



www.iaapbentoncounty.com

Benton County Chapter Newsletter
January 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



New Year Solutions

December 28, 2009

Hello BCC members -

Another month has passed and we now look to the coming year of 2010, while reflecting to 2009 at this writing, almost gone... time waits for no one... each day that passes is no longer our own...

Just a quick note to what I hope will inspire you in our quest for continued learning; I encourage you to mark your calendars for the 2nd Thursday of each month, 2 hours out of 30 days, 2 hours to meet with like minded professionals to glean a bit of knowledge from any one of

(Continue on page 2)

Don't miss our next chapter meeting

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

Date: Thursday, January 14, 2009

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

Program: Stop Negative Self Talk – see next page for synopsis

Presented by: Dawn Fisher CAP – Razerback Chapter IAAP



the wonderful speakers that we have enlisted to share their immeasurable knowledge with us at no charge to our attendees whether they are members or guest.

There is something I have taken away from every meeting attended, whether it was a board meeting, a member monthly meeting or the really fun ones for Business After Hours. For each of you I am thankful, and am blessed to know most of you on a personal level as well as the inherited professional one when you joined BCC.

So... where else are my thoughts leading to? It's back to priorities... "What is important in our life?"

At the end of our life our questions are very simple:" Did I live fully? Did I love well?" ~ Jack Kornfeld

Sadly, tragedy, is what usually and immediately clarifies what's important to us. Tragically, for some the lesson comes too late. When we know what is most important to us and we are willing to look for and accept the lesson or gift, we walk into a state of grace. Courage rushes in and replaces our fear! Our passion is ignited, and we are inspired to share

our truth, which brings more light and healing to the world.

The Holiday Season is one that often brings reflection and ponderings of regrets and missed opportunities. One thing I have learned...being in the present and acknowledging your feelings of loss and fear in the moment, rather than pushing them away, will lead you full circle to joyful moments you can celebrate!

Take heart precious ones; there are times we share what's going on with us at home or work... and low and behold... our lives are more intertwined than any of us could ever imagine... running similarly in parallel... so... even when I don't get to see your smiley faces... please know you are implanted on my heart, and when in prayer, please know you are included in my request for friends and loved ones to be protected... sheltered in His precious arms.

Until we see each other again... No more New Year Resolutions... we want New Year Solutions! BIG HUGS! to you all, and Blessings for the NEW YEAR!!!

Program for January 14, 2010

Stop Negative Self Talk presented by Dawn Fisher CAP

"How many times have you held yourself back due to that little nagging voice that makes you afraid to act? "Stop Negative Self-Talk" explores this phenomenon which can result in loss of personal and professional opportunities. Our productivity at work can be hampered by that internal dialogue that keeps us from seeing available resources and options that are discounted by negative scripting.

"Reactive thoughts and language reveal and reinforce our self-doubts. Proactive thoughts and language promote our taking charge and consciously choosing our response to day-to-day or

life events, large or small. Whether you think you can, or think you can't, you're usually RIGHT."

(BIO) Dawn Fisher CAP is a fellow IAAP member from Razorback Chapter. She has a background in secondary vocational education and adult education, and currently works for the Dean of Fulbright College at the University of Arkansas. She has developed this presentation as a way to address her own issues of negative self-talk; to develop a mindset and language conducive of "response-ability"; and to reinforce proactive behaviors that get desired results.



Spotlight on Elaine Malik



Name: *Elaine Malik*

IAAP Join Date: *April, 1997*

Employer: *Benchmark Group, Rogers, Arkansas*

Job Title: *Administrative Assistant*

Length of Service: *4 years.*

Best thing about your current position: *As this is a new industry to me, I learn something every day. When we built our new office building, I found a new passion in "green building".*

What would you change about your present working experience? *I would like more variety, and to work with other clients.*

Worst job you ever had: *A temp assignment in the Filings & Registrations Department. I was on my feet all day pulling files, removing the staples, making copies of everything, re-stapling the originals, and filing them back. I have arthritis in my hands and scoliosis (curvature of the spine), and every night when I came home, I would lie on the floor with my feet up on the couch and my arms out to my sides. I was in more pain than I've been in. And, of course, they wanted to hire me full time for that job.*

Best job you ever had: *Bookseller at WaldenBooks, when I was "between jobs". I love to read and was surrounded by books and other people who love to read.*

The one office product you couldn't live without: *Post-It notes! I have them all over my cubicle.*

How long have you worked in the admin/secretary field? *Since June 20, 1967, which was 2 weeks after high school graduation. My first job was as a Tub File Clerk in the Key punch Department.*

What is the most interesting thing you've learned in the working world? *I've learned about the farming, mining, underwear, retail, and construction industries. My jobs have really expanded my world.*

What do you like about being a member of IAAP? *I've attended three International Conventions, many Division events, and visited several chapters. All the members I've met are friendly, helpful, and fun! I'm always amazed at how supportive and sharing everyone is.*

The person who had the biggest influence on your life: *Next to my mother and dad, I'd have to say The Lone Ranger. Tthe Lone Ranger and Tonto helped everyone in need, didn't fight with anyone unless it was necessary, and didn't want more than a simple "Thank You" in return.*

What do you like to do away from work? *I love to read and watch TV, but most of all I like taking care of my two dogs, Dorie and Kismet. I never had a pet until I adopted Dorie two years ago, and now I'm a confirmed dog mom!*

Where were you born? *I was born in Racine, Wisconsin, which is just south of Milwaukee, and on the shore of Lake Michigan. It's also the home of SC Johnson (a family company) and REAL Danish kringle.*

If you were born elsewhere, when did you come to NA Arkansas. *Why did you come here? I arrived*

in NWA on July 28, 2004, which is my sister's birthday. We were both dealing with unemployment issues, and came here to find jobs. I got a job a few weeks after I got here, and have been gainfully employed ever since.

Any Words of Wisdom to share (your own, or others')? *"Not All Who Wander Are Lost." Some of us just like to wander.*

Upcoming Events (Programs and other things)



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



Programs for 2009 - 2010

January – ***Stop Negative Self Talk***

February -

March - ***Individual Development Plans***

April - ***Administrative Professionals Seminar***

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

June - ***Chapter Annual Meeting***

July 2009 - ***Financial Planning***

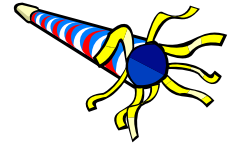
August 2009 - ***Webmaster 101***

September 2009 - ***Continuing Education***

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

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

December - ***Holiday Social***



Angling for More by Donna Gilzow

...achieving our goals

A friend asked once “Angling for more what?” upon learning the name of a column I write for Fishin’ Magazine, a publication of Central Pro-Am Association. After recovering from the surprise of the question, I realized that I hadn’t given particularly deep thought to the title. Admittedly, I considered the label catchy and simply liked the sound of it. Later, as that year was winding down, a post on the popular Ozark Anglers online forum

www.ozarkanglers.com read as follows: “I know, I know, this might seem like a silly topic asking about fishing goals, but I’m a goal-oriented guy. So do any of you have something you want to improve on or perhaps fish a body of water you’ve never been on — maybe buy a boat or tackle? Let’s hear what you’d like to see for yourself in the coming year. Heck, even getting out of bed and getting in some fishing is a goal.”

The flurry of responses to this post made it clear that people of all persuasions think about doing more and doing it better. The topic intrigued me and started the wheels turning. I’d been mulling over goals ever since undergoing major surgery. I decided that after losing a kidney to cancer, life is too short not to go all-out.

I’ve never had a problem with goalsetting. It’s goal-**achieving** that usually does me in. I believe I have the tools required to realize success. I have all these hopes and dreams about writing professionally, competitive bass fishing, improved health and fitness, plus financial comfort. I carefully record these aspirations – my goal sheet, if you will. Then, no bang, no boom. Just a fizzle when those desires evaporate into the day-to-day activities of living. Can I get a witness? My stepmom summed it up best when she said, “Donna Lynn, you make a wonderful first impression; it’s living up to it that kills you.” Thanks, Mom. I know she was only trying to correct the error of my ways. However, with that ringing endorsement in my head down through the years and a stellar lack of success in some things near and dear to me, I began to agree.

I have a good life and am very blessed. I have a job I enjoy that’s not too shabby in the pay and benefits department; a loving husband, best friend and fine angling partner rolled up in one; a warm home; fuzzy felines to snuggle; a reliable vehicle. You get the picture. I’m comfortable. I have the good life and yet, I want the great life. I’m not treating the good life like yesterday’s news — I just want it ramped up. I want to be like Texas Ranger in *Talladega Nights: The Ballad of Ricky Bobby* — “all jacked up on Mountain Dew!” OK, so I don’t really want to emulate the world’s biggest brat, but I’d like to catch his enthusiasm and fire.

A new year is fast approaching. A fresh start and a time to set lofty goals, right? What if I dream too big? What will friends, family, fellow professionals and anglers think if I fail? The thought of that makes me want to hold it close to the vest — under promise and, hopefully, over deliver. Carrie Perrien Smith, president of Soar with Eagles, naturally is big on ambition. “Achievable goals are for sissies,” she says.

I don’t want my 2010 to be a swing and a miss. When I’m pondering my 2011 goals, I want to look back at this year and know that I hit my mark in all things important to me – faith, family, fishing and friends. So, what does Angling for More mean to me?

- more success at tournament fishing and professional writing
- more time on the water with my best friend and fishing buddy (love ya, hubby)
- more kindness shown toward others
- more self-respect and confidence
- And last but far from least...more thanks to Him from Whom all blessings flow.

“The greater danger for most of us lies not in setting our aim too high and falling short; but in setting our aim too low, and achieving our mark.” - Renaissance painter Michelangelo

How You Can Become Stress Free in Seven Days

Stress is a chronic condition. It's all around you; in your workplace, social life, and even in your home. When left to run its course, stress can intensify into chronic frustration, grief, anxiety, and depression.

Stress is a mental condition generally brought on by worrying about things you cannot change and/or feeling overwhelmed by a situation. It can erode your sense of self, and adversely affect your blood pressure and even your mental stability.

Stress, however, can be positive. Some folks actually thrive on stress. The more pressure they are under to perform, the better they do!

Stress, although often caused by external forces, is nurtured and magnified in the mind. Let's examine what you can do to decrease, and even eliminate, it. It can be managed! There are several ways you can do this yourself. Consider this your:

Seven-day Stress Eliminating Course.

Here are seven simple steps to follow, one for each day:

1. Acknowledge that stress is good

Make stress your friend! Your body reacts to stress either by fighting it or fleeing from it. Identify your responses to stress. The extra energy you feel in fighting it can be re-channeled to enhance your performance at the right moment. Consider this; no top sportsman is ever totally relaxed before a big competition. Use your stress wisely to push yourself that little bit harder when it counts most. On the other hand, ignoring problems by fleeing from the situation will also affect your well-being. Try and identify how you can constructively alter your situation.

2. Avoid stress spewers

Stressed people spew out stress words and thoughts indiscriminately. They like to talk about their problems and, before you know it you are affected, too! Identify the ones that affect you! They include the doom and gloom media warnings of what may –

never – happen! Protect yourself by recognizing stress in others and limiting your contact with them.

3. Learn from the best

When others in your environment are not coping well, identify the ones who keep calm under pressure. What are they doing differently? What is their attitude? What language do they use? Are they trained and experienced? Study their habits, ask them how they do it, learn from the best stress managers, and copy what they do.

4. Practice breathing techniques

You can trick your body into relaxing by using this breathing technique: Breathe in slowly for a count of 7; then breathe out for a count of 11. Repeat the 7-11 breathing until your heart rate slows down, your sweaty palms dry, and you start to feel better.

5. Put a stop to stressful thoughts

As stress is a mind manipulator, you can tangle yourself up in stress knots just by thinking thoughts like: "If this happens, then that might happen, and then we're all up the creek!" Most of these things never happen, so why waste all that energy worrying needlessly? Put a stop to stressful thoughts; cut them off as soon as they pop up! Even if you have a 'legitimate' cause to worry, ask yourself: "what can one ounce of my worry do to prevent it or fix it?"

6. Isolate your trigger points and hot spots

Make your own list of stress trigger points or hot spots. Be specific. Do presentations, interviews, meetings, feedbacks, tight deadlines trigger stress for you? Then identify specifics. For instance, do only presentations to a certain audience get you worked up? Is one type of project more stressful than another? Do you drink too much coffee? Once you have identified your stress factors, you can then take the appropriate steps to reduce them. Do you need to

learn some new skills? Do you need extra resources?
Do you need to switch to decaf?

7. Take care of your body!

Lack of sleep, poor diet and no exercise will add to your distress! This, although obvious, is all too often ignored as a stress management technique. Be good to your body. Give it rest, good nutrition, and go out and enjoy life!

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

About the Author

Ann Stewart is an inspirational writer with the emphasis on healing. "With Wings As Eagles" is an awesome testimony of God's healing power.

Individually, however, we also have a role to play in keeping the temple of the Holy Spirit in the best physical condition. Youth Makeover is full of practical Health Tips: <http://youthmakeover.com>
<http://lifealteringwords.com>
<http://lifealteringwords.com/with-wings-as-eagles>

Quotation

G. K. CHESTERTON

The object of a new year is not that we should have a new year. It is that we should have a new soul.

