



The Maple Leaf Maple Chapter IAAP Goshen, Indiana



Special points of interest:

- Finance Update
- Education Spot
- Computer Tip
- Int'l & Division Updates

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President's Message



Wow, how did we get to mid-February so quickly? Time seems to be flying as usual. I hope you had a good January and stayed warm.

Our February speaker will be Mr. Riad Ardahji, Director of Industrial Engineering at Syndicate Systems, speaking to us on "212 The Extra Degree". I think you will want to hear this powerful motivational presentation. My thanks to Janet Fink for contacting Riad.

As a reminder, Chapter, you had some

homework from last month's meeting. We will continue our discussion of our "30 second elevator speech". Have you given thought to how you want to educate acquaintances, co-workers and friends about Maple Chapter and IAAP in a quick, 30 second line? Bring your ideas to the Chapter meeting. We have a start—we just need to finalize the wording.

Our annual Open House/Impact meeting is just around the corner (March 15). Invitations will be available by hard copy at the February Chapter meeting as well as electronically. If every member

would bring one guest—we could make quite an "impact".

Finally, it's about that time where we begin asking members to step into Maple Chapter leadership roles for the upcoming year. I encourage you to say "yes" when asked, or better yet, volunteer. Being part of the Maple Chapter board is a great experience. The tasks are not difficult or time consuming. Please consider giving it a try!

Happy Valentine's Day!

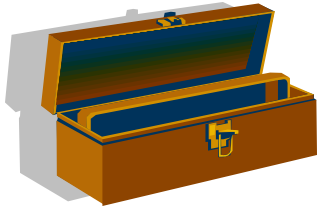
"Embrace the Vision"

Beth

2006-2007 Maple Chapter Theme

EMBRACE THE VISION

Indiana Division Update (www.indiana-iaap.org)



Building Our Future Indiana Division IAAP®

- The February issue of the Indiana Division Board Letter can be found on the Indiana Division website.
- Plans continue for the Indiana Division Annual Meeting and Education Forum May 4-6, 2007 in Lafayette. Please note Leadership Conference is scheduled for Friday afternoon, May 4. Room reservations are now being accepted at the Best Western Lafayette Plaza and Conference Center.
- Indiana Division will be holding their first Indiana Professional Educational Conference on Saturday, October 6, 2007 at Indiana Business College. Be sure to mark your calendars to attend this first-time educational conference.

International Update (www.iaap-hq.org)



- “Shaping the Future” is the international theme for Administrative Professionals Week 2007.
- The 2007 International Convention and Education Forum will be held at the Tampa Convention Center in Tampa, Florida July 29-August 1, 2007. Hotel reservations can now be made.

“You will always be your best advertisement.”

Dr. Suzanne Metzger



Computer Tips...*provided by Denise Goveia*

For those of you who have computers at home and are hesitant to invest in Microsoft Office there is now an alternative and I've spent some time testing it. There is a free office suite program on line that you can download to your computer and use to open any of your Microsoft Office Word, Excel, Access, or Power Point documents. Even better, you can use this same office suite to make your documents into an easily shared PDF file!

Simply go on line to www.openoffice.org click on the green box that says GET OPENOFFICE.ORG. Click the green banner at the top of the next page and choose your operating system. The next page will be where they advertise for funds, just go to the bottom of the page and click on CONTINUE TO DOWNLOAD. When the window appears, click SAVE, and choose MY DOCUMENTS from the drop down menu of places (write down or remember the name of the program). Click to save. You have saved the program on your computer once it is done downloading. Close your internet browser, then go to your desktop and double click. Follow the prompts to install the program. Once the program is installed you will find it in the list of PROGRAMS on your START menu.

There are six modules :

OpenOffice.OrgBase = Database like Microsoft Access

OpenOffice.OrgWriter = Word processor like Microsoft Word

OpenOffice.OrgCalc = Spreadsheet like Microsoft Excel

OpenOffice.OrgImpress = Presentation like Microsoft Power Point

Open Office.OrgDraw = Drawing Program

OpenOffice.OrgMath = Calculations Program

If you open the modules called OrgWriter or OrgCalc, it will look similar to the Microsoft modules you're accustomed to using. Go ahead and create a test document in OrgWriter. Click FILE / SAVE AS / in the drop down menu SAVE AS TYPE choose MICROSOFT WORD 6.0 (or the version of Microsoft Word you use). Close the document, then open Microsoft Word. Go to your saved document and open it ... you'll find the transition is seamless.

If you need to save the document as a PDF, on the tool bar at the top you'll see the familiar ADOBE PDF icon. Click on it to export your document as a PDF.

If you need help to get the program downloaded and running on your computer at home, just let me know and I'll be glad to come and help you. I recently stumbled on this free office suite program, downloaded to my computer and fully tested it successfully. I have complete confidence in the site and the software.

One more note ... this article was written in the program OpenOffice.orgWriter.

Finance Committee Report

Butter Braid orders and payment should be brought to the February 15 chapter meeting. Delivery will take place at the March 15 meeting.

The last of the Terri Lynn products will be brought to the February meeting, you can all race to get the last 4 bags of honey roasted peanuts and yogurt raisins!

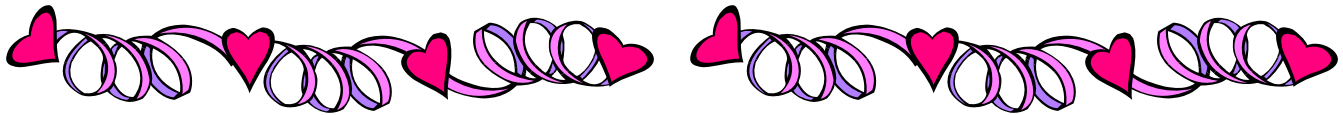
Many thanks for your continued support of our fundraising projects. A full report will be submitted in an upcoming newsletter.

Denise Goveia
Finance Chair

APD Committee Report

The Administrative Professional's Day committee met February 5th to begin planning for this event to be held at Maplecrest Country Club on April 25. The theme will be Maple Chapter's theme, "Embrace The Vision". Each member is encouraged to begin collecting donations for door prizes and goodie bags. Please submit a list of your donations with the donor's name and address. Watch for more information in the next two months.

Doris Schwartz
APD Co-Chair



**Membership
Renewals**

**Michele Cripe
Debra Mayfield**



February 6—Casey Bechtel
February 22—Evelyn Wagner
March 10—Denise Goveia
March 15—Janet Fink
March 19—Sally Biller



EDUCATION SPOT — provided by Gretchen Neely (Articles from Avery Great Results February Newsletter)

SKILLS

The Power of Being Positive

Is the glass half empty or half full? We've all heard it a million times. And we all know that attitude is everything. How you see things determines how you deal with them. But is having a positive attitude really better? Or should we all strive to simply be realistic—to see things as they really are and deal with them accordingly.



One good reason to cultivate a positive attitude has come to light recently. According to *Newsweek*, "Researchers at Yale University found that people with an optimistic outlook lived 7.5 years longer than those with a gloomy view of what lies ahead. In their study, a positive attitude was more important than lower blood pressure and cholesterol levels."

But is attitude predetermined, like the color of our eyes, or is it something we can moderate? To find out, we talked to Charles Kovess, author, lecturer and expert in motivational behavior. Charles has dedicated his life to helping people find the passion and positive energy

within them. According to Charles, "Our actions are driven by our beliefs. So how we see things drives our behavior. If we have negative feelings, we will have negative behaviors."

A positive attitude is better says Charles, "because it gives us greater energy." While negativity is draining and paralyzing, a positive attitude gives us the will to work around obstacles and ultimately succeed.

And the road to attaining a positive inner attitude? According to Charles, it's a challenging process. "It's like training to run a 26-mile marathon. It requires similar amounts of dedicated work and repetition. The key is to understand balance in life. There cannot be positive without negative. There cannot be up without down."

Charles offers tips for cultivating and maintaining a positive attitude.

1 Become aware of your feelings and choose positive, not negative. Initially you might feel like you're faking, but eventually it will be real.

2 Remind yourself that there is always balance. You are bound to meet negative people. Don't let them throw you.

3 Be grateful for all experiences, because we grow through the negative more than the positive.

4 Get some exercise. Go take a walk! The fitter you become, the less negative elements impact you. And fitness increases our energy so we have more energy to handle whatever the universe cares to throw at us.

The bottom line is, you can choose to have a positive attitude. And when you do, chances are you will have a longer, healthier and more successful life. ●

Charles Kovess is a well-known motivational speaker and author of *Patriotic People* (Wag House). To learn more you can visit his Web site at www.kovess.com.

**Newsweek*, Health, Web Exclusive, January 9, 2006

Positively Inspiring

Remember that reality can look slightly different to each of us depending on our point of view. Change your point of view and you can change your reality. Here are some positive inspirations by some names you might recognize.

To different minds, the same world is a hell and a heaven.

— Ralph Waldo Emerson

An optimist sees an opportunity in every calamity; a pessimist sees a calamity in every opportunity.

— Sir Winston Churchill

You can complain because roses have thorns, or you can rejoice because thorns have roses.

— Ziggy

Whether you think you can or you think you can't, you're right.

— Henry Ford

The way I see it, if you want the rainbow, you gotta put up with the rain.

— Dolly Parton

Education Spot—continued

Inspiring Others to Act

Sure, we've all heard the term "natural leaders," but what really makes some people lead in a way that makes others want to follow? How do you inspire others to pitch in, whether it's cleaning up the office, collecting for charity or getting ready for a big presentation? How do you get other people to care about what you care about?

To find out, we talked to an expert on leadership, Dr. Daniel Feldman of



Leadership Performance Solutions is an organizational development consultant. He works with organizations that include America Online and the Food and Drug Administration to improve organizational effectiveness.

Dr. Feldman described the five essential keys to motivating others:

1 Explain the purpose of the task or activity that you want someone to participate in. "When people understand why something is being done, they're more likely to want to pitch in," says Dr. Feldman. Help them see how what they are doing will help accomplish the higher goal of the organization or team. The more they understand the benefits, the more invested they will be in the project.

2 Allow someone as much flexibility and responsibility as possible. "Remember that there are many ways to accomplish something," advises Dr. Feldman. To the extent that you allow someone as much say as possible in how

a task is accomplished, you build his or her ownership, pride and participation. They may not do it as you would, but that doesn't really matter as long as the goal is reached. You can coach and support them through the process, but it's important that they feel empowered to do it their way.

3 "Make a connection by linking a person's involvement to something he or she thinks is important or enjoys," says Dr. Feldman. That means first understanding who they are and what makes them tick. Make the connection for them. If you know someone is a "people" person, accentuate the "people" part of the task. Also, before you try to involve someone in an activity, try to determine who would most enjoy doing the task as much as who would be best at it.

4 "Be authentic, be yourself," advises Dr. Feldman. People respond to that. Act and speak from your true values and beliefs. When you speak from your heart people recognize it and feel more connected to you. Being authentic also means you don't always have to know the answer. Sometimes saying, "I don't know" actually makes people want to help you.

5 Practice respect. "You don't have to agree with how someone does things," says Dr. Feldman, "but you can respect the person." Ignore position. Remember you can learn from someone higher, lower, younger, older, smarter or less smart than you. Be respectful of who they are. Don't praise people when you don't mean it (people know when you're not being sincere) but acknowledge contributions, small or large.

As Dr. Feldman points out, his five keys to inspiring others are also part of just being a good person. So put his suggestions to use. You'll feel good about your actions, and so will everyone you come in contact with. ●

Tips for Inspiration

The people who make an impact on the world are not necessarily the smartest or most talented. The people who make an impact are the ones who can inspire others to take action. Remember these tips when you are trying to inspire action.

- *The "why" matters. Let people see the big picture.*
- *Make sure people understand that their actions really can make a difference.*
- *Encourage ownership. Let people do it their own way.*
- *Highlight the good. Make sure people see the parts of the task that they'll find enjoyable.*
- *Be honest. People recognize and appreciate the truth.*
- *Acknowledge contributions.*
- *Be realistic in your expectations.*
- *Be respectful of people's different attitudes and values.*

Dr. Feldman has written books on leadership, coaching and critical thinking. To learn more you can visit his Web site at www.leadershipperformance.com.

Education Spot—continued

SKILLS

Body Language at Work!

Did you know that a great deal of what you want to say is communicated before you begin to speak? Research shows that body language tells half your story. How you stand, move, gesture—even how you move your eyes and facial muscles—communicates in a big way. It's



son-verbal communication, but it adds a lot to the story you're telling.

Body language is powerful because it plays on emotions and imagination. It enhances interpersonal relations dramatically, even though the person you're speaking to isn't always aware of what's affecting them. Based on your expressions and movements, your viewer empathizes and extrapolates. For example, if you purse your lips or knit your brow, the person you're talking to will sense concern without even needing to hear your words. If you're at ease, the person—or people—you're speaking to will know that as well. Nonverbal information amplifies your words and gets the message across faster and more emphatically.

You can use body language to communicate better and more clearly. Let's focus on what you can do to make your message meaningful and memorable even before you speak your first word.

To eliminate as much nervous tension as possible, good posture is essential. When you stand up straight (not board straight, but comfortably straight),

with arms relaxed, it's easier to breathe properly. Your voice will be stronger. To those watching, you'll radiate confidence. And when you are confident, whenever you are speaking to will listen more carefully and with more respect.

Movement is another important part of body language. Nothing is more boring than someone who stands motionless all the time.

Whether you're moving across a stage, or simply moving your body to face one person in a small group and then another, you'll connect with the people you're speaking to. Plus, when you are the center of attention, movement keeps your listeners focused on you. You can learn to move to emphasize a point you are making. For example, when you want to

stress the importance of what you're saying, lean forward. When you've reached the end of a subject, lean back, as if to give everyone a moment to contemplate the importance of what you've just said. With practice, you'll learn to make these movements gracefully and naturally.

The refined movements you make with your hands are an important body-language tool. Shrug your shoulders, nod your head, clap your hands—you've made a statement about your statement. If the gesture suits your message and feels natural, use it!

Finally, remember that your eyes and your facial muscles are very powerful. Keep your eyes on the people to whom you are speaking. And when you're in a larger group, if you feel like there's someone who's not listening, make eye contact to draw them back. If you're making a point that makes you happy, smile so people can see how you feel. The more you emit through facial expressions and eye contact, the more you connect. It's body language that often speaks the loudest, no matter who you're talking to! ●

Your Body Language Speaks for You

Everyone gets nervous making a presentation—no question. So if you're called upon to get up and speak, take some tips from Toastmasters International on how to make use of body language.

● KNOW YOUR MATERIAL

Practice your speech so you don't have to read it. That way you can maintain eye contact with your audience. You also won't contort your face striving to remember your words.

● FIND AN ENERGIZER

When you notice someone in the audience who's especially interested in what you have to say, develop a non-verbal bond with them through eye contact and facial expressions. If you can make that person laugh (or feel any emotion), the response will be contagious.

● STAY CONNECTED WITH YOUR AUDIENCE

If you've lost them, stop talking for a second—it's a change of pace they'll notice. Make a joke, if it's appropriate, or walk across the stage without a word, and then make an emphatic motion.

For more tips on how to make use of body language, Toastmasters has produced an e-book called "Lessons: Your Body Speaks." For more information, visit www.toastmasters.org.