



Benton County Chapter Newsletter  
April 2010 Issue

Editor: Mary Louise Malik (mlmalik@msn.com).

Deadline for submissions is the 25th of each month.

Benton County Chapter Officers, 2009 - 2010

President: Susana Bailey, Susana\_BCC2005@cox.net

President-Elect: Tina Keel, tmkeel@bluebunny.com

Vice-President: Netta Gibson, nettakay@cox.net

Secretary: Sarah Wetherbee, swetherbee333@yahoo.com

Treasurer: Tish Carter, tcarter@technisource.com

Message From The Board



**Hello BCC Members!**

**April begins the last quarter of my BCC Presidency...**

We have accomplished much in the last few months, and as we move into the last quarter of my presidency, reflection tells me we are doing great as a chapter! With that also comes the peek at what is around the corner for April.

Don't miss our next chapter meeting

Place: Clarion Hotel & Conference Center  
211 SE Walton Blvd. (near Rainbow Curve)  
Bentonville, AR

Date: Thursday May 13, 2010

Time: Networking 6:00 p.m., followed by a brief business meeting and program

Program: Elections for Officers and Planning Programs for 2010-2011

Presented by: Chapter Officers

If you have not registered for the conference next month, what are you waiting for? You are worthy to take time off from your office and attend a celebration day designated to office professionals! Speak to your supervisor and 95 % of the time they will honor your request. If you don't ask - it is an automatic no... Go to the BCC website <http://www.iaapbentoncounty.com/> and on the home page, and click on the link:

**[CLICK HERE to REGISTER for 2010 APW POWER of COMMITMENT CONFERENCE](#)**

This years' theme is "Power of Commitment", and to me that is where it begins. Making a choice to change whatever it is that is that needs changing, committing to it and then taking action. The take action part is the hardest part for me. Surrounding myself with over achievers helps. :-)

All of the wonderful members of IAAP; each with your own unique gift of achievement to share; as a call for 2010-2011 BCC Officer nominations is communicated, I ask you to consider stepping out for participation at committee or officer level. Incoming BCC President Tina Keel will be a wonderful leader, and you would be blessed to serve on the board with her. Thank you to each one of you for your support, and I so admire your desire to continue to learn and share your knowledge. You all are an inspiration to me... Let's continue with solutions, and strive to achieve!

The following article comes on the due day for turning in the message to BCC Beacon Editor –

### **JOHN C. MAXWELL**

Everything you now do is something you have chosen to do. Some people don't want to believe that. But if you're over age twenty-one, your life is what you're making of it. To change your life, you need to change your priorities.

Mary Louise Malik. Authored by one of my favorite motivators, I know you will enjoy it...  
Until next time - HUGS! SB:-)

**Thursday, March 25, 2010**

### **Achievement and Resentment**

Achievement creates, and resentment destroys. Which kind of world would you prefer to live in -- a world of achievement or a world of resentment?

It is easy to be resentful of someone who has accomplished more than you. But what purpose does that resentment serve?

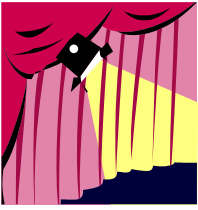
Instead of giving in to resentment, you can transform its energy into something that will actually do you some good. You can transform it into positive inspiration and driving ambition.

A thousand days spent in resentment will just make you old and dejected. A thousand days spent on achievement will create a rich and fulfilling life.

You were born to achieve and you have a strong desire to achieve. You're fully capable of following that desire, and of creating great and wonderful achievements for your world.

If you feel the urge to be resentful, stop. Think about it, think about your own best interest, and choose achievement instead.

-- Ralph Marston



## **Spotlight On: Merrilee House**

**Name** - Merrilee House

**IAAP Join Date** - Charter Member of Benton County

**Employer** - Walmart

**Job Title** - Executive Assistant

**Length of Service** - 13 1/2 years

**Best thing about your current position** - Learning and growth.

**Worst thing about your current position** - Have not found anything yet.

**What would you change about your present working experience?** - Not anything at this time.

**Worst job you ever had** - All have been good. Each job has been a learning experience and a stepping stone to the position I am currently in.

**Best job you ever had** - I've enjoyed each job. I have worked in wholesale, retail, warehousing, production and manufacturing environments and each has offered me many challenges and different experiences.

**What's the one office product you couldn't live without** - My PC, sticky notes and highlighters in different colors.

**How long have you worked in the admin/secretary field?** - 32 years

**What is the most interesting thing you've learned in the working world?** - To not be complacent. We live in a world that is changing every day. Always keep on top of your skills by taking classes or attending seminars, forward

think and be prepared and ready for when the next change occurs.

**What do you like about being a member of IAAP?** - The people, education and information.

**Would you like to share the following?**

**Any Words of Wisdom to share (your own, or others')?**

"Change your attitude...change your world." - unknown.

"Education is something a person gets for himself, not that which someone else gives or does to him" - John Holt

**The person who had the biggest influence on your life** - My parents and my grandmothers.

**If you could change places for a day with anybody in history (world leader, sports figure, movie star, and so forth), who would that be** - Princess Diana

**Any personal information you feel comfortable about sharing?**

**Where were you born?** - Pittsburg, Kansas

**Any brothers and/or sisters?** - a brother

**If you were born elsewhere, when did you come to NA Arkansas. Why did you come here?** - Arrived in NWA in February 1998; spouse transfer and for employment. I've lived in Pittsburg, Kansas; Wichita, Kansas; Emporia, Kansas; Dallas, Texas; Russellville, Arkansas; Aubrondale, Florida; and Bentonville, Arkansas.

**Do you have any pets? What kind – what are their names? Any cute stories?** - Yorkshire Terrie named Tara and a cat named Shadow.

*Animals are the best...they love you and are always happy to see you no matter what kind of day you've had!*

***Best place you ever lived - Florida!***

***Best vacation ever (location and year) - Cruise to the Eastern Caribbean for our 10th Wedding Anniversary, 1994.***

***If you had to pick a last meal, what would be on the menu - Italian food and anything chocolate.***

***The one movie you hate to admit that you enjoy watching again and again - Pretty Woman.***

***What's the one expression that drives you crazy every time you hear it - Cool beans.***

## Member News



No member news this month.

## Upcoming Events (Programs and other things)



*Talk about our programs and bring a friend to the meeting with you!*

## Programs for 2009 - 2010

April 2010- ***Administrative Professionals Seminar***

May 2010- ***Elections & Planning for 2010-2011***

June 2010- ***Chapter Annual Meeting***

July 2009 - ***Financial Planning***

August 2009 - ***Webmaster 101***

September 2009 - ***Continuing Education***

October 2009 - ***Dress for Success***

November 2009- ***Women's Health Issues***

December 2009- ***Holiday Social***

January 2010- ***Office 2007***

February 2010- ***Ten Tips for Communicaton With Your Boss***

March 2010- ***Individual Development Plans***

Hello BCC members,

Here is the third in the series of articles by Dr. Sharon Livingston that will be running this year. I found this to be very informative and interesting site. It's always fun to find more about ourselves and others and how to relate to them by understanding their personalities. I hope you will enjoy them and be sure to visit Dr. Livingston's web site: <http://www.tlgonline.com/index.asp> . There are many different articles to check out; and if you can't wait you can see what the other personality types are. You can also take the test to find out what your personality is.

Thank you for letting me present this series of articles to you.

Mary Louise

### **Snow White and the Seven Dwarfs: Identifying the Seven Personality Types of Group Participants**



Anyone who has ever run a meeting knows that dealing with the various personalities in the group can be a challenge. In an intriguing and lighthearted way, Dr. Livingston identifies seven personalities - each named after a Dwarf from the Snow White story - frequently found in groups. She entertains and informs audiences about how each of these personalities can destroy the cohesion and creativity of a group or be harnessed to positively impact the group's dynamics. "Happy" is so cooperative that he (or she) agrees with everything the leader says without contributing anything new. "Doc" is a know-it-all who wants to monopolize the meeting and steamroll anyone who gets in the way. And "Bashful" is so insecure he (or she) remains tight-lipped and unwilling to share key ideas that might lead to solutions. By identifying these personalities early on, the leader can deflect the negatives and encourage the positives through subtle body language cues and well-timed comments. The end result is a meeting that was well worth the time and effort and a team of people who feel valued.



Dr. Sharon Livingston, founder of Executive Solutions, Inc. has conducted over 5000 meetings in her twenty years as a marketing consultant. Although she doesn't necessarily fancy herself to be Snow White, Dr. Livingston says:  
*"It's amazing - in every group people seem to fall into one of the seven classic dwarf roles. They even seem to sit in the same positions each time. And once you know who's who, it's a piece of cake to run the meeting!"*

## Article

### Dopey Dwarf Personality



Note; if you don't know your dwarf personality type yet you may spend 5 minutes and take [Snow White Personality Test](#) right now.

### CHARLES KETTERING

If you have always done it that way, it is probably wrong.

### Some Strengths which Dopey may exhibit in a Group Meeting:

- Dopey people are very flexible, have a simple sense of humor which they use in tense situations.
- Dopey is good on the physical plane, he like to be active and exercise, work well with his hands and is able to master tools with ease.
- Dopey is resourceful and take care of the group by neutralizing tension.
- Dopey is good attention payer.
- Dopey is very aware of his senses, the way things look, taste, feel, and smell.
- Dopey dwarf people are kind, gentle, and sensitive in their dealings with people.
- Dopey tends to be animal lover and appreciate the beauty of nature.
- Dopey is original and independent in their view of the world.
- While they come across as being carefree and lighthearted, they actually take life very seriously, although they are uncomfortable with theorizing.
- Good at looking for practical applications.
- Dopeys have no desire to lead or control others, but feel compelled to interact when people they care about may be hurt.

- Dopey tends to show his concerns through actions rather than words.
- Dopey-dwarf type tends to be artistic.

### How do you know when you have a Dopey in your meeting?

- Dopey looks interested but only speaks when called upon
- Dopey tries to hide in the middle
- Dopey-dwarf person parrots the expert
- Dopey smiles self consciously
- Dopey may try to crack a self deprecatory joke

### Some Difficult Behaviors which Dopey may exhibit in a Group Meeting:

- Dopey says, "I don't know," "I'm not sure," or "maybe"
- Dopey tries to get away with never registering his own opinion
- If writing responses, Dopey will try to scratch out "wrong answer" after hearing answers

### **Assumed Feelings Underlying BOTH Strengths and Weaknesses for Dopey:**

- Dopey is afraid of being blamed
- Dopey is unwilling to take responsibility for his ideas
- Dopey has fear of being called "stupid"
- Dopey tends to put down his own ideas internally
- Dopey would really like to be seen as having worthwhile thoughts but too frightened to risk it
- 

### **How to Leverage Dopey Strengths:**

- Let dopey know that the results of the work in the group will have practical applications and benefits to others.
- Give him freedom to respond to the questions in his own way on paper. All answers are good answers
- Let dopey dwarf draw his ideas on paper
- Laugh at Dopey's jokes, if at all possible

### **Potential Interventions to Diffuse Dopey Problems:**

- Ask Dopey to read his response verbatim
- Give praise, "That's an interesting point!"
- Jot down response verbatim on flip chart
- Stand to his right
- Anchor appropriate response

### **General Description of Dopey Personality:**

Dopey people live in the world of sensation possibilities. They are keenly in tune with the way things look, taste, sound, feel and smell. They have a

strong aesthetic appreciation for art, and are likely to be artists in some form, because they are unusually gifted at creating and composing things which will strongly affect the senses. They have a strong set of values, which they strive to consistently meet in their lives. They need to feel as if they're living their lives in accordance with what they feel is right, and will rebel against anything which conflicts with that goal. They're likely to choose jobs and careers which allow them the freedom of working towards the realization of their value-oriented personal goals.

Dopeys tend to be quiet and reserved, and difficult to get to know well. They hold back their ideas and opinions except from those who they are closest to. They are likely to be kind, gentle and sensitive in their dealings with people. They are interested in contributing to people's sense of well-being and happiness, and will put a great deal of effort and energy into tasks which they believe in.

Dopey dwarf people have a strong affinity for aesthetics and beauty. They're likely to be animal lovers, and to have a true appreciation for the beauties of nature. They're original and independent, and need to have personal space. They value people who take the time to understand them and who support them in pursuing their goals in their own, unique way. People who don't know them well may see their unique way of life as a sign of carefree light-heartedness, but Dopey actually takes life very seriously, constantly gathering specific information and shifting it through their value systems, in search for clarification and underlying meaning.

Dopeys are action-oriented individuals. They are "doers", and are usually uncomfortable with theorizing concepts and ideas, unless they see a practical application. They learn best in a "hands-on" environment, and consequently may become easily bored with the traditional teaching methods or meetings which emphasize abstract thinking. They do not like impersonal analysis, and are uncomfortable with the idea of making decisions based strictly on logic. Their strong value systems demand that decisions are evaluated against their subjective beliefs, rather than against some objective rules or laws.

Dopey dwarf people are extremely perceptive and aware of other dwarfs. They constantly gather specific information about people, and seek to discover what it means. They are usually penetratingly accurate in their perceptions of others.

Dopeys are warm and sympathetic. They genuinely care about people, and are strongly service-oriented in their desire to please. They have an unusually deep well of caring for those who are close to them, and are likely to show their love through actions, rather than words.

Dopeys have no desire to lead or control others, just as they have no desire to be led or controlled by others. They need space and time alone to evaluate the circumstances of their life against their value system, and are likely to respect other people's needs for the same.

Dopey is likely to not give himself enough credit for the things which they do extremely well. Their strong value systems can lead them to be intensely perfectionist, and cause them to judge themselves with unnecessary harshness.

Dopey has many special gifts for the world, especially in the areas of creating artistic sensation, and selflessly serving others. Life is not likely to be extremely easy for Dopey, because they take life so seriously, but they have the tools to make their lives and the lives of those close to them richly rewarding experiences.

Dopeys lead others by using personal loyalty as a motivating factor. They have a skill of tapping into people's good intentions and using these as well as praise and encouragement, rather than criticism, to lead others. They are particularly skilled at dealing with emergencies and crisis, rising to the challenges of these situations.

Dopey dwarf people savor leisure, enjoying lives moments as they happen. They enjoy doing fun things with their friends and family. They like to spend money on their friends and family, surprising them with such things as tickets to amusing activities or trips to interesting places. They also enjoy solitary activities such as painting, cooking, needlework, skiing, carpentry, home or car repair, and home improvements.

Dopeys are appreciated for their warm and sensitivity to others needs. People are impressed by their skill at being sensitive to their external environment and acting impulsively to these sensations. They impress on others the importance of stopping to smell the roses.

<http://www.tlgonline.com/index.asp>

## HERACLITUS

Whosoever wishes to know about the world must learn about it in its particular details.  
Knowledge is not intelligence.

In searching for the truth be ready for the unexpected.

Change alone is unchanging.

The same road goes both up and down.

The beginning of a circle is also its end.

Not I, but the world says it: all is one.

And yet everything comes in season.

- *Heraklitos of Ephesos*

## **5 Drug Free Ways to Fall Asleep**

Most people understand the potential dangers of sleeping pills, but are so desperate to fall asleep that they'll take anything to relieve the agony of insomnia. The effects of sleeping pills like Ambien, Sonata, Lunesta, Halcion, Prosom, and Restoril don't just wear off when the alarm clock buzzes. Most people report feeling hung over or exhausted throughout the day and are back to feeling awake by the next night. Sleeping pills can impair the memory, affect judgment, and worst of all are highly addictive. In this article you'll learn about 5 completely drug free ways to get a natural, healthy night of restful sleep.

### **Use a white noise machine:**

Many people are distracted by noises during the night that keep them from falling asleep or wake them up throughout the night. Noise pollution is so common in our society of sensory overload that many people aren't even aware of how many noises are in the environment until they try a white noise machine. A white noise machine works by emitting a fan-like sound composed of every audible sound which in turn, absorbs or masks individual sounds.

### **Drink warm milk:**

Before you snuggle into bed with your white noise machine, drink a glass of warm milk. Tryptophan, the amino acid found in dairy products has been proven to promote sleep. If using the stovetop, be sure to heat milk gradually and avoid excessive heat. If using a microwave, heat 1 cup for 40-45 seconds and stir a few times to prevent a skin forming.

### **Exercise during the day:**

Exercising right before bed can give you a boost of energy, but exercising earlier in the day can help you feel nice and tired at as the day winds to a close. You don't necessarily need to spend hours at the gym every day. Simply taking a fast paced walk in the late afternoon or swimming laps in the community pool are a great way to stay in shape and feel relaxed at the end of the night. As your energy winds down and the warm milk takes its effect, relaxing in the peaceful environment created by your white noise machine can have you off to sleep in minutes.

### **Get some sunshine:**

Many people have trouble sleeping because their natural circadian rhythms, or sleep rhythms, don't coincide with their particular schedule. Everyone has their own pattern of sleep and fighting it with sleeping pills is like fighting an uphill battle. According to numerous experts, including William Collinge, M.P.H., Ph.D, you can adjust your circadian rhythms by spending time in the sun. Spending just a few minutes of time in the early morning sunshine can realign your inner clock with the rhythm of nature.

### **Listen to relaxing sounds:**

Don't spend the hours before bed watching television, try listening to some relaxing music instead to help you wind down. Replacing television with music may be a difficult habit to break, but one that is well worth it. If relaxing music works well for you before bedtime, you may want to try a white noise machine that emits natural soothing sounds like rushing waterfalls, bubbling brooks, and comforting rain instead of a white noise machine designed to simply absorb sound. Some white noise machines offer both options so that you can decide which is best for you.

Whether your solution is a white noise machine, a glass of warm milk, exercise, sunshine, music, or a combination of all five, once you find the right natural formula for sleep, you'll begin to feel brighter, more cheerful, and more alive. If you're currently using sleeping pills, it may be difficult to break the habit and it may seem at first as if natural remedies have don't help. Give it some time. Breaking free from sleeping pills takes time, but once your body has adjusted to healthy, natural ways of falling asleep and staying asleep, you'll start to feel your life come back into focus with beautiful vibrancy.

Source: <http://www.articlecircle.com>

### **About the Author**

Author is a writer for Sleep Well Baby which specializes in white noise machines and natural sound machines. For additional information you can visit <http://www.SleepWellBaby.com>.

## Summer Office Attire

By Beverly West, Monster Contributing Writer

Submitted by – Michelle Hunsaker

Those hazy, lazy days of summer can make a business suit feel as comfortable as a suit of armor. Fortunately, you can make a professional statement and still beat the heat with these tips.

### How Casual Is Summer Business-Casual?

Even some of the most formal workplaces -- such as those within the financial and legal industries -- now institute a "casual Friday" policy all summer long. But what does "casual" mean in the workplace?

"You don't want the emphasis placed on the word 'casual' instead of the word 'business,'" says Sherry Maysonave, author of *Casual Power*. "Casual could be jeans, sneakers, T-shirts and shorts, whereas business-casual is a relaxed version of business dress. It's how you might dress to go out to a nice dinner on the weekend, not how you would go to the grocery store."

Business-casual may include chino trousers, pencil skirts, relaxed button-down shirts and linen, polo or knitted shirts.

### Especially Tricky for Women

"Women face a particular challenge in nailing the right look for the workplace," Maysonave says. "That's because it's still a male business world. Fashion bombards women with more social attire than business attire. What a man would wear to a social event or a party, he could also probably wear to the office. That's not true for a woman."

According to Mary Lou Andre, founder and president of Organization by Design, a Needham, Massachusetts-based wardrobe-management consulting firm for corporations and individuals, "For the past few years, there has been a trend toward showing off a little more leg and leaving the hose at home. Many office environments, however, require that you wear hose and closed-toe shoes with skirts, dresses and dress shorts. Hosiery automatically sets a business tone and creates a nice business boundary, as does a closed-toe shoe. But some employers allow you to forgo hose and socks."

### Office-Fashion Don'ts

While every workplace has its own rules, Maysonave suggests there are a few fashion statements men and women should avoid in any workplace:

- Shorts or Capri pants.
- Tank tops or sleeveless shirts.
- Halter tops.
- Flip-flops.
- Overly revealing attire.
- Jogging suits.
- T-shirts, especially with logos or offensive print.

### Look Around

As acceptable forms of summer business-casual attire may vary from industry to industry and office to office, it's important to get to know the fashion sense of your particular workplace. When in doubt, take note of what others are wearing in your office or consult your HR department. Also, consider whether you are behind the scenes (less-formal attire) or interacting with clients or the public (more-formal attire), become familiar with your company's dress code and -- no matter how hot it gets -- don't push it.