

ADMIN PRO NEWSLETTER

Tuscaloosa IAAP Chapter

OCTOBER 2010



President's Corner



We have started this year's theme Passion & Purpose with a bang. During our opening meeting September 21, Donna Maples was the speaker and WOW was she great. Mrs. Maples is the administrative assistant for The University of Alabama President, Dr. Robert Witt. Mrs. Maples truly shared her purpose and passion for this profession. Mrs. Maples made this statement that really hit home, "she changes her work style to adapt to her employers style but she never changes her work ethics".

Sometimes new administrative professionals come into an office expecting to change the environment and their boss who has been in their position for years. But your first assignment is to learn your surroundings which includes your employer's work style and their expectations. Often not mentioned in position descriptions is that you are asked to be a workplace chameleon (a tree-dwelling lizard with long thin legs, a strong curled tail, a long sticky tongue-temperature indicators, and the ability to change color). Now, don't start eating bugs and climbing trees. But as professionals we should have the ability to adapt and evolve in our environ-

ment just as a chameleon changes colors from green like the leaf to brown as the bark in their environment. I challenge you to become like the chameleon and change some of your work habits to match your employer's. Example, if you have an employer who is IT savvy, become knowledgeable about all areas that deal with IT Technology; or if your employer uses a paper calendar and not Outlook as their main appointment source; begin using one too (which, by the way is a great backup system). Learn your surroundings, adapting doesn't mean that you are limiting yourself, but shows growth in your ability to grasp and flow with the environment you are in. Then as you learn your employer's needs and the working environment in which you find yourself, you can gradually incorporate some of your ideas, to your specific area, to increase productivity and make you appear more like the chameleon.

So, my advice for this month, "Change your colors like a chameleon."

Veronica Cross



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Inspirational-Step into the Challenge

The more you do, the more you're able to do. Your abilities grow stronger as you use them, so your best strategy is to get busy and use them.

The feeling that you cannot do something is often powerful, and can feed upon itself. The way to get beyond it is with action.

Any project you contemplate may at first seem overwhelming. That's understandable, because you haven't even taken the first step.

Once you take that first step, though, the challenge begins to feel more manageable. As soon as you actually begin the effort, you also begin to get better at doing it.

When the mountain is in the distance, it's difficult to imagine how you could climb it. Once you're on the path up the mountain, though, you'll always be able to easily see the next step and take it.

Go ahead and begin the effort. Amaze yourself by discovering how very much you can do. -- Ralph Marston <http://greatday.com/motivate/index.html#ixzz11zakVnnT>

Inside this issue:

President's Corner	1
Inspirational Moment	1
Membership Spotlight	2
Career Corner	2
Meeting Information	3
News Flash— GOOD NEWS	3
IAAP Mission	4
Join IAAP/Membership Info	4
Professional Development	5
Technology Bites	6
Brainteaser and Tips	7
Mark your calendar	8

MEMBERSHIP SPOTLIGHTS

Julia D. Doherty– Executive Secretary for Alabama Power Company for 27 years

Member of IAAP since December 2006– 4 years

Education– Graduate of West End Christian class of 1981 (She’s a young lady)

Married to Billy Doherty for 26 years

Children/grandchildren– Two sons aged 23 and 19 years old

Julia loves to paint, watch her youngest son play baseball at the junior college he is attending and of course watching Alabama football—ROLL TIDE!!!

Why I Love my job–“When I first started working for Alabama Power Company in 1983, I had a variety of jobs. I was a mail clerk; switch board operator,

Customer Service Representative and an Administrative Assistant. Back then, I never imagined that later on in my career, I would become an Executive Secretary for the Western Division Vice President. But here I am, 27 years later, and it is the most rewarding and fulfilling job that I have had since I started working for the company. I love what I do. I enjoy coming to work every single day. I love the people, the variety of work that my job offers and flexibility the position offers. “

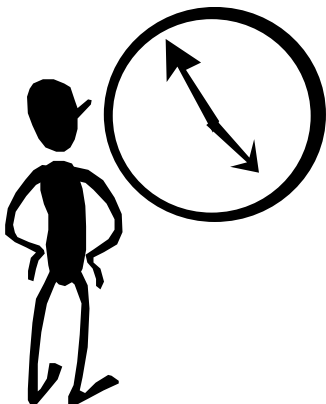
Favorite Quote– *When you arise in the morning, give thanks for the morning light, for your life and strength. Give thanks for your food, and the joy of living. If you see no reason to give thanks, the fault lies with yourself. TECUMSEH (1768-1813) Shawnee Chief*

Julia D. Doherty



Career Corner

How to get twice as much done in half as much time?



You want to make every hour count, so you plan your day in 15-minute chunks and prioritize your tasks. That’s smart time management, but it doesn’t guarantee you’ll work productively.

You’ll operate most efficiently if you capitalize on every minute to produce fast, consistently great results. That means turning plans into action while banishing aimless anxieties and the urge to procrastinate.

How to Get Twice as Much Done in Half as Much Time

Here’s a road map to boost your productivity:

Confront, don’t complain.

There’s a time and place to vent your frustrations. But if you deplete precious time during the workday by dropping what you’re doing and talking about your irritations, you’ll dig yourself in even deeper.

If you’re annoyed at a co-worker, don’t complain to whoever happens to walk into your office. Instead, speak directly to the person with whom you’re upset. This saves time and reduces the spread of ill will.

Allot ‘worry time.’ If you grow anxious thinking about all the work that awaits you, then reserve blocks of time to indulge yourself in worry. Don’t let these thoughts creep into the rest of your day—or you may wind up worrying about a job rather than doing it.

The days aren’t getting any longer—and your responsibilities aren’t getting any lighter. You need to get more out of every hour of the workday.

Try setting aside 15 minutes after lunch as your private “worry time.” Have a pen and paper ready and list your anxieties, numbering them in order of importance.

This exercise will help you clear your head—and maybe even reprioritize—so that you can return to work free of mental distractions.

Anticipate first, reflect later. If you make a high-profile mistake, you may feel compelled to dissect what happened in excruciating detail. That’s fine on your own time. But don’t waste the day analyzing a screw-up or justifying your decisions to any and all who’ll listen.

Use that time to think ahead. Prepare for projects, such as rehearsing a big speech or gathering facts to include in an employee’s performance review. Or call hard-to-reach people and leave a time for them to get back to you.

Even the smallest interruption can disrupt your whole schedule.

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MEETING INFORMATION

UPCOMING MEETINGS

Tuesday, October 19, 2010

Making it Clicking Between Managers and AP-

Dana Langham, OfficeTeam, Birmingham

Tuesday, November 16, 2010

ENet-etiquette Skills

Donald Malone, Manager, Web Development and Processes, UA, Student Affairs

All meetings are held at

JAMISONMONEYFARMER PC

3rd floor Bank of Tuscaloosa Bldg.

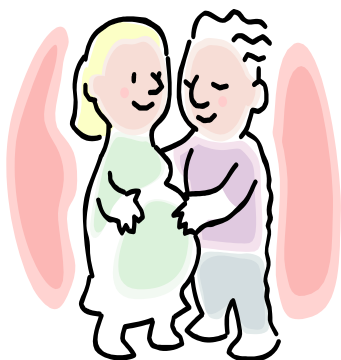
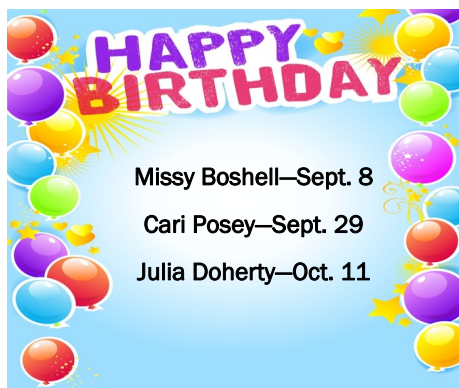
on 2200 Jack Warner Road Suite 300

12noon–1pm

Lunch provided \$15 per person – Catered by Snap Decision Catering

Contact Veronica Cross for information 205-394-6011 or vcross@crimson.ua.edu

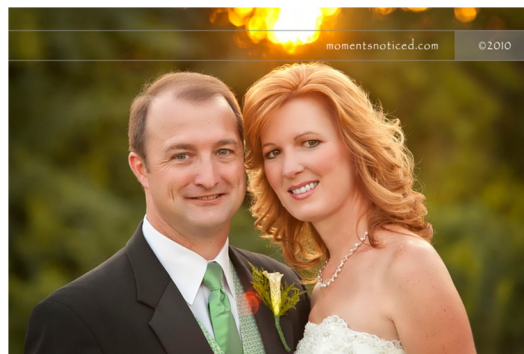
GOOD NEWS!!!!



CONGRATULATIONS

Christen and Kevin Ballard
Are expecting a bundle of joy
May 7, 2011

IT OFFICIAL



Cari A Posey is married to
Jeffrey Maddox Nichols
Isn't she a
beautiful bride?

<http://208.75.148.37/~momentsn/>



International Association of
Administrative Professionals®
Tuscaloosa Area Chapter

Our Mission

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

What are IAAP's 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.

JOIN IAAP-BECOME A MEMBER TODAY!!!!



**SOARING
HIGH
WITH
IAAP**

Tuscaloosa Chapter

Increase your value by investing in your future. Membership in the International Association of Administrative Professionals provides outstanding benefits and services to meet your professional and personal needs. The Tuscaloosa Chapter is a great resource to help you advance in your career, increase your skills and opportunities through networking, keep up with business trends and technology. Achieve an improved professional image, outlook and future with IAAP!! Chapter membership offers opportunity to develop skills in

Benefits of membership include

- Organization management
- Budget Planning
- Public Speaking
- Leadership Development
- Professional Certification Programs
- Admin Pro Newsletter
- Committee Participation
- Leadership Development

PASSION & PURPOSE
TUSCALOOSA AREA CHAPTER

The Six Steps to a Successful Career or Personal Reinvention

by Marquesa Pettway, DTM

You've gone as far as you can in your job. Or you've been laid off, in this still-down economy. In either scenario, you need to totally rethink what you're doing, and how you're doing it—you need to reinvent yourself.

Reinvention is something we'll all experience several times in our lives, both personally and professionally. Every time we reinvent, we take our life to a new level—accomplish a new goal, go through a successful transition or be more aware of who we are and what we want. We experience reinvention during a job transition ... when we turn an age older or younger ... the first time we have a child. In other words, reinvention is part of living.

When you follow my six stages to reinvention below, you'll find your entire life and is transformed—in the most positive way.

Stage 1: Reflect

We need to reflect on our lives in order to gain self-awareness, which answers the question: WHO am I? We may think we know who we are, yet choose a job that goes against our values and skills, because we're desperate or because a friend has chosen that same career.

To start this process I give people a self-assessment, called a "self-profile." This helps them look at their strengths and weaknesses, reflect on what's worked and what hasn't, and decide what their style is. The answers are important when it comes to making choices: should I work from home? Should I work for someone else? Should I buy an SUV? Even at age 60, you may not know what you want.

About five years ago, due to corporate downsizing, I was laid off from my job. I'd been promoted less than three months earlier, and I went through a meltdown. I also went through a reflection process. I spoke to an outplacement coach to figure out what I wanted. But before I could do that, I had to figure out what I didn't want. On a cruise with my family, I reflected on my life and realized that although I enjoyed marketing and sales, I loved something I did, but didn't get paid for: speaking. (My company held national conventions, and guess who was the mistress of ceremonies?) I decided to become a professional speaker. I wouldn't have realized this had I not taken the time to reflect, and today I am living my dream as a national professional speaker.

Stage II: Redefine.

This stage is where you paint the picture of WHAT you want. Some people paint their picture by creating a "vision board"—cutting pictures out of a magazine and pasting them on a board to communicate to their wants to themselves. "I think I want a job that involves travel." You may paste a picture of a plane on the board. You're not going to know all the answers at this stage; you will learn the "What" - "This is what I want, this is the kind of life I want for myself." (I had done a lot of speaking; now I needed to figure out how to run a business as an entrepreneur.)

Stage III: Refocus

Now you start to lay out HOW you'll reach your goal. Every successful reinvention involves a plan. Do some research. Then, have a brain dump of everything you think you need to do. Make a big list, prioritize it and create goals based on your list.

Make sure your goals are realistic and attainable. If you have bad credit, your first goal shouldn't be to buy a huge home. It should be, "I need to clean up my credit." Also make sure your goals are timely. Give yourself a specific time-frame: X will happen within the next three months, Y will happen in six months, and so on. This is a business plan for you.

Part IV: Recommit

Nothing we've touched on so far will matter if you don't commit to the process. More of us will follow the rules of a cell phone contract than of a contract we make with ourselves! For many years, I said to myself, "I want to get my MBA." But I procrastinated. I planned for it, but I didn't make a true commitment to myself. I didn't figure out "How am I going to stick to my plan?"

One way to do so is to create a self-contract. Write "rules of engagement" that apply to your situation and your goals into the contract. Sign the contract, then find four more people—not family members; people who will hold you accountable—to sign the contract. This works because when we tell people our goals, we're embarrassed if we don't follow through. Two people who signed my contract said, "We're going to help you see this through."

PROFESSIONAL DEVELOPMENT

Continued

Stage V: Reenergize

This is the “WHY” of your goal. If you don’t know why you want this you won’t stick to it. This is mindset, and mindset is 90% of your success. You’re focused and pumped and then week two or three rolls around and you decide not to get out of bed.

You must put in place what will inspire, excite and energize you. I keep a circle of influence around me, individuals I spend time with. I call them my “mastermind” partners; they keep me energized and excited. I read certain books. I track certain role models on social media. Everyone is motivated a different way.

Stage VI: Reinvention

You’ve reflected, redefined, refocused and reenergized. The next question is: Where am I at now? If your reinvention was to move from corporate America to your own business—now you’re there. But you don’t stop now. You set more goals, because you need to keep the business going.

A Reinvention Success Story

An admin who heard me speak told me she loves what she does; she just wanted to do it a different way. She did some research, which is part of the refocus step, and decided to start a virtual assistant business. (A virtual assistant is an admin who works virtually, assisting clients from a home office, over the phone, via email, etc.) But she didn’t know the nuts and bolts of what that meant. After my presentation, this admin asked if she could learn more from me. I have three virtual assistants (VAs) and a program, the National VA Institute (nvai.com). She trained with me for about six months at the Institute, and now her business is up and running and she’s working with entrepreneurs. That’s a success story of an admin who went through a complete reinvention process.

What will your success story be? Follow my six steps to reinvention and find out!

Marquesa Pettway, DTM, is a reinvention expert, speaker and coach. For a reinvention map, go to reinventionsteps.com. To book Marquesa to speak, go to mlpspeak.com.


TECHNOLOGY BITES—Change where the cursor moves after entering data in Excel

Excel 2010

1. Click **File > Options > Advanced > Editing Options** .

Now, below the heading **Editing Options** you'll see **After pressing Enter, move selection** and below that, in the **Direction** drop down box is where you can make your choice.

Excel 2007

Same as 2010 but instead of the File menu, , press the Office button  near the File menu.

Excel 2003

1. Click **Tools > Options > Edit** tab.

- To change the direction in which the cursor moves, select the **Move selection after Enter** check box, and then select a direction in the **Direction** box.
- To keep the cursor in the current cell, clear the **Move selection after Enter** check box.

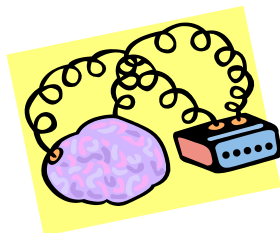
(There's more information on all your options when moving the cursor [here](#).) Now if you're using Excel 2010 or 2007, don't forget that you can add **Options** command to your [Quick Access Toolbar for easy access](#). (Tip: When adding **Options** to the QAT, in the **Choose commands from** drop-down, choose **File Tab**; it's in there.)

Brain teaser AND Tips Admins always think on their feet.

Match the country in Asia with the correct capital city:

- Bangladesh
- Cambodia
- Indonesia
- North Korea
- Laos
- Malaysia
- Maldives
- Yemen

- A. Phnom Penh
- B. Vientiane
- C. Dhaka
- D. Kuala Lumpur
- E. Jakarta
- F. Male
- G. Sana
- H. Pyongyang



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WORD FOR THE DAY

ANESTHETIZE—

Definition to administer an anesthetic to somebody

USAGE— You must anesthetize the gum before extracting the teeth.



TIPS OF THE MONTH

Eliminate Frustration and Create Clarity

by Colette Carlson

With the amount of to-do's growing daily, combined with the challenge of getting a supervisor's undivided attention and time, it's easy for admins to become confused and frustrated. Therefore, you may find yourself on the listening end of a fellow admin who is going on and on struggling to deal with the situation. You want to be supportive, but you also need to honor your own time constraints. When someone you care about is feeling overwhelmed, stop them and say, "Tell me what you want" or ask "What do you want to see happen in this situation?" This phraseology immediately stops their downward slide and forces them to focus on an outcome that would make them feel happier or more satisfied. Then you can support them in looking for ways to make it happen.

Finding Misfiled folders/documents

1. Look behind the file folder or, in front, look under to see if it slipped through.
2. Look in the actual file before or after the correct point.
3. Look in a file with a similar name.
4. Look in similar topics.
5. If you recently filed it, look at the other files you worked on; maybe it got attached to the back of one (i.e. stuck on a staple or paper clip, etc). www.deskdemon.com



MARK YOUR CALENDAR



NATIONAL BREAST CANCER MONTH— OCTOBER 2010



Support and Remember a Loved One.

NATIONAL BOSS DAY— OCTOBER 16, 2010



National Boss Day is October 16 each year. When the holiday falls on a weekend, it is generally celebrated on the working day closest to October 16.

National Boss Day offers employees an opportunity to recognize those in supervisory positions. Popular ways to say "thanks" include cards, a lunch in the boss's honor, flowers, or gift certificates.

National Boss Day was started in 1958 when Patricia Bays Haroski, then an employee at State Farm Insurance Company in Deerfield, Ill., registered the holiday with the Chamber of Commerce of the United States. She designated October 16 as the special day because it was her father's birthday. Ms. Haroski's purpose was to designate a day to show appreciation for her boss and other bosses. She also hoped to improve the relationship between employees and supervisors. She believed young employees often do not realize the challenges bosses face in running a business.

Mark your calendar for IAAP Fall Conference!

OCTOBER 17-20, 2010

Believe it or not, the end of summer is approaching fast, and it's time to start thinking about Fall Conference! This year's event will be held at the Hilton Seelbach Hotel in Louisville, Ken. This 2½ day conference provides opportunities to network, share ideas, problems and solutions with other admins. You will have the opportunity to hear three to four top-notch presenters and return to your job with renewed energy and vitality. You will also receive recertification points if you are an active CPS or CAP holder. For more information, visit www.iaap-hq.org/events.

ANSWERS TO BRAINTEASER— Bangladesh-Dhaka, Cambodia-Phnom Penh, Indonesia-Jakarta, North Korea— Pyongyang, Laos-Vientiane, Malaysia-Kuala Lumpur, Maldives-Male, Yemen-Sana.