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Benton County Chapter Newsletter
July 2011 Issue

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

Deadline for submissions is the 25th of each month.

Benton County Chapter Officers, 2010 - 2011

President: Tina Keel, tmkeel@bluebunny.com

President-Elect: June Ball, jball@lindsey.com

Vice-President: Beanie Smith, beanie12@cox.net

Secretary: Netta Gibson, nettakay@cox.net

Treasurer: Melissa Sweet, melissa.sweet@kellogg.com

Message From The Editor



Hello BCC Members!

I want to take this time to congratulate the new officers for 2010-2011! Tina Keel, President, June Ball, President-Elect, Beanie Smith, Vice-President, Netta Gibson, Secretary and Melissa Sweet, Treasurer. I'm sure we will do well with this great new leadership for the chapter.

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Don't miss our next chapter meeting

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

Date: Thursday July 08, 2010

Time: Networking 6:00 p.m., followed by the business meeting – no program this month

Program: Brainstorming for 2010-2011 programs

Presented by: Chapter Officers

We can't forget the wonderful officers from last year either. Susana, Tina, Netta, Sarah and Tish – you all did a great job too!

Our meeting in July is very important to us as a chapter. This is where we brainstorm to come up with more wonderful programs for the year. This past year we had some great meetings; Continuing Education, Women's Issues, Individual Development Plans, Webmaster 101, Office 2007. It was so great that these were put on by our own members or sponsored by them in bringing in speakers to our meetings. We really need to have as many people as possible attend this next meeting to help us plan the programs for the next year.

When the time gets closer I'm sure we will also need help with planning and executing the A/O divisional meeting in June 2011 – the more hands the better! Let's all get together and make this the best meeting ever!!!

It is so important that we continue to expand our education and keep up on the new technology in order to bring more value to our jobs and managers. The more we increase our value to our companies, the better for us! We need to be seen

as team members willing to go the extra mile – the more we show our worth the better chance we have for more opportunities and promotions within our companies. I believe one of our jobs as admins is to make our team members and manager's jobs easier. We need to be the one to go to for answers and know-how. I know that I need these challenges in my job to make me feel worthwhile and happy. It's exciting to get up in the morning and look forward to coming in to work to see what the day will bring. Yes, sometimes it's frustrating, but you need those days in order to appreciate the good ones! At this point in my life I don't think I would change anything I'm doing – I love my job and I love where I'm at. Great people to work with really help that too! I try to learn something new every day and to teach something new every day. It makes life very interesting!

I hope everyone has a safe and wonderful summer. Remember, we have meetings all year – the chapter does not take a vacation! I can't wait to see y'all at our next meeting.

Mary Louise

Starting April 30th you can buy stamps at the post office and at USPS online that help to buy food for shelter pets. You can pre-order them online. This would be a great thing to spread around. Could you please forward to everyone you know?

<http://www.stampstotherescue.com/>



ELEANOR ROOSEVELT

Happiness is not a goal; it is a by-product. -Eleanor Roosevelt, diplomat and author (1884-1962)





Spotlight On: Tiffany McNelly

Name - *Tiffany McNelly*

IAAP Join Date - *8/1/2008*

Employer - *Walmart*

Job Title - *Administrative Support Manager*

Length of Service - *9+ years*

Best thing about your current position – *the diversity of the work keeping me busy and challenged*

What would you change about your present working experience? *Nothing at this time. In this day I am just glad to have a job and it just happens that I like it and am good at it, I couldn't ask for more.*

Worst job you ever had – *all jobs I have had built me into who I am today so I would not say it was the worst but the one I least enjoyed was Dairy Queen drive-through operator*

Best job you ever had – *the best job I have ever had is any of my volunteer work I have done, I love doing good things for others and wish I could do it full time but I have to bring home a paycheck at this point in my life*

What's the one office product you couldn't live without – *my computer*

How long have you worked in the admin/secretary field? *9+ years*

What is the most interesting thing you've learned in the working world? *That your opportunities are endless if you take control of your future and make it happen.*



What do you like about being a member of IAAP? *The networking and newsletters with all the great shared information.*

Would you like to share the following?

The person who had the biggest influence on your life – *My son Justice. He is the reason that I strive to be the best person I can be and a good role model for him.*

What's one thing you're good at that would surprise people you work with or friends and peers in the industry – *Not many people I work with know I used to show and train horses and was good at it.*

Any personal information you feel comfortable about sharing?

Where were you born? *California*

Any brothers and/or sisters? *1 brother*

If you were born elsewhere, when did you come to NA Arkansas. Why did you come here? *I moved to Oklahoma with my husband at the time in 1998, then to NWA to work for Walmart in 2000 (just me and my son)*

Do you have any pets? What kind – what are their names? Any cute stories? *I have a Brussels Griffon named Vladimir that is spoiled rotten. Best place you ever lived – I have enjoyed NWA the most, it isn't as crowded as California and the people are nicer. It also has stuff that Oklahoma didn't as far as shopping, places to eat, etc.*

Best vacation ever (location and year) – *cruise to the Bahamas in March of 2007, it was my first cruise and it was so nice to be away from computers, phones, emails, etc. for 4 days*

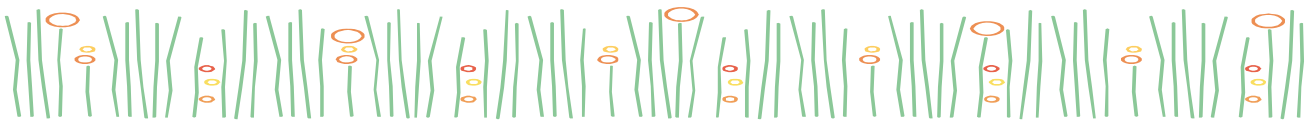
If you had to pick a last meal, what would be on the menu – *shrimp, crab legs, or a sirloin steak, too hard to pick*

The one movie you hate to admit that you enjoy watching again and again – *Black Sheep*

What's the one expression that drives you crazy every time you hear it – *I can't (basically because most of the time you hear it they really mean they won't)*

Anything else we might want to know about you? *I like to scrapbook when I have time*

Note from your editor: I would greatly appreciate it if the BCC members would send me back the member profiles if you haven't done so already. I am running out of profiles to put in the newsletters. If you need the form, just let me know! Thank you for your cooperation!



Quotation

Martha Nussbaum

To be a good human being is to have a kind of openness to the world, an ability to trust uncertain things beyond your own control, that can lead you to be shattered in very extreme circumstances for which you were not to blame. That says something very important about the condition of the ethical life: that it is based on a trust in the uncertain and on a willingness to be exposed; it's based on being more like a plant than like a jewel, something rather fragile, but whose very particular beauty is inseparable from that fragility.

Many people are familiar with John Wooden, who passed away in June. I thought this would be a good time to include some of his quotes....

Failure is not fatal, but failure to change might be.

You can't let praise or criticism get to you. It's a weakness to get caught up in either one.

Ability is a poor man's wealth.

Nothing will work unless you do.

The main ingredient of stardom is the rest of the team.

Do not let what you cannot do interfere with what you can do.

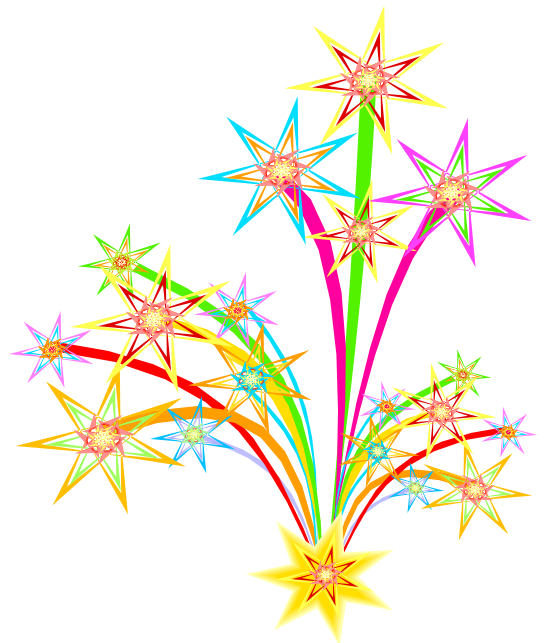
Success is...peace of mind, which is a direct result of self-satisfaction in knowing you made the effort to do your best to become the best that you are capable of becoming.

You have not taught until they have learned.

Those who are afraid to risk failure are rarely have to face success.

Do not make a living prevent you from having a life.

It is what you learn after you know it all that counts!



Upcoming Events (Programs and other things)



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

Member News



* Great News! We have confirmed Doubletree Inn Express Hotel & Suites in Bentonville as the venue for 2011 AR-OK Division 53rd Annual Meeting. The core committee met June 22 and the Div President for 2011, Cheryl Cook CAP®, will sign the agreement. Save the Date for June 10-12, 2011!!!

Programs for 2010 - 2011

- July 2010 – *Brainstorming for 2010-2011 programs*
- 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*
- April 2010- *Administrative Professionals Seminar*
- May 2010- *Free Seminar, Officer Elections & Program Planning for 2010-2011*
- June 2010- *Chapter Annual Meeting and installation of officers*

Susana Bailey’s grandson Christian McAlexander – 8 years old, made the Bryan Harvey All-Star Little League Team for his age group in Bryan, TX. They won their latest game! Congratulations!

Susana, Michelle & Netta went to the A/O division meeting in OKC June 25 – 27. I’m sure we will have some good reporting on what happened there in our August newsletter.

Kathy Bauman sends her thanks to the committee for the new member orientation she attended this month – she thought it was great to meet other new members and learn more about our chapter.



Hello BCC members,

Here is the sixth 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!"

Sleepy Dwarf Personality Type



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



Some Strengths which Sleepy may exhibit in a Group Meeting:

- Sleepy is rational and logical
- Sleepy understands things literally and concretely through his five senses
- Sleepy uses understanding in a hands on way (making great mechanics or having strong technical skills)
- Sleepy values privacy as well as adventure
- In a meeting sleepy dwarfs may be daydreaming about being out on a motorcycle, in an airplane, skydiving, or surfing. Because they become bored rather quickly their reveries are about these types of escapes.

How do you know when you have a Sleepy Dwarf in your meeting?

- Sleepy is unresponsive
- Sleepy acts bored
- Sleepy daydreams
- Sleepy stares out the window
- Sleepy sits back from the table

Sleepy tries to hide in the middle

- Sleepy yawns
- Sleepy eyes actually start to close

Some Difficult Behaviors which Sleepy may exhibit in a Group Meeting:

- Sleepy brings down the energy of the whole group
- Sleepy is hard to draw into a conversation
- Sleepy acts as if subject matter is unimportant
- Sleepy makes leader question how interesting he/she is

Assumed Feelings Underlying BOTH Strengths and Weaknesses for Sleepy Dwarf:

- Sleepy feels isolated
- Sleepy is afraid there's no room for his feelings
- Sleepy doesn't expect anyone to be interested
- Sleepy becomes passively aggressive - sleepy and bored

- Sleepy wants to be important and recognized
- Same time Sleepy feels unwanted

How to Leverage Sleepy Strengths:

- Remind Sleepy that personal reveries are often unconscious approaches to solving the problem, and the more that this can be brought back to the group, the more successful will the group's efforts be
- Encourage them to think through technical applications and discuss them
- Ask them what the logical and practical implications are.
- Ask Sleepy dwarfs how a new problem-solution design would work
- Try asking questions about lively, sensational activities (skydiving, race car driving, mountain climbing, etc) to gain their attention - when successful it provides MORE energy and enthusiasm to everyone in the group

Potential Interventions to Diffuse Sleepy Dwarf Problems:

- Draw him out of his isolation
- Energy circle
- Stretching
- Paired introduction exercise
- Point out connection between sleepy and other member, "Sleepy, both you and _____ seem to feel _____"

General Description of Sleepy Personality:

Sleepy's primary mode of living is focused internally, dealing with things rationally and logically. He takes things in via five senses in a literal, concrete fashion. Sleepy people have a compelling drive to understand the way things work. They're good at logical analysis, and like to use it on practical concerns. They typically have strong powers of reasoning, although they're not interested in theories or concepts unless they can see a practical application. They like to take things apart and see the way they work.

While off in an apparent daydream, Sleepy's reveries have an adventuresome spirit. They are attracted to motorcycles, airplanes, sky diving, surfing, etc. They thrive on action, and are usually fearless. They are fiercely independent, needing to have the space to make their own decisions about their next step. They do not believe in or follow rules and regulations, as this would prohibit their ability to "do their own thing". Their sense of adventure and desire for constant action makes Sleepy prone to becoming bored rather quickly.

Sleepy types value privacy and sometimes keep important issues to themselves. Their concern for the present moment and their inability to recognize the importance of setting goals, often leads them into passive aggressive conflict with authority. Being action-oriented outside the controlled environment of a focus group or business meeting, Sleepy reacts against restrictions with apparent boredom. Sleepy may be experiencing feelings of internal emptiness and uncomfortable levels of stress. In such situations, Sleepy therefore, attempts to flee the circumstances by mentally tuning out; going off into a day dream that allows him to escape the discomfort of constraints on his wish for freedom.

Although they do not respect the rules of the "System", they follow their own rules and guidelines for behavior faithfully. They will not take part in something which violates their personal laws. Sleepy likes and needs to spend time alone, because this is when they can sort things out in their minds most clearly. They absorb large quantities of impersonal facts from the external world, and sort through those facts, making judgments, when they are alone.

Sleepys are action-oriented people who tire in a constrained environment. They like to be up and about, doing things. They are not people to sit behind a desk all day and do long-range planning. A two hour group is tough for them. Adaptable and spontaneous, they respond to what is immediately before them. They usually have strong technical skills, and can be effective technical leaders.

Sleepy people avoid making judgments based on personal values - they feel that judgments and decisions should be made impartially, based on the fact. They are not naturally tuned in to how they are affecting others. They do not pay attention to their own feelings, and even distrust them and try to ignore them, because they have difficulty distinguishing between emotional reactions and value judgments.

Sleepys who are down on themselves are negatively judgmental about their inability to perform some task. They can get into a downward spiral in a group feeling withdrawn from the task and then judging their inability to perform. They will then approach the task in a grim emotional state, expecting the worst and therefore isolate and withdraw further.

Sleepy is difficult to understand in their need for personal space, which in turn has an impact on their relationships with others. They need to be able to "spread out"--both physically and psychologically. But because

they need such a lot of flexibility to be as spontaneous as they feel they must be, they tend to become inflexible when they have to conform (as in a meeting situation) appearing dormant, impassive and detached. This appearance is intensified since they naturally express themselves non-verbally. When they do actually verbalize, Sleepys are masters of the one-liner, often showing flashes of humor in the most tense situations; this can result in their being seen as thick-skinned or tasteless.

Sleepys are happiest when they are centered in action-oriented tasks which require detailed logical analysis and technical skill. They take pride in their ability to take the next correct step. However, groups and meetings are experienced as confining and constraining. They need to escape and do so in their silent imaginations as the rest of the group discusses the task at hand

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

ANN LANDERS

If you have love in your life it can make up for a great many things you lack. If you don't have it, no matter what else there is... it's not enough.

Is Yoga Right for You?

By: **James Pendergraft**

A lot of women perform yoga exercises not just to lose weight or maintain proper body weight but also because they want to be healthy emotionally and mentally. Yoga is also known to contribute to the decrease of a number of problems during menstruation, pregnancy, and menopause. There is research to prove this, but it's easy to see the physical, mental, and emotional benefits evident on those women who practice yoga.

Yoga Helps You Cope with a Busy Lifestyle

If you are still undecided about yoga, then there are a number of things about it that will help you decide. One of these is its relevance to today's world, even if it is one of the most ancient practices of all times.

Yoga is considered as the perfect solution that helps women cope with their busy days and the resulting mental and physical stress. This is especially true if they are working moms who need to deal with the pressures of both work and home. Sitting behind a desk or even driving a car for several hours every day would already result in a woman's having shoulder and back problems that will not only affect their lives at the office but also at home when they are dealing with the family and household chores.

Choosing the Best Yoga Style Helps

Deciding if yoga is really right for you would also require you to choose the yoga style that will fit your lifestyle, personality, and needs. If you are a working mom, your yoga needs might differ from those women



who are just working at the office for long hours every day. As such, it is very important to find the perfect teacher or trainer who has the right knowledge about yoga who is not only qualified and accredited but also compassionate and sensitive to what you really need.

Yoga Styles:

1) Vini Yoga. This is a personal practice that could be developed through the incorporation of meditation, proper breathing, and posture as well as prayer and rituals. The amount of all these aspects that could be incorporated into your yoga practice will have to be changed though as a woman and her needs change and develop. Therefore, if you are still a student or a young professional, then the physical aspects of yoga might be more important for you, while older women might focus more on the spiritual, mental, and emotional aspects.

2) Ashtanga Yoga. Also considered as the power yoga, this style is known to be flowing and athletic. Breathing is very important in this yoga style as a woman flows through a series of postures. This is able to generate a lot of sweat and body heat- thus helping women detoxify their bodies.

3) Ananda Yoga. This yoga style makes use of temperate poses. This is gently meditative and perfect for those who would like to practice a yoga style that helps them to look inwards so they can focus on making their emotions better.