons. Remember your brain is flexible and alive regardless of our age, and no matter how many keys or words you misplace.

Excerpt from the article by Sondra Kornblatt. Learn more at [www.redwheelweiser.com](http://www.redwheelweiser.com)



## MICRSOFT WORD TIP - AUTOCORRECT!

Word's AutoCorrect feature can be helpful when you are writing, as it can replace your "mistypes" with what you really intended in the first place. AutoCorrect comes already configured with many of the common typing mistakes, but to make the tool truly helpful you need to add your own AutoCorrect entries that reflect your

personal typing habits. You can add acronyms for frequently keyed phrases. For example you can add the letters "ecac" to AutoCorrect to type East Coast Admins Chapter. The normal way to add AutoCorrect entries is to enter them in, one at a time, using AutoCorrect tab of the AutoCorrect

Steps to use AutoCorrect.

1. Select Tools.
2. Go to AutoCorrect options.
3. In the line marked Replace key in your acronym (for example ECAC)
4. Then type in East Coast Admins Chapter in the With: box. Select Okay.

Every time now that you key ECAC it will type out in full East Coast Admins Chapter. Use this feature for frequently keyed names and addresses.



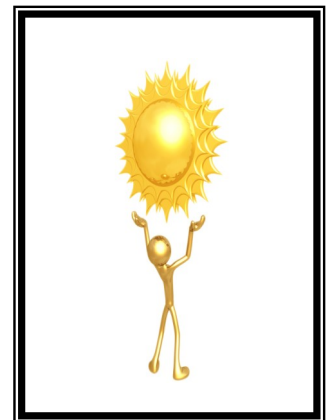
## THE POWER OF COMMITMENT

By George Ambler

Leaders often underestimate the power of commitment. There is something powerful about being committed. I mean being truly committed to a cause, to a vision or to a meaningful purpose. The decision to act on what you're committed to and passionate

about starts a unique journey of discovery. You become more attuned to a new set of events occurring around you, you're more aware of opportunities, many of these events and situations you would have brushed off and considered as unimportant. Let me explain...Have

you ever noticed that when you purchase a new car, say a Ford, all of a sudden you begin to notice how many Ford's are on the road. It's not that they were not there before, you're just more aware and have started noticing them! It all started with the decision and a commitment, the pur-



## IAAP WEB 2.0



We offer members full access to our Web 2.0 community, a perfect way to network, learn, find answers and have some fun in the process. Our Web 2.0 offers:

**Specialized e-groups**, which combine the best of the listserv and online discussion forums.

The **IAAP Resource Library**, where you can tap into the hive mind of members and experts through a variety of useful documents.

**Member Directory** where members can learn about other members. Our directory can link data from social networking and user-generated data input to create a comprehensive user profile.

**IAAPedia Glossary**, our Wiki where users collaborate to create and maintain industry definitions that serve as part of the knowledge base of office professionals.

[WWW.IAAP-HQ.ORG](http://WWW.IAAP-HQ.ORG)



### NEW IAAP WEB COMMUNITY

Be sure to visit the new IAAP Web Community to begin networking with other IAAP members. Also check out our groups on Facebook and LinkedIn:



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WE'RE ON THE WEB!

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**POWER**  
*of*  
**Commitment**  
East Coast Admins Chapter



*Turning Jobs  
Into Careers*

**Mission and Values Statement**

IAAP's **Mission**. Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

**Values**

**Integrity:** We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

**Respect:** We create respect within our profession and association through listening, understanding and acknowledging member feedback.

**Adaptability:** We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

**Communication:** We cultivate and maintain excellence by remaining approachable at all levels, communicating opening and building strong relationships.

**Commitment:** We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

**Seeking your contributions.** If you have an article, announcement or knowledge you want to share, please forward to jam@nl.rogers.com.

FIVE REASONS TO ATTEND

Below are five reasons why it is important for you to attend Chapter Functions:

1. You are important to the chapter and your absence will be felt.
2. You never know when and where opportunity will be knocking. Don't ever assume, "There is nothing in this for me". You'll be wrong more often than you'll be right.
3. Joining IAAP at the chapter level is a commitment to the group. The more chapter members you have who show this commitment, the less chance any one person will be shouldering an unfair or unreasonable burden of this involvement.
4. If your employer is supporting your membership, you owe it to him/her to get a full return on the investment. Your employer will see the difference when you're active and involved.
5. Like nuclear energy, the maximum production of energy requires a certain critical mass. We owe it to our fellow members to participate.

**GREAT WEB SITE LINKS**

Google books

The Google Books Library Project is an effort by Google to scan and make searchable the collections of several major libraries.

<http://books.google.com/books>

Some Authors available at Google Books include:

Sue Grafton and Dan Brown

Check out: Grammar Smart published by the Princeton Review

Last Months Links:

[www.mindtools.com](http://www.mindtools.com)

[www.deskdemon.com](http://www.deskdemon.com)



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***The quality of a person's life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavor.***

Vince Lombardi