

The Office Professional



Volume 30, Issue 7 January 2003

Winter Park IAAP
www.iaap-winterpark.org
P.O. Box 33
Winter Park, FL 32790-0033
Message Line: 407.672.4331



HAPPY NEW YEAR 2003

Resolutions?

Features

From the President's Corner	2
Membership Growth Leaders	2
Chapter Meeting/Program	4
Committees/Division Officers	5
Calendar/Chapter Chairs	6
Plan Information	7
Message From Fred	8
MOUS Classes Schedule	9
Resolutions?	10
Review Classes Information	11
Relaxing Rituals/Things to Try	12

PRESIDENT'S CORNER



2003 What Do You See

- Gateways to Growth
- Windows of Opportunity
- Being part of the Puzzle

These are the themes we are working to fulfill this year for IAAP (International, Division and Chapter). Plus all the resolutions we have set up for ourselves. It sounds like a lot, but you'd be amazed if you actually sat down and wrote out all the things you do each day, week and month. IAAP is a part of it all. I received an award from another organization I belong to and they were listing all that I am involved in and how much I contribute back to the community and others. I requested a week off. I hadn't thought about what I was involved in and I especially hadn't ever thought about the lives I touch or help. I know we are all busy and that life seems to be on fast forward, but sit down and write out all that you do for a week at least. You will have a better appreciation for who you are and just how wonderful you are to those around you.

It's amazing to think that my time as President is half over. I can remember standing up at Florida Division when Debbie Wilkerson, CPS/CAP introduced me, (I was wearing my Mickey Mouse ears - I was the "Tacky Tourist") and thinking "what have I done to myself." I looked around the room that day and I felt dizzy. Now I get up in front of you all monthly and just ramble on (thank goodness for scripts).

While you're writing out what you do and who you come in contact with each week, stop and think about the following:

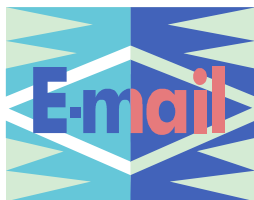
- What experiences have you had through/because of your membership with IAAP?
- Do you have a testimonial for future members to read?
- Do you have a reason why you joined?



Membership Growth Leaders -

Our very own Debbie Wilkerson, CPS/CAP, Florida Division President was ranked #5 in the Recognition Plus for Membership Growth in the Divisions with 3.87%. According to the 'Bits & Bytes' (December 2002, pg 3), Southeast District leads the IAAP's six districts in net membership growth to date with a +4.02% net membership gain.

Congratulations and let's keep the growth coming. Remember to invite anyone you think that might benefit from what all IAAP has to offer.



Helpful Email Reminders: The end of the year is a good time to reduce your email overload by using the T-R-A-S-H process:

- T**--Toss it! (Delete it now, not later).
- R**--Refer it! (Give it to someone more qualified.)
- A**--Take ACTION now!
- S**--Store it! (Save it in a place where you can easily find it.)
- H**--Halt it from coming in the first place!

Ask these key questions before sending an email:

Does it really need to be communicated? Is email really the best way to communicate it? Who really needs to know this? What's the most appropriate content? How can I best help the recipient take action on this?



JANE RADETSKY
Group Manager
(407) 474-2968
www.discoverytoyslink.com/jane

"Serving the Developmental Needs of the Whole Child."
Toys, Books, Games, Puzzles & Software For All Ages.
In-Home Parties. Catalog / Phone Orders. Fundraisers.
Part & Full Time Career Opportunities. Visa/MC/Discover & AMEX.

As the possibility of war seems looms in our future, remember to keep our service men and women in prayer. If you are so inclined to send them a note, visit the Department of Defense web page below and sign a brief message thanking the men and women of the U.S. military for defending our freedom. The compiled list of names will be sent out to our soldiers at the end of the month.

<http://www.defendamerica.mil/nmam.html>



January Meeting

Dubsdread Golf Course

549 West Par Street
Winter Park

January 14, 2003

Networking

5:30 - 6:00

Dinner

6:00 - 6:45

Program

6:45 - 7:45

Business Meeting

8:00 - 8:30

Menu

Pot Roast

Herb Roasted Chicken

with Rice Pilaf

Sautéed Mixed Vegetables

House Salad

Rolls & Butter

Chocolate Cake

REMINDER –

Dinner is going to be \$20.

Checks payable to
Winter Park IAAP

RSVP to Cheryl Haley-Hollister
By 3:00 pm, Fri., January 10, 2003
Phone: 407.740.6110
Or Email:
cherylh@nodarse.com

**No shows for dinner will be
invoiced for the meal.**

If you have special meal
requirements, please make them
known while making your reservation.

Dinner option -- no charge for
attending the program and business
meeting. However, I must know if
you will NOT be eating.

Chapter Meeting Program

JANUARY 14, 2003

Having a Professional Attitude—The Choice is Yours!
Presented by Ms. Sally Choep

- Learn how your attitude can shape your working environment.
- Your attitude and communication.
- Your professional appearance.
- Implementing a positive change.



Recertification points will be given.

**I have a premonition that soars on silver wings,
It is a dream of your accomplishment**

Of many wondrous things,

I do not know beneath which sky

Or where you'll challenge fate,

I only know it will be high,

I only know it will be GREAT!

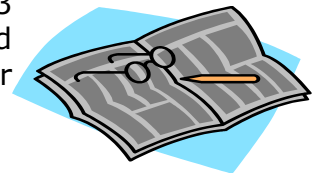
- Anonymous



*Please be sure to check the purple
"mailbox" before each meeting. Each
Chapter member has a folder for
information that is not passed out at the
Chapter meetings.*

Advertise in The Office Professional

\$30 for one year (12 issues) or \$3
per month (Standard Business Card
Size). Contact the Newsletter Editor
for more information.



Editor:

Cheryl Haley-Hollister CAP

Home Phone: 407.673.0263

Office Fax: 407.740.6112

Office Email: cherylh@nodarse.com

Awards

Make sure to pick up a copy of the new award form at the meeting. If you have questions on what is counted in the Florida Division Award program, please see Marilyn Bell, CAP/CPS.



Civic Committee

The Lisa Merlin House tour has been rescheduled to Saturday, February 1, 2003 from 10:00 a.m. to approximately noon.

Every Day We Have Choices - Take from Colleen Kilpatrick's article - "Focus on the Positive: Four Techniques That Make It Easy"

Every day we have a choice. We can choose to focus on negative thoughts that leave us feeling insecure, frightened and cynical or we can choose to focus on positive thoughts that empower us and fill us with a sense of optimism about our world and our role in it. It's our choice.

The surest way to increase your level of joy and satisfaction in life is to focus on the positive in all situations. Doing so is a choice. Choose optimism.

Social

Please see Cheryl Haley Hollister with ideas you might have for events you might like to do as a group. I would still like to have a "bowling night out." Please let me know if you are interested and I will plan a fun filled evening. As always, spouses are always invited.



Florida Division Annual Meeting Committee

The Florida Division Annual Meeting Committee will meet on Thursday, January 23, at 6:00 p.m. at Nodarse & Associates, Inc. (1675 Lee Road NEW ADDRESS). Contact Cheryl Haley-Hollister (cherylh@nodarse.com) for directions. Please come prepared to present the status of your sub-committee. If you would like to participate on the Committee, please contact Laurie Boehm CAP, laurie.boehm@disney.com, or Karen Dettro CAP, karend@orhs.org.

Chapter Officers

President

Melanie Campbell
Phone: 407.889-8427 ext. 226
Email: mcampbell63@cfl.rr.com

President-Elect

Tammy Hall
Phone: 407.886-4305
Email: tameifert@cfl.rr.com

Vice President

Fran Miller
Phone: 407. 273-3409
Email: franjay681@aol.com

Secretary

Marilyn Bell CAP
Phone: 407.327-3073
Email: marilyn@americanrepro.com

Treasurer

Tania Ramsay
Phone: 407.481-7137
Email: Tania@orhs.org

Florida Division Board of Directors

President

Debbie Wilkerson CAP
Email: dwickerson@hubbard.com

President-Elect

Ronald Hyman CPS
Email: rjtampa3@yahoo.com

Vice President

Nan Grover
Email: nanccfl@aol.com

Secretary

Helen Adams CAP
Email: hadams@goaa.org

Treasurer

Debbie Eifert CPS
Email: debeifert@earthlink.net

Southeast District Director

Barbara Carter CPS/CAP
Email: Barbara.carter@power.alstom.com

**Winter Park IAAP
2002 - 2003
Committee Chairs**

Awards & Recognition
Marilyn Bell, CPS/CAP

Bylaws & Standing
Rules/Parliamentarian
Linda Fitzgerrell CPS &
Bobbie Corbitt

Civic
Fran Greenleaf, CPS

CPS/CAP Service
Linda Hayes CAP

Education
Fran Miller

MVP
Marilyn Bell CAP

Membership
Karen Dettro CAP &
Sandy Clements

Newsletter
Cheryl Haley-Hollister CAP

Committee on Nominations
Open

Social & APW
Cheryl Haley-Hollister CAP

Program
Tammy Hall

Publicity/Speakers Bureau
Open

Scrapbook
Tammy Hall

Ways & Means
Marjorie Galloway

Website
Melanie Campbell

January 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Happy New Year	2	3	4
5	6	7	8	9	10	11 Flan
12	13	14 Chapter Meeting	15	16	17	18
19	20	21	22 Board Meeting	23	24	25
26	27	28	29	30	31	

**HAPPY ANNIVERSARY AND BIRTHDAY
TO ALL OF YOU IN JANUARY**



Remember to look for a card in your January mail.



Premier Designs
High Fashion Jewelry

Paula Stone
Independent Distributor
4471 Windmere Blvd.
Orlando, FL 32835
(407) 295-5144
E-Mail: paulas333@cs.com

**TASTEFULLY
S·I·M·P·L·E**
Small indulgences for busy lives!SM

TANDRE H. MOODY
Consultant
407-772-1730

624 Veneer Drive
Altamonte Springs, FL 32714

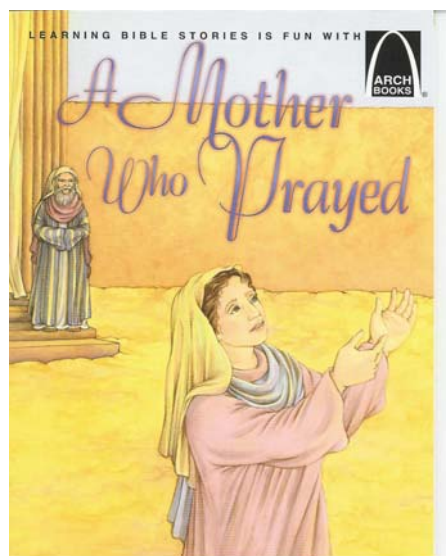
tmdy30@aol.com
www.tastefullysimple.com/fl/tmoody/

Just a note from the USF Chapter to remind you of the January FLAN meeting being held in Tampa. They have a delightful idea for chapters who are interested to participate. We would like to have a "Poster Session." The display boards that Tamara gave out at the Winter Park FLAN meeting in September can be used or you can use poster board whatever you have on hand.

Basically you highlight events that your chapter has done or is working on. Type them up and paste them to the display board. It is like an oversized one page scrapbook.

This is strictly voluntary, USF hopes every chapter will participate and bring a poster to share. The FLAN meeting is scheduled for Saturday, January 11, 2003 at the South West Florida Water Management District office on 301. Directions were sent out back the first of December and were also in the Division Newsletter.

If you need additional information, please contact Rita Monica CPS (Rita155@aol.com).

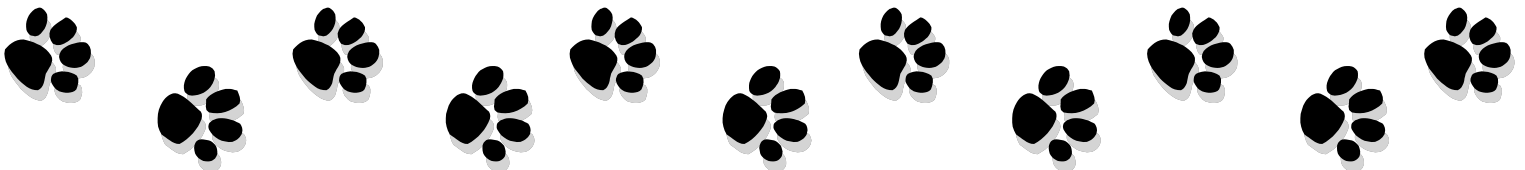


See Marjorie Galloway to get your autographed copy.

If a dog were your teacher, you would learn stuff like:

- When loved ones come home, always run to greet them.
- Never pass up the opportunity to go for a joyride.
- Allow the experience of fresh air and the wind in your face to be pure ecstasy.
- When it's in your best interest, practice obedience.
- Let others know when they've invaded your territory.
- Take naps and stretch before rising.
- Run, romp, and play daily.
- Thrive on attention and let people touch you.
- Avoid biting when a simple growl will do.
- On warm days, stop to lie on your back on the grass.
- On hot days drink lots of water and lie under a shade tree.
- When you're happy, dance around and wag your entire body.
- No matter how often you're scolded, don't buy into the guilt and then pout, run right back and make friends.
- Delight in the simple joy of a long walk.
- Eat with gusto and enthusiasm. Stop when you've had enough.
- Be loyal.
- Never pretend to be something you're not.
- If what you want lies buried, dig until you find it.
- When someone is having a bad day, be silent, sit close by, and nuzzle them gently.

By Fredrick Frances Larkin Campbell (I'm helping my mom (your President)!



MOUS CLASSES FOR 2003 ORLANDO TECH

Excel Core - 1/8, 1/9, Test on 1/13
Excel Core - 1/22, 1/23, Test on 1/27

Excel Expert - 2/5, 2/6, Test on 2/10
Excel Expert - 2/19, 2/20, Test on 2/24

Access - 3/5, 3/6, Test on 3/10
Access - 3/26, 3/27, Test on 3/31

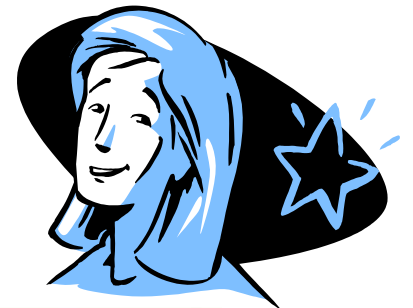
PowerPoint - 4/9, 4/10, Test on 4/14
PowerPoint - 4/23, 4/24, Test on 4/28

Outlook - 5/7, 5/8, Test on 5/12
Outlook - 5/14, 5/15, Test on 5/19

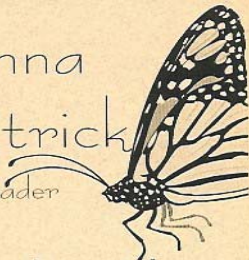
If you are interested in taking any of these courses, please contact Cynthia Allen at Orlando Tech. Her telephone number is 407-246-7060 Ext. 4852.



**Congratulations to Lori Ann
Bowers on passing the MOUS
Word Expert test!!!!**



Donna
Deitrick
Team Leader



Weekenders
USA

9042 Mossy Oak Lane
Clermont, Florida 34711
352-243-1299
donnad@vol.com

 CREATIVE
memories®

Kellie Flannery
CREATIVE MEMORIES CONSULTANT
1732 Sparkling Water Circle
Ocoee, FL 34761
(407) 299-6603

Home Classes & Workshops • Photosafe Albums & Supplies
Group Presentations • Business Opportunities



Resolutions?

OH no! You forgot to make your New Years Resolutions for 2003! Stop frowning and fretting - it's **NOT** too late.!

Let's start by renaming "resolutions" to "goals". Then think about some goals that are easy to get excited and happy about. It's always easier to think of the "positive and cheerful" things versus some more challenging ones. It's okay to repeat some of the resolutions/goals that you successfully achieved last year.

Perhaps you were successful with some of the following:

1. Cutting back on caffeine/nicotine.
2. Exercising more.
3. Eating healthier - more fruits and vegetables instead of fast food and chocolate (mmm).
4. Brown bagging lunch several times a week.
5. Spending less money on frivolous and unnecessary items.
6. Taking continuing educational classes pertaining to your work.
7. Spending more time with your family.
8. Reading more - watching less television.
9. Being more positive. It takes the same amount of energy to be positive as it is to be negative.
10. Making a commitment to helping others - volunteering more.
11. Loving yourself

Make a commitment to want to reach your goals, prepare and change your habits, and work it every day. Remember - be realistic and don't rush to do too many "new and challenging things." Try reaching for the stars and hitting the top of the trees! I know you'll succeed - best of luck!

Fran Miller
Winter Park Chapter Vice President

JUST A LITTLE TIDBIT I THOUGHT YOU MIGHT ENJOY!

Several cannibals were recently hired by a huge corporation. "You are all part of our team now," said the HR rep during the welcoming briefing.

"You get all the usual benefits and you can go to the cafeteria for something to eat, but please don't eat any of the other employees." The cannibals all promised that they wouldn't.

Four weeks later their boss remarked, "You're all working very hard, and I'm very satisfied with you. However, one of our secretaries has disappeared. Do any of you know what happened to her?" The cannibals all shook their heads "no."

After the boss had left, the leader of the cannibals said to the others, "Which one of you idiots ate the secretary?" A hand was raised hesitantly, to which the leader of the cannibals said, "You fool! For four weeks we've been eating managers and no one noticed anything, but noooooo, you had to go and eat the secretary!"

Orange Technical Education Centers
Orlando Tech
301 W. Amelia Street
Orlando, Florida 32801

CERTIFIED PROFESSIONAL SECRETARY®
CERTIFIED ADMINISTRATIVE PROFESSIONAL

Schedule of Review Courses, Spring 2003
[Tests May 2 and 3, 2003]

Tuition is based on Florida residency of one year or more.
Tuition and class dates are subject to change.

FINANCE & BUSINESS LAW
ISBN 0-13-084314-8
(12 sessions)

Tuesdays
6 p.m. - 9 p.m.

January 14, 21, 28
February 4, 11, 18, 25
March 4, 11, 25
April 1, 8
\$132.00 plus textbook*

TUITION:

MANAGEMENT
ISBN 0-13-084323-7
(6 sessions)

Thursdays
6 p.m. - 9 p.m.
TUITION:

January 16, 23, 30
February 6, 13, 20
\$73.50 plus textbook*

**OFFICE SYSTEMS &
ADMINISTRATION**
ISBN 0-13-084324-5
(6 sessions)

Thursdays
6 p.m. - 9 p.m.
TUITION:

February 27,
March 6, 13, 27
April 3, 10
\$73.50 plus textbook*

ORGANIZATIONAL PLANNING
(10 sessions)

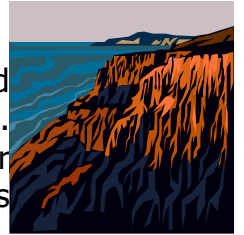
Mondays
6 p.m. - 9 p.m.
TUITION:

January 13, 27
February 3, 10, 17, 24
March 3, 10, 24, 31
\$112.50 plus textbook**

*To order books, call 1-800-947-7700. Request the fourth edition of the books. **Allow 2 weeks for delivery.**
To order review materials, call 1-435-753-2222 or go to <http://www.cpsreview.com>. We suggest you order the full package for Part IV - Organizational Planning. **Allow 3 weeks for delivery.

FOR ADDITIONAL INFORMATION, CALL
BARBARA THOMPSON AT (407) 246-7060, Ext. 4930.

Relaxing Rituals



- Relaxation in a Box - Create a box that you can take out whenever you need peace of mind. Put items in the box that evoke relaxed memories and feelings. Contribute a shell from that wonderful trip to the coast, a picture of your pet, or a note of encouragement from a special friend. Sometimes relaxing can be as simple as re-experiencing a happy memory.
- Guided Imagery - Write down or tape-record your own guided imagery trip, or find one at a new age or meditation shop. Guided imagery is a journey you take with your mind, without ever leaving home. Find a comfortable spot and close your eyes. The details of images, smells, and feelings are described to you, until you can fully imagine you are somewhere else. You could be walking along the beach, smelling the salt air, and feeling the wind on your face. It's a mini-vacation, without the expense or complicated travel plan.
- Be Musical - You don't have to be Pavarotti or a virtuoso sing or play a musical instrument (though it might be more relaxing for your neighbors if you were). Drumming a rhythm on a bongo can be an especially good release. You can even make music by blowing into bottles or banging on kitchen pots. Don't let the fact that your fifth grade choir teacher asked you to mouth the words keep you from trying again. Singing and making music just feel good.
- Meditate - Find a place where you won't be disturbed. Choose a comfortable position. Close your eyes and clear your head by saying good-bye to each issue that's on your mind. Focus all of your thoughts on your breathing. Take a slow, deep breath, hold it for the mental count of four, then exhale. Repeat five times. Inhale positively and exhale negativity. Bring in positive energy through the top of your head. Let the energy move down your body. Allow any energy you don't need to exit through the bottoms of your feet into the ground.

Things to Try Once in Your Life



- Front Row Seats - Treat yourself to the insanity of getting front-row seats to something you love, from an Olympic figure-skating competition to the opera. Spare no expenditure of money, energy, or contacts to get those seats. The pursuit of the tickets is half the entertainment.
- Make a Wish - A penny isn't worth much these days, so even if you are too cynical to believe that wishes come true, all you are losing is one cent. But think of the upside if they do come true! At your local or favorite fountain, when nobody is looking, close your eyes, make a wish, and fling that penny!
- Speak in Public - Speaking in public ranked as one of the most universally frightening experiences. Yet it also can be one of the most self-affirming and opportunity-creating things one can do. Not every public appearance need be a state-of-the-union address. Just asking a question at a community meeting, "Is it my turn to bring cookies next time?" or speaking up while waiting in line, "Could you please remove your dog from my leg?" partially qualifies for sticking your neck out and is at least a humble beginning that pushes your comfort level a little.
- A Love Letter - It may be totally out of character, but just once in your life put your mind and heart into it and let romance loose on paper in a hot love letter. More important than hot, though, is sincere. A love letter can be particularly wonderful when it is to someone you have loved for a long time and it comes out of the blue. Don't hold back. Do check your spelling.