

Scribblings



Ak-Sar-Ben Chapter
Omaha, NE
Volume XLIX, Issue 04
December 2009



COLLECT

We pledge ourselves to loving service, which is the foundation of good fellowship.

We promise to serve one another in every thought, word and deed through loyalty, cooperation and goodwill toward all.

POWER of Commitment Ak-Sar-Ben Chapter

IAAP Mission Statement

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

Calm Down: This Message is for You If You Feel Crazed, Frantic, and Out-of-Control

By Meggin McIntosh, Ph.D.

We all need to calm down! Can you say an 'Amen!' to that? You might be reading this during the holiday season—or you might be reading it at any other time of the year, and it will still apply. This article will use the acronym "CALM" to structure the suggestions and to help you remember the ideas.

C = Clear your mind's clutter. Your brain is filled with things to buy, ideas to implement, places to go, people to call, tasks to do, and so on. It's hard to be calm with all of this roaring around in your head. You need to clear it out and here's one way:

1. Get yourself at least one package of index cards.
2. Write down one (and only one) idea per card.
3. Now sort those cards. You can sort them in priority; you can sort them by "do now," "do later," "do never," or any other combination. But sort them so

that you are only working on the ones that are most important (and may also have some urgency along with the importance--but never work on ones that are urgent only!)

4. Carry these cards with you so you can constantly capture anything else that's in your brain.

The idea is to clear your mind's clutter. Once you have put your ideas out on paper, then you can manipulate them as needed. When ideas are only in your head, it's hard to work with them!

A = Admit (and announce) that it won't all get done. Although you may consider yourself to be a "superwoman" (and I'm quite sure you are), you really can't get it all done. You really can't get caught up. It's not even an option, so admit it. As Jennifer Yane said, "The only thing that has to be finished by

(Continued on page 6)



International Association of
Administrative Professionals®

Chapter of Excellence

This Issue

President's Message	2
Membership Information	3
Events & Announcements	3
Committee Activities	4
Certification Information	5
Articles of Interest	6

December 8, 2009



Annual Tea Cup Auction

Happy Holidays to all of our members as we celebrate together.

Thank you to everyone who donated gifts or money to the Open Door Mission Adopt-A-Family.

January 12, 2010

"It's My Funeral & I'll Play Jazz...."



*Sarah Bernhagen
John A Gentleman Mortuary*

Planning your own funeral in today's world. How people are getting creative and turning funerals into unique celebrations of life.

Presidential Buzz

Happy Holidays. Many years ago, my family started the tradition of drawing names on Thanksgiving Day for our Christmas gift exchange. The best part about this annual ritual is that every year, my parents find some way to add a little twist to the usual practice of purchasing presents for each other. The first year we had a contest for the most creatively wrapped package. One year, we shared current events and holiday happenings from the year we were born; and then there was the year we each chose different countries from around the world and related the Christmas customs and seasonal traditions of that region.

I have three younger brothers; Warren lives here in Omaha and is two years younger than me. He is the father of my two nieces and nephew. My brother Jon is ten years my junior and has lived in the ski resort town of Durango, Colorado for the past six years. My youngest brother, Michael, is a sophomore at Dakota Wesleyan. Although 23 years younger, Michael is the one who most resembles me.



There are many Lynch family holiday customs. On Thanksgiving, we bundle into three cars and deliver Meals on Wheels to the homebound; we make cookies and gingerbread houses, sing carols and watch *It's a Wonderful Life*. Last year we adopted a Military unit serving overseas.

My parents have known each other for almost half a century. After nearly 45 years of marriage, they are both (happily) retired for the first time this year. The family history handed down and traditions they have instilled in us kids run deep and strong.

While I feel blessed to have been born into this family, I have another chosen family of friends through IAAP. The personal friendships and professional relationships that bind me to this organization are tight, and to be linked with one of the Charter Chapters fills me with such pride.

Over 67 years ago, the Ak-Sar-Ben Chapter helped form the establishment of practices and procedures that have made this association great.

(Continued on page 6)

Four Gifts to Give Yourself in the New Year

By Dr. Cal Lemon

Sometimes the only person missing on your holiday gift list is...you. So, here are four gift ideas for you, the person you know best.

The first gift is an all-expense-paid tour of your home/apartment to... compile a list of "stuff."

Is it not true that much of our lives have been spent following the right sales and "specials" to make sure we have the right "stuff"? The twelve-speed blender, lava lamp, leaf blower, George Foreman Panini Sandwich Grill and rented storage unit (to stuff all our stuff) are all, ultimately, going to end up strewn on a garage sale table to recoup pennies for all the years of collecting and storing... "stuff." Are we comfortable etching our presence on the timeline of history with another truckload of perishable stuff dumped in a nameless landfill? Isn't it time in the new year to control our need to consume and then give away our...stuff?

The second gift you can present yourself is a healthy plate of food and a sweaty towel.

Who we are and what we ultimately accomplish in life is directly tied to our

physical health. A regular exercise program of at least 30 minutes per day, four days a week, and a consistent low-fat-diet will provide both emotional and physical wellness. The research numbers should stop us in our greasy, sedentary tracks. The "normal" amount of body fat is 25-30% in women and 18-23% in men. The body fat index (BMI) is the weight of your body (in kilograms) divided by your height (in meters). Obesity is defined as a BMI of 30 and above.

So what's the problem with a BMI of 30 and higher? The main reason is insulin resistance. Insulin is necessary to move blood glucose (sugar) into the cells of muscle and fat. Fat cells are more insulin resistant therefore causing the pancreas to crank up production of insulin and, over a period of time, Type 2 diabetes develops. This condition starts the domino-effect beginning with high blood pressure, high cholesterol, stroke, heart attack, congestive heart failure, osteoarthritis and sleep apnea. This second gift will add years of sunrises and smiles.

(Continued on page 3)



**Ak-Sar-Ben Chapter
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2009-2010**

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Welcome New-Bees

Julie Y. Kaminski
Rosetta Butler
Jerryce L Hankins
Melissa A. Berry

New Transfers

Valerie Conley CPS/CAP
Rena Geise CAP/MOS/MCAS



The Gift of Membership

Do you have a special co-worker or friend who is also an administrative professional? If you'd like to do something special for him or her we have the perfect idea:

The Gift of Membership

It's a great way to introduce your friends and co-workers to IAAP. Maybe it's a way to help that admin that just got laid off, or as a special gift for your son, daughter or friend who is now a part of the profession.

It's easy to give the Gift of Membership. You can either mail/fax in the Gift of Membership form or call Headquarters with your information, including payment, and the name and contact information of the recipient. After the membership department gets the information, they will send out an e-mail informing the recipient of his or her Gift of Membership. It only takes a few minutes but gives a gift that lasts an entire year.

You can access the sign-up forms here:
<http://www.iaap-hq.org/join/gift.html>
Don't let another day go by. Give the perfect gift, the Gift of Membership.

(*"Four Gifts" Continued from page 2*)

The third gift to you is quite simple...wrap your index finger with a holiday bow and stretch it way out there to the television remote control and push "off." Wow!

The average American is watching six and half hours of what the "tube" offers each day. Think about it: the morning news, reruns of Oprah after work, CSI Miami, maybe a half hour of the Food Channel, highlights of a favorite football team's mistakes and then an another hour of news hoping the boredom of the banal stories will make us comatose.

The problem with television is its passivity. It is one-way communication that does it all for us. Between the plots, political "magic boards" and instant relays, there is not much for us to do but observe. Over time, observing sucks the life out of our brains and spirits.

Instead of going "cold TV turkey," how about an initial gift of one TV-free-day each week? If you get into the discipline of this gift, be prepared, you may discover you and other people in your family have interesting ideas, feelings they have never expressed and entertainment value that cannot be matched by MTV.

The final gift is rent, lease or just choose a small child who will consent to be your life coach. Children, preferably between the ages of 2 and 8, are experts on how to suck every last morsel out of a day. They will teach you how to organize through their "clubhouse construction" techniques using sofa cushions, old blankets and over-turned chairs. Their skills in honest communication have been developed over months of telling adults "your breath stinks," "I think you are sad" and asking "What happens when you die?"

These short people, accented with their diapers and dirty nails, are indispensable models of the innocence and hope. They have not become jaded and suspicious like many of us who have been riding the rails of recriminating routine. Their eyes spring open each day to what they know will be waiting wonder.

So, take your pick. Four presents are waiting for you to unwrap in the next twelve months! So, be good to yourself and Happy New Year!

Dr. Cal LeMon, President, Executive Enrichment®, is a corporate educator and organizational consultant who can be reached at 800-373-4040 or at www.execenrichment.com.

Membership Information

55 Members,
1 Dual Member
56 Members as of
11/30/2009

For Roster Updates, visit the Members Page on the Chapter website at www.iaap-aksarben.org

December Anniversaries:
Janet McDonald 1993

December Birthdays:
Linda Call 3rd
Jan Colanino 7th
Delores Van Auken 10th
Kay Gayle CPS/CAP 12th
Janet McDonald 13th
Cheselle Taber 16th
Vickey Cordoba 31st

Dates to BEE Remembered

Dec 8	Annual Tea Cup Auction
Jan 5	Executive Board Meeting
Jan 12	"It's My Funeral & I'll Play Jazz..." Sarah Bernhagen of John A Gentleman Mortuary
Feb 2	Executive Board Meeting
Feb 9	"Identity Theft Protection" Mike McKee

Ak-Sar-Ben Chapter meetings are held the second Tuesday of each month at the Westside Community Center, 108th & Grover. Reservations should be submitted to Maggie Lynch, the Thursday before the meeting, at 402-932-7709, or e-mail to maggielynch.iaap@cox.net.

Board Meetings are held the first Tuesday of the month at 5:30 p.m. at Goodwill Industries 41st & Pacific Streets.

Ak-Sar-Ben Chapter Committees

- * Administrative Professionals Day Event
- * Audit/Budget
- * Bylaws & Standing Rules
- * Membership & Certification
- * Programs & Education
- * Publicity & Community Awareness
- * Records Retention

Committee Buzz

Publicity & Community Awareness Committee

Jennie Cormier, Committee Chair

Communication is the key to any organization. Being able to keep members informed about events, providing information to educate, and letting the community know about IAAP is the mission of the Publicity and Community Awareness Committee. There are many opportunities for members to enhance their membership through participation in community events, contributing to the monthly newsletter, sending news of Chapter events to the television, radio and print media, and website development and maintenance.

This year's community programs include participating in the River City Roundup Heritage Parade, collecting personal size toiletries, "Little Ones," for the Assistance League of Omaha, purchasing gifts or making a donation for the Adopt-A-Family program or ringing bells for the Salvation Army. Our support of these organizations establishes the Chapter as a contributing part of the community.

The monthly newsletter is published to keep members informed of events, provide a bit of education, and is a means by which we can share the story of our Chapter with others. Articles are taken from various sources and contributions from the membership are greatly appreciated. Contact Jennie Cormier if you have a submission for upcoming issues.

The Omaha metro area television and radio stations, along with print media, help us get the word out about Chapter events. Each month, notices about membership meetings and their topics are distributed to various media contacts. These contacts are fully utilized in the months before the annual Administrative Professionals Day® Breakfast. The Committee has partnered with the Journal Broadcast Group the last couple of years to raise awareness of the Breakfast, which brought new attendees to the event.

Anyone wishing to gain more information about our Chapter, IAAP, and events can search for us on the World Wide Web at: www.iaap-aksarben.org. In this day and age, it is imperative that our Chapter maintain a website. Thank you to Gladys Doerr CAP/MOS, current web-mistress, for her hard work in this area. The site contains event information, editions of the *Scribblings*, certification and membership information, and much more. Anyone wishing to hone their web development skills should contact Gladys on how to shadow her and learn the process.

If you are interested in participating once, twice or throughout the year on the Publicity and Community Awareness Committee, contact Jennie Cormier at 402-602-3184, or e-mail her at jcormier@fnni.com.

BEE Active in a Committee



Big Thanks to
Jerryce Hankins and
Valerie Conley.

Both have elected to
serve on the Membership
and Certification
Committee for the
2009/2010 year.
We look forward to their
talents and strengths
they will bring to the
Committee.

Lynn Kroeger CPS/CAP
Kimberly Dove

Welcome!

The Membership & Certification Committee

is looking for
Volunteer Greeters
for March, April, May
membership meetings.
Greeters will need to
arrive early for the
meeting and stand in the
foyer to greet and direct
guests.

Send an email to Kimberly
Dove if you are interested.
Kdove@utahalee-cooper.org



*Give People
Money
And See Them
Smile*

Are you an administrative
professional who believes in
continuing education for our
leaders of tomorrow?

Scholarship Committee

is for you.
Help the Chapter award
scholarships to students taking
classes in the administrative
profession and to members taking
their certification exams.

Contact Chairperson
Gladys Doerr CAP/MOS

Administrative Professional Day® Breakfast April 21, 2010

**It will be the
party of the year.**

It takes many people to
do many different jobs to
coordinate this Metro
Area wide event.

Contact Vice President
Shawnta Mack MCAS
to help with the

**Administrative
Professional Day®
Breakfast Committee.**

An Excellent Goal for 2010

Ten years ago, we relished the new millennium, the chance to start with a clean slate and make this century better than the last. We set fresh new goals for our jobs, our families and ourselves. What have you accomplished on your "New Millennium Goals" list? Are you where you wanted to be in ten years?

This January provides a new month, a new year, and a new decade. As you sit down and plan your goals for 2010 and beyond, be sure to include your Member of Excellence program. Share it with your boss, family, friends and fellow IAAP members so they can support you in your efforts.

Start the new decade off as a Member of Excellence. Information can be found on the IAAP Headquarters website on the Members Resources page.

CPS/CAP STUDY GROUPS

The CPS/CAP Study Groups will begin on Monday, January 11, 2010 for the CPS Exam and Wednesday, January 13, 2010 for the CAP Exam at the Village Inn at 78th and Dodge Street at 5:30 p.m. Anyone is welcome to join either Study Group. Each study group will begin at 5:30 p.m. and end at approximately 7:00 p.m. or earlier. The Study Groups will run through April. The next Exams are scheduled to be given May 7 and 8, 2010.

You do not need to attend every week, but it does help you to stay on track with your studying. We use the Prentice Hall Study Guides which can be purchased through IAAP.

Prentice Hall offers a member-only discount for their CPS and CAP exam review materials. When ordering by phone, call (800.947.7700). For online orders, go to http://vig.pearsoned.com/store/home/1,1205,store-14242_id-2,00.html. IAAP members need to provide the special member discount code: #047-70765.

The Syllabi for the Study Groups are posted on the Ak-Sar-Ben Chapter web site.

Please contact Lynn Kroeger CPS/CAP, Membership Co-Chair at 963-8219 or email lynn_kroeger@csgsystems.com if you would like to attend a study group or wish more information.



Certified Administrative Professional Certified Professional Secretary Exams

Opportunities are given twice a year for the IAAP-sanctioned Certified Administrative Professional® and Certified Professional Secretary® exams.

Examination Parts:

- 1 Office Systems & Technology
(CPS and CAP exams)
- 2 Office Administration
(CPS and CAP exams)
- 3 Management
(CPS and CAP exams)
- 4 Advanced Organizational
Management
(CAP exam only)

We recommend that the *Certification Review Guide* be used to direct any course of study. The *Certification Review Guide* is found on the website at www.iaap-hq.org/Cert/examrevw.pdf.

Exam Dates	Registration Deadlines
May 7-8, 2010	February 15, 2010
Nov. 5-6, 2010	August 15, 2010

Applications for registration can be found online at www.iaap-hq.org on the "Professional Certification" page.

Examination Fees: CPS EXAM CAP EXAM

Members

Processing Fee	\$ 50	\$ 50
Registration Fee (all parts*)	\$160	\$210
Registration Fee (retakes)	\$ 60/part	\$ 60 /part

Nonmembers

Processing Fee	\$ 85	\$ 85
Registration Fee (all parts*)	\$250	\$300
Registration Fee (retakes)	\$ 100/part	\$ 100/part

Congratulations to
the newly Certified

Next Exam
May 7-8, 2010

Members of Excellence

Marilyn Brown CPS/CAP/MCAS
Ann Burke CPS/CAP
Gladys Doerr CAP
Kay Gale CPS/CAP
Linda Kavan CPS/CAP
Lynn Kroeger CPS/CAP
Linda Lavelly-Martin CPS
Dianna McCarty CPS/MOSM
Kreyl McPherson
Barb Schuler CPS/CAP/MOSM

For Member of Excellence information, visit IAAP HQ [Pathways of Excellence](#).

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(Continued from page 2)

Through the years, Ak-Sar-Ben Chapter has instilled traditions, many which are still in place today. One of those is the December Tea Cup Auction and Holiday Social. Proceeds raised from the sale of auction tickets go to support a local charitable organization of the Chapter's choice. In June, the Chapter recognizes the Members and Past Presidents of Ak-Sar-Ben. This special event reminds us each year just how and why Ak-Sar-Ben Chapter is so successful in continuing as a Chapter of Excellence from year to year.

Thank you all for your Power of Commitment to the Ak-Sar-Ben Chapter. Through your efforts, we will ensure the continued success of our association. I wish for all of you a peaceful and happy transition into 2010.

*Blessed Be~
Anni B*

(Continued from page 1)

next Tuesday is next Monday." You may want to post this quote someplace where you will see it over and over.

There is simply not enough time for you to do all the things you want to do, so you might as well admit it—and announce it to anyone else who needs to know, e.g., your husband, your children, your significant other, your employer (and that may be you), your neighbors...whoever it is that needs to know.

L = Learn to let go. It's likely that if you've chosen to read this article (because you want to calm down), you need to let go of doing some things altogether. It's possible there are some things you used to do before you had children...but now it's nigh unto impossible to do them. Let them go.

For others of you, it's time to let go of perfection. Here's a key idea based on the research: It takes twice as long to do things perfectly as it does to do things to the 90% level. So if you have all the time in the world, then go right ahead and take everything you do to as close to perfect as humans can make things....but since time is probably an issue for you, then you have to choose what to spend twice as long on (to get it done "perfectly").

For others who are reading this article, you have to let go of control. Hello? Does that sound like I might be talking about you? We cannot control everything, no matter what. If you are a woman of faith, then you have probably heard the phrase "let go and let God," and it's not a bad one to keep in mind.

M =Maximize what is most meaningful. The last letter in the CALM acronym is M, which is

to maximize what is most meaningful. You very likely know what it is that is most meaningful—and if you don't, then you might want to do some thinking about that—right away.

The holiday season is a perfect example of people who aren't "calm" and are completely forgetting (or ignoring) what is most meaningful. Parents are screaming at their children at stores. Couples are fussing and fuming over what size turkey to buy. Friends are complaining to one another about what a pain it is to buy presents, etc. Individuals let themselves get so run down that they are sick (and tired) throughout the holidays.

Does any of this sound familiar to you? This season, and every season, we need to remember that life is short...and we better make sure we are focusing on what is most meaningful. Take stock of what that is. Then maximize your time, energy, and attention on those people, tasks, responsibilities, commitments, or whatever it might be for you...that is/are most meaningful.

To reiterate....**CALM down**, i.e.,

- **Clear** your mind's clutter
- **Admit** and announce that it won't all get done
- **Learn** to let go
- **Maximize** what is most meaningful

Calm, cool, and collected isn't just a phrase from an old deodorant commercial; it's a way to be and a way to live.

© 2008 Meggin McIntosh, Ph.D. The article and the ideas listed above are created by Dr. Meggin McIntosh, "The Ph.D. of Productivity"™. Visit her website at www.meggin.com for more information.



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This newsletter is general in nature and is not to be relied upon as your only source of information.