



St. Cloud Quarry Chapter IAAP

May 2006 Newsletter

In this Issue:

From the President	2
Do you mind donating a few bucks?	3
Dates to Remember	3
Agenda	4
Program Schedule	5

REMINDER: Don't forget to update your information on the chapter website at www.iaap-stcloudquarry.org. Go to the members section and enter your member number. Please note the password is "Quarry"

Mission Statement:

To provide office professionals with opportunities for educational, professional and personal growth.

MONTHLY EDUCATION FORUM & BUSINESS MEETING

"Time Management – Balance Your Life Personally and Professionally"

Dr. Robert Cavanna, Resource Training & Solutions

Monday, May 8, 2006, 5:30-7:30 p.m.

Resource Training & Solutions, St. Cloud

Dr. Robert Cavanna, Executive Director of Resource Training & Solutions, will help us discover easy ways to assign priority and follow-up on goals and tasks to eliminate low-priority activities so we can focus on the most important.

Meal: Pizza, bread, lettuce salad and dessert.

Cost is \$10; \$5 for students. RSVP by Wednesday, May 3, 2006 to Sue Burnett-Pick at suebpick@gmail.com or call 320-251-2532.

Keyboard Short-cuts

Reaching for the mouse can slow down data entry and waste valuable time. Here are some keyboard shortcuts that can help increase your data entry efficiency:

- **Tab** – to move from one field to the next on a form
- **Shift + Tab** – to move backwards through fields
- **MS Windows Key + M** – Minimizes all windows
- **MS Windows Key + F** – Launches the Search Window
- **MS Windows Key + E** – Launches Explorer
- **Ctrl + C** – to copy the selection
- **Ctrl + V** – to paste the selection
- **Alt + Tab** – to switch between open applications on your workstation
- **Alt + Letter** – to change tabs without clicking the mouse, Press Alt + the underlined letter on the tab.

Martha Stewart's E-mail Etiquette Reminders

1. Choose one or two times during the day when you can open your mail and respond in a relaxed fashion. Only if you are having a love affair via e-mail or consummating a business deal do you have to constantly rush to the computer to see your messages.
2. Don't open strange mail—delete it immediately.
3. Reply carefully. Remember that once you click on "send", your e-mail is pretty much irretrievable.
4. When sending an e-mail to many recipients, it is sometimes wiser and more polite to BCC (blind copy) the message so that the recipients' e-mail addresses remain private. Many people prefer that their e-mail address not be given out.
5. Label e-mail "high priority" only if it really is important.
6. When sending an attachment, you may want to call ahead to see if it can be opened by the recipient.
7. Use "Out of Office Assistant" when you are out for extended periods.
8. Respect confidentiality above all.

From the President...

Spring is here! I don't know about everyone else but I could enjoy spring all year long. The clean smell, everything turning green, it is just so fresh. I just spent a full Saturday washing sheets and bedspreads and hanging them out on the clothesline. I can bring the fresh smell into the house and have it on all the beds, what more can one ask for? I admit I am a little crazy because I love spring cleaning and everything seems new again.

My time as President is almost over and the time went very quickly. We have lost some members but have gained quite a few also. We will be installing at least three new members at our May meeting and hope the new members will bring along some great new ideas. Please be sure to introduce yourself and get to know the new members.

The Division Annual Meeting is coming fast so I hope everyone has made their hotel reservation and sent in their registration. I am really looking forward to hearing some of the great speakers and know I will learn quite a bit and get to network with a lot of other professionals. I am also looking forward to selling some more cookbooks and making some money for our Chapter. For those of you who have wedding showers to attend this summer, please remember to give a great gift to a new bride, one of our great cookbooks! Okay I'll quit on the sales pitch and just tell you the cookbooks have been a nice fundraiser and have helped the Chapter finances immensely.

For those who missed the April speaker, you really missed a wealth of information. I went home that evening and told my husband and kids all about it. I taught my daughter how to study based on what we were taught, she used the information and really believes it helped her with the test she had the next day. Thanks to Lori for taking care of all the details for a great evening. Hope to see all of you in May!

--Leah Posterick, President

Administrative Professionals Week—April 23-May 1...Celebrate You!

Administrative Professional's Week (originally titled National Secretaries Week) is one of the largest workplace observances outside of employee birthdays and major holidays. What is the best way to celebrate Administrative Professionals Week? According to most Admin Professionals, we prefer observances to recognize our expanded role in the company by providing opportunities for continued learning and growth. Celebrate you and your professional excellence this week!

No Show Policy

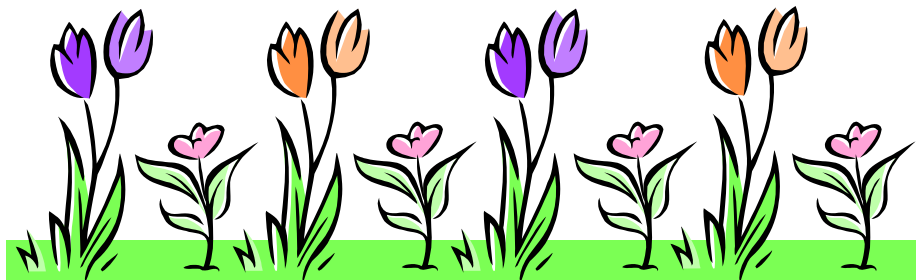
REMINDER: For all regular monthly meetings, all "no shows" will be billed \$10, without exception, unless the cancellation is received prior to the RSVP deadline stated in the newsletter. You can, however, find a replacement to take your RSVP but need to notify the Secretary as soon as possible.

We know that life happens and sometimes members are not able to make it at the last minute. However, the Chapter is still responsible for the RSVP and needs to pay for the meal whether or not you are there.

Thank You!

A heartfelt *thanks* goes out to Resource Training & Solutions for their support this past year and for being a host site for the May meeting.

A special thanks also goes to OfficeTeam for their terrific support this past year and helping sponsor our terrific speaker for last month's seminar. Does everyone remember the four ways we could have saved everyone on the Titanic?! There will be a quiz at the next meeting. Just kidding!



Do You Mind Donating a Few Bucks?

-- Submitted by OfficeTeam

There's no such thing as a free lunch ... and, for many workers, birthday cake may have a price, too. In a recent survey by OfficeTeam, three-quarters of executives polled said employees are asked by peers to contribute money to pay for celebrations — such as birthdays, anniversaries, baby showers and retirements — at least once a year; fifteen percent receive donation requests monthly!

As any office worker knows, employees often pool resources to plan informal events to acknowledge personal milestones. No one wants to appear a poor sport for not contributing, but frequent requests can make people feel tapped out. If you're planning an upcoming celebration, avoid asking colleagues too often or for too much. The following tips also can help ensure no one feels like a wet blanket:

- **Be selective.** Asking a new hire who has never met the mom-to-be to contribute to a baby shower is unfair. Instead, extend the invite to those who are most familiar with the person receiving special attention.
- **Keep it reasonable.** Rather than requesting a specific dollar amount, ask employees to make a voluntary contribution of any size toward the purchase of a cake, gift or other item.
- **Take a low-key approach.** Sending a general e-mail announcement or circulating an envelope for anonymous contributions is the best method of soliciting donations. A personal plea can make people feel uncomfortable.
- **Consider group celebrations.** Bundle together recognition activities into quarterly events. Also speak to your manager to see if the firm is able to provide budget dollars for the functions. Company support can help ease the load on each individual and encourage team building.

OfficeTeam is the world's leading staffing service specializing in highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com. For more information, call the St. Cloud office at (320) 240-0991.

Benefits of IAAP Membership

Continuing Education – Earn Continuing Education Credit (CEUs) and/or CPS/CAP recertification points at Chapter, Division and International meetings and conferences.

Networking – Meet and exchange ideas with other office professionals.

Professional Growth – Enhance your career and develop self-confidence.

Leadership Development – Learn team-building and organizational skills as a committee member, committee chair, and/or chapter officer.

Technology Updates – Keep up to date on industry trends and technology advances.

Professional Publications – OfficePro® Magazine, Bits & Bytes Newsletter, District Newsletter, Division Newsletter and other Chapter newsletters.

Professional Certification – Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP)

Dates to Remember...

- **CPS/CAP Exams**
May 5-6, 2006
- **MN-ND-SD Division Annual Spring Professional Conference**
Thunderbird Hotel, Bloomington, MN
May 19-20, 2006
- **June Awards Program & Officer Installation**
Guest Speaker: Martha Roth, Resource Training & Solutions
St. Cloud Refrigeration, St. Cloud
June 13, 2006
- **2006 IAAP International Conv.**
Reno, NV
August 7-10, 2006

St. Cloud Quarry Chapter, IAAP Monthly Educational Forum & Membership Meeting

AGENDA

Monday, May 8, 2006

Location: Resource Training & Solutions, St. Cloud

5:15 – 5:30 p.m. **Registration/Social**

5:30 – 5:50 p.m. **Welcome/Introductions/Dinner**

5:50 – 6:55 p.m. **Program/Educational Forum**
 Speaker: Dr. Robert Cavanna, Executive Director
 Resource Training & Solutions
 Topic: "Time Management – Balance Your Life Personally & Professionally"

6:55 p.m. **Five-minute Break**

7:00 – 7:30 p.m. **Call To Order**
 1. Approval of March Minutes
 2. Treasurer's Report
 3. Committee Reports/Updates

Unfinished Business:

New Business:

1. New Member Installation - Tina Yorek, Jolene Howard, Joann V. Weisz and Natalie Ethen
2. Voting Delegate for Division Annual Meeting
3. ACCO/Swingline IAAP Member Programs
4. Election of Officers
 - Office of President - Lori Oldenburg
 - Office of President-Elect
 1. Joyce Rife
 - 2.
 - Office of Vice President
 1. Amanda Bruno
 - 2.
 - Office of Secretary
 1. Lisa Schmitz
 - 2.
 - Office of Treasurer
 1. Bev Radaich
 - 2.

Announcements - Good of the Association

Raffle Drawing

Adjournment

2005 – 2006 St. Cloud Quarry Chapter Programs

- September 12, 2005 **St. Cloud Quarry Chapter Open House**
Location: Kelly Inn, St. Cloud
- October 10, 2005 **Get a Better Job, Write a Better Resume**
Lori Glanz-Gambrino, Vice President Human Resources, St. Cloud Wireless Holdings
Location: Resource Training & Solutions, St. Cloud
- October 24, 2005 **Take Your Boss to Lunch – Bosses Day Luncheon**
John Justin, Crime Prevention Specialist, St. Cloud Police Dept.
Location: Kelly Inn, St. Cloud
- November 14, 2005 **Websites Made Easy/Microsoft Office 2004 Tips & Tricks**
James Rivord, Manager of Software Development, Regal CineMedia
Location: St. Cloud Refrigeration
- December 12, 2005 **Holiday Social**
- January 9, 2006 **Office of the Future 2020**
Sue Antolak, Branch Manager of St. Cloud OfficeTeam and Accountemps,
Divisions of Robert Half International, Inc.
Location: Resource Training & Solutions, St. Cloud
- February 13, 2006 **Interpersonal Communications**
Kelly Walz, Training Manager, St. Cloud Wireless Holdings
Location: St. Cloud Refrigeration
- March 13, 2006 **Customer Service: Keeping Customers for Life**
Martha Roth, Resource Training & Solutions
Location: Resource Training & Solutions, St. Cloud
- April 10, 2006 **Administrative Professional Seminar – Memory Power**
Michael Monroe Kiefer M.S.
Location: Kelly Inn, St. Cloud
- May 8, 2006 **Time Management – Balance Your Life Personally and Professionally**
Dr. Robert Cavanna, Executive Director, Resource Training & Solutions
Location: Resource Training & Solutions, St. Cloud
- June 13, 2006 **St. Cloud Quarry Chapter Awards Program/Officer Installation**
Martha Roth, Resource Training & Solutions
Location: St. Cloud Refrigeration
-