

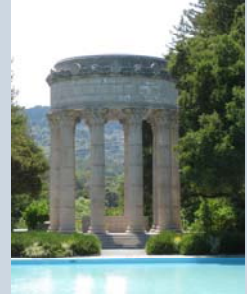
Crystal Springs Chapter IAAP Newsletter 2009



For information on the Crystal Springs Chapter IAAP contact us at:
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Or visit our Website:
<http://www.crystalspringsiaap.org>

Water Temple at Crystal Springs



*It is our mission to be the
acknowledged,
recognized leader of office
professionals and to
enhance their individual
and collective value,
image, competence and
influence.*

President's Message

Hope you had a good relaxing month in August and that we're all ready and eager to come back to our September meeting full of energy and excitement as we enter our first full year of Crystal Springs Chapter!

Although we've been enjoying summer, we've also had some wonderful opportunities to introduce our chapter to the community by way of the Millbrae Art & Wine Festival held on Broadway in Millbrae over the Labor Day Weekend on September 5th and 6th, and the upcoming San Mateo Area Chamber of Commerce Mega-Mixer on Wednesday, September 23rd at the Expo Center in San Mateo, where we'll be sharing a booth with the also-named Crystal Springs Chapter of ABWA (American Business Women's Association). We're also looking forward to volunteering at the American Cancer Society's Relay for Life, to be held at Mills High School in Millbrae on October 10th and 11th. These are all great ways to have fun, meet new friends, and introduce Crystal Springs Chapter IAAP to the residents of the cities we cover.

We also will be 'meeting and greeting' our new member, Katrina Bayne, who is employed at Intuit in Mountain View! We look forward to welcoming you, Katrina!

Please remember to mark the ***third Thursday of each month*** on your wall calendar, your Blackberry, your datebook...whatever you use to remind yourself of VIDs ("very important dates") so you don't miss one single chapter meeting! We have much coming up that is exciting, mind-stimulating, important to our professions and community-honoring as we set out on our 2009/2010 journey together!

See you in September! (*Hmmm, that sounds like a line from a song, doesn't it?*)

Audrey Cantley, President



Millbrae Art & Wine Festival 2009

Just a quick report on the great time we had at the Millbrae Art & Wine Festival! John Ford, the President of the Millbrae Chamber of Commerce, had asked us if we would like to not only have an information booth at the Festival, but also serve as sellers for the beautiful commemorative champagne and wine glasses that are sold at most festivals and the tokens needed to purchase any alcoholic beverages. For those of you who were unable to sign up to help, you missed a great time! We met so many super people from not only Millbrae but from the East Bay, San Francisco, and even from out of state who attended the 8-block long festivities. Many ladies stopped to pick up our IAAP informational flyers and even one gentleman, who took a Crystal Springs Chapter folder home to his daughter who just graduated college and planned to enter the administrative profession! We also were honored to share our booth on both Saturday and Sunday mornings with Carolyn Livengood, whose Community News column runs in the San Mateo Times. She has volunteered at the event for many years and gave us "newbies" some great tips! It was truly a wonderful experience and I hope we're invited back next year as well! I look forward to more of you joining us in 2010 and sharing in the fun that we had!!



awareness Please mark the very special date of **Thursday, October 15th** on your calendar. We will have an extraordinary meeting that evening – we will be honoring and celebrating Breast Cancer Awareness Month, something very near and dear to the hearts of some of our members and to all women everywhere.



In addition, we will have as our guest speaker for the evening, Ms. AIVerta Harty CPS/CAP, CAM who will bring us an exceptional program, "IAAP: From Application to Certification and Beyond." It is her desire to convey that you don't stop once you get the CPS/CAP certification. More and more in today's job market, it is important to have your CPS® (Certified Professional Secretary) and your CAP® (Certified Administrative Professional) certifications as you continue through your career. You don't want to miss AIVerta's presentation and recertification points will be given for attendance. For our new members, come hear AIVerta explain just what "recertification points" are!

Meet our Members!

Each month we will be featuring a brief bio on one of our members. We hope this will give our members and newsletter readers an opportunity to know us better.

Farida Yohanan CPS/CAP

I didn't plan on being a secretary (we weren't called "Administrative Professionals" back then), things just worked out that way. My first job was as a policy typist for an insurance company in San Francisco. The past 21 years I've been with California Casualty Management Company, where my title is Sr. Administrative Secretary. As it turns out, I enjoy being an admin and I'm good at it. In between jobs I took time off to marry and have children.

I have a daughter and a son who are my biological children and I have two step-daughters that I call my "bonus" children. I have a total of five granddaughters (two biological and three bonuses). I enjoy them all!

I was introduced to and joined the International Association of Administrative Professionals (IAAP®) in 2001. I've met terrific people, attended interesting and inspiring meetings, learned about myself and my profession, helped start a similar group at my company, and earned my CPS® (Certified Professional Secretary) and CAP® (Certified Administrative Professional) designations.

My affiliation with the IAAP has helped me personally and professionally. I've found that in the long run, I get more from the IAAP than I give. I hope you feel that way too!



Back to School - What About You?

Hello Monday Motivators! My kids have been out of school for so long that I forget when kids actually head back to school until on my drive to work, I see the buses and the kids walking. I'm not sure why, but I always get a warm feeling and smile when I see that. Maybe because it brings back good memories of when my kids were in school or even when I went to school.

The good news is that we attend "school" every day. Life in itself is school. Each day we are given an opportunity to:

- * develop new skills
- * leverage our current talents
- * take in new information
- * read, listen, and experience
- * share our ideas
- * build networks
- * reach out to new resources
- * stretch ourselves

Not everyone takes advantage of these wonderful opportunities. Those individuals will eventually be left in the dust. I'm certain you are one who likes to learn as you are receiving Monday Motivators. That is a good sign. Now I want to challenge you even beyond MMs. Think about what other tools and resources you use to grow and develop your wonderful talents.

Here are a few things I'd like you to focus on this week:

1. Make your talents visible to those around you. If people don't know what you are capable of doing, they can't give you assignments or tasks that let you shine.
2. Walk your talk. You have heard this one many times. If you have been talking about doing something for months, it's time to take the first step. Be a person who takes action on her/his words.
3. Take on a course, class, or project that really challenges you. Jasmine Freeman, my Chief Executive Assistants, recently joined Toastmasters. This is creating her to stretch and will help her fine-tune her already-great presence.
4. Learn from co-workers. They often have much to offer. Just ask them to share rather than wait. Sometimes people feel like they don't have anything new to tell their co-worker but they really do.
5. Learn from your manager or another manager who can be a mentor to you. Be a sponge and soak up everything you can. I had 3 outstanding executive mentors in my 20-year admin career. They taught many of the things I implemented as a business owner.
6. Challenge present systems. Just because something "has always been done this way," doesn't mean it is the best way today. Be willing to challenge systems and recommend new, better systems and processes.
7. Add interest to mundane tasks. For every profession, there are certain tasks that become mundane over time. So how to you make them interesting? That is the question you have to answer.

"You are your most precious asset. You are your most precious thing in your world. You must invest in yourself every day. Never be cheap on yourself. You are worth it. Everything you are and everything you will be is the result of how you use your mind." - Brian Tracy

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