

# News and Views

## *Municipal Employees Chapter Lawrenceville, Georgia*



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## President's Corner

*By: Doris Davis CPS/CAP*

As we leave summer behind and enter into the cooler days of Autumn, our chapter has many activities planned. First, I want to thank everyone who stepped up to the plate to assist with our annual Ways & Means event, helping with the Gwinnett County Fair. This is always one of the highlights our chapter. Not only do we earn money, but it is a time to establish friendships and get to know our members. This year our two newest members Nancy and Deborah worked the fair for the first time. Commitment is one of the things we have put in our "Treasure Chests of Success". Thank you for jumping right in and showing your commitment to the Municipal Employees Chapter.

We sponsored a Boss's Day Luncheon for our members and their executives on October 16th, see page 5 for a complete write-up about this event. As always, everyone pitched in to help make this a success.

The next opportunity for our members to serve will be November 7th & 8th when we proctor the CPS/CAP exams. This is a bi-annual event for us. In May and November each year, members assist with preparing to proctor the exam. All members are encouraged to help make this if not an enjoyable experience, at least stress free as possible for the applicants who are testing. We especially like the notes we receive from the candidates telling us how they did.

Also in November is the community service event, Memory Walk benefiting the Alzheimer's Association. This will be held on November 15th in Athens. We are walking for Team Josephine in honor of Jody Jones' grandmother. We would love to have you walk with us.

It's hard to believe we will be winding down 2008 in a couple of months. For us 2009 will be a busy year also as we plan the 2009 President's Reception for our own Donna Mitchell CPS/CAP, Georgia Division President Elect. We are proud of all Donna has accomplished on the Georgia Division Board and look forward to supporting her as the 2009—2010 Georgia Division President.

**Doris Davis CPS/CAP**  
Editor



International Association of  
Administrative Professionals®

## Community Service Events

By: Jody Jones  
Community Services Chair



### ***"Hogs for Dogs"***

On August 16, 2008, Deborah, Phyllis, Doris and Jody worked the registration table at the annual Hogs for Dogs charity motorcycle ride. All monies benefit the Gwinnett Humane Society. As the riders started arriving, the sun came out and boy was it hot!!! We registered over 200 bikes to ride that day. The event was a huge success and the Humane Society raised over \$10,000.00 to help needy pets. Needless to say, we are pros at working the registration table!!

### ***"Partnership Against Domestic Violence"***

Our September community service project is a clothing drive. Clean out your closets and your children's closets. All donations will be delivered to Diane at Partnership Against Domestic Violence. Please contact Jody if you have anything to donate.



## Ways & Means



Website: [Helpourfundraiser.com](http://Helpourfundraiser.com)

Enter account #: 500333

Enter Password: iaap439136 (case sensitive)

Browse and shop at your convenience.

## Fall Seminar

By: Rena Blackstock CPS/CAP

Picture it – Fall has arrived with nice cool mornings and temperatures staying in the high 70's to low 80's most days. Perfect weather for all the fall festivals occurring, plus football games, etc. Hum, Saturday, September 27 – there are several fall festivals happening that would be good to attend, plus Georgia is playing at home and it will be televised. Good day to take it easy, enjoy the weather and family. But wait, Georgia Division is holding their annual Fall Seminar Saturday and I am registered to attend. So I won't get to enjoy the weather but I'll get to spend time with my IAAP sisters instead.

4:32 a.m. – Time to get up and get ready to go. I have to meet Lorraine and Phyllis at Fire HQ as we are going to carpool to the seminar. Suppose to meet at 6:15 a.m. but I am a little late. By 6:32 we are on our way....Atlanta here we come!

We arrive safely, after driving around the hotel once. The bellman directs us to the location of the seminar and we sign in. Then we find a seat to leave our book and bags, and visit the vendors. Vendors are still setting up so for now we just look to see what they have and who will be there.

8 a.m. and it's time to find our seats and get ready for the day to start. 8:25 and the seminar is underway with our first presenter Sharita Robinson. Sharita spoke on "Virtual Assistants" and how to determine if this is a career choice for you.

"Weaving a Stronger Network" with Rhonda C. Hight is next. Rhonda spoke on how to improve and maintain our network. Then it was time for "The DUH Factor: Overcoming Generational Differences" by Sandra Moaney Wright. Sandra spoke on generational differences and steps we can take to overcome these differences.

Break time – Time to visit the vendors, get a cup of coffee (it is freezing in the room), visit with other members.

"Positive Image Builders" by Lisa Harris is next. Lisa spoke on what a wardrobe consists of, what to wear (and not to wear) to work to create the image you want to present. Then Celeste Jonson spoke on "D.A.R.E. to Succeed: No More Excuses. It's Time To EXCEL!" Celeste offered tips on how we can succeed in whatever we do.

Lunch Time and IAAP Georgia Division JEOPARDY! Lorraine and I both were called upon to answer a question. Fortunately we did get ours correct and won a small prize.

Sherry Lee Denton then talked with us about "Juggling" with Organization – tips on how to become better organized. Anita Jefferson spoke to "Raise Your Voice" so you are heard. Then Evelyn Watkins presented "Igniting Your Passion" helping us regain our passion for work and explaining the impact passion (and the lack thereof) has on your performance and commitment.

Break Time again – Visit more vendors, visit with IAAP members.

Donna Satchell presented "Just Get Serious™ About Creating Excellence" explaining how we can create excellence in everything we do. Greg Creech ended the presentations with "Office 2007: New Features, More Productivity."

It was then time for the vendor prizes, 50/50 raffle, and chapter ways and means. Congratulations to Vickie Huxford CPS/CAP who won the RTF 50/50 raffle (Vickie sat with us at our table). Congratulations also to Lorraine, Phyllis, and me – we each won at least one vendor prize.

5:25 p.m. – Time to pack up and head home. 6 p.m. (or thereabouts) we arrive back at Fire HQ and everyone heads home – tired but with a new energy for the upcoming work week, excited about the opportunity to put into play things learned today, and looking forward to our next IAAP adventure....CDW!



## Simple Tricks for Remembering Stuff

On a daily basis, we are exposed to a large amount of information through work, school, television, radio, magazines, newspapers, books, etc. It is not always easy to remember all the things we need to remember. Here are a few tricks and techniques to help you remember things easier.

1. Repetition is a good way to remember names. Listen carefully when someone gives you their name and then use their name immediately. Then try to repeat the new name three or four times during your initial conversation. Relating the name to a familiar image or famous person also helps your recall. For example, if the person's name is George, you may have a picture of George Washington in your mind when you think of this person.

2. Remembering multiple birthdays and anniversaries can be difficult. There is an easy way to remember these dates by only making a note once. That is by putting each date into a computer calendar or PDA (personal digital assistant). You can then set the system to remind you of each date a set time beforehand to allow you time to purchase a card or gift.

3. Make up a short song or rhyme to help you remember information, especially when you are dealing with formulas, lists or processes. It is often easier to remember information when it is hooked to a catchy rhythm.

. When you need to remember a long string of letters or numbers, break the information down into smaller units of two or three letters or numbers at a time. Instead of having to remember a number like 6917802534, break it down into 69 17 80 25 34 instead.

5. Nothing beats the tried and true method of writing information down and making a list. Not to mention the added bonus of the good feeling you will have when you start crossing off the things you have completed. When you keep a written list, your brain becomes free to remember other things. Also, when you are in a lecture or a meeting, take a notebook with you and take notes. This will help you to remember key points.

6. If you have something important to remember, find a way to create an image about it in your mind that is funny or strange. Your brain will find it is

easier to remember things that are unusual, especially something that stands out and is out of the ordinary.

7. Remember to always get a good night's sleep. Your brain uses sleeping hours to regenerate and stores new information into long-term memory. Studies show that sleeping helps in retaining and recalling information.

8. It is easier to remember information when you understand it well. If you are confused by something you are trying to learn, break it down into smaller parts. If needed, ask for assistance in understanding a part. If you do not understand something completely, the more likely you are not going to remember it.

9. To aid in remembering long lists of information, create a story that includes all of the items you want to remember in it.

10. Acronyms are a simple way to shorten several words into one or a few words by combining their first letters. For example, if you are learning the planets, a good acronym to remember all of them is:

My Very Excellent Mother Just Sent Us Nine Pizzas

(M)ercury.  
(V)enus.  
(E)arth.  
(M)ars.  
(J)upiter.  
(S)aturn.  
(U)ranus.  
(N)eptune.  
(P)luto.

Ok, so Pluto is not a planet anymore, but whatever!

If the order of the items is not important, you can still create an acronym with the letters to resemble a word.

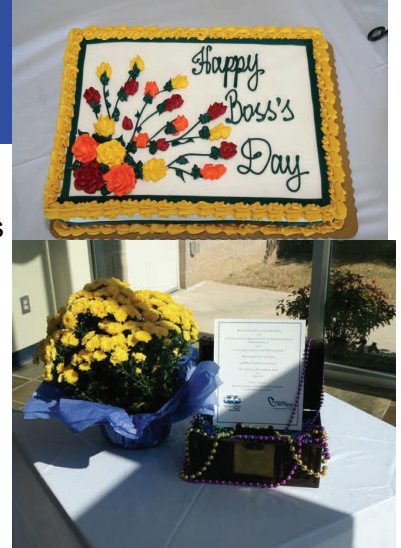
*(Continued on page 5)*

## Boss's Day Luncheon

By: Doris Davis CPS/CAP

October 16th was Boss's day and the Municipal Employees Chapter showed our appreciation to our executives by providing a luncheon. It was held in the community room at Rhodes Jordan Park in Lawrenceville.

In tying in with our 2008-2009 chapter theme "Excellence in Action...A Treasure Chest of Success", we decorated the room with our chapter's treasures. Each attendee had their name place with a business card holder stating some of the things we consider essential to become strong administrative professionals. They are: Communication, Commitment, Image, Education, Leadership, Attitude and IAAP. We also included a "Great Boss" as one of our treasures. We do appreciate the support we get from our bosses.



Our keynote speaker, Gwinnett County Tax Commissioner, Katherine Sherrington shared with us *Ten Things to Say to Your Boss*. This was adapted from Marie McIntyre Ph.D book [Secrets to Winning at Office Politics](#). You can check out her website at <http://www.yourofficecoach.com/> to get more helpful hints of how to navigate through office politics and much more.



### **Simple Tricks for Remembering Stuff**

*(Continued from page 4)*

11. Like acronyms, acrostics are a way to remember a list of items in a specific order. Instead of making a word, you use the letters to make a sentence. For example, Multiply and Divide before you Add and Subtract becomes 'My Dear Aunt Sally.'

12. Use visualization with word association. Remember the saying, 'A picture is worth a thousand words?' It's true. By turning the information you need to remember into a picture or design in your head, you are much more likely to remember it.

13. A sure way to remember a time to do something is to set an alarm. Whether it is an alarm clock, a PDA or other device that contains an

alarm, it's the easiest way to help you remember a time.

14. Focus on performing one task at a time. When you try to do too many things at one time, your mind will become distracted and you will become overwhelmed, thus making it difficult to remember.

15. Finally, reduce the stress in your life by simplifying systems, delegating duties to other family members, exercising regularly and getting enough sleep. This will help

### **Get Organized Now! Newsletter**

by Maria Gracia

<http://www.getorganizednow.com>

Issue: September 7-13, 2008

## Member's Page

### Happy Birthday

Deborah Findley—Oct. 1  
Faye Williams—Oct. 12



### Upcoming Chapter Events

**October 16th**—Chapter  
Member Boss' Day  
Luncheon

**November 7 & 8**—  
Proctor CAP & CPS  
Exams

**November 15th**—  
Alzheimer's Association  
Memory Walk

### Congratulations

To Doris Davis CPS/CAP for obtaining her certification as a Microsoft Office Specialist in Word and Excel. Doris took advantage of the "Certify by Summer" program offered by Microsoft through IAAP. She also plans to obtain her MOS certification in PowerPoint.



## Spotlight on New Members....

Municipal Employees Chapter welcomes our newest Professional member, **Cheryl Goodwin**.

Cheryl has worked for Gwinnett County Government for 5 years with the last 4½ with Fires Services. She is currently assigned to the Arson/Explosives Investigations Unit at Fire Headquarters. She finds this to be very interesting and rewarding, and really loves it!

She is the mother of two grown sons and has a grandson just turning 2. Her hobbies are camping, fishing, cooking and reading. Although she states her reading lately is mainly textbooks.

Cheryl plans on sitting for the CPS/CAP in November. We wish you the best of luck and are excited to have you as our newest member.

We would also like to welcome our new Associate Member, **Jennifer Wires with Dave & Busters**. We look forward to partnering with them during the next year.