



# The Maple Leaf Maple Chapter IAAP Goshen, Indiana



## President's Message



### Special points of interest:

- Fundraiser Information
- Roster Updates
- Education Spot
- Computer Tip
- Int'l & Division Updates

November Greetings  
Maple Chapter.

Thanks again to each of you for your part in making Executive Night a success. I think we all enjoyed our speaker, Carl Reichanadter and will find his words on "Dusting Off our Dreams" very useful both now and in the future.

As we move into November we look forward to hearing Indi-

ana Division Vice President, Kim Fuhrmann, speak to us about "Communicating Across Generations". Be sure to mark your calendar to attend the November meeting and invite a guest too!

Terri Lynn and Entertainment books have arrived. Many thanks to Chapter members for their great work in promoting these fundraisers and special thanks to DJ Construction for allowing us to utilize their facility for distribution. Our Finance Committee deserves our praise for their

hard work and dedication to these important projects.

As we look forward to Thanksgiving, take time to reflect on all the blessings you have been given and remember to "give back" to family, friends and our community.

Until we meet again on December 14th for our annual Christmas Party...

*"Embrace the Vision"*

*Beth*

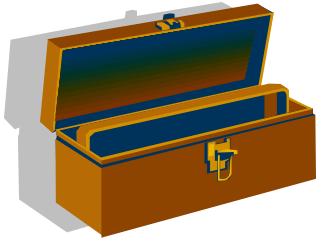
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## 2006-2007 Maple Chapter Theme

# EMBRACE THE VISION

## Indiana Division Update ([www.indiana-iaap.org](http://www.indiana-iaap.org))



### Building Our Future Indiana Division IAAP®

- Be sure to check out the November Board Letter on the Indiana Division website.
- Indiana Division Officers are selling raffle tickets for two prizes; free registration to IDAM 2007 or a \$50 gift card for Lowe's. Kim Fuhrmann will have tickets available at Maple Chapter's November meeting. Proceeds will go to the Indiana Division General Fund.

## International Update ([www.iaap-hq.org](http://www.iaap-hq.org))

### Shaping the Future



- November is Retirement Trust Foundation Month. Information pertaining to the RTF can be found on the International website.
- "Shaping the Future" is the international theme for Administrative Professionals Week 2007.
- The 2005-2006 audited Financial Statements for IAAP and RTF are now available on the International website.

# Finance Committee Report Roster Updates

The Finance Committee would like to thank all Maple Chapter members for their support of the current fundraisers. The Terri Lynn and Entertainment books arrived on time and will be distributed during the November Chapter meeting if not before.

If anyone has a question, please contact one of the Finance Committee members.

Denise, Marlene, Deb, Miriam, Janet & Doris

**Doris Schwartz** has a new email address:  
golfpals@verizon.net

**Nicole Kline's** email address is incorrect in the roster. It should be:  
nicole\_kline73@yahoo.com

Please remember it is each member's responsibility to change their member information directly on the International web site. Thank you!



November 5—Nicole Kline  
November 12—Michele Cripe



**Reminder!**  
**HOLD THE DATE: Thursday, December 7**  
SALVATION ARMY BELL RINGING  
Wal-Mart Super Center, Goshen  
Remember to bring "unwrapped" gifts for the Brown family to the Christmas Party. We will wrap them at the party. Either bring wrapping paper or it will be provided for you.  
Contact Denise Goveia to order a 2007 APW Pin. Cost is \$5.00 plus shipping.





## Computer Tips....*Denise Goveia*

### What is AutoText?

**AutoText** is a way to store and quickly insert text, graphics, fields, tables, bookmarks, and other items that you use frequently. Word comes with a library of **AutoText** entries (see the items listed under **AutoText** on the **Insert** menu or turn on the **AutoText** toolbar, then click on **All Entries**). You can create your own **AutoText** entries with either of the following methods.

#### Method 1:

Choose **AutoCorrect** or **AutoCorrect Options** from the **Tools** menu, then click on the **AutoText** tab.

Type the text of your new **AutoText** entry in the **Enter AutoText entries here** box, then click on **Add**.

Make sure the **Show AutoComplete** tip check box is checked.

Click **OK**.

Word will show a tip on the screen after you type the first 4 or 5 letters that match the **AutoText** entry. Press [Enter] to accept the entry or keep typing to ignore it. If **AutoComplete** is turned off, you can insert **AutoText** entries with the **AutoText** toolbar (see Method 2).

#### Method 2:

Turn on the **AutoText** toolbar

(choose **Toolbars** from the **View** menu, then select **AutoText**).

Select the text you want for an **AutoText** entry, then click on the **New** button on the **AutoText** toolbar.

Make up a shortcut name for this entry.

To use the shortcut, type the shortcut, then immediately press [F3].

Word stores custom **AutoText** entries on the local machine, so this feature may not be very useful in a student lab or other shared computer environment.

### ***Did you know...***

November is "Retirement Trust Foundation" Month. Brush up on your Retirement Trust trivia....you will find out why on November 16th!

**"If you have knowledge, let others light their candle at it."**

*Margaret Fuller*



**EDUCATION SPOT** — provided by Sue Vicary (Taken from website *TipsforSuccess.org*)

### Leadership

To succeed you must be a leader, if only a leader of one person: you.

***"In all great leaders there is a purpose and intensity which is unmistakable."*** — L. Ron Hubbard

Remember how former President Reagan had UNMISTAKABLE seniority when he met with Communist leaders? Have you noticed how the best speeches of politicians, ministers or actors always include high-volume intensity? The same applies to the most successful people.

***"A man who merely wants to be liked will never be a leader. A broad examination of history shows clearly that men follow those they respect. Respect is a recognition of inspiration, purpose and competence and personal force or power."*** — L. Ron Hubbard

Passion is a self-generated tool. You have the ability to motivate yourself; to concentrate on your purpose; to get yourself excited about what you do.

Your attitude sets the mood for everyone around you. They get excited if you are excited. If you are fascinated, so are they. Recommendations you give to others that come from the heart have a greater impact.

**There is nothing stronger than a leader with a firm direction and passion to get there.**

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### How to Boost Your Personal Power and Command of Life

Self-Improvement Tools:

There is one technique that can do more for your mental strength, job performance and overall competence than dozens of self-help books or motivational seminars.

This simple formula eliminates self-criticism, fear and stress. It is applicable to any situation and works every time. You can use it repeatedly without limitation.

Ron Hubbard discovered the KRC Triangle in 1960.

### **"THE K-R-C TRIANGLE"**

***"The points are K for KNOWLEDGE, R for RESPONSIBILITY and C for CONTROL."***

***"It is difficult to be responsible for something or control something unless you have KNOWLEDGE of it."***

***"It is folly to try to control something or even know something without RESPONSIBILITY."***

***"It is hard to fully know something or be responsible for something over which you have no CONTROL, otherwise the result can be an overwhelm."***

***"Little by little one can make anything go right by:***

***"INCREASING KNOWLEDGE . . .,"***

***"By inching up each corner of the KRC triangle bit by bit, ignoring the losses and making the wins firm, a being at length discovers his power and command of life."*** — L. Ron Hubbard

## Education Spot—continued

### "KRC Triangle Application Recommendations

Select a problem and write it down or type it into your computer. Then write or type the answers for each of these five steps.

#### 1. Raise the Knowledge corner.

How can you increase your knowledge about the problem? What do you need to learn about it? What should you study to better understand the problem?

#### 2. Raise the Responsibility corner.

How can you take more ownership for the problem? What parts of the problem are you responsible for? Can you accept responsibility for the parts you did not cause?

#### 3. Raise the Control corner.

What part of the problem can you control? How could you take a little more control for the other parts?

#### 4. Ignore the losses.

If you focus on losses or failures, they get bigger and more overwhelming. You then pull in even more losses. So find ways to ignore these losses.

If ignoring losses is difficult, try writing them down on a sheet of paper and then destroy the paper. Shift your attention. Stop talking or thinking about them. Avoid people who bring them up. Move on.

If you catch yourself dwelling on losses, knock it off. Put your attention elsewhere. Stop talking about losses. And learn to ignore the failures of others as well.

#### 5. Make the wins firm.

What can you do to make your successes firm? How can you solidify them?

Maybe you can write them down or put them on a wall. Keep a record of your wins. Talk about them to everyone you can. Celebrate them.

Also, make a habit of finding and focusing on the wins of others. The more attention you put on success, the more success you get.

Some of your answers to these questions are easy, enjoyable steps. Do those right now! You will see a sudden improvement in the problem.

Then do the tougher steps you wrote. Once you start on them you will find they are not so tough after all.

If following these five steps does not completely solve the problem, repeat the steps until the problem is gone forever.

As well as solving problems for you, these steps will start to bring out the best in you. You will discover a new sense of command over life that you have always had, but never used.

Use the KRC Triangle to release the real powerhouse you know that you are.



**TWIS THE NIGHT BEFORE CHRISTMAS**  
Well, maybe a few nights before.

The time is coming for the Maple Chapter IAAP Christmas Party

- PLACE:** Home of Doris Schwartz
- DATE:** December 14, 2006
- TIME:** 6:30 P.M.
- DINNER:** \$9.00
- GIFT EXCHANGE:** \$10.00 (max)

Bring the (unwrapped) gifts you purchased for the Brown family. Cash donations will also be accepted.

**COME    EAT    CONVERSE    LAUGH**  
**ENJOY    HAVE FUN    SPEND TIME WITH FRIENDS**

RSVP to Evelyn at 848-9983 or [evelynjw42@msn.com](mailto:evelynjw42@msn.com) by December 8<sup>th</sup>.

Hosted by: *Doris Schwartz, Janet Fink and Evelyn Wagner*

"...We know how dearly God loves us,  
and we feel this warm love everywhere...."  
ROMANS 5:5 TLB

