



WILLAMETTE CHAPTER

chapter website: www.orgsites.com/or/iaapwillamette/

May 2009

May Membership Meeting

Thursday, May 14, 2009

Samaritan Albany General Hospital

4th Floor, Conference Room 1

5:30 p.m. Dinner/Networking

6 p.m. Program

So You Wanna Be A Virtual Assistant?

By Linda Melcher, VA/Owner of I Assist

"I want a job that allows me to do the things I have always done, namely helping others, exploring technology, and somehow contributing to someone's success using the skills I have learned over the years. I want to be able to travel to see my grandkids and I want flexible hours."

Does this strike a chord with you?

According to Entrepreneur Magazine, Virtual Assisting is **one of the fastest growing, home-based businesses.**

To reserve your seat, please contact Jo Ann Yonemura via email at jyonemur@samhealth.org or call 990-1853.

June End of the Year Social and Installation of Officers

Please note:

Date and time to be determined
due to the LBCC graduation
ceremonies on June 11.

**We'll let you know the date and time
next week by email.**

Come join us for a fun-filled relaxing time! Network with your fellow colleagues. Find out what's new in the "admin world". Outgoing President Linda Wakefield will share information from the district spring conference and we'll install our new officers. We'll have a few door prizes, so you don't want to miss it!

So You Wanna Be A Virtual Assistant? Some background information on our speaker, Linda Melcher, VA

I have been an administrative assistant for more than 20 years. Up until 11 years ago, I worked in the Evergreen School District in Vancouver, where I helped write the technology plans for an elementary school, and worked as a technology coordinator and computer lab supervisor in a junior high school. In the fall of 1998, I changed jobs and moved to a non-profit in Milwaukie, OR as Publications Secretary. I worked there for eight years. In that position, I had the opportunity to help others, explore technology, and contribute to the success of the organization. Then in March of 2007, I stepped out on my own and became a virtual assistant.

"I want a job that allows me to do the things I have always done, namely helping others, exploring technology, and somehow contributing to someone's success using the skills I have learned over the years. I want to be able to travel to see my grandkids, who live in far-away states. I want flexible hours of my choosing."

LOL (laugh out loud)! Does that seem like a pipe dream, or what? I thought so. I had just lost a job I loved. I knew I wanted to keep on contributing. At the same time, I knew that getting a new job would limit my precious vacation time, when I could visit with far-away family. What to do? Some friends suggested I start my own business. Another LOL! Me! Business? No way. How am I going to market myself? Through a series of synchronous events I finally stepped out and started my own business as a virtual assistant.

With the excellent training I received from AssistU, I am now confident in this new adventure. As an AssistU trained VA, I have added four retainer clients, one pay-as-you-go client, and I also take on some project work on the side.

In this venture, I continue to help others and explore the ever-changing faces of technology. As a bonus, I am contributing to the success of at least five micro businesses.

QBQ! The Question Behind the Question— Personal Accountability

Have you ever asked the any of the following questions:

Who dropped the ball? Why can't they communicate better? Why do we have to go through all this change? When is that department/person/company going to do their job right?

I used to ask all these questions until I read QBQ by author John G. Miller. Miller explains that instead of placing blame, how could you have prevented the problem? Is there something you could have personally done to prevent it? Miller tells his true story of a waiter in a busy restaurant and a Diet Coke. You'll have to read the book to find

out! (Customer service!)

Why QBQ - because it works! Miller explains on his website that victim thinking, finger pointing, blame and procrastination leads nowhere.

This book is a quick read — you can read it in less than an hour and once you pick it up, you won't want to put it down. I apply QBQ now in both my work and personal life and boy, has it changed the way I look at things!

You can borrow it at the library and be sure to visit his website for more info: www.qbq.com. You'll be glad you did!

Jo Ann

The Power of Color

If you didn't attend May's meeting, you missed a great presentation. Bernie Burson gave us lots of information on color! If you want the information you should purchase Bernie's book called Image Power. It's available on her website at www.bernieburson.com for only \$24 which includes shipping. The book is a great resource for everyone!

Social Media — what is it?

There's something brewing out there. You've heard about it. It started innocently with MySpace and now Facebook, LinkedIn are household names. Do you Twitter? RSS feed?

Social media is the latest craze in both the personal and professional worlds. And you'd better get up to speed and

learn more about it because it's here to stay. According to BusinessWeek magazine, there are more than 9 million blogs and more are being created as I write this article. Do you have a blog; do you know what one is?

Soon the admin field will be handling all aspects of social

media. Heck, most of us do web editing and technology "stuff" already!

We'd like to have a show of hands out there on how many of you are using social media and what forms - blogs, networking, etc. Email me at jyonemur@samhealth.org

Microsoft Office 2007 Training

Is your office upgrading to 2007? Don't have time to take a class or read those darn MS Office manuals? Here's a quick tip — check out the MS Office website and look under Training. There you'll see several dif-

ferent options for training with 2003 or 2007 versions. There are quick videos to "get you up to speed" with 2007; how to do mail merges; "get to know" trainings. Available 24 hours a day; all free!

So if you've got have a quick break or want to check out the trainings on your day off from work, check out www.office.microsoft.com/ and click on Help and How Tos tab which will take you to the Training webpage.