

THE FLATIRONS



Volume 54, Issue 7

February 2010

BOULDER CHAPTER — #321110

MARK YOUR CALENDARS FOR OUR FEBRUARY MEETING!

What?	Networking & Refreshments	5:30 p.m.
	Program	6:00 p.m.
	Business Meeting	7:00 p.m.
	Adjournment	8:00 p.m.

When? Thursday, February 18, 2010

Where? **Medtronic** (*driving instructions are on page 6*)
867 Coal Creek Circle
Louisville

Cost: \$13 (cash/check to Boulder Chapter)

RSVP: By Wednesday, February 17th by 5 pm
To Vicky Judish
vicky.judish@comcast.net
303-499-3902

REMINDER: Any member with a dinner reservation (including a permanent reservation) who does not cancel the reservations by the deadline date is required to pay for the meal.

February Programming

Text Doctor

Our presenter, Elizabeth (Bette) Frick, the Text Doctor®, teaches technical and business writing for international, national and Denver-Metro companies. Her interactive classes and practical workshops help learners of all ages and academic and cultural backgrounds acquire effective communication skills. She won the 2002 Excellence in Training award from the Association of Professional Communications Consultants (APCC).

1 recertification point will be awarded at the end of the class to those with CPS/CAP certification.

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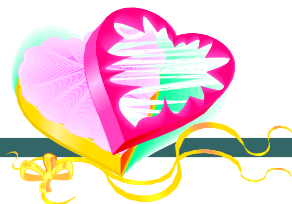
Board Meetings
monthly - ask Linda for details

Chapter Meeting Date Changes

The April Chapter Meeting (4/15/10) is being cancelled due to the APW Workshop/Event which is being held on 4/23/10. Look for more information to come out regarding this APW event!

The May Chapter Meeting has been moved from 5/20/10 to 5/13/10 due to scheduling conflicts.

Please update your calendars!



Admin's Corner - Hot Tips and Tricks To Make Your Life Easier

How to Develop a Positive Mental Attitude in 3 Simple Steps

By Michael Lee

It's enviable how some people can have the positive mental attitude to just breeze through life without any hang ups. They're the ones who can't seem to do anything wrong. They always manage to find a solution to every problem, and they always seem to attract all the good things in life.

But these people aren't exactly born perfect. Like everyone else, they have their own shortcomings. It's just their positive mental attitude that makes them stand out.

But it's not just them who are privileged. You, too, Can apply this psychological phenomenon in your own life. Having a positive mental attitude towards work, school, or home will definitely cause a tremendous impact on your life.

But how do you cultivate such an attitude in the first place? Here's how:

Step 1: Be Generous with Compliments.

Having a positive mental attitude is easy when you're used to it; but for those who are naturally grumpy and negative, it might take a little work. One effective exercise that can help you develop a better attitude is giving more compliments. Start with the first person you see from the moment you get out of the house. Find something nice to say about your neighbor or the mailman.

You don't have to say your compliment out loud. Do this everyday until it becomes natural to you. In a way, this helps train your mind to look for the positive qualities in people and think of nice things to say.

Step 2: Surround Yourself with Positive People and Positive Things.

Birds of the same feather fly together. If you want to develop a positive mental attitude, you will more likely succeed if you hang around with people who also have the same optimistic outlook on life.

In these situations, you can learn a lot from each other's experiences. Positive thinking really does rub off on people. Haven't you ever noticed how contagious laughter is? Or how easy it is to smile when the whole world is smiling at you?

Step 3: Say Things in a Positive Way.

A lot of people don't really realize how negative their sentence constructions are. Most of the time, their sentences begin with "I can't" or "I don't." Instead of focusing on why you can't, why don't you tell yourself how you can? Start to change



Ways & Means

The winner of the January Ways & Means chance drawing was Kathy Norby. Kathy will provide the gift at the February meeting.

CONGRATULATIONS!

IAAP January & February Anniversaries:

Tommie Diaz - 18 yrs
 Mona Boyd - 11 yrs
 Irene Randall - 8 yrs
 Linda Singer - 2 yrs

Boulder Chapter

January & February Renewals:

Vicky Judish	Mona Boyd
Irene Randall	Leslie Noble

New Transfer into the Boulder Chapter:

Carol Etges



IAAP Products *Visit the IAAP Logo Shop*

We're proud to announce the opening of the IAAP Logo Shop. It's a place where you can get some of the IAAP branded products you've been asking for. Purchase shirts, ties, coffee mugs, grocery tote bags, dog clothes... well, maybe we haven't been asked for that last one, but we've got them. The designs are like nothing you've seen from IAAP before, and we're sure you're going to like them. While you're there, be sure to check out the Avery binders that you can customize for your next meeting.

We still have our IAAP Bookstore where you can order books, CPS/CAP pins, paperweights, new member ribbons and more. You can access both stores from the "Shop" link at the right-hand top of the page at www.iaap-hq.org.



Boulder Chapter Programs for 2009 - 2010

August 20
Vi McNew's 50th Yr with IAAP Celebration

September 17
Toastmasters with Mary Mirable

October 15
Dr. DeClutter
(1 recert point)

November 18*
CAbi Clothing Showcase
*Date Changed

December 17
Holiday Celebration and Chair Massages by Catherine Whelan

January 21
Memory Training with Kurt Venekamp
(1 recert point)

February 18
Text Doctor with Elizabeth Frick
(1 recert point)

March 18
Corporate Events & Trade Show Logistics with Jeannie Battin
(1 recert point)

April 13 - cancelled
Chapter Members are encouraged to attend the APW Event on 4/23

May 13*
"Go Green with Avery"
(1 recert point)
Nominations /Election of 2010/2011 Officers
*Date Changed

June 17
Installations of the 2010/2011 Officers

2010 APW Event
Friday - April 23, 2010
Radisson Stapleton
Plaza Hotel
(more info to come)

If you have any suggestions for future programs, please contact VP Kathy Norby.

A Call for CWM Division Nominations!

IAAP offers many opportunities that challenge us both professionally and personally. One of those opportunities is to **run for a Division office**. As we look forward to continued growth and leadership in our Division, the CWM Division Nominating Committee enthusiastically urges you or someone in your Chapter to **consider serving** at the Division level. Nominations are being accepted for the offices of President-elect, Vice-President, Secretary and Treasurer.

New officers will be elected during the Annual Meeting in Cheyenne, WY in June and will assume their duties on July 1, 2010. The procedures and duties for each office are described in the CWM Division Bylaws Article IV (*which will be printed out and available at our Boulder Chapter Meeting in February, including the Application for Election*).

Please encourage interested members to run for one of our officer positions and send the following information to the nominating committee by **March 1, 2010**:

- Application for Election to the CWM Board of Directors
- Resume of Qualifications
- Endorsement letter from the nominee's Chapter President

If you, or any of your chapter members, have questions or need information prior to the deadline, please let one of the other committee members (Mellissa Bowers CPS & Chris Church) know as soon as possible. Thank you!

2009-2010 CWM Division Officers

Margaret Hartl - President

mhartl01@msn.com
Rim Rock Chapter, Billings, MT
Liaison to: Cutting Edge Chapter

Leticia "Tish" Neff - President-elect

Book Cliff Chapter, Grand Junction, CO
Liaison to: Book Cliff / Old West / Rim Rock Chapters

Eileen Verosko CPS - Vice President

everosko@officescapes.com
Pikes Peak Chapter, Colorado Springs, CO
Liaison to: Boulder and Denver Chapters

Judy Smith CPS/CAP - Secretary

Old West Chapter, Cheyenne, WY
Liaison to: HP Northern Colorado / Mountain View / Union Colony Chapters

Andrea Latine CPS - Treasurer

Denver Chapter, Denver, CO
Liaison to: Denver Downtown and Pikes Peak Chapters

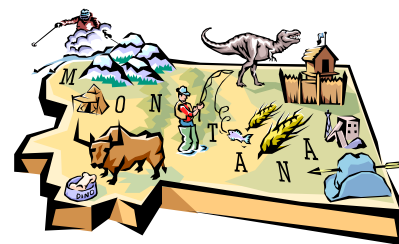
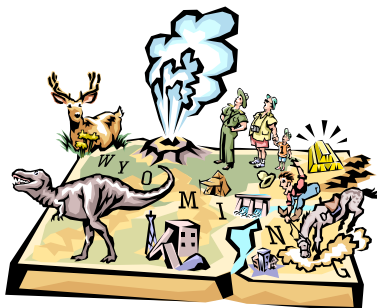
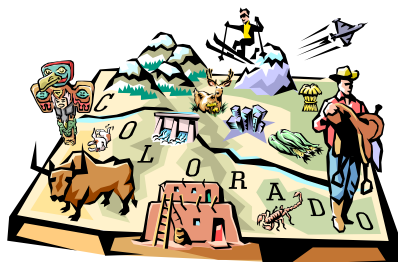
Debbie Brown CPS/CAP/RP - Parliamentarian

Denver Downtown Chapter, Denver, CO

**2010 CWM
Division Annual Meeting**

**June 4 & 5, 2010
Cheyenne, WY**

**Janine Riemersma CPS/CAP
2009- 2010 International Secretary
will be our
International Representative**



Paver for Juanita Cosslett

A message from Margaret Hartl, CWM Division President:

The CO-WY-MT Division Board would like to purchase a paver in Juanita Cosslett's memory. Juanita was a past Division President (2000). She passed away unexpectedly on December 24, 2009. The paver will be purchased on behalf of the Board and the CWM members. We would like to give all CWM Chapters and their members the chance to participate in this project if desired.

Andrea Latine CPS, CWM Treasurer, will collect the donations and complete the form needed for the paver purchase. Anyone making a donation will receive notification from IAAP for the donation. If you would like to make a donation toward the paver for Juanita, please mail your donation prior to **February 29, 2010** to:

Andrea Latine CPS
8985 South Green Meadows Court
Highlands Ranch, CO 80126



Thank you very much for your support in honor of our past president, Juanita Cosslett.

TAKE 10 TO BE COUNTED



The census only happens every 10 years, so don't miss out on the opportunity to be counted! The census is an effort to count every person living in the United States. "The 2010 Census will have one of the shortest census questionnaires in the history of the United States, dating back to the first census in 1790," says the U.S. Census Bureau Director Dr. Robert Groves. The results determine how Congress is apportioned and how more than \$400 billion in federal funds are distributed annually to state and local areas. "We want the 2010 Census to be the most accurate yet," says Groves. Your answers to the 2010 Census are protected by law and strictly confidential.

February 2010 - April 2010: Questionnaire Assistance Centers & Be Counted sites open to answer questions

March 2010: United States Postal Service delivers census questionnaires

April 1, 2010: Census Day, send your questionnaire back - only takes 10 mins to complete!

May 2010 - July 2010: Census takers follow up with households that did not return questionnaires

December 31, 2010: U.S. Census Bureau delivers apportionment counts to the President.

For more information, visit the Census Bureau's web site at www.census.gov

CPSICAP Recertification

November's CPSICAP

For any of you considering taking the Certification Exam in November 2010, please let President Linda Singer know. We may form a study group if there's enough interest.

Also, if you have already certified and are willing to either sell or loan your books for the studying of the exam, please contact Linda Singer.

Those applying for the CPS exam after January 1, 1988 and all CAP holders are required to recertify every five years from the month/year certification is attained.

Points Required: 90 points earned within your five year time limit

Four Categories: 1) Education 2) Experience
3) Leadership 4) Elective

Recertification Fee: \$75

For More Info: www.iaap-hq.org
certification@iaap-hq.org



2009-2010 *Power of Commitment* Commemorative Pin



The 2009-2010 Power of Commitment Commemorative Pin is not just an Administrative Professionals Week pin – it is a pin for all seasons and all reasons!

Be among the first to wear the Power of Commitment pin!

- Wear it to celebrate Administrative Professionals Week!
- Wear it as an Administrative Professional!
- Wear it to show you have made a personal commitment to work towards being a Member of Excellence!
- Wear it as a new chapter member!
- Wear it with pride!

Pin Cost: \$5 each

Boulder Chapter Members pay only \$3.00!

The Boulder Chapter Board has agreed to pay for the remaining cost of \$2.00 for each pin ordered by a member and for the Shipping & Handling!! To order yours, please contact Boulder Chapter Treasurer, Vicky Judish via email at vicky.judish@comcast.net

All proceeds go to the 2010 Education Forum and Annual Meeting Host Committee.

Thank you for supporting the host committee's efforts to host the best EFAM ever. See you in Boston!



Directions to Medtronic
867 Coal Creek Circle
Louisville, CO

Driving Directions to Medtronic

From Boulder:

Hwy 36 to McCaslin Blvd.
Turn left and go 2 lights to Dillon Road
Turn Right and go to next light (Coal Creek Circle)
Turn Right and go to first building on Left.

Go to second floor and turn left
Entrance is the glassed-in area

If locked, call Kathy's cell at 303-884-5290

From Broomfield:

Take hwy 36 to McCaslin Exit
Turn right and go to light at Dillon Road
Follow directions above

From Longmont

US 287 to Dillon Road (next to the Northwest Pkwy)
Turn right onto Dillon Road
Go about 4 miles to 1st light past 88th
Turn left onto Coal Creek Circle
First bldg on left (867)
Follow directions above

The Power of Gratitude

How making thankfulness a habit changes your health—and your attitude.

By Eileen Flanagan

November, 2009

Submitted by Vicky Judish

It is probably not that helpful to tell a really angry person that they are learning something valuable, but it is good to tell yourself. If this doesn't work, look back on past experiences that made you angry and see if you can appreciate them from a different perspective now.

Rabbi Zalman Schachter-Shalomi recommends this exercise in his book, *From Age-Ing to Sage-Ing* [1], which explores how people can harvest their life experiences and turn them into wisdom.

He recalls his own painful experience of getting fired from his first congregation by someone whom he had spent a good deal of time helping. "For years my mind flashed red with anger whenever I thought about this act of human injustice," recalls Schachter-Shalomi. Eventually, however, he realized that many better opportunities had come to him as a result, giving him much more influence than he would have had if he had stayed in that congregation. "If my so-called malefactor had not fired me, I would probably still be in my first pulpit," he notes.

In a workshop, I once heard Schachter-Shalomi share that he has a thanksgiving party in his mind every year. He imagines all the people whom he could hold a grudge against and thanks them for whatever gift their actions brought. This practice helps him feel at peace.

Gratitude is a habit recommended by every spiritual tradition, as well as by contemporary science. Recent research has confirmed what humans have known for centuries—that counting your blessings really does change your perspective. It's not just that we should feel grateful; feeling grateful changes us [2]. One study showed representative results. When participants were asked to find something to appreciate every day, they:

- Felt better about their lives; were more optimistic
- Were more energetic; were more enthusiastic
- Were more determined; were more joyful
- Exercised more; had fewer illnesses
- Got more sleep
- Were more likely to have helped someone else

A Gratitude Prayer

There is no simpler prayer than to say, "Thank you, God, for..." and list the things you appreciate in your life. Following this practice regularly can magnify your feelings of contentment and shrink your irritations.

Some days the list will be long and include special events like the birth of a niece or a visit from an old friend. Other days you might feel hard-pressed to come up with anything special, but there are always blessings to be counted. Something as ordinary as "Thank you for the food we eat" can remind you that billions of people in the world cannot afford adequate food. Remembering them is not intended to make you feel guilty about your dinner, but to make you aware of something you may take for granted.

Often it is the greatest blessings in our lives that we take for granted, like our health or our families. I find it particularly helpful to thank God for my children when I am feeling annoyed by them, which sometimes happens when they are poking each other during prayer time. I will suddenly remember what blessings my children are, even in their exasperating moments, which are, after all, helping to teach me patience.

Being able to see the gifts in such challenges and truly appreciate them isn't always easy, but through practice, it is a habit that can help to cultivate serenity.

International Calendar of Events



February 15, 2010	CAP/CPS Exam Registration Deadline	
March 8-10, 2010	Spring Professional Education Conference	Reno, NV
April 16-17, 2010	Incoming Division Presidents Conference	Kansas City, MO
April 18-24, 2010	Administrative Professionals Week	
April 21, 2010	Administrative Professionals Day	
May 7-8, 2010	CAP/CPS Exam	
July 18-22, 2010	Educational Forum and Annual Meeting	Boston, MA
August 15, 2010	CAP/CPS Exam Registration Deadline	
October 17-20, 2010	Fall Professional Education Conference	Louisville, KY
November 5-6, 2010	CAP/CPS Exam Registration Deadline	

2011 - 2015

February 15, 2011	CAP/CPS Exam Registration Deadline	
March 6-9, 2011	Spring Professional Education Conference	Tampa
May 6-7, 2011	CAP/CPS Exam	
July 18-22, 2011	Educational Forum and Annual Meeting	Montreal, Canada
October 9-12, 2011	Fall Professional Education Conference	San Diego
July 22-25, 2012	Educational Forum and Annual Meeting	Grapevine, TX
July 28-31, 2013	Educational Forum and Annual Meeting	Anaheim, CA
July 27-30, 2014	Educational Forum and Annual Meeting	Milwaukee, WI
July 26-29, 2015	Educational Forum and Annual Meeting	Louisville, KY

visit www.iaap-hq.org for more information

Spring and Fall Professional Education Conferences

The Spring Conference is held each March and the Fall Conference is held each October. They both are a 2-1/2 day conference held in North America providing opportunities to network, share ideas, problems, and solutions with other Admins. You will have the opportunity hear three to four top-notch presenters and return to your job with renewed enthusiasm and ideas. You will also receive recertification points if you are an active CPS and/or CAP holder. CEU is available as an alternate to recertification points.

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Southwest District Director

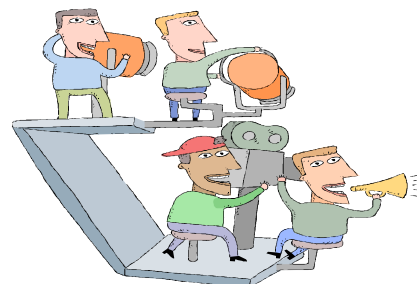
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