



The Maple Leaf Maple Chapter IAAP Goshen, Indiana



President's Message

Greetings, Maple Chapter:

WOW! Another successful Administrative Professionals Day® Breakfast. It may have been a rainy morning, but I think everyone enjoyed themselves. Many thanks to the APD breakfast committee with special thanks to Doris and Evelyn for their presentation, "Embrace the Vision Through Technology". It was a big hit!

Maple Chapter—we have another new member. I'd like to welcome Mary Ann Bean from Goshen College. That makes five new members in the last two months—our membership has grown, but don't stop

now—continue to invite potential new members. We have much to offer the community.

I'm also happy we have a slate of Maple Chapter officers for 2007-2008. Please be sure and volunteer for a committee chair position. We need you!

Because I was traveling, I was unable to represent Maple Chapter at the Indiana Division Annual Meeting (IDAM) held May 4-6 in Lafayette. I'm anxious to hear from Maple Chapter members who attended. If you've never had the opportunity to go to annual meeting, make plans now to attend in

2008. It's a great time to network with admins from all around Indiana and learn the business of IAAP too. Of course, there is usually shopping and laughter involved. It's a grand time!!

As I close, let me remind you to bring items to both our May and June meetings in support of our "Marine Project". We need to help make daily life a bit easier for those who so generously provide our security and freedom. May you also take time to honor those who have served our country this Memorial Holiday.

Until June...

"Embrace the Vision"

Beth



Special points of interest:

- Education Spot
- Computer Tip
- Int'l & Division Updates
- Maple Chapter Marine Project

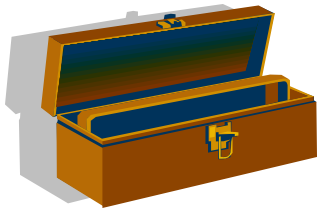
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2006-2007 Maple Chapter Theme

EMBRACE THE VISION

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



Building Our Future Indiana Division IAAP®

- The May issue of the Indiana Division Board Letter can be found on the Indiana Division website.
- Indiana Division will be holding their first Indiana Professional Educational Conference on Saturday, October 13, 2007 at Indiana Business College. Be sure to mark your calendars to attend this first-time educational conference.

International Update (www.iaap-hq.org)



- Be sure and check out the International web site. It has been updated to the IAAP Online Community software.
- 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.
- International has announced that PromoCorp will be their new emblematic supplier. The online store should be available to members the first of June.

“IAAP is the association that promotes professional and personal growth for career-minded administrative professionals.”

Maple Chapter, IAAP



Computer Tips...provided by Denise Goveia

(Note: This is a continuing series)

Top 20 Tips for Keeping Windows XP Fresh

Vista may be on the way, but XP hasn't outlived its usefulness. These tips will help you keep the older operating system vibrant.

By Scott Dunn, PC World

Tip 4: Reset Your System Restore Priorities

System Restore has saved my bacon many times, so I reserve as much disk space as possible for its restore points. To adjust the amount of disk space System Restore claims, right-click *My Computer* in Explorer or on the desktop and choose *Properties*. Click the *System Restore* tab and select a drive whose storage settings you want to change. Choose *Settings*, drag the slider to the desired level, and click *OK* twice.

Tip 5: Relocate System Stuff

Some files--System Restore points, for example--must be stored on your Windows drive. But if you have multiple hard disks or partitions, you can free up space on your Windows drive by moving other system files elsewhere.

Tip 6: Sacrifice Hibernation

When you use Windows' hibernation feature to start up faster, the OS puts everything in RAM in a single hidden file named 'hiberfil.sys' on your hard disk. The file is roughly the same size as your RAM--for example, 512MB for a machine with 512MB of RAM. Like System Restore points, your hibernation file must be on the same drive as Windows. If you're running out of space on your Windows drive and you don't use the hibernation feature (or don't find it terribly useful), you can save a huge chunk of disk space by turning the feature off, and thereby deleting the hiberfil.sys file: Choose *Start, Run, type powercfg.cpl*, and press <Enter>. Click the *Hibernation* tab, and uncheck *Enable hibernation*. Click *OK*.

Tip 7: Eliminate Clutter

The easiest way to keep your disks free of clutter is by using Windows' Disk Cleanup tool to create custom cleaners. This utility lets you discard the junk you don't want while keeping your Internet cache intact for optimum browsing performance, among other options.

Tip 8: Clean Deeper

Unfortunately, the Disk Cleanup tool misses certain temp files. Here's a little batch file to complete the task: Open Notepad or your favorite text editor and type `del /s /q C:\Documents and Settings\Username\Local Settings\Temp*.*`, replacing 'Username' with the name of the user account and adjusting the drive letter as needed. Save the file with a name like *deltemp.bat* (be sure to use the .bat extension) and store it with your other batch files (if you don't have other batch files, your Desktop or any other easy-to-access folder will do). Then add the file to your Startup folder (*Start, All Programs, Startup*) so that it deletes the files every time you log in to Windows.



Topics and speakers for 2007-2008 chapter meetings will be discussed at our June 21st meeting.

Please give some thought to topics you are interested in and speakers you may know who may be available to speak to Maple Chapter.



Memberships—New & Renewal

- Mary Ann Bean (new member)
- Casey Bechtel
- Miriam Kauffman
- Roxi Lewallen
- Nicole Kline
- Sue Kurtz
- Sue McCall
- Lauretta Schrock



- May 16—Deb McElheny
- June 7—Gretchen Neely
- June 7—Sue Vicary
- June 20—Marlene Slaubaugh CPS



We would like to thank our Maple Chapter family for your love, and hugs during the last 6 months as we were dealing with Mike Goveia's cancer and recent death. Your cards and words of kindness were much appreciated. Life brings many surprises, and the support of friends is so very valuable during difficult times.

Denise & Pat Goveia



EDUCATION SPOT — provided by Denise Goveia

Tips for Public Speaking
By Emily Battaglia
LifeScript Staff Writer

Public speaking – did those words just send a chill down your spine? If you're like most people, just the thought of speaking in public makes you want to head for the hills. Even those who have impressive public speaking skills don't necessarily enjoy it. So why does the fear of speaking in public top most people's phobia lists and how can you overcome this personal obstacle? Even if public speaking isn't a common activity in your life, these five tips for public speaking will still be valuable to you, because chances are that at some point in the future you'll be speaking in public.

Public speaking can be downright terrifying. Whether you're 11 years old and giving a book report presentation to your fifth grade class or 50 years old and giving a presentation on your company's quarterly revenue, the fear of speaking in public is likely to never go away.

Speaking in public does become easier the more you do it, but mastering public speaking may take you a lifetime, if even then (unless, of course, you make your living as a motivational speaker).

So what if you're not a professional public speaker? Why is public speaking important to you? For starters, everyone has to speak publicly every once in awhile, whether it's for your job or any other circumstance you may find yourself in. Learning to speak well in public can teach you to become more comfortable with yourself, more confident with others and can help propel you toward success. If speaking in public is something you want to learn, take heed of these five public speaking tips:

Public speaking tip #1: Practice makes...perfect!

You may be tired of hearing this old adage, but there's no way to get around its truth. It's true for anything you do in life! The more experience you get under your belt, the more relaxed and confident you'll become. And the more you know your presentation material, the less chance you have of stumbling.

Remember that the audience is taking their time to learn something from you, so they deserve you, the speaker, to be prepared by putting your best material forward. To do this, a great public speaking tip is to take advantage when smaller opportunities for informal speaking arise. Make tapes of yourself giving presentations and learn from them.

Public speaking tip #2: Think Like an Audience Member

The best way to get through to your target audience is to put yourself in their shoes. If you can, greet your audience as they arrive so that you feel a little bit more connected to them while you're speaking. Also, remember that audiences don't want to see you fail; they are rooting for you and want to obtain valuable information from you, especially since it's on their time.

Know when to stop talking. Public speakers often go overboard with information overload or tend to do a lot of talking but without a lot of substance. Leave room for questions at the end, because as an audience member, you know you would appreciate the opportunity to have something clarified or expanded upon.

EDUCATION SPOT (continued)

Public speaking tip #3: Visualize

Visualizing yourself giving a presentation may sound just as bad as actually giving it, but effective public speaking requires you to take this preparation step. When you visualize yourself standing in front of an audience, you should envision the best outcome possible – commanding the audience with a clear loud voice, using natural movements and receiving total attention from the audience.

Visualization techniques work because you can actually place yourself in a successful situation, and when you “see” what you want out of something, you’re more likely to accomplish it.

Public speaking tip #4: Don’t Take Yourself So Seriously

If you deconstruct public speaking, you’ll realize that it’s simply talking to a group of people about what you have to say. It’s not life and death, and the world goes on if you don’t do as well as you may have hoped. Most people aren’t fantastic public speakers. At best, most people are average. First, don’t even consider yourself as a public speaker. Give yourself permission to be yourself and your presentation will be much better for it.

A great presentation also always involves humor because humor helps ease both you and the audience; it’s the one thing everyone can agree on. Humor, as opposed to monotone boredom, makes the time fly faster for everyone.

Public speaking tip #5: Employ Confidence and Conviction

Who is going to take you seriously or trust what you’re saying when you sound and look unsure of yourself? What’s going to help you build your confidence is taking heed of the first four public speaking tips and channeling your public speaking anxiety and nervousness into positive energy. When thinking about speaking in public, don’t think about how you’re going to get through the experience but rather how you’re going to do it and do it well.

During your presentation, be sure to make eye contact. Good eye contact is established by speaking to an audience member for three seconds and then moving your gaze on to another person. Don’t forget to convey your enthusiasm and belief in what you’re saying so that the audience trusts you.

Can you start to see yourself letting go of public speaking anxiety and becoming a more successful public speaker? Take these tips for public speaking with you, and when the time comes to be front and center, that chill down your spine will become merely a blink-and-you’ll-miss-it twitch.

Resource:

www.lifescrypt.com

June 30, 2006

Maple Chapter Members and Friends,

As many of you already know, my daughter Corey and her boyfriend, Sam are currently in the Marine Corps. Sam was recently deployed to serve in the "sandbox" ... Iraq.

Gunnery Sergeant Sam Shaw is the leader of a squad of men assigned to the Amphibious Assault Battalion (AABN) and stationed near Fallujah. These Marines will be serving in Iraq for the next 6 months. According to Sam, many of the servicemen in his squad rarely, if ever, receive letters or packages from their families. Corey is sending packages and has shared a list of items that could be gathered and sent to Sam. As a leader, it is his commitment to share with the whole squad.



It was suggested that Maple Chapter members might also be interested in participating in this endeavor as a service project. If we could gather the suggested items and box them, I would see they are labeled with the appropriate customs declaration and taken to the post office during the next 5 months. The post office has a Priority Mail box specifically for this purpose, the purchase price of the box covers the shipping cost for however much you can stuff into the box. The postal service cancelled the "Any Service Member" mailing program so we have Sam's personal address to use for this project.

Please be aware that there are items that should be avoided. Non-perishables are preferred since shipping takes 10-18 days. Foods containing pork and pork by-products are prohibited, any item containing alcohol is prohibited (i.e. some baby wipes), any printed material containing anti-Islamic or pornographic material are also prohibited. I have compiled a list of basic suggested items below, I can email a complete detailed list to anyone interested and answer any of your questions about specific items. If you would like to help fill these boxes, please bring items to our chapter meetings. I will also bring note cards to sign and include in the boxes.

Many thanks to all of you who can help with this service project. These Marines will be appreciative of the "taste of home" we can provide during their deployment.

Denise J. Goveia

NOTE: *Items should be in single serving size if possible, except as noted*

Nuts / corn nuts	Pre-sweetened drink powders (Quart size)
Trail Mix	(Crystal Light / Kool-Aid / Gatorade)
Hot & Spicy Snacks	Ground Coffee / Tea bags
Dried Fruit / canned fruit	Fast food condiments
Chex Mix / Canned Chips / Snacks	(Hot sauce, ketchup, mustard, salt, pepper, relish, mayo, taco sauce, jelly)
Crunch & Munch / Cracker Jack	
Crackers / Cheese Crackers/ Cookies	Magazines
Hard candies, wrapped	Eye drops / Saline nasal spray
Licorice / gum	Avon Skin So Soft
Tic-tacs or other mints	Lip balm / Roloids / Tums
Beef or chicken jerky or sticks	Travel size personal products (no alcohol)
Cereal bars or granola bars	(deodorant/Q-tips/dental floss/etc.)
Tuna lunch kits	Antibacterial hand cleaner
Pop top canned meals or soup	Wet Ones (no alcohol)
Instant Oatmeal / Soup	