



Welcome to the Colorado-Wyoming-Montana Division Tracking newsletter.

You are receiving this because you are a member of the CWM Division. If you do not wish to receive this newsletter, please simply unsubscribe and do not mark this as Spam.

Thank you!

**Kyle Sheldon-Chandler
CWM Division President**

There are some exciting things happening within the CWM Division!



CWM Division

Remember to visit the [CWM Division Website](#) to read all of the recent outstanding newsletters from our chapters. We also have resources available for programs, training, and more.

The CWM Board is putting together a fun and "bling-y" fundraiser. Think lots of bling!

Also, the CWM Board has a request for a Chapter Presidents Retreat. We are looking at February 2009 in the Denver/Fort Collins area. The retreat would include current Chapter Presidents, Past Chapter Presidents, and current Chapter President-Elects. The goal would be to utilize the vast resources that are our past officers to help the current and incoming officers build skills, confidence, and a strong support system. If you have ideas, suggestions, comments or would like to be involved in the planning and workshops, please contact me via [email](#) or 970.243.9899.

Remember to keep working on the Chapter and Member of Excellence criteria - get those entries into the drawing!

IAAP International News

Your International Board of Directors and Headquarters Staff have been as busy as Santa's elves! A couple of the Action Teams have wrapped up their assignments, some are nearing completion and some still have work ahead of them. And I'm delighted to report the results of the Mission Statement Survey that went to all members the

beginning of November – here’s what you decided: Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development. In the days ahead, we will be reviewing all printed material and the website, and then begin the transition to a visible and clearly defined future. This mission statement provides an understandable purpose and will be used to evaluate our current programs and services, as well as provide a filter for the future. Our mission statement will stand as the touchstone and help us stay true to our core purpose even as the business environment changes. To make it easier for you to track the progress of the [Project Plan to turn IAAP into a Remarkable Association](#), a [visual scorecard](#) has been created, and will be updated at the beginning of each month. A couple of highlights for this month include:

Convention Survey. An impressive 34% of you responded to the convention survey. The results are being compiled and we will use your input to determine if the proposed changes are aligned with what you need.

We’re excited about the positive changes you’ll see as Convention evolves. Baseline Membership Survey.

The survey will be sent on December 3. The outcomes of this survey will allow us to move forward on other initiatives. Decisions will be based on the data collected from you. So please respond to the survey.

In addition, the Pathways to Excellence Sub-Committee are finalizing the requirements for the audit procedures of each of the three levels of Excellence: member, chapter and division. These will be communicated before year-end. And finally I leave you with a song:

'Tis the season to be busy Fa la la la la, la la la la

Don't work yourself into a tizzy Fa la la la la la la

Get rid of hurry and overspending Fa la la la la la la la

Will bring the year to a nice ending Fa la la la la, la la la.

I'm not much of a songwriter but sometimes I need a reminder that what is important cannot be purchased or put on layaway. That Christmas presence can be more valuable than Christmas presents. That patience and cheerfulness and goodwill are gifts that give year round – but especially now – in the sometimes worried and hectic days of the holiday season. However you celebrate, wherever you celebrate, and whomever you celebrate with, I wish you a season filled with joy, gratitude and peace.

Barb Horton CAP
2008-2009 International President
International Association of Administrative Professionals
Excellence in Action

New Skills & Technology

There is a new wave of communication out there in the netherworld of the Internet. Part of Web 2.0 is social media. This could include Facebook, LinkedIn, Plaxo or Twitter.

Twitter is the rage among many people for its ability to develop relationships, provide resources, and connect with individuals using 140 characters or less. Here is a description from Wikipedia:

Twitter is a free [social networking](#) and [micro-blogging](#) service, that allows its users to send and read other users' updates (otherwise known as **tweets**), which are text-based posts of up to 140 characters in length.

Updates are displayed on the user's profile page and delivered to other users who have signed up to receive them. The sender can restrict delivery to those in his or her circle of friends (delivery to everyone being the default). Users can receive updates via the Twitter website, [SMS](#), [RSS](#), email or through an application such as [Tweetie](#), [TwitterFon](#), [Twitterrific](#), [Feedalizr](#) or [Facebook](#). For SMS, four gateway numbers are currently available: [short](#)

[codes](#) for the [United States](#), [Canada](#), and [India](#), as well as a [United Kingdom](#)-based number for international use. Several third parties offer posting and receiving updates via email. Twitter had by one measure over 3 million accounts^[1] and by another, well over 5 million visitors in September 2008 which was a fivefold increase in a month.^[2]

iLearningGlobal

As we advance with technology, amazing things are available to us to improve our relationships, business skills, family life and more. A new company is [iLearningGlobal](#).

iLG has been started by some of the best motivational speakers in the US. Think Bob Proctor, Brian Tracy, Mark Victor Hansen, Jack Canfield (The Chicken Soup for the Soul Books), and many more. There are videos, audios, ebooks, and soon to be guided learning (ebooks/workbooks along with the videos) on a variety of subjects. Some of these subjects are goal setting, productivity, reducing your taxes - legally and morally, parenting, and teens. They are bringing this technology to your computer instead of you spending dollars to go see them only once.

I belong to this company and just love being able to watch or listen to these speakers while I work or clean house.

As always, if you need anything or have questions, please contact me!

Kyle Sheldon-Chandler
CWM President
Kyle@virtualadminksc.com
970.243.9899

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