

ADMIN PRO NEWSLETTER

Tuscaloosa IAAP Chapter

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International Association of
Administrative Professionals®
Tuscaloosa Area Chapter

President's Corner



Happy 2011 and New You! Wow, a new year! I was reading the President's note on reaching realistic goals in this month's issue of Office Pro Magazine. If you have not read the article, I encourage you to do so. Outside of being very informative, Mary Ramsay-Drow suggests instead of focusing on resolutions, make reachable, realistic goals. I began thinking of the resolutions we traditionally make which are exercise more, quit smoking, drink more water, etc. However, in keeping with IAAP mission statement lets work on professional and personal goals as Admins.

Personal goals – improve your speech presentations or writing skills, take a class to such as business ethics ? Professional goals – work on having a

more professional and polished look, learn new software or improve your work relationship with your cubicle partners, etc.? These things can be achieved. Just take baby steps because your change is around the corner. Also start a diary to document your growth.

One great way to improve yourself personally and professionally is to be active in an association such as IAAP. Membership is only \$83 until March 31st.

So, this season focus on YOU. Enjoy the newsletter !!



Member
of Excellence
2009-2010

Veronica Cross,
President

Inspiration-LET PEACE BE

Put the power of peace in your life. Let the power of peace fill your moments and your world.

When you are at peace, your thoughts and actions bring maximum results. When you are at peace, you can feel the perfect worthiness of all that you truly are.

Peace comes with being honest, with yourself, with others, in your thoughts and your intentions. Peace comes with being thankful without condition or limitation.

Peace is always there within you. Turn loose of the anger, frustration, worries, judgments and distractions, and that peace will begin to shine through.

Peace is who you are when you are completely honest. Live from your authentic center, and you will live with peace.

In peace there is great positive power. Let peace be, and let it come through you.

– Ralph Marston: <http://greatday.com/motivate/index.html#ixzz1AfHbvyll>

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MEMBERSHIP SPOTLIGHTS

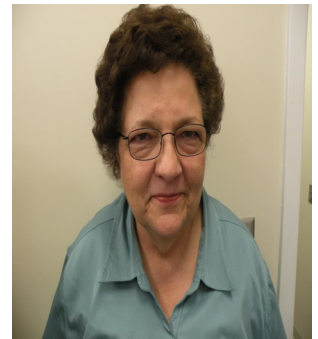
Margaret Morgan Smith – Executive Secretary for Nancy Whittaker, Associate V.P for Administration at the University of Alabama **Member of IAAP** since

Education/Background where you are from- Graduated from Tuscaloosa High School . My plans are to begin Shelton State Community College for the Spring Semester 2011. My first goal is to receive a certificate in Office Administration with a Concentration in Information Gathering. After that goal has been reached, I do plan to obtain the Associate Degree in Applied Science for this program of study. In the future, I plan to become Microsoft Office 2010 Certified in Word, Excel, Outlook, Access and PowerPoint. I would like to someday teach some classes in the Office Suite applications.

Children- one daughter Ginger Pritchett with two beautiful grandchildren Hannah age 11 and Christian age 6

Why you love being an Administrative Professional.- I have been very blessed to be working for a wonderful boss that has been so good to me as I have pursued this career change. After working in the computer field, I did change to the administrative part of that area with my former employer. I did enjoy it tremendously. I have been very please with my decision to become an Administrative Professional. There have been several opportunities for training that I have truly enjoyed. Administrative Professionals have such varied jobs there should be an “extraordinaire” added to that title somewhere.

Motto or favorite saying- If you cannot go through it, go around it! Always be optimistic and not pessimistic.



Dress for Success



Whether it is fair or not, people judge you on your appearance. This is particularly

true at work. So every time you pick out an outfit for work, you should bear in mind that it can impact how your job performance is perceived and even your options for future advancement.

Here are several tips for dressing for success in the office:

Err on the side of caution

Deep necklines and short skirts look great in televised legal dramas, but they are not really appropriate attire for the office – even if your boss is

Career Corner

wearing them! While you do not need to lace yourself up to your chin and down to your fingertips, if you wear a form-fitting item of clothing, avoid skin exposure, and vice versa. Generally skirts should not be more than 2 inches over the knee and décolletage should be kept to a minimum, which means that for bustier women, shirts that women without such “endowments” can get away with may not be an option for you.

Overdressed is better than underdressed

Generally, jeans in the workplace are a bad idea, regardless of whether they are permitted or not. If you cannot stand to wear dress pants all the time, invest in some good, tailored dark jeans or jeans that are not blue, but rather grey, brown or black and fit you well. The same rule for jeans applies

to flip flops: even if it’s an option, resist.

Dress up for interviews

When it comes to an interview or a presentation, go the whole nine yards no matter who is in the audience. It shows that you take the work that you are doing seriously and that you can be trusted to present a good face to the public on behalf of the company.

Dressing for success is really about confidence and common sense. Wear things that make you feel comfortable not just in terms of how they fit, but also in terms of how professional they make you feel. A strong, polished appearance is never a handicap.

www.deskdemon.com

UPCOMING MEETINGS

Microsoft Word Tips, Tricks, and Ideas

Veronica Cross, UA , Student Affairs

February 15, 2011

All meetings are held at

JAMISONMONEYFARMER PC

3rd floor Bank of Tuscaloosa Bldg.

on Jack Warner Road

12noon–1pm

Lunch provided \$15 per person

Catered by Snap Decision Catering

Contact Veronica Cross for information 205-394-6011–vcross@sa.ua.edu

GOOD NEWS!!!!

Happy Birthday

Veronica Cross	25-Nov
Susan Lakes	12-Dec
Martha Moore	21-Feb



Please remember

Margaret Smith’s mother Ethel Brown passed Feb. 5, 2011.

Teresa Armstrong and Mark Armstrong during Mark’s illness.

“We support each other.”



IT’s OFFICIAL
CONGRATULATIONS

Christen Ballard will be having a Girl!!

Little JoLee Camille

We are counting the days— May 7th is around the corner

CONGRATULATIONS

Margaret Smith, IAAP Vice President, recently enrolled at Shelton State with a scholarship to assist with tuitions.

Way to go !



Martha Moore, Sr. Registered Client Service Associate, office Morgan Stanley Smith Barney was covered in the Tuscaloosa Magazine, Winter 2010 issue.

Standing: Reid Holley, Alistair Harding-Smith, Scott McClanahan, Michael Warr, Rex Zeanah and Mel Hackbarth. Seated: Kay Day, Martha Moore and Jennifer Bagley.

<http://www.tuscaloosaneews.com/article/20101215/NEWS/101219794/-1/tuscaloosamagazine10?Title=Morgan-Stanley-s-staff-finds-strength-in-its-differences>

PROFESSIONAL DEVELOPMENT

GET ORGANIZED



If you are a “list-maker,” try the following to keep your list manageable and honest:

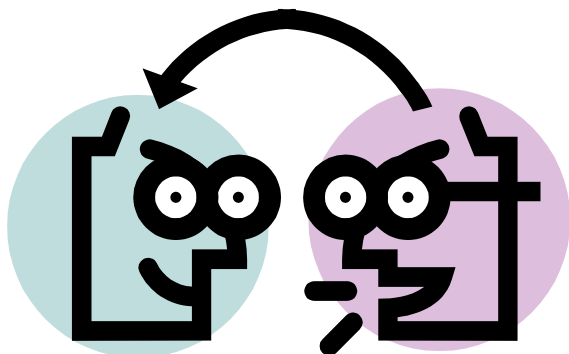
- (1) Only keep one list. Multiple lists (small notebook, cell phone memo pad, composition tablet, etc.) will only frustrate because you will start to duplicate items.
- (2) Write in your own shorthand. When you have to be perfect with the words and visual structure of your list, you are procrastinating. Just get the item in some form you can understand. Remember, your list is not for publication!
- (3) Choose an acceptable amount of time to revise your list. If you do this every day you may end up spending more time composing your list than actually completing your list.
- (4) Forget about crossing off completed items with color coded highlighters. This is another anal-retentive practice which is a waste of time.
- (5) Keep in a file the completed lists. You will find you may want to consult this file in the future to assure tasks have been completed or check for names, phone numbers and addresses.

OFFICE TIPS

DARE TO SHARE

by Colette Carlson

Do you have one of those tight-lipped supervisors who gives you very little information even when asking you to take on a new task? Getting scoop out of them is like pulling teeth. In fact, you often only hear from them when you’ve done something incorrectly or missed the mark on a project, which can be frustrating. What to do? Follow the philosophy that people respond more to positive feedback and catch your boss doing something right! The next time he actually shares a decent amount of information prior to giving you an assignment, dare to speak up and reward this behavior. “Thank you for discussing this assignment with me in such detail. It’s been my experience that when I’m clear on exactly what you expect from me, I can accomplish a task in less time with more effectiveness. That’s why I certainly appreciate when you take the time to share the bigger picture, (your project goals, who I should connect with, etc.” Say it with genuine warmth and see if it doesn’t happen more often



TWO BRAINS WORKING TOGETHER

TECHNOLOGY BITS

Over the years that I've been doing trainings in companies, I often discover that participants aren't utilizing their Outlook program to its full potential. I suppose it's like our brains—we use about 10% of their capacity. If you use Outlook and know you could be using it "better," then read on to find out my top five tips that directly result in increased productivity when implemented.

1. Color code your email.

You know when you open your email in the morning and you have 50+ messages staring you in the face? How do you know which to open first? You probably want to aim for your boss' emails, your co-workers, anything about that pressing deadline you have coming up, right? Try color coding your email. Make all messages from your boss come to you in red, others in blue, and so on. Here's how you do it: Go up to tools, click on organize, then click on using colors. From there you can choose the person and color that you want to match up.

2. Do not check email all day long.

You hear the ding and you just have to look, right? In order to really follow the #1 rule of productivity and not check email all day long, it's a must to turn off the dinger as well as the automatic desktop alert. (Do you really need a ding AND a desktop alert?) To turn off and stay on track, go to Tools, click on Options, Email Options, Advanced Email Options, and then unclick "play sound when new email arrives", "show envelope in notification area" and "display new mail desktop alert".

3. Use your calendar for more than just meetings and scheduled events.

Your calendar is like your compass for your day. When it's used this way, more than just meetings and scheduled events should be on your calendar. Try color-coding your items (red for meetings, green for one-on-ones, yellow for personal, or blue for lunch and breaks). You can also include private events (e.g. doctor's appointments) by clicking the personal box in the bottom right-hand corner of the calendar. Time blocking is another great time management tool that your calendar can help you manage. It's one thing to "say" you're going to work on a project from 2-4 pm, but it's an entirely different thing to put it in your calendar (with its own color for project time) and really commit to it.

4. Use your out-of-office assistant for more than just when you are out on vacation.

The out-of-office assistant is a great tool that can be used for regular, day-to-day communication. Here's an example: Let's say you are in meetings most of your day. This can create email overload at the end of the day, right? Well, how about trying this: in the morning, set up your out-of-office assistant to say, "I am in meetings most of my day. I will respond to your email tomorrow by noon". This way, people don't wonder why you haven't gotten back to them and you can pat yourself on the back for doing a great job of managing expectations from the get-go.

5. Shut it down entirely when you are working.

Yes, you read that right... shut it down entirely! I know this is hard. I know this is very counterintuitive, but the truth is that if it's open, you're going to check email and be distracted all day long. Try this for one week and see how it feels. If you hate it, go back to the ongoing distractions. If you love it, then watch your productivity soar!

Sara Caputo, MA is a productivity and organizing consultant who has been streamlining environments and simplifying lives for years through consulting, coaching and training. She believes that by creating more order in our lives and eliminating unnecessary chaos, we can participate more fully in all levels of life. Sara is the owner of Radiant Organizing, a professional organizing and consulting company, based in Santa Barbara, California.



Administrative Professional Week and Day Information

Administrative Professional Week April 24-30, 2011 / Administrative Professional Day April 27, 2011

This year, celebrate all office professionals

Tuscaloosa IAAP Chapter
Administrative Professional Day Celebration
Wednesday April 27, 2011
Tuscaloosa Country Club at 12 noon

When is Administrative Professionals Day/Week?

Administrative Professionals Week is always held annually during the last full week in April. Administrative Professionals Day is always held the Wednesday of that week.

Who founded Administrative Professionals Day/Week?

The idea began with Mary Barrett, president of the National Secretaries Association, now called IAAP, and C. King Woodbridge, president of Dictaphone Corporation. They served on a council addressing a national shortage of skilled office workers. Together with Harry Klemfuss, public relations account executive at Young & Rubicam, they originated the idea for a National Secretaries Week.

When did Administrative Professionals Day begin?

Administrative Professionals Day/Week was originally organized in 1952 as "National Secretaries Week" by the National Secretaries Association (now known as the International Association of Administrative Professionals) in conjunction with public relations executive Harry Klemfuss and a consortium of office product manufacturers. It was established as an effort to recognize secretaries for their contributions in the workplace, and to attract people to secretarial/administrative careers. The association successfully campaigned U.S. Secretary of Commerce Charles Sawyer to proclaim the first National Secretaries Week on June 1-7, 1952. He designated Wednesday, June 4, as National Secretaries Day. Sawyer, Barrett and Woodbridge participated in ceremonies held in Washington, D.C.

Who qualifies as an administrative professional?

Many people who contribute to the workplace in a variety of settings. IAAP defines administrative professionals as "individuals who are responsible for administrative tasks and coordination of information in support of an office-related environment and who are dedicated to furthering their personal and professional growth in their chosen profession."

Research shows that many workers around the world still hold the "secretary" job title; however, many alternative titles have become more popular, such as administrative assistant, office coordinator, administrative specialist, executive assistant, hr assistant, accounting clerk, supervisor, administrative coordinator and office manager.

<http://www.iaap-hq.org/events/apw>



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, 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

Submit information, articles, or photographs electronically to
vscross1969@gmail.com

**PASSION &
PURPOSE**

TUSCALOOSA AREA CHAPTER