



WCD Connections

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In This Issue:

- Message from the Board
- Nominations
- The Trust
- Social Networking
- Procrastination

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Make contributions to WCD Connections by contacting [Jayne Clark](mailto:Jayne.Clark).

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Message from the Board:

New Technology

What thoughts go through your mind when you hear about new technology? Are these thoughts of fear, anticipation, excitement or maybe even dread? I must admit that many of these thoughts cross my mind when faced with new technology. Now when I am faced with learning new technology whether it is software, hardware, digital or analogue, I turn to my IAAP network for help.

WCD President Neuman CAP introduced us to CVENT early this year. This powerful web based software can be used as an event planner or survey utility. Cvent's event planner includes online registration, budget planning, built in tips and reminders and the ability to compile the data on post-event questionnaires. The survey portion of Cvent includes templates for surveys and the ability to analyze received survey data. This program will free up time for other pressing matters that are required when organizing a function.

IAAP has recently introduced the new IAAP Web Community. Members can share ideas through the documents library. The many e groups for you to choose from are broken into categories of Divisions, Member Created, Events and General Discussions. The documents library has information related to all areas of IAAP and Administrative positions. If you can't find what you need - you can create a library to fit.

This community is also there to help members with new technology. Chances are if new technology exists another member somewhere out there may have already learned it and is willing to share their knowledge and expertise. This community gives you access to almost 40,000 teachers or mentors. To search for information you can use online discussions, e groups or blogging. Where else can you get a support system like that? All you need to do to get this support is to [get connected](#).

Jayne Clark
Vice President
2008-2009 Member of Excellence



Nominations

Dear Western Canada Division Member,

I hope each of you is having an amazing IAAP year!

Once again it is time to turn our minds to the nominations of positions for the Western Canada Division (WCD) Board for the 2010-2011 term.

Serving the members at the Division level is a rewarding experience. In my own journey at the Division level, I was fortunate to connect with many of our members, learning more about their journeys and experiences. Along the way, I also learned a lot about myself and IAAP – sometimes I approach things the right way and other times, I have something to learn from others.

Each of you has an important role to play in our association - some behind the scenes and others in leadership roles. I ask that over the next month or so, you ask yourself “What do I have to offer our members?”

Please review the attached documentation; if you meet the qualifications and have an interest in serving beyond the Chapter level, please ask your chapter members to support your nomination for WCD. If you are a Division Member-at-Large and wish to serve, please ask your Division Board to support your nomination. The Division is strong – let’s ensure we keep that foundation by having a full slate of candidates at the Annual Meeting in Regina on May 29, 2009.

Included in this document are the [Nominations Letter](#) and the applicable [Nominations Form](#). These documents can also be found on the WCD Website at: <http://www.iaap.ca/IAAPHQ/WesternCanada/AboutWesternCanada/MemberInterest/Default.aspx>.

If you have any questions, or I can help clarify anything for you – please call.

Thanking you in advance,

Beth

2008-2009 Member of Excellence

Immediate Past President, Western Canada Division

Nominations Chair

International Association of Administrative Professionals®

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Since its inception, The Trust’s mission has been simple: to assist elderly and needy administrative professionals.

As a result, IAAP, through The Trust, has been able to do something that very few associations have ever done - build and maintain its own retirement center. What’s more, Vista Grande (the world’s only retirement center for administrative professionals) was built entirely through donations to The Trust, with no corporate or association sponsorship.

However, The Trust realizes that not every elderly or needy administrative professional can (or wants to) live at Vista Grande. As a result, in 2003, the Foundation’s Board of Trustees began a new program: The Financial Assistance Program – which is available to all IAAP Members **(including Canadians)**.

Through this new service, a retired administrative professional living in a retirement community can receive financial assistance to be used toward housing costs. To qualify, applicants must meet financial guidelines. Assistance can be a part of or all of rent (depending on funds available and need).

The Financial Assistance Program is funded through your contributions. November and March are typically RTF months for our Association, therefore I am asking you, our members to dig deep in your pockets and contribute as much as you can.

I am happy to announce that I will be having a District Raffle for a Round Trip Economy Class Ticket to anywhere that WestJet flies within Canada – compliments of **Uniglobe-Donaldson Travel, in Cambridge, ON**. Tickets will be \$5.00 each or 3 for \$10.00.

The draw will take place on Wednesday, April 21, 2010 (APW Day). Wouldn’t this be a great way to fly into Regina for the CDC Conference? Please see your Chapter President for tickets.

Thank you in advance for supporting the RTF because without you, we could not continue our work supporting the retired members of IAAP.

Lina Veglia,

Your Representative on the International RTF Committee.

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Beware of Social Networking on the Job

Twitter, Facebook, LinkedIn. The social networking phenomenon has grown so large, your head may be spinning trying to keep track of all the websites.

For employers, that’s OK. They’d prefer if you stayed off these web pages, at least on company time. According to a survey we recently conducted, more than half of executives polled said their firms do not allow employees to visit social networking sites for any reason while at work.

Most organizations worry that social networking sites could distract employees from more pressing priorities. However, they can be leveraged as effective business tools in the right circumstances. In fact, one in five executives we surveyed said their companies allow staff to access social networking websites for work-related purposes.

If you access social networking venues, either for personal or professional reasons, be sure to use good judgment at all times. Your online actions can affect not only your reputation but also your company's. Here are some tips to help you play it safe:

- **Follow company policy.** Make sure you understand and adhere to your company's social networking policies before visiting these websites.
- **Check your privacy settings.** Familiarize yourself with each site's privacy settings to ensure personal details or photos are available only to the people you select.
- **Act professionally.** If your company allows you to use social networking sites while at work, make connections with others in your field or follow industry news — don't catch up with family or friends.
- **Don't post complaints.** Avoid making derogatory remarks about your boss or coworkers. Once you've hit Submit or Send, you may not be able to take back your words, and there's a chance they could be read by the very people you're criticizing.
- **Improve your professional reputation.** Tweet or blog about a topic related to your career. You'll enhance your reputation as a subject matter expert.
- **Prioritize.** Even if you are allowed to use social networking during office hours, limit the time you spend checking your Facebook page or reading other people's tweets to avoid a productivity drain.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 325 locations worldwide, and offers online job search services at www.officeteam.com.

Message from our Sponsor: Procrastination - Moving Forward with Confidence - Maureen Tazzioli

Denis Waitley, once said, "*Procrastination is the fear of success. People procrastinate because they are afraid of success that they know will result if they move ahead now. Because success is heavy, carries a responsibility with it, it is much easier to procrastinate and live on the 'some day I'll' philosophy.*" Do you agree with Denis Waitley's comments? If not, then let me ask you this. How would you define procrastination and why do you think some people procrastinate?

Contrary to what others might think, I believe I procrastinated in my own life, because I was afraid I would succeed. I was afraid of the possible attention, expectations and responsibility that sometimes follows those who are successful. I was afraid of losing my privacy and that of my family's as I did not desire public attentions. I was afraid of having my life placed under a microscope with all my failings and faults being emphasized. I was afraid of how my family and friends would treat me. I was constantly afraid of success and all that I believe it represented. Until...

Until I figured out how to move myself forward with confidence. Today, I wish to share with each of you some tips that may help you move towards successful outcomes without the need for procrastination.

Create a vision - Having a vision is like creating a mental picture or visual map of the direction you wish to travel. Developing monthly, weekly, daily goals helps keep you on track. When distractions are limited, so too are the opportunities for procrastination to settle in. Keep yourself moving forward, create a vision for yourself and your life and work towards that vision. Successful outcomes may result more readily when you know where you wish to go.

Deserving of happiness - As members of a global society, we are all deserving of happiness. However, when we take the time to discover our personal strengths, talents and abilities we are better prepared to recognize suitable opportunities when they arise. Working together towards successful outcomes can help eliminate the need to procrastinate, as you begin to feel good about those things you are accomplishing. The more you feel good about your involvement in a team approach, the more inclined you are to continue to move forward...bringing with you a sense of happiness for yourself and others.

Worthy of greatness - According to the American Heritage Dictionary the word *worthy* means, "*Having worth, merit, or value; useful or valuable.*" To me, everyone of us is worthy of greatness, however, sometimes the obstacles and challenges that life can present, may at times, be too overwhelming for words, and so instinctively negative thoughts begin to surface as we begin to question ourselves, our worthiness, our purpose. To move beyond this try to understand that no one life is perfect, nor will be, and that even though discomfort and set-backs may occur, you should never quit...never lose sight of your vision, your goals, your deserving of happiness, and your worthiness for greatness.

Maureen Tazzioli is a professional speaker, trainer, and owner of ReZultsMatter, a personal development and professional excellence business established in 2001. Maureen can be reached at 306-751-0009 or by visiting her web site at www.rezultsmatter.com. This article is reprinted with the author's permission)