

WOW! Word of the Week—Susan Clarke



WOW - Word Of the Week

Mind Power - ability to control one's thoughts and feelings.

Are you able to keep your thoughts positive even when others around you are not? Are you affected by negative media? Does uncertainty trigger anxiety?

Last week the WOW was faith and how much Meb Keflezighi believed in himself. When I read this piece from Healthstyle magazine it really struck me. Janice Kaplan, Editorial Director wrote, "Although I admire people who run marathons, I've never dared try one myself. The distance seems daunting, and I can't imagine being

that aerobically fit. But I recently realized that what's stopping me is my head, not my heart."

"We all have expectations for ourselves, and pushing beyond them can be scary. Whether you want to get in shape, lose weight, or simply relax and enjoy the upcoming holidays, the first step is telling yourself that you can. Don't underestimate your own power. Once you set your sights on a goal, you're a step closer to achieving it. Stay positive - and enjoy the season."

I totally agree and couldn't have said it any better. Our ability to control our thoughts and feelings determines how

successful we will be in any undertaking we tackle. With the holidays quickly approaching what feelings are coming up for you? Is it joy? Or is it dread?

This week focus on your mind power. What is it you would like to achieve? What's stopping you? Are you able to see the outcome?

How would it feel to tell yourself you can do it? Remember, don't underestimate your own power.

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

February 24th meeting! Social Networking!

Our February 24th meeting was very informative about how to use the current social networking sites effectively as well as safely. Our guest speaker was Grace Hagen-Sanchez. Ms. Sanchez-Hagen explained some of the social networking tools, such as blogging, Skype, and Twitter, what they are, how they work, and how to use them to their fullest capability. She translated some of the "lingo" that is commonly used on these sites. These new u-tools reach a mass audience, and they are excellent avenues to reach a broad base of customers.

Our second guest speaker was Deputy Anthony Scalise. Deputy Scalise's career spans from a high school science teacher to a Deputy Sheriff. He has been with the Sherriff's Department since 2005, and has been stationed at Rancho Cucamonga since 2007. At Rancho, he is assigned to the Multiple Enforcement Team, which includes the Gang Unit, Crime Free Multi-Housing Unit, and Solution Oriented Policing Unit.

Deputy Scalise recognized the benefits of social media and networking tools, and acknowledges that he uses them to help investigate and solve crimes. However, personal information is "out there" and very easy to obtain. Identity theft and crimes against persons are easily committed with information gleaned from these. He gave examples of how information can be obtained, and how he has used this information to track suspects. Overall,

while there are benefits to the social media websites, one must be **extremely careful** with the individuals on your networks, and the information that you share.

A question and answer session followed the speakers' presentation.

Every month we have a raffle, and February's winner of the "movie night" raffle basket was Brenda Vallejo. Congratulations, Brenda!



MEMBER SPOTLIGHT



Name: Judy Martinez
 Business: Secretary I
 Years: 10 years 5 months
 Employer: San Bernardino Co Sheriff's

What do you enjoy most about being an administrative professional?

I enjoy being able to assist & talk to all employees at the station or at other divisions within the sheriff's department. I also enjoy being a part of the day-to-day operations of the police department. Although some of my duties are routine there are days when my duties are complex and challenging and I feel a real sense of accomplishment when my task is completed.

How did you hear about IAAP?

Through Debbie Cabana, Secretary at Rancho Cucamonga Police Station.

Do you have any interests or hobbies?

I enjoy going on cruises, spending time with family and walking my dog (Chihuahua) named Jackie.

CVIAAP Store Items 4 Sale!

Now open for your purchasing pleasure! Come spend your Stimulus Check at your favorite Cucamonga Valley Chapter IAAP Merchandise Store!!

This year we are offering many nice gift items to buy. And remember: your purchase will help your chapter with funds for guest speakers and fundraisers for organizations.

You will find an order blank on page 7 of the newsletter for making your purchases. You can fill them out and bring them to the next meeting, or email them to Debbie Cabana at

merchandise@cucamongavalleyiaap.com

The prices are listed on page 7. You can make as many copies of the order form that you need. There are extra lines so you can create your own personalized gift item. Here are a few examples:

15 oz mug



11 oz Mug



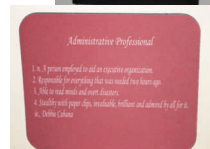
Stainless Steel Commuter Mug



14 Month Calendar



Personalized Mouse Pad



How to Get Free Online Computer Tools

By Priscilla Rollins

There are many things online that are free from phone services to malware prevention, [computer](#) security, anti-spyware, social networks managing sites and music download managing websites. Here are some tools that can save you time and money. All the sites are listed in the resource section at the end.

Instructions

Step 1

If you belong to many social sites such as Facebook or MySpace there is a free online tool that you can use to condense all of them in one. When you update your post on Twitter or any of the social sites, it will upgrade them all for you at Disgby. Sign up and it will save you time on all the sites.

Step 2

Many free spyware sites offer you spyware while implanting their own on your computer. You can clean it up and you will still have spyware on there you don't even know about.

If you go to A-squaredHijackfree.com (link is in resources) it will rid spyware that you didn't even know you had. There are several other sites listed in resources for real free spyware as well.

Step 3

If you are finding that your work habits have become unmanageable you can go to several sites like Open Office and it will allow you to manage programs and services more efficiently and for free. 3 different free web program sites are listed in resources that allow you to do this.

Step 4

Some websites will install apps that will attack your site. If you need a free malware program that shields your computer from malware and stops them from downloading on your computer without shelling out big [money](#) you can get it for free with the Avast home addition.

Step 5

If you are getting calls that are blocked and you want to download

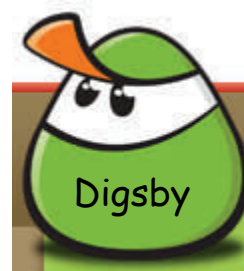
a program for this you can at Trap-calls. It is a free program that shows the [phone](#) number of blocked calls.

Step 6

You can enhance photos on many sites for free. It will detail photos and screen shots off of your computer.

Step 7

If you have multiple sites that you download music from there are several sites that allow you to manage your music. You won't find music downloads here but they will allow you manage all the music you have downloaded in one easy program.





Miss IAm Always Professional Information (aka: Miss Information)

Written by
Crystal Schultze

Generations In The Workplace

The workplace of the new millennium has introduced something that hasn't been seen in the business world before: four generations working side-by-side. From Traditionalists to Gen Y, we're taking a look at both the advantages and the challenges that this new phenomena presents.

We are dealing with a diverse workplace. In learning to relate to one another, it may help to understand the frame of reference of the other generations. Here's an example of each generation's historical perspective:

Traditionalists (before 1945)

- World Wars
- The Great Depression
- Segregation
- American Bandstand

Boomers (1946-1964)

- Apollo 11 moon landing
- Martin Luther King Jr
- The Vietnam War

• "The Sixties"

Generation "X"

- Ronald Reagan
- MTV
- Challenger Space Shuttle
- Operation Desert Storm

Generation "Y"

- Nintendo and AOL
- Bill Clinton
- Columbine
- September 11th

How does this perspective translate into values in the workplace? **Traditionalists** tend to value hard work and authority; **Boomers** value competition, change and success; **Generation X** values independence and creativity; and **Generation Y** values positive reinforcement, diversity and technology. So what motivates each group? It is interesting to note that both Traditionalists and Boomers are motivated by accomplishment and the desire to lead, while both Generation X and Y are motivated by career mentoring and time off. Who knew?

What's Keeping You From Losing Weight?

You exercise and eat a healthy diet. So why does the number on the scale keep rising? Weight gain involves a number of factors, some of which aren't always obvious. *Examples:*

Stress - Life's demands can cause you to seek high-carbohydrate foods because they increase the level of serotonin, a calming brain chemical. In addition, stress can slow down your metabolism. *Rx:* Use exercise or relaxation techniques instead of reaching for a snack, and reduce stress triggers in your life.

Lack of Sleep - Losing sleep stresses your body and can cause fat

to be stored more easily. You may also crave food when you're tired. *Rx:* If you often feel fatigued, you may need more shut-eye. Add 15 minutes of sleep at a time until you find the right amount for you.

Medication - Some medications that treat mental disorders, migraines, seizures, blood pressure and diabetes may contribute to weight gain. *Rx:* *Don't stop taking your medications* — instead, talk to your health care provider about the problem.

Medical Conditions - Some common conditions, such as hypothyroidism or depression, can cause

Miss Information's Handy Hints

Wine stains, pour on the **Morton salt** and watch it absorb into the salt.

To remove wax - Take a paper towel and iron it over the wax stain, it will absorb into the towel.

Remove labels off glassware etc. rub with **Peanut butter!**

Baked on food - fill container with water, get a **Bounce** paper softener and the static from the towel will cause the baked on food to adhere to it. Soak overnight. Also; you can use **2 Efferdent tablets**, soak overnight!

Crayon on the wall - **Colgate** toothpaste and brush it! !



weight gain. *Rx:* Medication or counseling can help.

These tips may be just the "prescription" for a slimmer you.



Addictive Versus Addicting

Grammar Girl™
Quick AND Dirty Tips
FOR BETTER WRITING



Hosted by
Mignon Fogarty

Quick
AND
Dirty
Tips™

Grammar Girl here.

I'm on vacation this week, but before I left I updated one of the early episodes that I took down a few months ago. I hope you enjoy this new and improved version.

Today's topic is **addictive** versus **addicting**, and we'll get to use all kinds of big grammar words!

An unnamed caller asks:

*My friends and I were having an argument the other day about whether TV watching was appropriate or not. And someone said it was **addictive** and another person said it was **addicting**, and then it broke off into whether the proper word was **addictive** or **addicting**. Could you please explain this whole thing for us?*

Would you feel better if I told you that you and your friends aren't the only ones who are arguing about whether the right word is **addictive** or **addicting**? There is actually a raging debate, and there is even one unconfirmed account of a tobacco lobbyist trying to use the uncertainty to influence policy.

If you want to be safe, stick with "Television is **addictive**." **Addictive** is an adjective, meaning it describes the noun. Remember *Schoolhouse Rock*? "He was a scary bear. He was a hairy bear. And we described him with adjectives." *Hairy*, *scary*, and **addictive** are adjectives. *Schoolhouse Rock* was

addictive TV.

Now, there are definitely people who argue that **addicting** isn't a word. They say that **addict** is a noun, not a verb. However, I did the simple thing: I looked it up, and two out of four dictionaries included **addicting**—and for those of you who care, one listed it as a transitive verb (1) and the other listed it as a participle adjective (2). A transitive verb is a verb that requires a direct object. An example could be *Amy was **addicting** Steve to Scrabble®*. Steve is the direct object of the verb **addicting**—he's the receiver of the action.

Addicting is the participle adjective of the verb *to addict*, just as *annoying* is the participle adjective of the verb *to annoy*. I don't think anyone would say that you can't describe someone as annoying, and similarly it is OK to describe TV as **addicting**.

A quick tip is that you can generally tell whether a word ending with *-ing* is a verb or a participle adjective by testing whether you can add a modifier such as *very* in front of it. If you can't, then it is a verb; if you can, then it is a participle adjective. In the sentence *Television is **addicting***, it would be fine to add *very* and say, "Television is very **addicting**," so that means it is probably a participle adjective in this case.

So I hope it's clear that it is correct to say both that television is **addictive** and that television is

addicting. Nevertheless, there seems to be a lot of confusion in the world—and a lot of strong opinions—about this topic, so if you have a blog and you want to avoid a flame war, my advice is to stick with **addictive**.

I have two other points.

First, some people think **addictive** should only be used to refer to negative things, so to them, referring to Scrabble as **addictive** would be wrong; but in everyday life it's common to hear positive things referred to as **addictive** (3).

Second, physicians who treat pain make an important distinction between patients who are *addicted* to drugs and patients who have a *physical dependence* on drugs. When people are physically dependent on drugs they get pain relief from taking the drugs and have withdrawal symptoms when they stop taking the drugs. People who are addicted to drugs exhibit behaviors such as hoarding drugs and taking drugs in ways they aren't prescribed or when they don't provide relief from pain (4). So it isn't correct to say people are addicted to drugs solely because they experience withdrawal symptoms when they stop taking them.

Used with permission from Grammar Girl, Mignon Fogarty, at

<http://grammar.quickanddirtytips.com>

Quick
AND
Dirty
Tips™

Fun, friendly, practical advice
to help you do things better.



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, CPS at 909-987-2591, or email her at idam@cvwdwater.com



Many articles used for our newsletter are taken from OfficePro Magazine, which you will receive free with your annual membership to IAAP.

Calendar of Upcoming Events

- Monthly meetings held on the 4th Wednesday of every month at 6pm. We hold our meetings at Dave & Buster's Restaurant on the east side of Ontario Mills at 4821 Mills Circle, Ontario
- Applications for CPS/CAP must be submitted by August 15 to qualify for the **November 2010** testing dates. Please see Ida Martinez or Donna Kendrena for more information.
- March 24th IAAP Meeting: Dave & Buster's-Bill Beausay—Personal Force and Creating Miracles, When You're Don in, Fed Up and Stressed Out"
- **April 21st IAAP Meeting:** Please note day change. Our meeting will still take place at Dave & Buster's in Ontario Mills. We have a **Special Administrative Assistant Day Surprise for everyone!!**
- May 26th IAAP Meeting: Dave & Buster's—

speaker to be announced later.

- June 23rd IAAP Meeting: Dave & Busters - Barbara Murphy, CPS, CAP, California Division President on "The Evolution of the Administrative Assistant"
- July 28th IAAP Meeting: Dave & Busters - Jay Trunnell, Information Technology Officer, CVWD with speak to us about "Why Does My Computer Hate Me: Understanding Your Computer's Emotions"

*Administrative
Assistant Day
April 21, 2010*

The Savvy Networker

By Liz Ryan, Yahoo Hot Jobs

The 2009 job market is very different from job markets of the past. If you haven't job-hunted in a while, the changes in the landscape can throw you for a loop.

One of the biggest changes is the shift in what constitutes a strong re-ssume. Years ago, we could dig into the Resume Boilerplate grab-bag and pull out a phrase to fill out a sentence or bullet point on our resume. Everybody used the same boilerplate phrases, so we knew we couldn't go wrong choosing one of them -- or many -- to throw into your resume.

Things have changed. Stodgy boilerplate phrases in your resume today mark you as uncreative and "vocabulary challenged." You can make your resume more compelling and human-sounding by rooting out and replacing the boring corporate-speak phrases that litter it, and replacing them with human language -- things that people like you or I would actually say.

Here are the worst 10 boilerplate phrases -- the ones to seek out and destroy in your resume as soon as possible:

- Results-oriented professional
- Cross-functional teams
- More than [x] years of progressively responsible experience
- Superior (or excellent) communication skills
- Strong work ethic
- Met or exceeded expectations
- Proven track record of success
- Works well with all levels of staff
- Team player
- Bottom-line orientation

You can do better. What about adding a human voice to your resume? Here's an example:

"I'm a Marketing Researcher who's driven by curiosity about why people buy what they do. At XYZ Industries, I used consumer surveys and online-forum analysis to uncover the reasons

why consumers chose our competitors over us; our sales grew twenty percent over the next six months as a result. I'm equally at home on sales calls or analyzing data in seclusion, and up to speed on traditional and new-millennium research tools and approaches. I'm fanatical about understanding our marketplace better every day, week and month -- and have helped my employers' brands grow dramatically as a result."

You don't have to write resumes that sound like robots wrote them. A human-voiced resume is the new black - try it!

Liz Ryan is a 25-year HR veteran, former Fortune 500 VP and an internationally recognized expert on careers and the new millennium workplace. Contact Liz at liz@asklizryan.com or join the Ask Liz Ryan online community at www.asklizryan/group.

The opinions expressed in this column are solely the author's.

COMMUNITY OUTREACH CORNER –

SOLIDER HOLIDAY PACKAGES – Thanks to our Members’ generosity the holidays were made a little brighter for some of our men and women serving overseas. Donations of various items were given to be shipped to our troops to get in time for the holidays. Member Sherri Lynne Molino coordinated the actual delivery with another organization that she is involved with and we appreciate her efforts.



WINTER HANDMADE BLANKETS – A special thank you to Committee Member Sherri Lynne for lending her time and talents and even opening her home so that Members could make blankets to be donated to those in need. The RC Family Resource Center accepted the donation and will distribute to people in need in the community. A big “Thank You!” also to those Members who purchased their materials and made their blankets. We know that they will be appreciated by the lucky recipient.



GIFT OF CARING COOKIE DRIVE – The Chapter once again participated in this worthwhile outreach that involves purchasing boxes of Girl Scout Cookies and sending to the troops. Members Casey Costa and Donna Kendrena both assisted with this endeavor and we’re sure the troops will enjoy the cookies that they receive!! Thanks also to the Members that purchased the boxes. We couldn’t have done it without you.



APRIL OUTREACH PROGRAM - At our April Chapter meeting we will be reaching out to Members interested in helping our four-legged (furry) friends!! This Outreach is targeted to assist the RC Animal Care and Adoption Center in purchasing special beds (as shown below) so that animals at the Center will not have to sleep on the cold, concrete floors. We thank you in advance for your support.



As with all of our Outreach efforts, if you are unable to attend a Chapter meeting but would still like to donate, please contact any Board member or Member of the Community Outreach Committee.

Community Outreach Committee –

Melissa Morales @ Melissa.Morales@cityofrc.us, Sherri Lynne Molino @ SMolino@CBWM.ORG and Janine Wilson @ JWilson@CBWM.ORG