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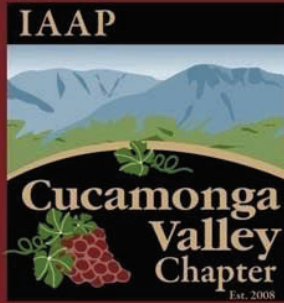
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VOLUME 1 ISSUE 9

MARCH 2009

Cucamonga Valley Chapter IAAP



Hello
Members
and Col-
leagues,

It's hard to believe we are already 3 months into the year. It's nice to see the early blooms on the trees starting to come out this past week. If only the weather could be like this year round. I do hope that many of our members are planning to attend the 57th California Division Meeting, which is being held here in our own backyard (Riverside, CA).

The lineup of speakers looks fantastic! This is a wonderful way to network with other Administrative Professionals. I

President's Message

cannot wait to see many of the women I came to know last year in Sacramento and old acquaintances as well. Make it a personal goal to attend and start planning now.

Let's appreciate what is in our own backyard. This is the right opportunity to look around with new eyes and a receptive attitude. This opportunity is right in front of us, let's plan now and see if we all can be in attendance. What a wonderful show of unity that would be as a new chapter!

Experience the knowledge, laughter, and friendship that

take place among everyone there. Trust me, you will walk away counting the days till the next year's conference. Also, you will have a more organized and less frustrating approach to becoming the total image of the Professional you want to be. See you there!

*There is never a
wrong time to
Do the right thing*

Ida 

Next Meeting - March 25th Absolute Success with Jo A. Della Penna

We are very excited about the guest speaker for our March 25th meeting. We are honored to have Jo A. Della Penna. Ms Della Penna is an entrepreneur, coach, national speaker and author. Her mission is to **empower, motivate, and educate** entrepreneurs to be courageously authentic, bringing their uniqueness in the business for a satisfying and rewarding lifestyle. She is dedicated to assist the busy entrepreneur to build a successful business that serves their life—not consumes their life... creating **Absolute Success**.

Jo is a Master Certified Seminar Leader through the American Seminar Leaders Association (ASLA) and holds a B.S. in Business Administration from the University of Phoenix. Jo is actively involved as an associate member of National Speaker Asso-

ciation 0 GLAC chapter where she just completed the Pro Speak Academy 2007-2008 program. She will be joining the Pro Speak Academy training staff for the 2008-2009 program.

Additionally, Jo has over 17 years experience in small business management and was nominated for the 2006 & 2007 *Women Making a Difference Award* by the Los Angeles Business Journal. Jo has also been appointed as Honorary Chairman for the Business Advisory Council. She has been awarded the 2006 Business Woman of the Year by the NRCC.

She is proud to have successfully equipped each of her clients with the knowledge and tools that it takes to grow their business, and the abil-

ity to take their business wherever they dream with clarity, peace of mind and profitability. Jo currently resides in Southern California with her best friend and husband, John. They have been married for 12 years and have three beautiful children, J.J., Jazlyn and Jason.



Please visit us on the web at www.cucamongavalleyiaap.com

WOW! Word of the Week—Susan Clarke

WOW Word #196—Job Satisfaction

Job Satisfaction - finding fulfillment and enjoyment in your work.

Do you drag yourself out of bed and dread the thought of going to work? Do you feel burned out often? Do you feel you have a lot of stress at work?

The Mayo Clinic offers seven strategies to overcome job stress. This week I will share the first four.

#1 Take care of yourself. Eat regular, balanced meals, including breakfast. Get

adequate sleep and exercise.

#2 Develop friendships at work and outside the office. Sharing unsettling feelings with people you trust is the first step toward resolving them. Minimize activities with "negative" friends who only reinforce bad feelings.

#3 Take time off. Take a vacation or a long weekend. During your work day, take short breaks.

#4 Set limits. When necessary, learn to say no in a friendly but firm manner.

This week focus on what would make your job more satisfying. Are you the #1 priority in your life?

You can't take care of others if you don't take care of yourself first. When is the last time you took a vacation? How would it feel to set limits for yourself and say no to someone? Have you connected with your friends this week?

www.MotivateU.com and sign up to receive her weekly WOW Word!



April 22nd Meeting: Administrative Assistant's Day!

Our April 22nd meeting will be a special event to celebrate us and give ourselves a treat for Administrative Assistant's Day!

Please join us for an evening of graciousness served by Barbara of Barbara's Tea House, and inspiration from our guest speaker, Matt Jones. Matt Jones is a 3-time cancer survivor who will inspire us to never give up, never give in and to keep going to be and do our best. Matt Jones is a speaker, author, and consultant with a dynamic story and universal strategies that challenge individuals and organizations to exceed their present level of success and provides op-

tions for the challenges they are facing. Matt's mission is to inspire his clients to reach their true potential. This is done through his talks, seminars, products, and coaching. He has shared his amazing and inspiring story to associations, corporations, colleges, schools, non-profit organizations, and churches. If you are looking for an unforgettable speaker that will inspire and bring value to your group then Matt Jones is the speaker for you.

Call Donna to make your reservations for this inspirational meeting. The meeting will be held at Barbara's Victorian Tea House on Etiwanda Avenue in Rancho Cucamonga..



March 25th Meeting—Getting Organized with Avery Dennison Products by Jerry Gracis

Thank you, Jerry Gracis, for the great tips and tricks on using Avery Dennison products to help us organize our lives at work and home.



Left to right: seated—Betty Fien CVWD, Cathy Moore CVWD, Valerie Victorino City of Rancho Cucamonga.

Tina Watson RCFD, Gina Molina RCFD (Spotlight for February), Cherise Kuzminski City of Rancho Cucamonga, and Elisa Hawkes



HAPPY ST. PATRICK'S DAY



MEMBER SPOTLIGHT



Name: Tanya Concho
Employer: City of Barstow
Title: Executive Assistant / Deputy City Clerk
Years: 17 years

What do you enjoy most about being an administrative professional?

-the opportunity to learn and grow within the organization and serve my community. As Executive Assistant to the City Manager in Barstow, I am a liaison with the Mayor, City Council Members, department heads, all employees, and the public. The City Manager's office is a fast-paced environment, providing me with the opportunity to enhance my multi-tasking abilities and make on-the-spot recommendations to improve the operation of the organization. I also have a great boss, who has allowed me to take on additional responsibilities outside the realm of our office. I hold the title of Deputy City Clerk, and I provide support to the City Clerk's office regularly.

How did you hear of IAAP?

I first heard of IAAP when I received an e-mail regarding the Cucamonga Valley Chapter kick-off meeting. It was exciting to find an organization that provides networking opportunities with administrative professionals with duties similar to mine. Thanks to the Cucamonga Valley Chapter for including me!

Any hobbies or interests?

My family is a priority, and I really enjoy spending time with them, especially my two grown children, Christine and Danny. We like to play board games and just hang out. I also love to read and travel. There just isn't a lot of time right now to do much of either as I am attending Park University, pursuing a B.S. degree in Management. I will be finished by May 2010 and can hardly wait! In between all of the above, I also volunteer as Barstow's coordinator/liaison for American Field Service (AFS), a foreign student exchange program.

Find Time For You

By Martha McCarty



Sometimes problems of the workday whirl are enough to make your head spin. The alarm fails to ring in the morning (horrifying). The kids dawdle while getting dressed (exasperating). The staff meeting starts without you (humiliating) and a new project lands in your lap (gee, thanks).

Going home, traffic clogs your commute. You stop at the grocery store, stand in line at the check out counter, and all you want to do is kick off your shoes. Days like that, it's easy to see why a headline in the business magazine *Fast Company* announced that **Balance is Bunk**. *Fast Company* said the central myth of the modern workplace is that we can have it (or do it) all— and "it's making us crazy."

In today's post-feminist era, industry has tried to relieve work/life issues by offering incentives: onsite day care, breast-feeding rooms, flextime, telecommuting and carryout dinners from the company cafeteria. There are also take your-

pet-to-work policies and take-your daughter-to-work days. The innovators at Google reportedly offer onsite dental and dry cleaning as "balance enhancers." Still, the clock and the calendar continue to dictate plans— unless we make plans for ourselves.

Those Workaholic Ways

People who succeed learn to "dance with change," according to psychotherapist and executive consultant David Zelman of Transitions Institute. They choreograph time and take steps to bring harmony to their lives by honoring what is most important. Such people, according to Zelman, don't make decisions once or twice; they make decisions all the time. Consider it a constant realignment of roles and responsibilities with regular investments of time and attention to home, work, and recreation. To do otherwise is to lose the sense of equilibrium that keeps us afloat and leads to feeling forever trapped on the treadmill. For sure, best-laid plans and best intentions veer off track, but peace of mind hangs in the balance. Keep in mind that it's okay to kick back— and kick off your shoes— once in awhile. Question your workday routine and analyze the answers. If bad habits or outdated attitudes are running away with your spare time, learn to harness those workaholic ways.

Counteract A Nonstop Clock: Rethink And Review

Lois Frankel PhD believes that too many women make the mistake of being too nice— to too many, too often. In her (gender-biased) book, *Nice Girls Don't Get the Corner Office*, Dr. Frankel identifies "Unconscious Mistakes Women Make That Sabotage Their Careers." She points an accusing finger at the feminine gender in the *Nice Girl* text, yet Dr. Frankel's advice rings with a thought-provoking point-of-view that is worth considering.

Women, she says, will work nonstop, sacrificing themselves, trying to please everyone else. And there's a downside to that. Working without a break is one of many self-defeating mistakes that contribute to the impression of being flustered or inefficient, according to Dr. Frankel. "One executive told me a female administrator reporting to him made him feel uncomfortable because she always looked like she was overworked and harried— a word rarely used to describe a man," she says. "Working without lunch hours or without coming up for air won't get you ahead. Giving the impression you are always up to your ears in alligators could hinder recognition and advancement."

Guilty Or Not?

Luckily, smart strategies, wise time management and a shift in priorities counteract the damaging effects of a nonstop clock. To make room for rejuvenation during the work day, face counterproductive habits— but face yourself first. Are

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Cucamonga Valley Chapter IAAP Contact Information

If you have any questions relating to IAAP, joining the chapter, joining the board or any of our committees, subcommittees, or would like to help us with fundraisers, etc., please contact Ida Martinez at 909-987-2591, or email her at idam@cvwdwater.com



Articles in this newsletter are taken from the Archives of OfficePro Magazine. With your membership to IAAP you receive a free monthly subscription to this great and information magazine.

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you guilty of self-sabotage? Honest answers to these ten questions will give you a clue.

Do you:

- Take work home on nights and weekends—some of the time, much of the time, almost always?
- Feel that every day is ruled by obligations to others?
- Fret about time that is split too many ways between work, family and friends?
- Think you have lost sight of who you are and why you chose this job/career?
- Skip lunch, work through breaks, and let personal and vacation days accumulate?
- Fight stress and burn out— some of the time, much of the time, almost always?
- Fail to take time for relaxation and rejuvenation during the day?
- Forego your outside interests and hobbies in favor of others?
- Experience frequent exhaustion— even early in the week?
- Miss many of your family's important events?

Think of each “yes” answer as a red flag. Five flags (or more) signal a worrisome need to realign your thinking and reprioritize your work/life plan. “In the end,” says author and motivational speaker, Barbara Stanny, “obligatory or guilt-driven self-denial is undermining and leads to anger, resentment and pain. An empty vessel has little to offer. Giving to everyone without taking care of ourselves is inevitably an act of

Calendar of Upcoming Events

- Monthly meetings held the 4th Wednesday of every month at Carrows Restaurant 11669 Foothill Blvd., Rancho Cucamonga 6:00pm - 7:30pm
- Applications for CPS/CAP must be submitted by August 15th to qualify for the November 2009 testing dates. Please see Ida Martinez or Donna Kendrena for more information.
- March 25th @ 6pm—CVIAAP Meeting—Success of the Administrative Assistant by guest speaker, Jo Della Penna, Entrepreneur, Coach, National Speaker and Author.
- April 22nd @ 6pm—CVIAPP Meeting—Administrative Assistants Day—Barbara’s Victorian Tea House. Our guest speaker will be Matt Jones, 3-time Cancer Survivor and inspirational speaker. Come spend a special time at a special place for your special evening of inspiration!
- May 27th @ 6pm—CVIAPP—Robert A. DeLoach, General Manager CEO of CVWD will be our guest speaker. We will also be having our Board Elections this evening.
- June 24th @ 6pm—CVIAAP—Susan Silver, MA and President of Positively Organized. “Organized to be Your Best!”
- July 22nd @ 6pm—CVIAAP—Rochelle Cowper, MOAL, Life Potentials Practitioner. Motivational and empowerment speaker.



self-sabotage.”

Realign And Renew

If there's no time in your daily routine to add enjoyment to your list of accomplishments, ask yourself a routine question and answer in a new, imaginative way. The question: what are you doing for lunch today? One hour, five days a week, 52 (give or take a few) weeks a year totals 260waking hours— almost a month— of *free time*. Create pockets of free time and the hours will add up like loose change. Spend that time on yourself— guilt free. But first, look around. What are *they* doing for lunch today?

Marie knits. She dines, chats, and keeps the needles clicking for fun and relaxation.

Gayle goes to Toastmaster's Club to sharpen her persuasive speaking skills.

Fran walks to a neighborhood chapel for a daily service, meditation and renewal.

Tamara finishes her tax return, reconciles her checkbook and monitors her budget to keep her financial house clean.

Danielle, a single mother, finds a quiet place to write poetry for artistic and therapeutic expression.

Tamika laces up a pair of tennis shoes, takes a hike around six city blocks and burns at least a bagel's worth of calories away.

Samantha treats herself to admission-free Friday visits to the art museum near her office, then takes time to enjoy a salad in the museum's French cafe.

Christine makes personal calls to keep her evenings phone free.

Rita interviews for the job she wants to grab the

brass ring.

Sondra feeds a need to read by devouring as many as 70 books a year during lunch time.

Pava leads a yoga class to bring balance to mind.

Lynn walks to her weight-loss clinic for a weigh-in to keep diet and nutrition in the forefront.

Monica shortens her lunch hours in trade for an early Friday exit and a much-valued massage.

Beth schedules project meetings at noon and sends out for sandwiches

What are you doing for lunch today?



About the author:

Martha McCarty is an author, journalist, columnist and contributing book critic. Her byline appears in business publications in the U.S. and abroad, including The New York Times News Service, Associated Press, Entrepreneur Magazine, and American Business Journals. She has also just written her first storybook, *Five Island Diaries*, published by Spartan Press.



Save the Date!

June 5-7, 2009 Annual Educational Forum & 57th California Division Meeting

Riverside Marriott Hotel
3400 Market Street
Riverside, CA 92501
(just one block from the Historic Mission Inn)

**You won't want to miss hearing
the wonderful speakers
selected for the weekend!**

Friday, June 5th

Keynoter:

Burnette Clingman
"The Courage to Rise to Excellence"

Morning Workshop:

Joyce Harper
*"Achieving Your Goals: Taking a
Productive Approach to Personal
and Professional Growth"*

Certification Luncheon Speaker:

Tom Collins
*"Positive Change through Management
of Organizational Values"*

Afternoon Workshop:

Lisa Olsen
*"Fostering Teamwork in the
Workplace—It Starts with You!"*

Saturday, June 6th

Keynoter:

Dr. Lynn Joseph
*"Self-Leadership: How to Achieve
Goals Quickly and Powerfully With
Visualization Techniques"*

Sunday, June 7th

Keynoter:

Susan Leahy
"Communication Empowerment"

Honored Guest Speaker

International President, Barb Horton, CPS/CAP
Speaking on: *"Encouraging the Heart"*

(2009 AEF/CDM Registration Brochure
Available early March)