

C-W-M Connection

Inside this issue:

President's Message



Happy New Year! So far all I have seen is snow and more snow—dry snow, wet snow, blowing snow, light snow, heavy snow. Yes, I'm really tired of it. Winter has never been my favorite time of year and so far this year has put me into a deep depression. I did make it into the office all but one day during our blizzards. I'm still trying to figure out why; when at the sight of a single snowflake the entire engineering team decides to work from home. What am I thinking! I can only hope that this weather will change soon. I hope all of you are handling this better than me.

I was able to attend the December meeting of the Union Colony Chapter. Debbie Brown CAP/RP was my traveling

companion and as always having someone to accompany you to events is invaluable. This holiday meeting was well attended. IAAP Boulder Chapter member Kathryn Kramer, a published romance author, spoke to us about "Writing with Romance—and Creativity!" Kathryn was terrific, but what impressed me most was the professionalism portrayed by the Union Colony members when our speaker was delayed in arriving at the expected time. You rock!

As most of you know, each of the Northwest District Division Presidents was featured in the first NW District Newsletter of the 2006-07 year. Due to circumstances beyond my control, an important issue that I wanted to address was not included in my feature. My issue has to

do with the reality of today's culture and the commonly-held belief that administrative professionals fall into the general perception that "anybody can do our job" or "I'm just a secretary," as well as managers and supervisors not knowing the value of a superb professional assistant.

But I would like to readdress this now, mainly due to several recent encounters I have had while calling the numbers in the Members at Large listing for those members whose email addresses have come back as undeliverable. Upon reaching the individual who answered the number in the directory and finding that our member was not at this number, I ask if they have taken the position that was originally held by the IAAP member. I thought this would be a perfect opportunity to let them know about IAAP and what it has to offer. But twice upon speaking of

Continued on page 3

Five Ways to Keep Your Marketing Up When You Feel Down	2
Chapter Highlights	5
Two Terrific Training Opportunities Designed Just for Admins	5
How To Deal with A Disrespectful Boss	5
Eliminate Argumentative Words and Phrases	6
Nancy Upchurch—CWM Spotlight	7
Education and Future of Professional Administrative Assistants	7
CWM Division Host Report	9
CWM Division Meeting	10
DeskDemon	11

Tips for New Chapter Leaders—IAAP HQ

Each spring, enthusiastic chapter officers eagerly await the moment when they take the reins over from outgoing leaders. Here are a few tips that will get you up and running as soon as the

installation takes place.

♣ Make a list of things you want to accomplish in your year as leader. Be sure that they are as important to the group as they are to you. They

can't happen without team buy-in.

♣ Line up your team before you take office. In addition to the board members that you'll be

Continued on page 3





In today's business culture, marketing can take various and challenging forms. As you read the following article, I encourage you to substitute one of your goals, challenges, daily tasks in place of the word "Marketing," if you feel that marketing does not apply to you. ~ Editor

Five Ways to Keep Your Marketing Up When You Feel Down

C.J. Hayden, MCC



Even the best marketing doesn't always pay off quickly. In the lag time between when you launch a marketing campaign for your business and when you start to see results from it, it's easy to become discouraged. Especially when you work mostly solo, it can be a difficult task to keep yourself motivated about marketing when there isn't an immediate payoff.

Once your marketing does begin to work, you may still encounter times when it's hard to keep it going. You may become overloaded with client work and feel like there's not enough time to market. Sometimes you may feel blue and begin to wonder if any of your efforts are worthwhile. Or it may just be that marketing isn't your favorite thing to do. When you are full of energy and enthusiasm you can get it done, but when your spirits are low, it all seems too hard.

Here are five ways to give your marketing a lift when you are feeling down.

1. Make your to-do list shorter. When faced with an impossible task, most of us feel discouraged. But when we believe we can accomplish what is in front of us, we are often more likely to get going on it.

If you feel overwhelmed by everything you SHOULD do about marketing, tear up your to-do list. Then start a new list, and put just three items on it. When you complete one of the three, cross it out and celebrate, then add a new item. You'll feel much less stressed and more productive when you're faced with a less daunting agenda. You'll probably get more done by planning to do less.

2. Calendar your marketing time. When you're feeling discouraged or resistant about marketing, it's easy for the time to slip away while you work on other things. This is also true when paying clients are keeping you busy. You know you need to keep marketing to avoid a famine when the current feast of work is over, but it's just not happening.

Make an appointment with yourself for a specific block of time to work on marketing, and treat it as seriously as if it were a client meeting. Set an alarm if you need a reminder. If you find that you are still pulled to other tasks during your marketing time, change the location where you do your work. Move to another room in your home, to a conference room in your office building, to a nearby park, or to a café. A new setting can remove distractions and sharpen your focus.

3. Spend just five minutes. If your current mindset is that marketing is hard or distasteful, you may find that getting started on marketing tasks is the most difficult part. Commit to spending just five minutes on marketing, and see what happens. You may discover that once you get going, you won't want to stop.

Continued on page 4

If you feel overwhelmed by everything you SHOULD do about marketing, tear up your to-do list.

2006-2007 CWM Division Officers

Division President:
[Cory Scarbrough CPS/CAP](#)

Division President-elect:
[Kyle Sheldon-Chandler](#)

Division Vice President:
[Margaret Hartl](#)

Division Secretary:
[Jennifer Borland CPS](#)

Division Treasurer:
[Jalane Glasglow CPS/CAP](#)

Never
believe
what you
think....

President's Message, *continued from page one*

the educational and growth opportunities offered by IAAP I was—you guessed it—told that they didn't need this because "I'm just the secretary." Not only didn't they need it, they weren't interested; there was no initiative or desire even to imagine they could be anything except "just a secretary." They couldn't get off the phone fast enough!

Another situation: A visitor to our office left his overcoat, and even though he said he would come by to pick it up, he never made it. I called his office and offered to bring it by. When I made the trip to his office, I had the opportunity to visit with his assistant who relayed to me the reason they don't have a *receptionist*. It appeared that her boss wanted a young, attractive person for the job. He felt that a

young person would have better computer skills than a more mature person. They had offered the position to a young woman who was very interested in the position—as long as she didn't have to answer the phone! I wonder what this executive was basing his decision on? But his assistant who has been with him for over seven years asked to leave early on only two occasions during this time and his reaction was "but you said you could work late hours," referring to his conversation with her when she was hired those many years ago.

I run into these situations all the time. We as administrative professionals need to step up to the plate, have confidence in our skills and abilities, be willing to let our managers know that when we take the initiative and are able to meet all their demands it's that we are true administrative professionals. We do so well being that silent partner, but we need to be able to speak more freely about our

values and our need and desire to grow and be challenged. We need to celebrate our achievements—CPS, CAP, knowledge gained at seminars and conferences—and let management know that this is our career—not just a job!

Thanks for letting me get this off my chest. I hope you won't find this too negative, but take it in the spirit it is offered. And please give me your feedback, your experiences, your suggestions as they relate to issues such as this. Thanks for YOU and IAAP for providing this safe forum to voice my deepest feelings and opinions.

Now I'll try to get back to working with Chandler's 5-C's for the 2006-07 year.

Tips for New Chapter Leaders—IAAP HQ

Continued from page one

serving with, seek out capable members who will vow to help you meet your goals. You can't do it alone.

♣ Brush up on your people skills. If you think that moving to the top leadership spot automatically makes you "the boss," think again. You'll need to win people over by influence, not by positional power.

♣ Break your goals down into doable segments so you can measure progress month by month. Don't get three-quarters of the way through the year before you realize you are way behind in meeting your objectives.

♣ Look for a mentor, someone you admire, someone you trust, who will give you advice and bolster you up when things get rocky. If they have served in that spot or a similar one before, all the better.

♣ Initiate contact with other new leaders to set up a network of supporters. Go to the IAAP online international directory and choose 6-8 officers from other chapters near and far, with whom you can communicate, commiserate, and collaborate. It will be the best thing you've ever done.

♣ Toss out any negative thoughts, pessimism, or gripes. Promise yourself that this year, you will outgrow any cynicisms and only cultivate the positive, the possible, and the progressive.

♣ Continue to learn new leadership skills. The more leadership maneuvers you have in your repertoire, the more you'll be able to successfully deal with any situation, any person.

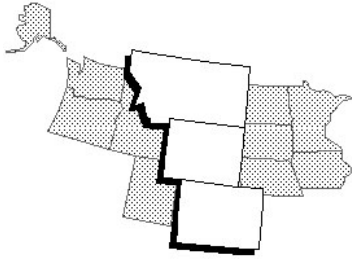
♣ Don't fret over mishaps. Use mistakes to launch better decision making in the future.

♣ Relax, have fun, and appreciate the confidence fellow members showed by giving you this job!

For more leadership and chapter tips, visit [IAAP Headquarters](#)

The Hallmark Chapter installed the new Springfield Metro Chapter with 33 charter members.

Congratulations to the Missouri Division and everyone involved.



Five Ways to Keep Your Marketing Up When You Feel Down

C.J. Hayden, MCC, *continued from page two*

If you do stall out again after five minutes, don't despair. Take a break or work on something else for a while. Then try another five minutes later on. The following day, see if you can work up to ten minutes at a time, then fifteen minutes, and so on. Just as if this were a new exercise program, you may need to start out with brief periods of effort and increase them gradually as you build your strength.

4. Connect with a fan. Sometimes the best place to look for motivation is outside yourself. Who are the people in your life that you would consider your champions? Make contact with someone you can count on to be positive about your abilities. This could be a friend, family member, colleague, or coach. Ask your champion to remind you of other times when you have overcome obstacles and accomplished goals, so you can get back in touch with what you are capable of.

If no live champions are at hand, spend some time reading your fan mail. Track down any letters or testimonials you have collected from clients you have helped in the past. Reviewing their acknowledgments will make you feel better about yourself and inspire you to do more great work in the future. When you're inspired by the value you bring your clients, you'll feel more enthusiastic about getting new clients to work with.

5. Revisit your purpose. In the press of multiple tasks and deadlines, it's easy to lose track of why you are doing all this anyway. Spend some time reconnecting with why you went into business in the first place. Who were the people you wanted to help? What personal goals were you trying to achieve? What was your vision of a successful business?

Holding a clear mental picture of your intended destination can keep you on the path to get there during challenging times. Every time you have to place a sales call, write a marketing letter, or take on a difficult promotional task, visualize the positive results these tasks will help you achieve. Keeping your goals in mind when you tackle tough jobs helps you constantly remember the reasons you're willing to work so hard.

In an ideal world, of course, we would get all our marketing tasks accomplished with ease and confidence within the time we have available. But since that's not the world most of us live in, consider that doing ANYTHING about marketing is better than doing nothing. In the long run, you'll want to have a comprehensive marketing plan with an appropriate amount of time and effort dedicated to it. But when you get stuck, what you need most is just to get going again.

So the next time you feel overwhelmed, resistant, or discouraged about marketing, try one of these quick fixes to jump start your marketing engine. The simple act of getting things rolling will make you start to feel more positive again about your marketing, your business, and yourself.

C.J. Hayden is the author of Get Clients Now!™ Thousands of business owners and independent professionals have used her simple sales and marketing system to double or triple their income. Get a free copy of "Five Secrets to Finding All the Clients You'll Ever Need" at www.getclientsnow.com.

Connect with a fan.

Sometimes the best place

to look for motivation is

outside yourself.

Quick Links:

[C-W-M Website](#)

[IAAP Headquarters](#)

[IAAP Events](#)

[International President
Chandler's
Communications](#)

[Division Website of
the Month—Rim Rock](#)

[Tool of the Moment—
WebEx](#)

[Office Pro Magazine](#)

[Northwest District
News](#)

Chapter Highlights

Rim Rock Chapter—Rim Rock Chapter member Glenda Brown CPS/CAP lives in Cody and is coordinating the planning efforts for the Division Meeting.

The 53rd CWM Division Annual Meeting

Holiday Inn Convention Center
1701 Sheridan Avenue
Cody, Wyoming

June 1-2, 2007

Use code "CWM"

Holiday Inn: (800) 527-5544,
Ext. 635

Cabins: (800) 527-5544 Ext. 840
or Ext 610

Check out their website!

Our chapter continues to grow – two new members in the last three

months. Angie joined right after our Impact meeting in November and this month Pam, a co-worker of our member in Havre, came to the January meeting with her application in hand. Havre is 200+ miles away so we were all very happy to meet Pam and are hoping to meet Melanie next month as they will take turns attending. They are very interested in starting a chapter in their own city and we will be working with them to make that happen.

We have two new CAPs in our chapter as we congratulate Betsy Ryan CAP and Maureen Tetrault CAP on their success in passing the certification exam. Four other members are working in a study group and will be testing in May. Sherry will retake one of the parts for the CPS exam at the same time.

Progress continues on our APD event for April as we have signed contracts with our speakers and are getting sponsors locked in. This promises to be a huge event again. We had 114 in attendance last year and intend to fill the room this year.

Melody, our RTF chairman, conducted a successful raffle that netted \$150 for the RTF.

Mountain View Chapter

Our January meeting featured Swingline and Office Max with their new line of products plus a few freebies to take to the office or home to try out.

Continued on page 6

Two Terrific Training Opportunities Designed Just For Admins

2007 IAAP Conference -- There are still a few openings for the March 5-7 Conference to be held in La Jolla, CA. **Skills For The Global Workplace: Cultural Competency, Cross-Cultural Communication For Admins** goes far beyond the traditional concept of diversity. Participants will learn how to live, work, communicate, and succeed with team members who are different from us. This interactive 2 1/2-day conference will expand your perceptions, listening skills, and ability to frame content and engage others. You'll learn to communicate more effectively and consistently using body language cues, and develop skills so that your spoken and written messages elicit buy-in and action. An overview of Office 2007 and the role it can play in communicating across space and cultures will be provided -- with an opportunity for one-on-one technology questions and solutions. For more information and to register, go to

www.iaap-hq.org/PEC_07.

Office Boot Camp -- IAAP business friends and tech gurus extraordinaire Gini Courter and Annette Marquis are hosting an **Office Boot Camp** designed for intermediate to advanced Office users in Savannah, GA, February 16-18. Participants will receive 2.6 CEU or 25 recertification points. You'll learn how to use Word, Excel, Outlook and other applications that will help you shine in the workplace. For the full scoop, visit www.officebootcamp.com. The early bird registration rate of only \$595 (the current rate is \$645) is being extended to IAAP members and associates. To register at the early bird rate, click this link instead of the link on the Office Boot Camp website:

<https://www.regonline.com?eventID=111457&rTypeID=85815>

How to Deal With a Disrespectful Boss

The disrespectful, rude or insulting boss is a common problem. But how do you tackle the issue? This article looks at the three choices you have when confronted by a dilemma such as this and what the repercussions might be for each one. It also goes over the various reasons that your boss might be acting like this - something that might help you decide on your course of action. [Read more](#).....



Chapter Highlights, *continued from page 5*

We are so excited at our February 12, 2007 meeting the **Mountain View Chapter will be celebrating "60 years."** Our meeting theme will be "60 years of Distinction." We will have Jan Schoenfeld, VA from the Denver Downtown Chapter to talk to us about becoming a Virtual Assistant. This is a big milestone for the Mountain View Chapter and hope other Chapters and members can join us in the celebration.

March is Alphagraphics Solutions with Kelly Short, and for our community event we will donate various household items to the Cross Roads Safehouse.

For April's Administrative Professional Week program we will have a program entitled "Become an Indispensable Administrative Assistant" with Francie Koehmstedt. May will be our closing social with installation of new officers, and outstanding member of the year award.

The Mountain View Chapter is helping members turn jobs into careers and Shaping the Future..."Values to Success are Gained Through Education!" The Mountain View Chapter meetings are the 2nd Monday of each month at the Hilton Hotel located at 425 West Prospect Road, Ft. Collins, CO at 5:30pm with networking and the program begins at 6:00pm.

Union Colony -

Congratulations to Ellen Hetterle CAP on passing her exams!

Denver Downtown Chapter -

Congratulations to Michelle Sheffield on passing her exams!

Book Cliff Chapter -

Congratulations to Pearl Hasson CAP on attaining her CAP!

Continued on page 8

Notable Events

The Colorado Association of Parliamentarians is offering a workshop to help those interested in becoming more informed leaders and members. This is a great learning opportunity. For more information, contact:
Debbie Brown CAP/RP
303.831.5083

**Saturday
March 24, 2007**

Wilmore-Richter
American Legion Post 161
6230 West 60th Avenue
Arvada, Colorado 80003
303-424-0324

Eliminate Argumentative Words and Phrases



Good communication includes the ability to keep flaring tempers to a minimum. A stressful business meeting involving strategies or budgets--or a "family meeting" taking place in your living room--can turn heated with just a turn of a phrase.

Examples of argumentative phrases:

"That's not true."

"You're wrong."

"You're confused."

"You don't know what you're talking about."

Commands are equally abrasive:

"Stop interrupting me."

"Hold on a minute."

"Leave it alone."

Any of the above sentiments can be expressed in a more acceptable, less abrasive way:

"My facts don't agree with those."

"I disagree."

"There's some confusion here."

"There are some issues you may not be aware of."

"Please let me finish what I started to say."

"Let's wait a moment."

"I'd rather handle this myself."

Avoid "fighting" words unless you want to fight.

From Dianna Booher's book Communicate with Confidence!(r) available at www.booherdirect.com and bookstores near you. All rights reserved.

VOLUNTEERS WANTED!

We need some volunteers for the following committees:

WEBSITE AND NEWSLETTER COMPETITION--please contact Kyle Sheldon-Chandler
Kyle@virtualadminksc.com

WAYS & MEANS COMMITTEE
Please contact Lena Schmitt
Lena.schmitt@encana.com

NANCY UPCHURCH CPS/CAP

UNION COLONY CHAPTER – GREELEY, COLORADO

International Association OF ADMINISTRATIVE PROFESSIONALS®



Nancy has been with Hensel Phelps Construction Co. for 21+ years. She is a Sr. Marketing Coordinator in the Project

Development Group where she prepares proposals and presentations, designs and manages their comprehensive project database and photo library, trains personnel throughout the eight Districts of the company, and “other duties as requested.”

Nancy is a charter member of the Union Colony Chapter IAAP®. She earned her Certified Professional Secretary® (CPS®) rating in May 1992, recertified in 1997, earned her Certified

Administrative Professional® (CAP®) rating in 2001, and recertified in May 2006. Nancy has served in the capacity of Chapter President – twice; Division Secretary; Division President-Elect; Division President; CWM Division Building Ambassador, as well as chairing several committees at both the chapter and division levels; 1993/94 International Secretary of the Year; 1995/1997 International Director - Northwest District; and Trustee on the Retirement Trust Foundation as Vice Chairman, RTFC Liaison, and Chairman.

Nancy has presented programs at various chapter functions and non-IAAP events. Her speeches focus on professionalism, leadership, commitment, attitude, and continuing education.

Nancy has been involved with the United Way fund drive for her company

In 2005, Nancy was chosen one of the top 10 volunteers for Weld County. She served as Division President for the American Heart Association, Weld County Division, and co-chaired the communications committee to help educate people on heart disease. She also helps produce flyers for other miscellaneous events and organizations.

Nancy is married to her 'best friend' - Mike. They have one daughter, Jodi, who is married to Alvin. They have one dog, Teal, a Chesapeake Bay Retriever who weighs in at a mere 100 pounds! Nancy enjoys working on the computer, writing 'silly' poems, volunteer work, camping, spending time with family and friends, and, of course, being an “active” member of IAAP.

Education and Future of Professional Administrative Assistants

By Kyle Sheldon-Chandler, CWM President-Elect

As I was reading Cory's President's Letter, I was struck by the same thoughts that she has expressed.

My mother was a legal secretary for more than 20 years. I 'never' wanted to be a 'secretary!' This comes from my own stereotype of secretaries.

Glad to say stereotype has given way to a more modern image—but I still cringe when someone calls me a secretary. Therefore, I could relate to the attitudes that Cory talked about. The question is—How do you change this perception?

What I would like to do is start a discussion with the CWM

Division members, as well as others from Divisions and various areas, regarding this exact issue. I find a common *excuse* that administrative professionals use to *not* join IAAP is time commitment; no need for it; company does not support education; and others.

I would like to implement a couple of ways of sharing information. The first is a Topic on the IAAP-HQ website in the Members Area/Bulletin Board. The other will entail a short survey on Survey Monkey.

Now comes the hard part. This will require your participation. I realize it is difficult to find a few minutes for yourself, let alone a few minutes to answer a survey.

With that in mind—I am not above bribing you! I make wonderful handmade soaps and will pick several individuals who respond and help me, as well as IAAP, with this quandary.

This is an article I found that is very interesting on the education and future of secretaries. It is a tad dated but has useful information. If you have problems viewing this—contact me.

[THE FUTURE OF FEMALE-DOMINATED OCCUPATIONS](#)

[Take My Survey](#)

Here is the Topic for the IAAP-HQ Board forum.

Career/Professional Development Forum — [Administrative Professionals and Education](#)



Chapter Highlights, *continued from page 6*

Quarterly Update – Denver Chapter

The Denver Chapter held the following meetings:

- ✦ September – The Strategic Planning Session Results and the Chapter Survey presented to the chapter in an open forum. The chapter changed the table seating arrangement, sending out postcards as reminder of the current meeting and the upcoming meetings and setting up an appetizer bar for the 5:30 to 6:00pm networking time.
- ✦ October – CSI on Data by DOC 1 Solutions. This was a very informative meeting regarding how companies can retrieve information from deleted items on your computer for court cases.
- ✦ November – “The Text Doctor” presented by Dr. Elizabeth Frick. This presentation was on how to present your power point slides with the proper language.
- ✦ December – The Holiday Event. We held a Silent Auction for the Brent Eley Foundation and raised over \$400.00. This was held at the Qwest Learning Center and they catered as well.
- ✦ January – The Planning and Saving for your Future Retirement. This was presented by Roy Persky, LPL Financial and Mitch Hersch, Pacific Life Insurance Co. Also held a RTF Raffle. The amount raised was over \$160.00.
- ✦ February – We will be having Swingline present their products and Kaplan University help with resume writing.

So far all the attendees seem to like the changes we made for our meeting setup. Our attendance seems low, like around 20 to 25. Checking with our membership which is over 60 members, they either have classes on that Tuesday or family commitments and work issues.

We also decided to hold 3 computer classes that were requested by our members (from the survey). The first was in November 6 – Power Point, the second will be on February 5 – Advanced Publisher and on April 2 – Priority Management – Using Software. These classes will be held on Monday nights from 6:00 to 8:00 pm at Village Homes Learning Center in Englewood, CO.

Our classes and some of our meetings have recertification points, from 1 ½ to 2 points, that were given to the attendees.

All in all, I believe with the help of our board and our committees we are helping our members in shaping their future.

Presented by Andrea Latine CPS, President

CWM 2007 DIVISION MEETING JUNE 1-2, 2007
HOST COMMITTEE REPORT
By Darlene Chamberlain

Are you ready for a GREAT time in Cody, Wyoming? We are putting together a weekend of seminars, business, and lots of fun for all of you!!

Our Friday morning seminar will help us identify our individual personality types and how we can use our personality types to our advantage when working with difficult people.

Then in the afternoon, we will provide you with "Preparing for Microsoft Office 2003 Certification." We will share tips and tricks on Microsoft Applications and then we will get information on preparing for the MOS Certification Exam. We are hoping that many of us are ready for certification, but just don't know it!! MOS Certification Exams will be available on Friday afternoon after the seminar, at your own cost. Attendees will receive a practice disk, and Microsoft Office certification study manuals will also be available for purchase. If there is enough interest, we may be able to schedule certification testing on Thursday. If you would like to test on Thursday, contact Glenda Brown (307) 587-4911 as soon as possible so that we can make arrangements.

Friday evening will be an opportunity for culture or howling – it is your choice between a tour of the Buffalo Bill Historical Center or the Famous Cody Night Rodeo!! We are sure no matter which one you choose; you will have a great time! Tickets for these events are open to families at the attendee cost.

Watch for more details and registration packets soon. It is not too early to make your reservations – our block of rooms will only be held until April 30th. Call the Holiday Inn at 1-800-527-5544, ext. 635, for hotel rooms or ext. 684 if you would like to stay in a cabin adjoining the hotel. Code for reservations is CWM. Don't forget – we want you to get as much out of Wonderful Wyoming as possible, so plan a vacation and bring the entire family!! Hotel meeting rates are extended for those wanting to stay longer.

We hope to see all of you in Cody, Wyoming!!

The host committee is conducting a raffle of one night's stay and dinner for two at the Holiday Inn to be used by an attendee during the meeting. Buy 1, 2, or more. Take a chance. This will reduce your meeting costs.

Return completed coupons and check to:

Linda Frank CAP
Rim Rock Chapter IAAP
PO Box 20261
Billings, MT 59104

2007 CWM Division – Cody, WY Hosted by Rim Rock Chapter



The 53rd CWM Division Annual Meeting
Holiday Inn Convention Center
1701 Sheridan Avenue
Cody, Wyoming

June 1-2, 2007

Use code "CWM"

Holiday Inn: (800) 527-5544, Ext. 635

Cabins: (800) 527-5544 Ext. 840 or Ext 610



Rim Rock Chapter member Glenda Brown CPS/CAP lives in Cody and is coordinating the planning efforts. Glenda reported the following recently:

- A contract has been signed with the Holiday Inn Convention Center, 1701 Sheridan Avenue, in Cody, WY. A block of rooms is being held through June 3, 2007. Rates are \$89 per night for the Holiday Inn and \$69 per night for the cabins (cabins sleep three). You may make reservations beginning June 30, 2006. Please use the code "CWM" to receive these great rates:
 - Holiday Inn (800) 527-5544 extension 635
 - Cabins (800) 527-5544 extension 840 or extension 610

View all the Blair Hotel properties online at www.blairhotels.com, but remember, our block of rooms cannot be reserved via the Internet.

- For every 24 rooms/night we will get one room comp. The comp room will be used for convention VIP's or speakers.
- There is one suite available.
- We are working to arrange a tour of the Buffalo Bill Historical Center (2 hour tour) – the center also offers all day tours to Yellowstone Park.
- The Cody Trolley Tour takes you to the dam/reservoir and goes through town. There also is a city bus (called the Stagecoach) that will take people on tours through town. The Stagecoach stops every other block and costs \$1/day.

Watch for 2007 Division Meeting updates on the Rim Rock Chapter website as they develop!

Bring your loved ones and spend a little extra time visiting this beautiful northwest corner of Wyoming or plan to spend extra time in the beautiful Cody Country and tour Yellowstone National Park. Remember, Cody is located at the east entrance to Yellowstone National Park. To see more about Cody, visit the [Cody Chamber](#).

Buffalo Bill Museum





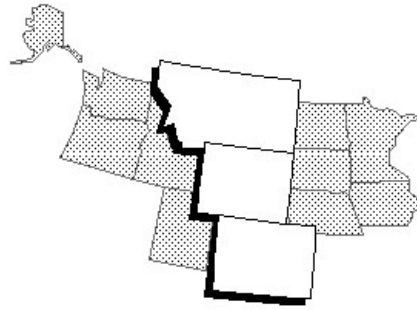
COLORADO WYOMING
MONTANA DIVISION



Phone: 970.243.9899

Fax: 815.351.0924

Email: Kyle@virtualadminksc.com



CWM Division Mission

To be the link between the International Association of Administrative Professionals® (IAAP®) and CWM Division members and to support IAAP's objectives and goals, enrich career development through educational opportunities, and encourage and facilitate the professional growth of others.

Founded in 1942, the International Association of Administrative Professionals® (IAAP®) is the recognized leader of office professionals. Our goal is to enhance their individual and collective value, image, competence, and influence. IAAP represents more than 40,000 members and affiliates worldwide. We are the originator and sponsor of Administrative Professionals Week® and Administrative Professionals Day® observed universally each April.

Shaping the Future

Want more resources for your career and life?

Here is a great resource for information for everyday questions and technology.

[DeskDemon](#)

[Not Another Ice Breaker! Team Building with a Purpose](#)



How can you ensure your offsite exercises are successful at building teams and getting things done at the same time? Consider the tips in this article on successful team building.

Here are some of the things you can find:

Office Tools Information

[Dictionary](#)
[Encyclopedia](#)
[Forms of Address](#)
[Jargon Buster](#)
[Typing Test](#)
[Thesaurus](#)
[Translation](#)
[Unit Converter](#)
[World Clock](#)
[Calculator](#)
[Percent Calc](#) [US News](#)
[World News](#)
[Weather](#)
[Tel. Directory](#)
[Don't call registry](#)
[Yellow Pages](#)
[Zip Codes](#)
[Route Planner](#)

[Cell Phone Do's And Don't During A Meeting](#)



What would we do without our cell phones? Wow, there's a scary question. It's hard to imagine a world without them. But cell phones, connected as they may keep us, seem to have

[Sticky Situations: Nametag Best Practices](#)



Because a person's name is the single context of human memory most apt to be forgotten; because self-disclosure is the single most effective way to build rapport and connect with people .

Top 5 Did You Knows

- » [The first cubicle in a public toilet is the least likely to be used](#)
- » [75% of women make their bed each day](#)
- » [33% of dog owners talk to their dogs on phone](#)
- » [Ikea is named after Ingvar Kamprad](#)
- » [You can burn 150 calories by hitting your head against a wall](#)