



International Association of
Administrative Professionals

THE LINK

HOPKINSVILLE
CHAPTER

JANUARY 2010

INSIDE THIS ISSUE

- 1 Meeting Notes
- 1 January Anniversaries & Birthdays
- 1 Board of Directors
- 2 President's Communication
- 2 Welcome New Members!
- 3 Announcements
- 3 Article "Real Office Savings"
- 4 Article "Attracting Gen Yers"
- 5 Winter Board Seminar Flyer
- 6 Registration for Winter Board
- 7 Friday Night Workshop Flyer

2009-2010 BOARD HOPKINSVILLE CHAPTER, IAAP

PRESIDENT

Linda Durham, CPS/CAP

VICE PRESIDENT

Buffy Gaddis, CPS/CAP

MEETING NOTES

DATE: JANUARY 12, 2010

TIME: 6:00 NETWORK & MEAL

6:30 PROGRAM

RETIREMENT TRUST FOUNDATION

WHAT YOU MAY NOT KNOW

LOCATION: 400 HAMMOND PLAZA

HOPKINSVILLE, KENTUCKY

DON'T MISS THE JANUARY MEETING. WE WILL LEARN ABOUT RTF, HAVE LOTS OF FUN WITH GAMES AND PRIZES AND LEARN ABOUT BEING AN ADMIN IN TODAY'S WORLD.

FEBRUARY MEETING:

MEMBER RECRUITMENT MEETING.

INVITE A FRIEND, NEIGHBOR, COWORKER, OR EVEN A STRANGER. THERE WILL BE PRIZES AND FUN THINGS TO DO AND LEARN.

JANUARY IAAP Anniversari

Barbara Nash, CPS 196

JANUARY Birthdays

No January Birthdays



FROM THE PRESIDENT.

A Happy and Blessed New Year to each of you. I hope everyone enjoyed the holidays and you are ready to start a new year. Wanda has an exciting program planned for January. I hear there might be a "pop quiz" at the end. You'll have to attend to find out more.

If you made your New Year's Resolutions, I hope you included one to encourage each other and to strengthen the Hopkinsville Chapter in the coming year. Please be thinking about a friend or co-worker you can invite to our meetings. We plan a Member Recruitment (formerly IMPACT) meeting in February and would like to have several guests.

See you on the 12th

*"FROM THE
PRESIDENT "*

WELCOME NEW MEMBERS

SHARI HART WILSON

For the past five years Shari has been working at home as a medical transcriptionist. Prior to that, she worked in an accounting firm as an administrative assistant.

Shari is married to Eric and has two step daughters. Shari and Eric live in Todd County. Shari enjoys reading and shopping.

Home phone: 270 604 5540

Email: shariwilson@hughes.net

Address: 480 Paul Hurt Road
Elkton, KY 42220

AND

Welcome back to Nancy Bullard CPS/CAP. We are happy to have her back and look forward to her expertise and input. Nancy is currently enjoying some down time from work.

Phone: 270-439-1088

Email: nbullard@bellsouth.net

Address: 12036 Bell Station Road
Oak Grove, KY 42262



*"WELCOME NEW
MEMBERS "*

ANNOUNCEMENTS

HOPKINSVILLE CHAPTER WEBSITE

Check it out!! New Website is beginning to take shape...Thanks to Margaret Ramage CPS for her many long hours and hard work getting this started. Kudos to her!

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

NEWSLETTER LATE!

Yes, I realize this newsletter is a week late (at least). I apologize! However, as most of you know, Willie has been in Vanderbilt University Hospital since New Year's Day for emergency surgery for a ruptured esophagus, caused by vomiting. Thankfully, he is home now and recovering. Thanks for all the inquiries and well wishes from IAAP members.

MEETING DATES:

February 9, 2010	Chapter Meeting Membership Recruitment
February 15, 2010	Registration Deadline CPS/CAP Exam(s)
March 9, 2010	Chapter Meeting
March 19-20, 2010	Winter Membership ... General Butler State Park Carrollton, Kentucky (See Registration and Seminar flyer attached to his newsletter!)
April 13, 2010	Chapter Meeting
April 19-23, 2010	Administrative Professionals Week
April 21, 2010	Administrative Professionals Day
May 7-8, 2010	CPS/CAP Exam(s)
May 11, 2010	Chapter Meeting
June 4-6, 2010	Ky Division Annual Mtg Holiday Inn Convention Center, Bowling Green, Ky
June 8, 2010	Chapter Meeting
July 18-21, 2010	Education Forum and Annual Meeting (EFAM)

Real Office Savings

Is your company looking to cut costs and avoid lay offs? If so, management may be considering a move to telecommuting.

Telecommuting offers advantages for both the employer and the employee and is becoming easier and cheaper every day with new free or low-cost solutions, such as:

- ◆ G-mail , a free web-based service that not only provides e-mail, but video chat and web-based applications such as Google docs for word processing, spreadsheets and presentations. Alternatively, Google offers a version with more tools and a tech support service for \$50 a year per user.
- ◆ Yammer is the Intranet version of Twitter – it lets you post updates on a secured communal bulletin board and is available in three versions – free, \$1.00 per user per month, or \$5.00 per user per month. Visit www.yammer.com to learn more.
- ◆ Google Voice took over the Grand Central phone system, which delivers everything a regular phone system does, but does it over the web. It's currently unavailable to new users, but you can go to www.google.com/voice to sign up to be notified when it's back in business.
- ◆ Slim Timer is an on-line timesheet application that can break tasks into specific functions to help you track your productivity. Visit <http://slimtimer.com/> for more information.
- ◆ Live Chat allows people to interact with your website to ask questions before picking up the phone to call you, thus avoiding the "All lines are busy, please wait for the next available agent" and making your clients happy shoppers.
- ◆ Wikis can be used to collaborate and update large projects like the annual report or policy and procedures manual. There is a free version at sites.google.com or a paid version at <http://www.wikimatrix.org/>
- ◆ Google Alerts and Twilerts can notify you whenever your company name is mentioned on-line. Go to www.google.com/alerts or www.twilert.com to sign up.
- ◆ Jott.com is a toll-free number where you can leave messages and reminders that turns your voicemail into an e-mail and sends it wherever you want it to go. You can enter a contract at \$3.95 per month or pay-as-you-go.
- ◆ MeetingWizard.com is a free application that coordinates meeting dates and times for up to 50 participants.

Attracting Gen Yers

We all know that the coming years will see a boom in retiring baby boomers, so how does a company compete for employees in the new environment that will surely follow? Don Tapscott, Chairman of nGenera Insight has a few hints to help your company recruit the best and brightest of today's hot young stars. Some of his suggestions will be a complete turnabout from the way companies manage their employees today.

For instance, rather than e-mail, young people text message or Instant Message (IM) everyone all the time. They Twitter and spend copious amounts of time on FaceBook, at work and at play. In fact, Gen Yers don't really observe the boundary between work and play, which leads management to infer that employees are playing when they should be working.

According to Mr. Tapscott, Gen Yers' brains are wired differently to use their active memory and switching abilities better. Workplaces will need these skills in the future. Companies will be participating in Wikis and Web 2.0, generating tags and RSS feeds, and pursuing public relations through collaborative media. But don't ask a Gen Yer to simply carry out your campaign – he/she will expect to be consulted and collaborate with you on all aspects of the job. Management will have to learn to listen, and be seen to be listening, to its junior staff to get their full cooperation.

Companies interested in attracting Gen Yers will offer more training. Rather than the annual review process, they will provide constant feedback to Gen Yers. They will acknowledge that younger employees see little distinction between work and play time and adjust their expectations accordingly. Programs will be established to encourage interaction across departments and multi-laterally over the organization. Rather than job descriptions, employees will be assigned to tasks on a match of project needs and employee skills.

Managers who can adopt these new behaviours will enjoy a tremendous advantage over more traditional management styles. As much as Gen Yers love to communicate, making your company over to a Gen Y friendly environment will burnish your reputation among their peers and attract even more gifted young employees to your door.

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Strategic Time Management

*How to Improve Your Productivity—
Even When You're Interrupted,
Overwhelmed or Uninspired*

Featuring author and international speaker Shari Peace

**Saturday, March 20, 2010
9:00 AM – Noon**

**General Butler State Resort Park
1608 Highway 227 • Carrollton, Kentucky**

- Ten great ideas to get the most from each minute
- An amazing way to simply get tasks done faster!
- How to stay focused when you're interrupted frequently
- A surprisingly easy way to increase your productivity by 25%
- How to find and complete the 20% of your life that most impacts your success
- Too much work to decide priorities? Try this easy method
- Ten ideas for conquering procrastination
- Two tips for staying cool when you feel overwhelmed with too much to do
- How to use "micro" chunks to get more done
- How perfectionism crushes your productivity
- The 15 minutes a day that will change your life

REGISTRATION

\$30 Non-IAAP member • \$25 IAAP member

Reservations are necessary no later than Friday, March 12, 2010.

Contact Wanda Hart, CPS/CAP, Kentucky Division President, at 270-886-6202 or email her at president@iaap-kydivision.org

For more information about upcoming IAAP workshops and activities, visit iaap-kydivision.org/Meetings.html

To learn more about Shari Peace, visit sharipeace.com



International Association of
Administrative Professionals®

Presented by the
Kentucky Division
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WINTER MEMBERSHIP FORUM AND BOARD MEETING



DATE: March 19-20, 2010
 PLACE: General Butler State Park
 1608 Highway 227
 Carrollton, Kentucky 41008

TIME: 9:00 a.m.
 PRICE: \$25.00 IAAP Members
 \$30.00 Non Members

For room reservations, phone - 1-502- 732-4384 and ask for "IAAP" rooms for \$59.95 (plus tax \$66.09). Must call by Monday, February 17, 2010, to be assured of room at IAAP rate.

Overflow rooms: Call by March 16, 2010 to be assured of Room at IAAP rate.

Double room \$72.77 w/tax
 Best Western
 10 Slumber Lane
 Carrollton, Kentucky 41008
 Phone: 1-502-732-8444

Member: _____ Chapter: _____

Company: _____

Guest: _____ Company: _____

Address: _____

_____ Phone: _____

I will will not be attending the Friday night, March 19, 2010 seminar: *Office 2007 Security Workshop - 7:00 to 9:00 p.m.*
Included in cost of registration

Respond for attendance by Friday, March 12, 2010. Make checks payable to IAAP Division and mail to Laura Dziekonski , Reference Secretary, University Libraries, Murray State University, 217 Waterfield Library, Murray, KY 42071.

Office 2007 Security Workshop



March 19, 2010

7:00—9:00 p.m.

Presenter:

Jacky Ammerman CAP,
KY Division President Elect

Location:

General Butler State Park
1608 Highway 227
Carrollton, KY

Course Goals:

- Improved understanding of various malicious software, to include:
 - ◊ Virus
 - ◊ Worm
 - ◊ Trojan Horse
 - ◊ Spyware
 - ◊ Phishing
- Firewalls and other security measures
- Message bar and user options
- Use of digital signatures and digital certificates
- And more!



This workshop is FREE to registered/paid attendees of the IAAP Kentucky Division Winter Board and Educational Seminar that will be held on Saturday, 3/20/10.