

News and Views



*Municipal Employees Chapter
Lawrenceville, Georgia*

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Doris Davis CPS/CAP
Editor



PASSION & PURPOSE
MUNICIPAL EMPLOYEES CHAPTER

President's Corner

By: Doris Davis, CPS/CAP

CORE TIP: Focus on Balance

One way to "strengthen your core" is to practice balance. Engaging your core while doing certain yoga exercises helps you to balance and not fall over.

Apply this to your everyday life. To focus on balancing our family, work, community service, and yes our chapters, help us to grow strong as individuals. Burn out is very common in women who don't ask for help. We need to draw from and give back to the different areas of our lives to keep us stable.

While it is easier to justify doing for others, we must also make time for ourselves. So take a moment out of your busy day just for you. Practice balance and you will enjoy the benefits of better health.

There's No Place Like Home!

By: Donna Mitchell, CPS/CAP



I'm sure everyone has seen the movie, "The Wizard of Oz" and are familiar with Dorothy's famous line "there's no place like home." I agree with her. Whether it's coming back from a much needed vacation or an IAAP trip, I'm always anxious to get home.

Serving on the Georgia Division Board for the past five years was definitely an adventure (as my granddaughter would say) and I wouldn't trade the experience for anything. But, being



2010 - 2011
Strengthening the Core

C - commitment
O - opportunities
R - resources
E - excellence

back at the Municipal Employees Chapter August meeting as a member and not a Division Officer sure did feel good! It's sooooo good to be home!

Thank you again Municipal Employees Chapter for your encouragement and support while I served as a Division Officer. Thank you also for the gift certificate you gave me as a welcoming home present. As I've said before, you are awesome and I could not have made it those five years without you!



Spotlight on Education

Continuing education is important for administrative professionals to stay on top of their game. A benefit with IAAP membership is access to quality training at little or no cost. From live events like EFAM, Fall Conference & Spring Conference to webinars & podcast, there is something for every type of learner. Check out the Professional Development page on the International's website at www.iaap-hq.org for a complete listing of courses offered. Below is a sample of what is available to members.

Take Advantage of IAAP's Free Weekly Podcasts For Members

Here's the [Talk To The Expert](#) line up. Remember, past podcasts are archived for your convenience.

Meeting and Event Planning For Admins with Beth Bednar

Creating An Electronic Professional Portfolio with Julie Perrine, CPS/CAP

Simplify Your Workplace - Simplify Your Life with help from Jeff Davidson

How To Get Noticed At Work tips from Barbara Mitchell

More Time For You by Alesia Latson

Take Care of Yourself!

By: Donna Mitchell, CPS/CAP

"He who has health has hope. And he who has hope has everything."

-Arabian Proverb

As you all know, I am not a physically fit person! I eat the wrong things and for years burned the candle at both ends. But one thing I've come to learn is that good health is the result of discipline and the ability to say "no" when you need to. For example, saying no to eating a late evening snack when I could be exercising. But then if I exercised I would have to unload all the stuff from my treadmill! I'm sure none of you can relate to that. Or saying no to something that will add more stress to my life. No question about it...good health and discipline are joined at the hip.

In his personal development seminars, Brian Tracy teaches the five "Ps" of excellent health. Read these often as a reminder of what it takes to stay healthy. Remember, we only go around once in this life so take care of yourself!

The 5 Ps For Good Health

1. Proper Exercise

The most important exercise for a long life is aerobic exercise. Walk, run, swim, etc. to get your heart rate up to a high level for at least thirty minutes three times a week.

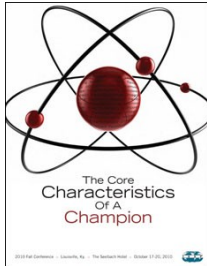
2. Proper Diet

As Ben Franklin said, "Eat to live rather than live to eat." The keys, according to Tracy, are lean sources of protein, a variety of fruits and vegetables, and lots of water.

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UPCOMING EVENTS

International



[IAAP Fall Conference](#)

The Core Characteristics of a Champion
Oct. 17-20, 2010
Louisville, Ky.

Chapter

Gwinnett County Fair Dates: September 13, 14, & 27

Proctor CPS/CAP Exams: November 5 & 6

Christmas Gathering: December, date TBD

3 R's to Working Smarter

Taken from Administrative Professional Today

When you are tackling a big project or critical deadline, stop every hour or two to:

1. **Review** what you've done. Is it ready to go or does it still need polish? Are you on, ahead of or behind schedule?
2. **Re-evaluate** your plan, if necessary. Do you need more resources? Do you need to involve a co-worker or ask for a deadline extension?

3. **Recharge** your batteries with a stretch, a beverage and a breath of fresh air. Spending too much time hunched over a keyboard or a stack of papers stresses mind and body.



Take care of Yourself

(Continued from page 2)

3. **Proper Weight**

You'll look good, feel good and feel more in control of your life when you're at a healthy weight.

4. **Proper Rest**

More than 60 percent of adults do not get enough sleep. Most people need eight hours a night. You also need regular breaks from work, both weekends and vacation.

5. **Proper Attitude**

This, according to Tracy, is perhaps the most important of all. The quality that is most predictive of health, happiness and long life is "optimism." The more optimistic you are about yourself and your life, the better your health in all areas.

(Taken from Charging the Human Battery)

2010-2011 Chapter Officers

Doris Davis CPS/CAP—President
 Debbie Boyd—Vice President
 Mary Beth Bender CPS/CAP—Secretary
 Cheryl Goodwin CAP—Treasurer

The quality of a leader is reflected in the standard they set for themselves.

- Ray Kroc

2010-2011 Committee Chairs

Community Service – Donna Mitchell, CPS/CAP Membership – Debbie Boyd
 By-Laws and Standing Rules – Doris Davis, CPS/CAP Newsletter – Doris Davis, CPS/CAP
 Awards – Faye Williams Programs – Donna Mitchell, CPS/CAP
 Education – Jan Brumbelow, CPS/CAP RTF – Jody Jones
 Ways and Means – Debbie Boyd

It is not fair to ask of others what you are unwilling to do yourself.
- Anna Eleanor Roosevelt

2010 Monthly Program Schedule

September

LaVonne Goldschmidt, CPS/CAP
"First Things First"

October

Greg Creech
"Excel vs Access"

November

Jenny Stewart, CPS/CAP
"Find Your Leadership Edge"

December—Chapter Christmas Gathering

No Monthly Meeting



Anyone who stops learning is old, whether at twenty or eighty.
Anyone who keeps learning is young. The greatest thing in life is to keep your mind young.
- Henry Ford