



# PROSE PARADE

IAAP PASADENA

<http://www.iaap-pasadena.org>

May 2008

**Mission:** *Be the acknowledged recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.*

## *President's Letter*

We had a fantastic 60<sup>th</sup> Anniversary celebration on March 13 where 50 people attended and enjoyed many raffle prizes. A special thank you to our sponsors and the Anniversary Committee: Jean Caldwell, Michelle Bender, Alice Martin, Frances Flores, Zepure Ghafafian and Sergio Huidor for their outstanding team effort in coordinating a successful celebration.

April was an exciting month as many companies across the nation recognized Administrative Professionals Week. Some of the new Pasadena members and Board joined our Citrus Valley Chapter for a great presentation by Nahid Casazza called Interpersonal Mastery in the Workplace. We had a great evening and some of our new members walked away with raffle prizes.

On April 26, we held our first quarterly social at D'Vine Wine in Pasadena and we had a fantastic time with our significant others and friends learning and tasting different wines.

In our May 8 meeting, we will install our new members (see below). Please give them a warm welcome. They have so much to offer you and you have so much to share with them.

We have so many activities and plans for the future and hope that you will join us and be part of this lively network. Have a wonderful Spring.

Sincerely,  
Maria Gibson CPS

## **Welcome New Members!**

- Juana Argueta, KPMG LLP
- Maryanne Butler, Ameriprise Financial Services Inc.
- Susan Kelley, Pasadena Center Operating Co.
- Erin Null, Technicolor
- Janet Schiessl, Avery Denison
- Vicki Soheck, Avery Denison

## **INSIDE THIS ISSUE**

President's Letter	Pg 1
Chapter News/Events	Pg 1
Division/District/International News	Pg 2
Membership Anniversaries	Pg 3
Websites of Interest	Pg 3
Meeting RSVPs and Name Badge	Pg 3
Online Learning Programs	Pg 4
Book of the Month	Pg 4
Pasadena Board and Committees	Pg 4

## **Pasadena Chapter Events**

**May 22, 2008 – 6:00 p.m.**

IAAP Pasadena Chapter Board meeting  
Conrad's Restaurant  
861 E. Walnut St., Pasadena

**June 12, 2008 – 6:00 p.m.**

IAAP Pasadena Chapter Meeting  
Topic: Learning Styles & Communication  
Brookside Country Club

**June 26, 2008 – 6:00 p.m.**

IAAP Pasadena Chapter Board meeting  
Conrad's Restaurant  
861 E. Walnut St., Pasadena

**July 10, 2008 – 6:00 p.m.**

IAAP Pasadena Chapter Meeting  
Topic:  
Brookside Country Club

**July 12, 2008 – 11:00 a.m.**

Financial Review

**July 19, 2008 – 11:00 a.m.**

New Members Orientation

**August 14, 2008 – No meeting**

**August 23, 2008 – Social Event**

**October 4, 2008 – Multi-Chapter Symposium**

**California Division Events**<http://www.iaap-ca.org/>**June 20 – 22, 2008**[Annual Education Forum and 56th California Division Meeting](#)Hosted by Greater Roseville Chapter  
Embassy Suites, Sacramento Riverfront Promenade**International Events**<http://www.iaap-hq.org/index.htm>**July 27-30**[International Convention and Education Forum](#),Hilton Riverside, New Orleans, Louisiana –  
Hotel reservations open early September 2007[Fast Facts](#) and [2008 Office Expo](#)**October 19-22**[Certification Conference, Grand River Hyatt Hotel, Denver, Colorado](#)**November 7-8**CAP/CPS exam - for an application, [click here](#).**HELP IAAP RAISE FUNDS**

We have partnered with SmartRaise.com so that we can earn rewards every time our supporters shop online with their partner stores. With your online purchases, IAAP Pasadena will earn money with every purchase you make. Visit our website, create an account and shop at [www.smartraise.com/iaappasadena](http://www.smartraise.com/iaappasadena)

**Looking for a Job? Check out the following sites.**[www.officeteam.com](http://www.officeteam.com)[www.capgroup.com/careers/index.html](http://www.capgroup.com/careers/index.html)[www.pasadenacenter.com](http://www.pasadenacenter.com)[www.kpmg.com](http://www.kpmg.com)[www.Jpl.nasa.gov](http://www.Jpl.nasa.gov)If you know of a job opening, please contact Maria Gibson at [mtgibson@kpmg.com](mailto:mtgibson@kpmg.com).**Throw out the "Old Dog" axiom**

Life-long learning throws out the axiom "You can't teach an old dog new tricks." Life-long learning is essential for five reasons:

**Change** - We have moved from an industrial age into an information age, with exponentially- increasing amounts of knowledge, complexity, and challenges. People must continue to learn to stay pace.

**Adaptability** - Life-long learning doesn't only encompass "book learning." People must possess flexibility and adaptability. The ability to continue to learn (or learn faster than others) helps assure economic and social survival.

**Improvement** - People must continuously improve and update their knowledge and skills. Not only is economic survival dependent upon adapting, it is continuous improvement or innovation rely upon life-long learning

**New Contexts** - People must also be able to apply their knowledge in a wider variety of contexts. New markets, complex problems and customer demands require broader thinking.

**The bottom line:** Education is no longer something that happens from 4 to 22 years of age; it's become a lifelong process.

**Thank You!****IAAP Pasadena Sponsors****OFFICETEAM**  
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### Websites of Interest

Looking for ways to save money? Check out the following links.

[www.couponcode.com](http://www.couponcode.com)

[www.bargainsla.com](http://www.bargainsla.com)

### Name Badge Reminder

Be proud of IAAP, wear your name badge at the IAAP meetings and functions. If you forget, pay \$1 to the Treasurer for a temporary name badge.

### Meeting RSVPs

If you RSVP to our Chapter meeting and need to cancel your reservation, you need to cancel 48 hours before the meeting. If you are a "no show", our Chapter has to pay. Please be sure that your cancellation is received by Alice Martin before 5:00 pm on Tuesday two days before our meeting via email [alice.martin99@yahoo.com](mailto:alice.martin99@yahoo.com). If your cancellation has not been received prior to 5:00 pm on Tuesday (two days before our meeting) you will be billed for the meal.

### Organizing your workspace: 4 tips for even greater effectiveness

Hello and happy Monday! Can you believe it's already May? With the first half of the year nearly gone, there's still time to do a little "spring cleaning" in our work areas – especially if some of our paperwork and files have been piling up.

OK, so maybe your desk isn't messy per se. But nearly everyone has some filing-related project that's been put off – whether it affects your cabinets or computer.

To be even more effective in your job (and less stressed as well), here are a few tips to help you tidy up your workspace and get more done:

1. **Keep the tools you use most within arm's length.** Stapler, printer, important files, phone, tape dispenser – you name it. If you use it often, and it's out of immediate reach, rethink where it ought to be and stop stretching for those items.
2. **Follow the guideline, "Touch each paper only once."** This is a familiar office saying, especially among support staff, such as administrative professionals. If a document crosses your desk that should be filed or acted upon, do so as soon as possible. Don't wait a week, for example. Get it out of the way – perhaps by spending 10 minutes each day organizing.
3. **Use technology to improve document storage.** Are you using compact hard drives ("flash" or "thumb" drives) to store some documents, or are you still relying on filing cabinets and drawers? These tiny tech tools are affordable and easy to use, so if you aren't already doing so, it may be worth researching their benefits and asking the IT department or your manager about them. Just be sure that you handle these mini-drives carefully to avoid data loss!
4. **Toss what you don't need.** If you're not planning to save information for current or future use, decide if you really need to keep it. If not, unburden yourself of that paperwork. If you're not sure whether to throw away something, consider scanning it into your computer. Strive for the paperless office you've likely read so much about! Among the many benefits: You can "search" for keywords online, and find documents more quickly than flipping through filing folders.

Using any of these organizing tips is a great way to ensure you can focus on work when you're in the office, instead of spending valuable time searching for the resources and tools you need to succeed!

*By Joan Burge of Office Dynamics*

### HAPPY ANNIVERSARY MEMBERS!

	<u>Joined</u>
Margie Hope	4/1/05
Jean Caldwell	5/1/02
Alice Martin	5/1/01
Patricia Shaw	5/1/98
Grannia Ybanez	5/1/00
Karen Peterson	6/1/04
Emily Petito	6/1/98

Congratulations on your commitment to your career and this professional organization.

## On-Line/Distance Learning Degree Programs

Desktop Learning – New Seminars Available through IAAP - IAAP is partnering with KRM Information Services, Inc. to bring virtual learning events directly to your PC. Let IAAP help you hone your professional skills with audio seminars and audio-and-web-based workshops. The presenters are top notch-- from Harvard Business School, Kiplinger, and Soundview Executive Book Summaries. Use the live sessions for independent learning or gather a group and make it a team venture. It's all the same price. You'll also receive recertification credit. [Click here for program schedule, pricing and registration information](#)

[Allied Business School: Administrative Assistant Course](#)

[Element-K](#)

[Madison Area Technical College](#)

[OPTIONS Training Modules](#)

### PASADENA CHAPTER COMMITTEES

**Programs:** Michelle Bender

**Membership:** Alice Martin

**Website:** Sergio Huidor, Frances Flores, Maria Gibson, Debbie Austin, Alice Martin

**Newsletter:** Frances Flores, Maria Gibson

**Ways & Means:** Maria Gibson, Jean Caldwell

**CPS/CAP Certification:** Open

**Scholarship:** Open

**Social:** Open

**Community Involvement:** Open

**Parliamentary Advisor:** Open

Members—we need you. Please contact Maria Gibson at 213-955-1502 or [mtgibson@kpmg.com](mailto:mtgibson@kpmg.com)

## Book of The Month



### Make Your Contacts Count Networking Know-How for Business and Career Success

Author: Anne Baber and Lynne Waymon  
(softcover; 255 pages) \$14.95

Meeting and keeping a network of powerful contacts is the most effective way to further your career or grow your business. So how can you ensure that you are connecting with and impressing the right people? A practical, step-by-step guide for creating, cultivating, and capitalizing on networking opportunities and relationships, this book shows you how to leverage professional memberships, get the most out of networking events, make a memorable entrance, made conversations flow, and how to follow up. Make Your Contacts Count offers new case studies, examples, checklists, and questionnaires, as well as expanded advice on building social capital at work and in job hunting. This book shows you how to set yourself apart from everyone else in the room. You'll learn how to:

- Create a networking plan
- Cultivate current contacts
- Make the most of memberships
- Share anecdotes that convey character and competence
- Avoid the top ten networking turn-offs
- Transform your career with a networking makeover.

### PASADENA CHAPTER BOARD 2007-2008

Maria Gibson CPS	President
Michelle Bender CAP	VP Programs
Alice Martin	VP Membership
Susie Pocino	Interim Secretary
Jean Caldwell	Treasurer