

ADMIN PRO NEWSLETTER

Tuscaloosa IAAP Chapter

Volume 5

October 2011



International Association of
Administrative Professionals®
Tuscaloosa Area Chapter

President's Corner



Hey Everyone,

Fall is here! I love this wonderful weather; it is so cool and the colors are so beautiful. Yes, change is around the corner, not only the weather but IAAP is ready to make a "LEAP into Remarkable". Make this a remarkable year for you and IAAP.

October is our membership drive month and I am asking everyone to bring a guest to our meeting this month. Dr. Milady Murphy, Wellness Center Director, Shelton State Community College, is our guest speaker. Dr. Murphy has a lot of information for us regarding stress management and desk exercises. This is an excellent time to network and spread the word about IAAP. Please let everyone know the best kept secret in town.

Veronica Cross, President



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Inspiration-Start right now

Don't wait until you're ready. Start now.

The circumstances will not be perfect and you won't get it perfect. Start now, however, and you will get it done.

You're not going to have everyone's assistance or approval. You can, however, get the jump on your success and get started right now.

Do you want to waste your time and energy on elaborate excuses or would you rather invest yourself in achievement? Get started now and get the achievement well underway.

You've already delayed long enough and there's no good reason to wait one moment more. The time for action is the time at hand.

You're standing squarely in the middle of your life's great and valuable opportunity. Start right now and make all that value yours.

- Ralph Marston <http://greatday.com/>

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MEMBER SPOTLIGHT

Cari Posey Nichols

Member since - 8/2002 Founding Member

Position held—President 2002-03,
Committee Chair Administrative Professional Day 2011-12

Occupation — Office Manager at Benchmark ITS since 2006

Education — B.S. in Commerce & Business Administration,
The University of Alabama, 2009 A.A., Brewer State Junior
College, 1992

Family life— Married to husband Jeff and have a 3-year old
Miniature Dachshund named Fancy.

Why I joined IAAP—I like being a member of IAAP because it
allows me to learn more about my profession, gives me the
opportunity to network with others, and shows my boss my
commitment to my profession.



She is such a beautiful bride !!!!

Committee Reports

Cari Nichols, Administrative Professional Day Committee Chair

Cari, Gay, and Martha met September 14th to discuss possible events for Administrative Professionals Week. They are tentatively planning a luncheon, and will announce more details in the coming weeks.

Margaret Smith, Alabama Division Annual Meeting Planning Guidelines Member

On July 22, August 4, 15, and 22, Margaret represented the Tuscaloosa Chapter during conference calls to discuss the Alabama Division Annual Meeting Planning Guidelines. The time during these calls were used to have input from all represented chapters on each line item as to what has worked the best in the past meetings, as well as suggestions for improvements for the upcoming meetings. The final list of suggested changes were presented to the Board in August. I have not received a finalized copy of the guidelines, but as soon as they are received I will mail them to each member. The Division Meeting Rotation Schedule was discussed and it was pointed out that this rotation schedule is in place until 2020. The Alabama Division has

been divided into five regions. Birmingham, Lawson State and Tuscaloosa are now called the Central Region. In 2012, the Central Region will be responsible for the Alabama Division Meeting. It was stressed during these conference calls that one year is not too early to begin preparing for that region's meeting. I will have a packet for everyone as soon as I hear back from the changes the Board may have approved. This will include minutes from these conference calls, any verbal suggestions that would be beneficial and any other helpful information.

Julia Doherty, Hospitality Committee Chair

Please keep the following members in your thoughts.

Missy Boshell and Family

Teresa Armstrong and Mark Armstrong

Erin Lawson and Family

Gay Oswald and Family

UPCOMING MEETINGS, EVENTS AND TRAINING

October 17, 2011 National Boss Day

Show your supervisor support and appreciation

October 18, 2011 IAAP October monthly meeting

12 PM JMF, PC conference room, 3rd floor in the Bank of Tuscaloosa Bldg. on Jack Warner Rd.

Guest Speaker Dr. Milady Murphy—Stress Management and Desk Exercises

GREAT PODCAST TRAINING AT YOUR DESK

IAAP website — <http://www.iaap-hq.org/podcasts>

GOOD NEWS!!!!

Happy Birthday

| | |
|---------------|--------|
| Missy Boshell | 8-Sep |
| Cari Posey | 29-Sep |
| Julia Doherty | 11-Oct |



THE BIRTH OF OUR CHAPTER

Cari Posey Nichols—Founding Member, President 2002-2003

In 2002 I began looking for a professional organization that I could join to network with other administrative assistants. I found IAAP and attended a meeting of the Birmingham Chapter. I thoroughly enjoyed the meeting and decided to start the Tuscaloosa Area Chapter to promote our profession and provide local administrative professionals those same networking opportunities.

Thanks Cari for your leadership and dedication to IAAP.



PROFESSIONAL DEVELOPMENT

Here are the Top Three Grammar Mistakes that I see:

3. There is no apostrophe in a plain old plural noun.

Here are my vacation photo's! **What?? Oh, you mean photos!!**

Don't put an apostrophe in a plural noun unless it is a number, letter, or symbol (a's, 5's, &'s).

Apostrophes are for possession.

2. We were all corrected to use I when we said, "My friend and me are going to the movies."

However, sometimes me is the correct word to use (same goes for us, her, him, them, and whom).

He gave the tickets to my friend and me. **Using I is incorrect here.**

You wouldn't say, "He gave the tickets to I," so you don't say he and I either.

Between you and I is also incorrect. Between you and me is the correct way to write or say it.

The rule is to use the pronoun I, we, he, she, they, and who when used as the subject of a sentence (or a predicate nominative, which is a noun or pronoun that comes after a verb of being. For example, "It is I" and "This is she" are both correct. "It is me" is incorrect.).

Use me, us, him, her, them, and whom when used as the direct object, indirect object, or object of a preposition in a sentence.

The boss promoted him and me (direct objects).

The boss gave her and him raises (indirect object).

The boss gave the account to him and me (object of the preposition to).

1. Do not separate two sentences with a comma....EVER!!

You will have a run-on sentence

(a definite no-no).

I hope you can attend the meeting, it will be very productive.

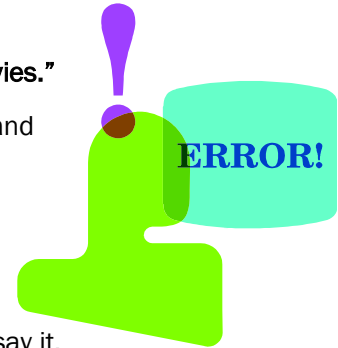
Sorry, no way. There are several ways to fix a run on.

I hope you can attend the meeting. It will be very productive.

I hope you can attend the meeting; it will be very productive.

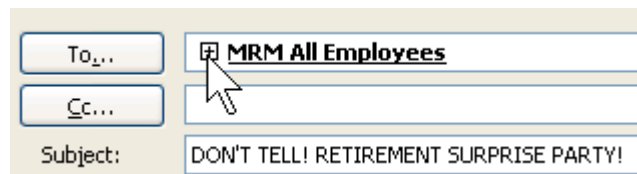
I hope you can attend the meeting because it will be very productive.

Arlene Miller is a writer, editor, and teacher. She is the author of *The Best Little Grammar Book Ever! 101 Ways to Impress With Your Writing and Speaking*, available on Amazon.com, other online retailers, and from www.bigwords101.com. Her company, bigwords101, provides editing, writing coaching, and grammar/writing workshops for corporations and other groups. For more information about corporate workshops and other services, contact Arlene at bigwords101@yahoo.com.



Send e-mail to a distribution list minus a few names

It can be a real pain when you have a large distribution list and you want to remove just a few names from the list before sending an e-mail. Perhaps you're having a surprise party for a co-worker—you certainly don't want to send the e-mail to her. Well, removing her from the e-mail and still using your distribution list isn't difficult to do. In Microsoft Outlook 2010, Outlook 2007, and Outlook 2003, you can expand a distribution list by clicking on the plus sign that precedes the list's name once you've entered it in the To, Cc, or Bcc field. From there, you can simply delete any names that you'd like.



Expand Distribution List to Delete Specific Names

Color Code to Identify Key Messages

Color code key messages to quickly identify e-mail from your most important contacts such as clients, staff, your boss, or team members. This has been a huge timesaver for me and helps to insure that I don't miss key messages.

To color code in Outlook:

1. Highlight a message from a contact.
2. Choose **Tools > Organize**. This opens a new window at the top of your Inbox window.
3. Choose the option **Using Colors** (found at the left of the window).
4. Pick from option, **Choose color for selected message** and **Apply Color**.
5. Additionally, you can also pick **Show messages sent only to me** as a way to highlight messages that are not part of a group distribution.
6. Optionally, choose **Automatic Formatting** (upper-right corner of window) to view coloring choices or even to apply a different font.
7. Close the Organize window when you are done. All messages in your Inbox from the selected contact are now color coded.

You can color code e-mail messages in Outlook 2007, 2003, 2002, and 2000. If you don't see it, the **Organize** command might be hidden due to a terrible "feature" called Personalized Menus and Toolbars which limits your initial view to select toolbar buttons and menu commands.

OUR MISSION-IAAP



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.

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

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, and to 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

- Organization management
- Budget planning
- Public speaking
- Leadership development
- Professional certification programs
- Committee participation



Submit information, articles, or photographs electronically to vsccross1969@gmail.com

PHOTO of MOMENTS



Veronica Cross and Ann Davis, President–Elect
Alabama Division
ADAM 2011–Huntsville, AL



Veronica Cross, President
Tuscaloosa Area Chapter
receiving a certificate of appreciation
at ADAM 2011



Jacqueline Powell, President
Alabama Division
Leadership Meeting, ASU campus
Montgomery, AL