

Professional Images

The monthly newsletter of the Crow River Chapter of the International Association of Administrative Professionals

Chartered in October 1997

February 2010

The International Association of Administrative Professionals is a not-for-profit professional association for office professionals with approximately 40,000 members and affiliates and nearly 600 chapters worldwide. Our mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development. The association founded in 1942 as the National Secretaries Association to provide a professional network and educational resources for secretarial staff. The association's name was changed in 1998 to the International Association of Administrative Professionals to encompass the large number of varied administrative job titles and recognize the advancing role of administrative support staff in business and government.

Core 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 openly 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.

Our Mission

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

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Celebrations and Member News

Birthdays in February

27th Barbara Saunders



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☆☆ Always remember to forget the things that made you sad, but never forget to remember the things that made you glad. ☆☆
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Deepest sympathies to Shirley Viesselman and her family. Shirley's father passed away unexpectedly on December 8, 2009. Please keep Shirley and her family in your thoughts and prayers.

WELCOME TO OUR NEWEST MEMBERS:

- Jenni Dieball
- Elisabeth Lauer
- Kari Piehl
- Barbara Saunders
- Vicki Schreiner Kaiser



Just a Memory Away
I'm no longer by your side, but there's no need to weep; I've left sweep recollections I'm hoping you will keep.
Eternal joy and memories stay in our hearts forever, strengthening our special bond that parting cannot sever.
Now it's time to journey on, so let your faith be strong, for I am in a better place....I'm home where I belong.
And if times of loneliness bring sorrow and dismay, don't despair, from I am there...Just a Memory Away

The Sunshine Committee sends out best wishes or expressions of sympathy to our members. To have an event or occasion be listed on this page of the newsletter, please call Patti at 587-2423.

How to Concentrate: Be Like a Postage Stamp and Stick To It!

By Laura Stack, The Productivity Pro®

Nowadays, so many things compete for your attention in the workplace that it can be hard to concentrate on what's important. If you need to improve your ability to stay on target and focus on the task at hand, implement the tips outlined below.

- **Set up your office for maximum productivity** and minimum distractions. You need privacy to concentrate and discuss sensitive issues. Don't just take what you're given; reorganize it into a configuration that works best for you.
- **Avoid wasting time by daydreaming.** Daydreaming can be a real productivity bandit -- but as long as you don't use it to procrastinate, it can be very helpful. Harness its creative powers, and use it for thinking time that can lead to productive ideas.
- **Remember things more easily.** Busy people need good memory skills to help them remember details. Sharpening your memory can be as simple as using good memory tools: always writing things down, keeping running lists, leaving yourself voicemails, etc.
- **Focus on priority projects** without getting distracted. Be like a postage stamp: stick to one thing until it gets to its intended destination. Learn to juggle multiple tasks and projects effectively, but don't flit around from one item to another without completing anything.
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- **Focus on one thing at a time.** Don't "multi-task" or attempt to do too many things at once. Start by focusing one on item instead. Don't interrupt yourself, and prioritize your tasks so you know what needs to be done first.
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- **Make lists and record everything** you need to do. To keep from dropping the ball, capture every thought using either paper or electronic methods. This pulls what you need to do out of your memory and relieves your brain of the burden of repeatedly thinking about everything you need to remember.
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- **Read quickly and maintain concentration.** Learn to benefit from new reading techniques designed to boost productivity, and toss whatever's boring or useless to you. Getting through your reading more quickly frees up time for other priorities.
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- **Recognize signs of brain overload.** If you have no idea what to do first or where to begin, learn how to get your mind focused again. For example, create structure and deadlines for your work, zealously guard your attention from distractions, or try some deep breathing exercises.
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- Get absorbed in a task. Become fully present-focused. Learn to "get in the zone" and achieve a state of momentum where time seems to fly. Start by mastering your job, ensure no interruptions, and always strive to be in the moment.
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- **Concentrate on a task that bores you** or doesn't really interest you. Even tedious tasks must be completed. Get them done early so the rest of the day is more enjoyable, reward yourself for getting the job done, and vary your activities. You can't get your work done if you're distracted. Learn to trim away all the minor things competing for your attention, and fine-tune your concentration to a laser-like focus. You'll be surprised at how much you get done -- and how much time you'll have to spend on what's really important.

Laura Stack (www.TheProductivityPro.com) is a personal productivity expert, professional speaker, and author who helps busy workers Leave the Office Earlier® with Maximum Results in Minimum Time™. She is the president of The Productivity Pro®, Inc., a time management training company in Denver, Colorado, that caters to high-stress industries. Laura is the bestselling author of the books Find More Time (2006) and Leave the Office Earlier (2004). Her newest productivity book, The Exhaustion Cure (Broadway Books), hits bookstores in May 2008. Laura is a spokesperson for Microsoft, 3M, and Day-Timers®, Inc and has been featured on the CBS Early Show, CNN, and the New York Times. Her clients include Cisco Systems, Sunoco, KPMG, Nationwide, and 3M.

Updates from Division

The MN-ND-SD Division is excited to announce an incentive drawing to encourage all division members to subscribe to the MN-ND-SD Division eGroup.

The IAAP Web Community is an efficient way to communicate to groups of members—either by IAAP leaders or among members. Recently, there have been some changes to the site layout, as well as behind the scenes, that make it faster and even easier to use.

There is a convenient way for you to find out the latest postings without having to remember to check in—by subscribing for an email notification either real-time (immediate notification) or daily digest (one email with all postings to a particular eGroup in one day is posted overnight).

All MN-ND-SD Division members (including division members at large) that have subscribed to the MN-ND-SD Division eGroup with either a real-time or daily digest notification by April 15, 2010, will be entered into a drawing to receive \$100 of their next IAAP dues renewal paid! Members that are already subscribed will also be included in the drawing.

It's our goal to make our eGroup the most effective in ensuring that all members receive information in a timely manner. Currently, 53 of our 659 division members are subscribed; let's see how high we can get that number by **April 15!**

RSVP

Join us on Tuesday, February 2 for our next chapter meeting!

Dinner/Networking: 5:30

Program: 6:00-7:00 "Building a Newsletter" presented by Valerie Engler, Communications Specialist at Sparboe Companies

Business Meeting and Installation of New Members: 7:00

Meeting are held at the Southwest Initiative Foundation, 15 3rd Ave NW in Hutchinson

Program and Meal \$10

Program Only \$5

Please RSVP to Patti at 587-2423 or by email to Jessica Eastling at jessicae@swifoundation.org

It's not too early to start thinking about joining the Chapter Board of Directors for the 2010-2011 year. Please contact Immediate Past President, Nancy Kaping (nancyk@swifoundation.org), if you are interested in running for a board position. Open positions include:

IAAP Chapter President-Elect

Job Responsibilities: Serves as next in command behind the chapter president.

Specific Job Tasks:

1. Assume the duties of president in the absence of the chapter president.
2. Assist the president on duties as assigned.

IAAP Vice President

Job Responsibilities: Serves as next in command to the chapter president and president-elect.

Specific Job Tasks:

1. Assist the chapter president and president-elect as needed.
2. Assume the duty of president and president-elect in their absence.

IAAP Chapter Treasurer

Job Responsibilities: Serves as Chief Financial Officer of the chapter; coordinates and oversees all chapter financial affairs.

Specific Job Tasks:

1. Responsible for depositing and disbursing monies in accordance with the chapter's approved budget.
2. Maintains an accurate accounting of all chapter funds and prepares a monthly report to the chapter membership.
3. Notifies the division treasurer of member additions/deletions/transfers within the chapter.
4. Processes all membership applications and dues and forwards to IAAP Headquarters.
5. Prepares annual budget for chapter board review and membership approval.
6. Understand the third-party liability insurance (information available through Accounting Department at IAAP Headquarters).
7. Issue receipts when monies are received.
8. Notify members of their membership status should they become delinquent in paying their dues.
9. Process all membership applications for new members and transfers of membership.
10. Order chapter supplies.

IAAP Chapter Secretary

Job Responsibilities –Maintains all pertinent information of the chapter and facilitates all communication of the chapter both internally and externally.

Specific Job Tasks –

1. Responsible for the minutes at meetings and chapter board meetings.
2. Responsible for distributing minutes for member approval.
3. Maintains chapter charter, official documents such as bylaws, previous minutes and division bylaws.
4. Call roll at chapter and board meetings.:
5. Communicates correspondence including meeting notices to chapter members and the division.
- 6.. Facilitates public relations on chapter programs to local media.
7. Gathers and develops member information for the chapter directory and distributes to the chapter members and the division.
- 8.. Writes correspondence on behalf of the chapter.

15 Personal Skills You Need on the Job

Employers are looking for workers who have that special something: the skills, tendencies and attributes that help to keep productivity—and profits—up. What are they? Businesses are looking for employees with strong "personal" skills, according to ACT research. Keep these in mind, because employers certainly are.

1. Carefulness: Do you have a tendency to think and plan carefully before acting? This helps with reducing the chance for costly errors, as well as keeping a steady workflow going.
2. Cooperation: Willingness to engage in interpersonal work situations is very important in the workplace.
3. Creativity: You've heard of "thinking outside the box"? Employers want innovative people who bring a fresh perspective.
4. Discipline: This includes the ability to keep on task and complete projects without becoming distracted or bored.
5. Drive: Businesses want employees who have high aspiration levels and work hard to achieve goals.
6. Good attitude: This has been shown to predict counterproductive work behaviors, job performance and theft.
7. Goodwill: This is a tendency to believe others are well-intentioned.
8. Influence: Groups need strong leaders to guide the way. Influence includes a tendency to positively impact social situations by speaking your mind and becoming a group leader.
9. Optimism: A positive attitude goes a long way toward productivity.
10. Order: "Where did I put that?" A tendency to be well organized helps employees to work without major distractions or "roadblocks."
11. Safe work behaviors: Employers want people who avoid work-related accidents and unnecessary risk-taking in a work environment.
12. Savvy: This isn't just about job knowledge, but knowledge of coworkers and the working environment. It includes a tendency to read other people's motives from observed behavior and use this information to guide one's thinking and action.
13. Sociability: How much you enjoy interacting with coworkers affects how well you work with them.
14. Stability: This means a tendency to maintain composure and rationality in stressful work situations.
15. Vigor: This is a tendency to keep a rapid tempo and keep busy.



2/1 Deadline to RSVP to Patti (587-2423) or Jessica (jessicae@swifoundation.org) for 2/2 Chapter Meeting

2/1 Deadline for Avery Chapter of Achievement Award Application

2/2 Chapter Meeting at SWIF starting at 5:30 "Building a Newsletter"

2/14 Happy Valentine's Day

2/15 Applications due for CPS/CAP May Examination

2/15 President' Day

2/21 Items for newsletter due to Jessica Eastling by 5:00 (jessicaeastling@yahoo.com)

2/23 Board Meeting 5:15

3/1 Deadline to RSVP to Patti (587-2423) or Jessica (jessicae@swifoundation.org) for 3/2 Chapter Meeting

3/2 Chapter Meeting at SWIF starting at 5:30 "Business Grammar and Proofreading: Do Mistakes Affect Your Credibility?"

3/17 Happy St. Patrick's Day

3/21 Items for newsletter due to Jessica Eastling by 5:00 (jessicaeastling@yahoo.com)

3/30 Board Meeting 5:15

4/2 Deadline to RSVP to Patti (587-2423) or Jessica (jessicae@swifoundation.org) for 3/2 Chapter Meeting

4/6 Chapter Meeting at SWIF starting at 5:30 "Business Etiquette"

4/15 Division Incentive Drawing Deadline

4/21 Administrative Professionals Day

4/21 Items for newsletter due to Jessica Eastling by 5:00 (jessicaeastling@yahoo.com)

4/27 Board Meeting 5:15

