

Scribblings



Ak-Sar-Ben Chapter
Omaha, NE
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May 2010

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."

Tips for beating procrastination – Right Now!

With the weather changing daily from warm to cold, sunny to cloudy and everything in between, Spring Fever and a busy schedule can set in and cause us to procrastinate. The following article offers advice to help you overcome some of the perils of procrastination.

"Never put off until tomorrow what you can do today." This famous quote is attributed to American statesman Thomas Jefferson and it's a rule that must have worked for him, as he managed to write the country's Declaration of Independence and become a state governor, Vice President and finally the third President of the United States.

But while Jefferson's advice may be sound, it's difficult to follow in today's multi-tasking, fast-paced world. Many of us juggle so many priorities that it's tempting to put things off until the last minute in our efforts to keep up with our work without losing our minds. However, procrastination can result in even more unnecessary stress if it happens too often – so here are a few

ways to kick this bad habit.

- **Whenever possible, don't multi-task** - When you're performing multiple tasks at once, it's easy to lose track of what you're doing and end up with tasks only partially completed. Try to focus on one task at a time until it is finished before moving on to the next – so you'll have no excuse for leaving something unfinished that you'll have to come back to later.
- **Modify your environment to eliminate distractions** - E-mails, ringing telephones and chatting colleagues all provide convenient excuses for not getting work done. It's so easy to say, "Well, I'll do it right after I send this e-mail," and then put off the task that needs to be done. So keep distractions to a minimum. Only run applications you must use to complete a given task, isolate yourself from outside conversations, and turn off your phone. Even close your e-mail client

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May 11, 2010

Follow the Leader—With YOU Being the Leader!

Andy Greenberg
Radio Host from 1110 KFAB

Take Control of the Challenges in the Business World. Motivate your mind for a better professional life while building your leadership skills.

June 8, 2010



Member Recognition Night

Ann Burke CPS/CAP
Chapter President

Recognizing the accomplishments of Chapter members throughout the year and installation of new officers.

Presidential Buzz

May Day came, and with it, the promise of warmer weather, blooming flowers, and the renewed commitment to the world around us. My birthday reminded me of the gift of life and the talents that I have to offer. I am looking forward to another year of sharing them with you.

This year's theme has been "Power of Commitment." As a charter chapter, Ak-Sar-Ben has been committed to promoting the success of administrative professionals for over 68 years. The continued success of IAAP is in the commitment its members have to the organization.

Ak-Sar-Ben Chapter members showed the power of that commitment through successful planning and implementation of programs at the monthly meetings, the Executive Recognition event and the Administrative Professionals Day® Breakfast. These events were well received by those in attendance.

The 2009-2010 year saw the induction of nine (9) new members, several who have taken on leadership positions already. We welcome their commitment to the Chapter and their careers through their participation and the sharing of their talents.

Members committed themselves to their careers through continued education. Study Groups kept the wait staff at Village Inn busy on Mondays and Wednesdays as members prepared for the CPS and CAP exams held in November and May.

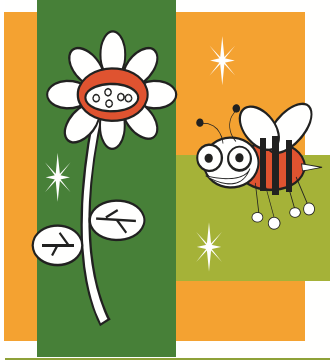
The May General Membership Meeting offers many opportunities for members to renew their commitment to the Chapter through the voting in of a new slate of officers and signing up to serve as a committee chair or member. Please take the time to recognize your talents and make your commitment to the success of IAAP.

At the June Meeting, we will recognize members for their commitment to the Chapter. Awards for the attendance and participation points that have been given throughout the year will be distributed. Committee chairs and members will receive their recognition. And we will reflect on Past Presidents' commitment prior to installing the new Executive Board.

Thank you for a powerful year. And, as always . . .

Blessed Bee!

Anni



Ak-Sar-Ben Chapter Executive Board 2009-2010

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CONGRATULATIONS!

Marilyn Brown, CPS/CAP, MCAS

2010 Administrative Professional Of the Year

In recognition of her outstanding service in the administrative profession through business, education and community involvement, Marilyn Brown, CPS/CAP, MCAS was awarded the 2010 Administrative Professional of the Year Award at the Administrative Professionals Day® Breakfast on April 21.

Marilyn has been a member of the Ak-Sar-Ben Chapter since August 1992. She has served President and Director of Ak-Sar-Ben Chapter, President of the Nebraska-South Dakota Division, and the Iowa-Nebraska Division Audit Budget Chair. She has participated on the following committees: IT (Technology), Scholarship, and Administrative Professionals Day Breakfast.

Enhancing her career, Marilyn holds the CPS and CAP designations along with a MCAS. She has continued her education through attending IAAP programs earning CEUs and recertification points.

Marilyn is just as outstanding in her career. She was nominated by her Executive Management for the IAAP Administrative Professional of the Year Award. Her executive at the University of Nebraska—Omaha has listed five key elements in which she shines: Leadership, Professionalism, Continued Development, Advisor, Focus on Others.

Through her commitment to the administrative profession, Marilyn is a shining example for all of us to follow.

Congratulations, Marilyn.

Getting the Most Out of Your Performance Review

Although the downturn has been tough for all workers, some professionals have found that they have benefitted from the experience. Seventy-seven percent of individuals surveyed by our company cited at least one positive effect the recession has had on their jobs, including the ability to tackle new projects, assume additional responsibility and take on more challenging work.

But have you been rewarded for your hard work? If not, your performance review could be a good opportunity to earn the recognition you deserve. These meetings allow you to discuss your accomplishments with your manager, as well as work with your boss to map out further professional development opportunities.

Preparation is key to getting the most out of your review. Here are a few tips:

- **Do your homework.** Before your review, make a list of your accomplishments and how your efforts have benefited your department or company. Your manager may not be able to recall all of your contributions, especially if he or she oversees a large group of people.
- **Think outside the bucks.** Concentrating on compensation during a review can be a mistake, especially if your employer can't offer you a pay hike. Changes in job duties or your schedule, though, could have an impact on your overall job

satisfaction and may be easier for your manager to implement.

- **Create a dialogue.** Think of the meeting as an opportunity to work with your supervisor to develop a plan to move your career forward. Ask for constructive criticism and advice on how you can continue to advance professionally.
- **Give feedback.** You should use the review as an opportunity to provide your manager with feedback. This also is your chance to tell your manager where you could use more support or resources. Just don't forget to temper the negative with the positive. Everyone, including the boss, needs a kind word now and then.
- **Have goals in mind.** Your supervisor will likely ask you what you hope to achieve in the coming year. Carefully consider what professional objectives — to lead a project team or earn a certification, for instance — you'd like to set for yourself and the support you might need to meet them.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 325 locations worldwide, and offers online job search services at www.officeteam.com.

Membership Information

56 Members,
1 Dual Member
57 Members as of
April 30, 2010

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

May Anniversaries

Patti Kahre	1998
Joyce Ryan	2001
Jennie Cormier	2003
Connie Krambeck	2003
Ann Burke, CPS/CAP	2004
Dianna McCarty, CPS, MOSM	2006
Lisa Stillahn	2006
Sally Swanger	2006
LaDonna Gaines	2007
Mona Lisa King-Ward	2007
Vickey Cordoba	2008
Kelli Limones	2008

May Birthdays

Ann Burke, CPS/CAP	3rd
Jennie Cormier	19th

Dates to BEE Remembered

June 1	Executive Board Meeting
June 8	Member Recognition Night, Ann Burke, CPS/CAP, Chapter President Recognition of membership accomplishments through the year and installation of new officers.
June 11–13	IA-NE Division Annual Meeting <i>Hosted by The Great Plains Chapter</i> Held at The Embassy Suites in LaVista, NE Visit /www.iaap-iowanebraska.org to register
July 18–21	International Education Forum and Annual Meeting (EFAM) Hynes Convention Center, Boston, MA Visit the HQ website: www.iaap-hq.org/events/convention for more information.
August 10	Membership Annual Social

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 Management
- * Scholarship
- * Ways & Means

Committee Buzz

It's the time of year when we start wrapping up the current year and looking at the next year. A look back on the 2009-2010 year shows quality programs at the monthly meetings, well-received programs for both Executive Recognition and Administrative Professionals Day®, many new members, a balanced budget, community involvement, continued education through scholarship and more.

This Chapter is not successful without the help of its many members who believe in the mission of the organization and who are committed to its continued success. One of the many attributes of the Ak-Sar-Ben Chapter is the diverseness of its membership.

Over 35 companies are represented. Ages range from 20 on up. Levels of experience are anywhere from one month to 40 years to retirement. And titles are just as varied, with members employed as receptionists, assistants, event coordinators, marketing representatives, and executive assistants.

The reasons for joining IAAP vary as well, but primary goals of members are to gain leadership skills, work-related skills and knowledge. Providing experience in these areas for such a diverse group of members can be difficult, but the Ak-Sar-Ben Chapter has a wide variety of committees to give members the opportunity to hone, grow and develop their talents. As we look to the success of the 2010-2011 year, consider chairing or serving on a committee (or more):

***Administrative Professionals Day® Event**—Chaired by the Chapter Vice President, this committee is responsible for coordinating the largest event of the Ak-Sar-Ben Chapter year. Talents needed to make this event successful include getting donations & sponsorships, decorating, sending invitations, scheduling, desktop publishing, public speaking and much more. If you have a talent, this committee can use you. If you don't think you have a talent, this committee will help you find one.

***Audit/Budget**—The Chapter cannot function without careful consideration of funds coming and going out. The Audit/Budget Committee works closely with the Treasurer to ensure financial stability of the Chapter.

***Bylaws & Standing Rules**—Policies and procedures are a part of any company or

organization, and Ak-Sar-Ben Chapter is no exception. Members of the Bylaws & Standing Rules Committee maintain the policies and procedures that keep the Chapter functioning at a less chaotic level.

***Membership & Certification**—Where would we be without members and mentors? This committee works to increase and retain our membership through contact with potential members, certification guidance and support, encouragement for current members and more.

***Programs & Education**—Part of our mission statement says "providing opportunities for growth through education" This committee plans topics and acquires

speakers for to present a variety of topics at our monthly membership meetings.

***Publicity & Community Awareness**—The Chapter newsletter, web site, advertising all fall under the umbrella of The

Publicity & Community Awareness Committee's duties. They also coordinate member participation in community events, such as Salvation Army Bell Ringing and the Adopt-A-Family program.

***Records Management**—Ensuring proper archiving of the Chapter's files is given to this committee. Duties include compiling information for storage, scanning past files into modern media, and the passing along of information between outgoing and incoming Boards or Committee Chairs. This process is important to continuity within the Chapter.

***Scholarship**—IAAP has a tradition of providing for the education of those pursuing a career in the administrative profession. The Scholarship Committee has the pleasure of reviewing and selecting worthy applicants to receive funding to help with their college education or certification.

***Ways & Means**—No organization can fulfill its mission without funding. The Ways & Mean Committee is tasked with raising funds for the operational costs of the Chapter not provided for through dues. It's not easy to ask people for money, but with the right people on the committee, financial stability is ensured.

With the variety of talents and experience in the Chapter, each committee can be fun and exciting. *Where do your talents lie, and how will you contribute to the success of the Ak-Sar-Ben Chapter IAAP?*

Bee an **I**nvolvement &



Active

Achiever...and show your

POWER OF COMMITMENT

to Ak-Sar-Ben Chapter IAAP!



**Certified Administrative Professional
Certified Professional Secretary**

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
Nov. 5-6, 2010	August 15, 2010
May 6-7, 2011	February 15, 2011

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

**NEW CPS/CAP
STUDY GROUPS**

New study groups are now forming for the next CAP and CPS Exams to be held November 5 and 6, 2010. The CPS Study Group will begin Monday, July 12 and end Monday, November 1. The CAP Study Group will begin Wednesday, July 15 and end Wednesday, November 3.

Groups will continue to meet at Village Inn at 78th and Dodge.

You do not need to attend every week, but it does help you to stay on track with your studying. The Prentice Hall Study Guides will be used, and can be purchased through IAAP.

Please contact Lynn Kroeger, CPS/CAP, Membership Co-Chair at 963-8219 or email lynn_kroeger@csgsystems.com or call Kimberly Dove at 963-8219 if you would like to attend or need more information.



Congratulations to the newly Certified

Results of the May Exams to be mailed mid-June.

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](#).



**IOWA-NEBRASKA DIVISION
ANNUAL MEETING**

**June 11-13, 2010
Embassy Suites, LaVista, NE**

The Great Plains Chapter is pleased to host
The 8th Annual Iowa-Nebraska Division Annual Meeting.

Dr. Karen Jonas, "Dealing with Porcupines: Diffuse Them Before They Quill You"

Jeff Beals, "Self Marketing Power: Branding Yourself as a Business of One"

Northwest District Director Valerie King, CPS/CAP, "How to Handle the "Tough Talks"

CEU's will be offered for this seminar.

Registration information is available now.

Visit the IA-NE Division web site events page for more information:
www.iaap-iowanebraska.org.

Reservations are being taken now at The Embassy Suites in LaVista, NE at 402-331-7400.
Room rates are \$139 + tax. Mention IAAP Division Annual Meeting when calling.

**IA-NE Division
Executive Board 2009-2010**

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Northwest Division Director
Valerie S. King, CPS/CAP
Phone: 507-255-4757
vkking@iaap-hq.org

Three Tips for Spring Cleaning the Office

By Barbara Boone

Barbara Boone is the owner of Busy Bee Organizing Services located in Cockeysville, MD. She provides office organizing for small businesses, home-based businesses, and busy professionals. Barbara's Website is www.bzbeeorganizing.com.



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The *Scribblings* is a monthly publication of the IAAP Ak-Sar-Ben Chapter. Submissions are due the first Wed. of each month.

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

Spring is a time of renewal. Flowers start to bloom, the grass grows again, and we shed our winter clothes for lighter, softer garments. It is a tradition in many homes to also take care of cleaning the windows, drapes, bedspreads, rugs, etc. Apply the same renewal to your office.

First, look at your immediate work environment, your desk. Have only items on your desktop that you need everyday: telephone, planner, computer, writing items, action files. Anything else you keep on the desk would depend on your job functions. Papers should be filed in the appropriate filing system. Current projects should be housed in their own system, perhaps an expanded file folder. If you have a lot of sticky notes surrounding you, can you consolidate them into a to-do list? Are contact numbers logged into a contact system?

Second, look at what surrounds your desk. Those items should also be kept to a minimum. They might include a tickler file, active file cabinet, and printer. Are those items located so that you can work efficiently



without getting out of your chair to do something? Check to see if the tickler file has been managed efficiently. Have the folders for each day been cleaned out as used and rotated to the back of the file? Is the pending folder checked periodically? Does your active file cabinet hold only active files, not archive files?

Third, check your office supplies. Are they housed together? Are you low on some and need to replenish any? How about the receipts for those supplies? Are they logged into your system for tracking expenses? Are invoices up-to-date?

By maintaining your work environment on a daily basis, you can avoid the build up of clutter that very quickly becomes overwhelming. At the end of the day, clean up your space and get it ready for the next day. This should take only a few minutes. Check your planner to see what the next day's schedule is and if you are prepared for any appointments or other activities. You should feel calm and under control, not overwhelmed or stressed. If daily maintenance is not possible, try at least every week or month.

if it helps you stay focused!

- **Set a timer** - Many of us put off unpleasant tasks — it's simply human nature. To help make boring chores more palatable, tell yourself you'll only do the activity for a set amount of time — say ten or 15 minutes. After ten minutes, if you want to stop working, you can. Interestingly, if you give yourself permission to stop after ten minutes, you may find the momentum carries you along and you'll keep working anyway.
- **Reward yourself** - Give yourself a bit of positive motivation to get things done. Tell yourself that once you've completed your task, you can go out to lunch with your colleagues. Or set up one-hour blocks of time where you focus entirely on work, followed by a fifteen-minute break with a favorite cup of tea. It doesn't have to be a particularly grand reward, simply something that gives you a boost. You might even think of the relief you'll feel once the task is completed — that's usually a reward in itself!
- **Make it as simple as you can** - When

starting a task that you've been putting off, the most important point is just to get started. Don't pay attention to the details right away, just focus on making a start. For example, if you need to prepare a report, just begin by writing down the most important points first. Don't worry about formatting it properly or finding the right words, just get it written down. This is a much less stressful and intimidating way to begin, especially for larger, complex projects.

While procrastination may be difficult to overcome, the strategies above can help you keep yourself on track. And don't forget to be kind to yourself — hard work deserves "downtime," so be sure you're not working so hard that you're burning out. Coming to work refreshed and rested can be the best preventative measure against procrastination.

Borrowed from the South County Chronicle January 2010 issue; Submitted by Patty Thompson CAP; Taken from HP's Small & Medium Business website.