



The Capital

Columbus Chapter
January 2010

What's Hot and What's Not –2003 vs. 2007

The Columbus Chapter is proud to welcome back Annette Marquis from TRIAD Consulting, on **February 17**, for this 90-minute online presentation!

Annette has put together a special Office PowerHour where she will compare 2003 to 2007 and highlight the differences, point out the similarities, and of course provide us with some tips and tricks!

Some of the features Annette will cover in 2007 are: the ribbon, themes, styles, and building blocks. She will also explain how those features will improve your productivity and if you are still using 2003 what you can do with formatting and built-in styles. Not using styles? Annette will explain why it's time to start and how this knowledge will help when using Tables of Contents, web publishing, and other features that rely on heading styles.

Annette Marquis is part owner of *TRIAD Consulting, LLC*, and has extensive experience in computer applications and design in a variety of business and institutional settings. In addition to her consulting work, she has co-authored numerous computer application books including *Mastering Office XP and Mastering Office 2003 for Business Users* published by Sybex, Inc.

Recertification points have been applied for.

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Upcoming Events—Chapter Calendar

February 04	Board Meeting—Highlights for Children (E. Pagliery CPS)
February 17	Chapter Meeting—Highlights for Children (B. Jackson CPS/CAP)
March 04	Board Meeting—Highlights for Children (E. Pagliery CPS)
March 23	Chapter Meeting—Anheuser-Busch, Inc. (B. Jackson CPS/CAP)
April 01	Board Meeting—Highlights for Children (E. Pagliery CPS)
April 22	Chapter Meeting—State Auto (B. Jackson CPS/CAP)

Mark your calendars—EFAM

July 18-21, 2010 Hynes
Convention Center
Boston, Massachusetts

Happy 2010!

Did you know?

That since 1952, the IAAP has honored office workers by sponsoring Administrative Professionals Week. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays.



In 2010, Administrative Professionals Week is **April 18-24** with Administrative Professionals Day on Wednesday, **April 21**. This year's theme is **Power of Commitment!**

President's Message— Welcome 2010!



Dear Members:

Happy New Year and new decade!

The December Chapter meeting was a great success as it allowed members to interact with each other and just have fun! The new Embassy Suites at the Airport is a beautiful facility. The Civic Committee collected a number of different items for the Ronald McDonald House, who expressed their gratitude for your contributions.

At the start of a new year, most people make a “new year’s resolution.” I rarely make them as I have a tendency to not keep them! I wish you all luck with yours and hope you can keep them! With that in mind stay healthy, enjoy life, take it one day at a time, and share it with friends and family.

Our Board is looking to the future with the 2015 Committee and has made great strides in streamlining the way we do business as a Chapter by looking at our financial situation and instituting new business practices that will allow us to stretch a dollar! We have reached out to a number of businesses in our community which is why some of our Chapter meetings are being held at local business offices instead of hotels and restaurants. This has also allowed us to have meetings throughout the city. I hope you will have an opportunity to check one out this year.

Our next Chapter meeting will be held on **February 17 at Highlights for Children, 1800 Watermark Drive, Columbus,** “What’s Hot and What’s Not –2003 vs. 2007 .”

Hope to see you all then!

Elsa

Elsa Pagliery CPS
2009-2010 President

Next month: Grow with our Chapter!



IAAP Products

Visit the IAAP Logo Shop

We opened the IAAP Logo Shop last month!

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. Visit the IAAP Logo Shop, and while you’re there, be sure to check out the Avery binders that you can customize for your next meeting. <http://www.zazzle.com/IAAPHQ>

News from Ohio Division:



To Access a Chapter Newsletters throughout the Ohio Division:

- ▶ Click Ohio Division
- ▶ Click Members Only *(on the left side of the screen)*
- ▶ Click Publications
- ▶ Click Chapter Newsletters

From here, you can click on any Chapter that has a hyperlink on the web page and it will take you out to the Professional Resources Document Library in the Web Community for the Ohio Division (for the specific Chapter selected).

Read the latest Buckeye Broadcaster at:
www.iaap-ohio.org

Making Career Resolutions You Can Keep

Submitted by: OfficeTeam



Most people view January as an opportunity to reflect on the past few months and set resolutions for the new year. When identifying upcoming goals, however, don't forget career-related resolutions. Here is some advice for setting new objectives — and sticking with them:

- **Don't bite off more than you can chew.** Be sure to identify goals that challenge you to stretch your abilities but won't require near-impossible amounts of time and effort to achieve. After all, making an unrealistic resolution can prove more frustrating than motivating. Consider your schedule and available resources. Given these factors, what can you realistically accomplish?
- **Break it up.** Break your goals into smaller "mini-goals" to help you stay on track. If you want to take on more responsibility within your department, for example, your mini-goals may be to talk to your manager about your plan, determine the skills you need to develop, identify the appropriate professional development options, then complete the training.
- **Set deadlines.** To improve your chances of success, establish a timeline for accomplishing each step along the way to your larger objective. This will give you something to work toward and allow you to better track your progress.
- **Acknowledge your success.** No matter how small the accomplishment, give yourself a pat on the back each time you reach one of your objectives. You might treat yourself to a nice lunch, for instance. By doing so, you will maintain your momentum.
- **Maintain perspective.** Be dedicated to your career, but don't overdo it. Piling too many goals on your proverbial plate can set you up for failure. At the same time, don't lose sight of any personal resolutions you've set this year. Keeping space for other objectives, like eating healthier or taking a dance class, is important.

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 300 locations worldwide, and offers online job search services at www.officeteam.com.

New from International Headquarters—

Reminder! The Dues Increase was Effective January 1

The new dues structure is now in effect. Pursuant to the passage of a bylaws amendment by the delegates at the 2009 International Education Forum and Annual Meeting, effective Jan.1 annual dues, payable in U.S. funds, will be submitted based on classification of membership as follows:

	1.	2.
Professional Member	\$83	\$103
Professional-Merited Member	\$47	\$67
Student Member	\$50	\$70
Associate Member	\$180	\$200

1. Any member who resides in the United States, its territories, Puerto Rico, the Virgin Islands of the United States or Canada.
2. Any member who resides outside the United States, its territories, Puerto Rico, the Virgin Islands of the United States or Canada. Questions can be directed to membership@iaap-hq.org.

EFAM Layaway

Would you like to go to the 2010 Education Forum and Annual Meeting but it's hard to pay for the cost of registration upfront? We have a layaway plan. You can pay half now and half later. The deal ends Jan. 31. so sign up now! Visit the following url for more information: http://www.iaap-hq.org/events/convention/2010/hotel_reg.html.

International Association of Administrative Professionals®
Columbus Chapter
 P.O. Box 16053
 Columbus, OH 43216
 www.iaap-cols.com

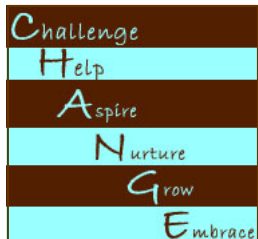
What's Hot and What's Not –2003 vs. 2007

The Columbus Chapter is proud to welcome back Annette Marquis from TRIAD Consulting, on **February 17**, for this 90-minute online presentation!

Have a question about the meeting?

Contact: **Barb Jackson CPS/CAP**
 Cell: 614-361-1856 or
 Email: bjackson3@embarqmail.com

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Some of the features Annette will cover in 2007 are: the ribbon, themes, styles, and building blocks. She will also explain how those features will improve your productivity and if you are still using 2003 what you can do with formatting and built-in styles.

Registration deadline is **Friday, February 12, 2010**. Don't delay register today!

Location: **Highlights for Children, 1800 Watermark Drive, Columbus**

PROGRAM: 6:00 p.m. **LOCATION:** Highlights for Children 1800 Watermark Drive Columbus

Menu: **Sierra Turkey**—Smoked turkey breast w/chipotle mayonnaise, field greens & red onions on Asiago Cheese Focaccia
Mediterranean Veggie—Piquant peppers, feta cheese, cucumbers, lettuce, tomatoes, onions and cilantro hummus on our Tomato Basil bread
Smoked Ham & Swiss—96% fat-free smoked ham, Swiss, leaf lettuce, tomatoes and red onions with mayonnaise, spicy mustard, salt and pepper
Smoked Turkey Breast—99% fat-free smoked turkey breast, leaf lettuce, tomatoes and red onions with mayonnaise, spicy mustard, salt and pepper

Also provided, soft drink, chips and cookie

Choose one: Turkey Sierra Turkey Smoked Ham & Swiss Mediterranean Veggie

Dinner/Meeting Cost: \$15.00 Chapter Member \$21.00 Member at Large/Non-Member

Meeting Cost Only: \$5.00 Chapter Member \$15.00 Member at Large/Non-Member

There will be a \$30.00 charge for returned checks

Mail/Email Registration to: **—NEW—**
Claire Lacey CPS/CAP
 KPMG LLP
 191 West Nationwide Blvd., Suite 500
 Columbus, OH 43215
 Email: clacey@kpmg.com

Reservations/cancellation must be **RECEIVED** no later than **Friday, February 12, 2010**.

Deadlines will be adhered to

Meeting Date: February 17, 2010 **Make checks payable to:** Columbus Chapter, IAAP

Name: **Company Name:**

Email: **Phone:**

There will be a \$30.00 charge for returned checks

Check one: CHECK DISCOVER M/C VISA **Save my credit card number for future reservations**

Amount enclosed: \$ **Expiration Date:**

Credit Card No:

Address for credit card:

Signature: