



Mountain View Messenger

Mountain View Chapter, IAAP
Fort Collins, Colorado 3-21-160

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www.iaap-mvc.org

September 2005

Mountain View Chapter Leaders 2005 - 2006

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Message from the President

The Mountain View Chapter is off and running to a great new year! I hope everyone had a "fabulous" summer! We had our Planning Meeting on Saturday, June 18, at the home of President Rolene Cogburn. Our members have brought new ideas to the chapter. We have planned exciting programs for the upcoming monthly meetings to develop our chapter, our professions, our own personal growth and our community.

On August 15, we had our Summer Social at member Pam Fisher's home. We spent the evening sharing fun pictures from the International Convention and what we did this summer. Three guests, Judy Mullins from DakoCytomation, Inc., Diana Duncan who will be transferring from the Book Cliff Chapter and Jacqueline Nikolai from QLT USA, Inc., attended our social and hope to become members soon.

Our next Chapter Meeting will be held on September 12, at the new Hilton Hotel located at 425 West Prospect Road in Fort Collins. Networking will be between 5:30 to 6:00 pm, followed by the program and a brief business meeting. Our guest speaker Catherine Workman will present the program. Catherine is a former elementary school teacher who has utilized her long-time interest in preventive and alternative health and wellness. Please join us...won't you??

Mountain View Chapter has *Orchestrated* exciting presentations for this coming year. We hope you will find them very beneficial in your personal and professional life. Please make every effort to join us for the September meeting or any upcoming meeting. The meetings are held the 2nd Monday of each month.

Please remember our Chapter meetings are open to the public. Bring a friend or co-worker any time... we would love to share our IAAP organization energy. We'll see you Monday, September 12, 2005.

Creating Excellence in 2005 - 2006!

Rolene Cogburn
President - Mountain View Chapter

Monthly Meeting Notice

SEPTEMBER 12, 2005

5:30 p.m.

HILTON FORT COLLINS, 425 W PROSPECT RD

Program:

Preventive and Alternative Health & Wellness

Catherine Workman is a former elementary school teacher who has utilized her long-time interest in preventive and alternative health and wellness to transition into owning her own business as a pH & Financial Wellness consultant & educator. She is a member of many local business-networking organizations and is a founding member of the Northern Colorado eWomenNetwork and the Ft. Collins Women's Co-op where she joyfully shares her passion for life, health and abundance with others.

Mountain View Chapter
meets the 2nd Monday
of each month,
September through May.
Our next regular meeting is
September 12
Hilton Fort Collins
425 West Prospect Road
5:30 p.m. – Networking
6:00 p.m. – Program
7:00 – Business Meeting

Meetings are open to the
public.

Upcoming Chapter Programs

October 10, 2005

Impact Meeting and
Toastmaster Tips
By Jacqueline Nikolai

November 14, 2005

Advanced Power Point Presentation



Upcoming Event

September Symposium

Friday, September 23, 2005

8:30 a.m. – 12:30 p.m.

Fort Collins Lincoln Center

Great Speakers! Super Sessions!
Something for Everyone! And....The Price is Right!
20th Annual September Symposium presented by the
Larimer County Workforce Center and Larimer County
Enterprise Zone. This is a free seminar. Seating is limited.
For information: www.larimerworkforce.org

"Be Sharp ~ Know the Score"

Overcoming the Afternoon Lull

By Amy Derksen, Office Team

If you seem to run out of steam as the workday wears on, take comfort in knowing you're not alone. Thirty-three percent of executives surveyed by our company said 4 p.m. to 6 p.m. is the least productive time of the day for employees. Noon to 2 p.m. came in a close second, cited by 29 percent of respondents.

On any given day, you likely juggle meetings, deadlines, phone calls, e-mail messages, questions from colleagues and unforeseen interruptions. As a result, you must be well attuned to your work habits and routine obligations so you can best schedule your time and avoid suffering productivity slowdowns later in the day.

Following are additional tips that can help you avoid the afternoon lull:

Organize your day. As tempting as it is, don't postpone your most difficult activities for the end of the day. Rather than procrastinate, tackle your tough assignments first, when your energy and enthusiasm are highest. Use the afternoon to catch up on less-critical tasks, such as responding to routine e-mails, updating contact lists and organizing files.

Stretch your legs. Take a short walk around the office or enjoy your lunch outside to refuel your energy tanks. Even a few minutes away from your desk can help you recharge and be more productive.

Watch what you eat. Through you may think you're saving time by skipping breakfast or lunch, you're actually doing more harm than good. Well-balanced meals and nutritious snacks are necessary if you hope to maintain your energy level throughout the workday. So, no matter how busy you are, don't forego the "brain food".

Take a mental break. Your post-lunch slump may be due to a long day of intense mental concentration. Putting work issues out of your mind for even a few minutes can provide the boost you need to finish the day on a strong note.

Office Team is the world's leading staffing service specializing in highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com. For more information, call Office Team at (800) 804-8367.



www.cwmdivision.org

Birthdays and IAAP Anniversaries

Wendy Stevenson
Jennifer Borland, CPS

September 2
September 6

"Be Sharp ~ Know the Score"