



## GRC News Flash Volume 10, Issue 1 October 2009

### President's Corner By Linda Martin

It doesn't seem possible that it's almost "Trick or Treat" time, and the holidays are sneaking up quickly. During this very busy last quarter of 2009, I'm sure we're all challenged with making the most of our time, especially when we seem to be inundated with meetings. Maybe the tips on page 3 of this edition will empower you to prep ahead of time to allow your appointments to be effective, efficient, and productive for you and those with whom you are meeting.

GRC "Stars" – be sure and update your **Member of Excellence** chart. Remember, you only need to achieve 8 of the 11 criteria. Also, let me know what **in\$pires\$ you** to attain your goals. Just email me at [lmartin@mgocpa.com](mailto:lmartin@mgocpa.com).

Be sure to make our **Nov. 18th GRC meeting** ... We have a great program in store (*The Power of A Woman's Journey Towards Financial Independence*), fun activities (*Cookie Lee Jewelry show and anniversary gift exchange*), and our traditional community service holiday contribution (*Toys for Tots*). Our Cookie Lee Jewelry representative plans to be at Cattlemen's starting at 5:00 p.m. so you can shop (she'll have many discounted items), try on, and shop some more. If you already have a catalog, be sure to show it to friends, neighbors, coworkers, and write your name on each order form for your **chance to win FREE jewelry**. If you need a catalog, just contact me. Best part ... GRC will receive 100% of the proceeds. Many thanks to Michele Caruso!

Gooooo North Chapters!

*Linda S. Martin*  
*IAAP Greater Roseville Chapter President, 2009-2010*  
*Power of Commitment ... Power Within You!*

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### IAAP "Mix It" Open House By Kathleen Smith, VP Membership

The Greater Roseville Chapter is joining forces with the Rancho Cordova and Sacramento Chapters to host our region's first-ever International Association of Administrative Professionals (IAAP) Open House Mixer.

This Open House Mixer will provide the perfect opportunity for administrative professionals, human resources staff, regional employers, and others in the area to drop in and learn what the IAAP is all about while enjoying **complimentary** appetizers, wine tasting and the opportunity to network with other professionals in their field.

Mark your calendar for **Thursday, December 3 at the Shepherders Bar & Grille in Rancho Cordova from 4 to 7 p.m.** Members, this is the perfect time to think about who you believe would benefit from learning more about IAAP and in particular, the Greater Roseville Chapter. Please forward your list of invitees to [ksmith@mgocpa.com](mailto:ksmith@mgocpa.com) by Nov. 6, 2009 so we can send them a formal invitation.



## **Membership Dues Increase By Kathleen Smith, VP Membership**

Several months prior to the July Education Forum Annual Meeting (EFAM) in Minneapolis, the Boards at the International and the California Division levels communicated with local IAAP Chapters a proposed dues increase for annual IAAP Memberships.

In June, Kathleen Smith attended our IAAP California Division's Annual Meeting in Southern California. At the meeting, a delegate from our Chapter was asked to cast a vote regarding proposed dues increases on behalf of our Chapter.

At the Division level, by a unanimous vote, a difficult decision was made - delegates voted in a \$5 per year, per member increase and this became effective June 6, 2009. At the International level, the voting process lasted over four hours and required eight different ballots.

As noted below, annual IAAP membership dues will increase as follows:

<u>Annual Dues</u>	<u>Previously</u>	<u>Division Level As of June 6, 2009</u>	<u>International Level Effective January 1, 2010</u>
Professional	\$98	\$103	\$128
Student	\$32	\$39	\$89

**Please note, as of now, GRC does NOT plan on increasing its Chapter dues. You may want to consider paying your dues before year-end to avoid the additional \$25.00 increase from International. Also, paying your dues before your anniversary date will earn you another point towards your Member of Excellence criteria.**

Annual dues are only 33% of IAAP's annual revenue source. The remainder of the revenue primarily comes from sponsorships, donations and magazine advertising. At a time when businesses are struggling, funds that were previously made available for corporate sponsorships and advertising, have declined significantly. On the positive side, what members get for their annual dues is impressive. Have you visited the main IAAP website recently ([www.iaap-hq.org](http://www.iaap-hq.org))? Have you read any of the articles in *Office Pro*? Do you know what programs and efforts the Division ([www.iaap-ca.org](http://www.iaap-ca.org)) develops for our members and California Chapters? Take a minute to check out each of these websites and see for yourself.

We hope you will agree that the value you receive from your IAAP membership is well worth the increase. As always, we welcome your input. Please feel free to contact me at [ksmith@mgocpa.com](mailto:ksmith@mgocpa.com) if you have any questions about the increases or our Chapter.

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**Community Service – Christmas Miracle Toys  
By Kathleen Smith, Program Committee Chair**

Do you like to shop? Do you like to “give back”? We have the perfect opportunity to satisfy both. Now is the time to pick up some toys (as many as you'd like to donate) for our GRC Community Service project, "Christmas Miracle Toys for Tots." These toys will be distributed to children in the Placer County Children's Receiving Home and Foster Care Program. They house and care for the neglected, abused and/or abandoned children in Placer County on an emergency basis while more permanent care is being arranged. They also operate a 24-hour emergency shelter. Remember the teenagers, too - they are sometimes forgotten at this time of year. We will collect unwrapped new toys at our **November 18<sup>th</sup>** meeting.

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**Happy Anniversary to the Greater Roseville Chapter  
By Kathleen Smith, Program Committee Chair**

We will be celebrating our 8<sup>th</sup> year this November! Please bring a wrapped Anniversary gift to our **November 18<sup>th</sup>** meeting for our “Anniversary Gift Exchange.” The value should not exceed \$20.

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**Ensuring Productive Appointments**

by Meggin McIntosh, Ph.D. | The Ph.D. of Productivity™

1. **Call and/or email prior to the appointment** to confirm. It takes a couple of minutes and may save you a couple of hours or more if the other person had forgotten or needs to reschedule.
  2. **Arrive and/or be ready on time** (and this means planning to arrive early if you are traveling to an appointment).
  3. **Expect that you will have to wait**, so have something to work on or to read. It's one reason to always have your planner with you--you can keep information in there to work on &/or read.
  4. **Determine your questions, issues, or goals** for the appointment. Write them down.
  5. **Find out how much time the other person has**. If this hasn't been established ahead of time, find out right at the beginning of the appointment.
  6. **Determine how much time you have**. Make that clear to the other person, too.
  7. **Agree on an agenda ahead of time** (or at the beginning of the appointment). People think of agendas for meetings, but an appointment with one other person is also a meeting. Have an agenda.
  8. **Meet where there are no (or limited) distractions** (e.g., phone, email, drop-ins).
  9. **Set up the environment** for productivity (close door, ask that phones be turned off).
  10. **Have the tools you need** to be productive (your planner, some place to take notes, a timer so you don't have to keep checking your watch).
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**Upcoming Meetings**

There will not be a GRC meeting in December 2009. We will resume meeting the third Wednesday of the month on **January 20, 2010**. Kenny Stoves, Branch Manager at Geary Pacific Supply, will present “Productivity/Time Management” ... a relevant topic to start our new year.



**Using a Planner Productively**  
**by Meggin McIntosh, Ph.D. | The Ph.D. of Productivity™**

We all need to have some sort of planner if we have any hope, whatsoever, of being productive. Here are some thoughts related to this notion:

1. **Get used to the idea** that any professional needs to have--and know how to use--a planner (either paper or electronic).
2. **Buy a planner that you love** (the size, the shape, the paper, the format) so that you take pleasure each time you use it.
3. **Put everything into your planner** (names, dates, notes, appointments). Consider it "information central."
4. **Take your planner with you everywhere.** Have a place for your open planner in your workspace.
5. **Maintain one--and only one--planner.**
6. Recite this mantra: **'What gets scheduled gets done.'**
7. In your planner, **keep a schedule of appointments**, including appointments with yourself to get your work done.
8. **Designate one area of your planner for your master task list**, i.e., items that don't have a specific due date, but that you don't want to forget about.
9. **Create a "task list"** for each day. Rethink your list based on your other commitments.
10. **Consider the month-at-a-glance** portion of your planner to be the "storyboard" of your month. You'll get the "big picture" this way.

If you don't currently have a planner, then get out there and get one. If you already have a planner, go ahead and put at least one of these ideas that you aren't currently using into practice this week. Don't delay. No excuses.

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Do you have questions or topics that you would like Meggin to address in future Top Ten Productivity Tips? Then just send an email to [meggin@TopTenProductivityTips.com](mailto:meggin@TopTenProductivityTips.com) and she will endeavor to get an answer to you and others in a timely fashion. Your questions are likely to be on others' minds, too, so help everyone by sending her your questions and suggestions.

**Contact Your GRC Board of Directors**

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