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Benton County Chapter Newsletter
June 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

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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!

This day all the "P" words seem to be coming across my desk - so in value to what we have coming our way for BCC - there are a lot of good "P" words... Here are my Top 3 "P" picks: A **paradigm** [pronounced: *pär'ə dīm*] is "...a constellation of **concepts**, values, perceptions and practices shared by a community which forms a particular vision of

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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 June 10, 2010

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

Program: Chapter Annual Meeting & Installation of New Officers

Presented by: Chapter Officers

reality that is the basis of the way a community organizes itself.

A paragon is ... a person of preeminent qualities, who acts as a pattern or model of some given (especially positive) quality. Paragon may also refer to: A model of excellence or perfection of a kind; a peerless example; *an unflawed diamond weighing at least 100 carats.*

Participation may refer to:

- **Participation (decision making)**, a notion in theory of management, economics and politics
- **Participation (ownership)**, sharing something in common with others
- **Participation (finance)**, getting some benefit from the performance of a certain underlying asset

If I haven't lost your attention yet - Hooray! Just want you to understand that when I read these words and their definitions - our chapter comes to mind - there are so many of you I have grown to know & love. Yes, I do take it personally, and consider you part of my family: maybe not in the blood sense, but in the heart of the matter sense. The commonality we share of continued learning preambles everything else that we encounter on our journey to develop ourselves.

Development includes being around **CMAP'S - Career Minded Administrative Professionals.**

CMAP's maximize the value of IAAP membership through continuous professional development, information networks, and leadership opportunities to achieve measurable standards of excellence. They demonstrate professionalism and advance a positive image of the profession and their employer organizations.

My belief is that the Benton County Chapter's definition is all of the above. I see all of the facets that are being "shined up" as you see a diamond being cut and polished to brilliance! That would be our chapter! So I would like to encourage you to participate as much as you can by attending

meetings, volunteering to be on a committee, but most of all supporting your new Board of Directors any way you can - Tina, June, Beanie, Netta, and Melissa. They are an awesome team and we look forward to a great year!

This past year has flown by, and I would like to officially recognize members that joined our chapter from July 1, 2009 through today May 25, 2010. Please - Welcome new members that have the insight to join our chapter: Shauna Williams, Michele Marshall, Rachel Buchanan, Kathy Bauman, and Brenda Schader. We are proud to have you as Benton County Chapter members!

After a **New Member Orientation** scheduled for June 3, my hope is there will be a follow up announcement for three office professionals very interested in joining our chapter.

Passion is another "P" word that is in my vocabulary - a passion for learning; a passion for living, and a passion to see others grow. The passion to continue to strive to be the best that you can, be - never give up, and if you get knocked down 9 times, get up and try again. One of these days I may have one of my own ☺, but until then my friends, here is a famous quote:

"If we did the things we are capable of, we would astound ourselves."

- Thomas Alva Edison

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/>

JOHN ADAMS

I must study politics and war that my sons may have liberty to study mathematics and philosophy. My sons ought to study mathematics and philosophy, geography, natural history, naval architecture, navigation, commerce and agriculture in order to give their children a right to study painting, poetry, music, architecture, statuary, tapestry, and porcelain.



Spotlight On: Michelle Marshall



Name: *Michelle Marshall*

IAAP Join Date: *11/25/09*

Employer: *ConAgra Foods*

Job Title: *Administrative Assistant*

Length of Service: *4 months*

Best thing about your current position:
Variety...everyday is different

What would you change about your present
working experience? *I would like to be busier*

Worst job you ever had: *Gutting fish in Alaska*

Best job you ever had: *Lockton in Denver. Admin
position, but it was part-time and my boss was
great.*

The one office product you couldn't live without:
*Writing pad and pen by the phone. I record every
phone call for reference.*

How long have you worked in the admin/secretary
field? *8 years*

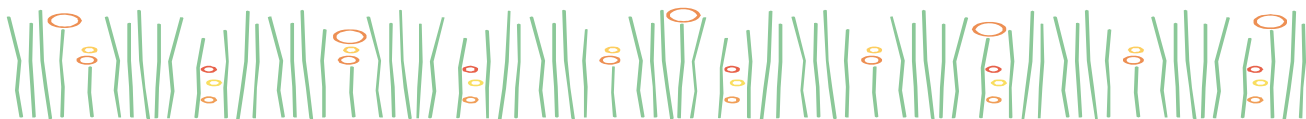
What do you like to do away from work?
Photography, reading

Where were you born? *Las Cruces, NM*

If you were born elsewhere, when did you come to
NA Arkansas. *Came first in 2004 and again in
2008*

Why did you come here? *Husband recruited to
Walmart...both times.*

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.
Thank you for your cooperation!



SOURCE UNKNOWN

The Procrastinator's Creed:

1. I believe that if anything is worth doing, it would have been done already.
2. I shall never move quickly, except to avoid more work or find excuses.
3. I will never rush into a job without a lifetime of consideration.
4. I shall meet all of my deadlines directly in proportion to the amount of bodily injury I could expect to receive from missing them.
5. I firmly believe that tomorrow holds the possibility for new technologies, astounding discoveries, and a reprieve from my obligations.
6. I truly believe that all deadlines are unreasonable regardless of the amount of time given.
7. I shall never forget that the probability of a miracle, though infinitesimally small, is not exactly zero.
8. If at first I don't succeed, there is always next year.
9. I shall always decide not to decide, unless of course I decide to change my mind.
10. I shall always begin, start, initiate, take the first step, and/or write the first word, when I get around to it.
11. I obey the law of inverse excuses which demands that the greater the task to be done, the more insignificant the work that must be done prior to beginning the greater task.
12. I know that the work cycle is not plan/start/finish, but is wait/plan/plan.
13. I will never put off until tomorrow, what I can forget about forever.
14. I will become a member of the ancient Order of Two-Headed Turtles (the Procrastinator's Society) if they ever get it organized.

Quotation

ALEXANDER GRAHAM BELL

When one door closes another door opens; but we so often look so long and so regretfully upon the closed door, that we do not see the ones which open for us.

Upcoming Events (Programs and other things)



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

Member News



New members – Welcome to BCC

Brenda Schader – WalMart Stores Inc.
Health & Wellness - Optical Eyewear
Brenda.Schader@wal-mart.com

Programs for 2009 - 2010

June 2010- *Chapter Annual Meeting and installation of officers*

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*

April 2010- *Administrative Professionals Seminar*

May 2010- *Free Seminar, Officer Elections & Program Planning for 2010-2011*

Babies, babies, babies...

Elaine & I are proud to announce 2 more babies in our family. Handsome boy Elijah John Buffington was born on May 10th – weighing in at 9 lb 4 oz, 21.5 inches long. Beautiful girl Ryley Morgan Malik was born on May 17th weighing in at 6 lb 13 oz, 18.5 inches long. All babies, parents, grandparents, and great aunts are doing wonderful. This makes 20 great-babies!

Mary Louise



Hello BCC members,

Here is the fifth 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!"

Happy 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 Happy may exhibit in a Group Meeting:

- Happy is very likable, warm, and energetic
- Happys are supportive of the leader, group members, and task at hand
- Happy responds quickly to request from leader to do an exercise or help out
- Happy promptly completes any assignments given
-
- Happy nods affirmatively and expresses positive interest
- **How do you know when you have a Happy in your meeting?**
- Happy smiles a lot at everyone, particularly the leader
- Happy frequently tries to catch leader's eye, and tries to maintain eye contact with leader
- Happy takes seat to the leader's right if it is available
- Happy generally agrees with the leader

Some Difficult Behaviors which Happy dwarf may exhibit in a Group Meeting:

- Happy is overly cooperative
- Happy likes everything; gives high ratings all the time
- Happy says, "Yes, I agree, me, too!"
- Happy tries to guess right answer and complies with imagined correct response
- Happy is focused on leader vs. materials or others in the room

Assumed Feelings Underlying BOTH Strengths and Weaknesses for Happy:

- Happy has fear of abandonment
- Happy wants to show self as unique
- Happy is terrified of rejection at the same time
- Happy is afraid to risk loss of love to assert his ideas

How to Leverage Happy dwarf Strengths:

- Happy does best in a fun, whimsical environment
- They respond particularly well to recognition and support

- When needed, Happy loves to help the leader with any task
- Happy-dwarf people are good to call upon first for an answer - they want to please and can be used to model appropriate behavior in the meeting.

Potential Interventions to Diffuse Happy Problems:

- Reconfirm interest in divergent responses - for example: "You can only please me by helping me do my job, which is to ensure that all opinions are expressed. We need the whole picture even if there are some aspects you think might be insignificant."
- Remind group of the value of the individual
- Praise difference of opinion
- Move away from him to give him freedom to disagree
- Maintain approving eye contact

General Description of Happy Personality:

Happy-dwarf people are people persons - they love people. They are warmly interested in others and tend to watch, listen and pick up specific, detailed information about others. They want to like people, and have a special skill at bringing out the best in others. They are extremely good at reading others, and understanding their point of view. Happy's strong desire to be liked and to maintain a pleasant environment makes him highly supportive of others. People like to be around Happy, because he has a special gift of invariably making people feel good about themselves.

Happy takes responsibilities very seriously, and are very dependable. Happy values security and stability, and have a strong focus on the details of life. Happy sees before others do what needs to be done, and does whatever it takes to make sure that it gets done. Happy enjoys these types of tasks, and is extremely good at them.

Happys are warm and energetic. They need approval from others to feel good about themselves. They are

hurt by indifference and don't understand unkindness. They are very giving people, who get a lot of their personal satisfaction from the happiness of others. They want to be appreciated for who they are, and what they give. They're very sensitive to others, and freely give practical care. Happys are such caring individuals, that they sometimes have a hard time seeing or accepting a difficult truth about someone they care about or themselves for that matter. That makes it difficult to express a difference of opinion that might be construed as negative by the leader or anyone else in the meeting.

Happy people are focused on reading other people. They have a strong need to be liked, and to be in control. You may observe them changing their own manner to be more pleasing to whoever they're with at the moment.

Happys respect and believe in the laws and rules of authority, and believe that others should do so as well. They're traditional, and prefer to do things in the established way, rather than venturing into uncharted territory. Their need for security drives their ready acceptance and adherence to the policies of the established system. This tendency may cause them to sometimes blindly accept rules without questioning or understanding them.

A Happy who has developed in a less than ideal way may be prone to being quite insecure, and focus all of their attention on pleasing others.

Happys at their best are warm, sympathetic, helpful, cooperative, tactful, down-to-earth, practical, thorough, consistent, organized, enthusiastic, and energetic. They enjoy tradition and security, and will seek stable lives that are rich in contact with friends and family.

<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.

HOW TO SAFELY MAKE YOUR HOME SMELL NICE

Ah, there is nothing more welcoming and memorable than walking into a nice smelling home. Do you want your home to smell nice and clean, but do you also want a better and safer alternative to expensive synthetic air fresheners which can be unhealthy?

Synthetic aerosol air fresheners and room sprays can be the cause of severe breathing problems in children and people with asthma. A scary fact is that the manufacturers of these synthetic air fresheners keep the chemical composition a closely-guarded secret. They are designed to mask or cover up odors rather than remove the odor. However, it's far better to eliminate odor from the source by cleaning than trying to cover it up.

First, identify the source of any odors. Garbage can be taken outdoors and the other most common odor sources; the kitchen and bathroom can be cleaned with a non-toxic cleaner. Cooking odors from strong smelling foods will disappear after a short period of time.

Here are some safe and easy ideas to make your home smell great every day and when company comes calling too.

For all the rooms in your home you can use a non-aerosol room spray made with all natural essential oils. These are safer and the natural scents will make your home smell nice, clean and fresh. There are a wide variety of scents available; try an energizing citrus, a warming spice, an exhilarating mint or pine scent to enhance the ambiance of your home.

Try this tip: Just before you expect your visitors to arrive, spray one or two pumps in your entry way or the first room they will enter. You just need to make a good first impression for your guests. After one has been exposed to a scent for a while it become less noticeable, and our noses can't smell it any more - that's why you can't smell your own perfume later in the day when everyone else still can.

You can give your home a wonderful appealing smell by simmering spices like cloves and cinnamon in water. It will smell like you've been busy baking all day. You can vary the scent by adding vanilla

extract, orange or lemon peel to the mix. So, go ahead and raid your pantry or spice cupboard for these safe, economical and natural scents. You can use a special potpourri simmering pot, a mini crock pot or just a small saucepan on your stove top.

Scented candles are another alternative, look for the more environmentally friendly soy based candles with a lead-free wick as they burn cleaner. It's important to remember; never leave a burning candle unattended or near anything that could catch fire.

Try this tip: Light a scented candle half an hour before you expect your company to arrive so your home will smell nice when your guests enter. Then you can extinguish it and the lovely scent will linger. It's also more frugal to burn a candle for a short period of time.

With these tips and ideas you can safely and easily give your home a warm inviting ambiance for your family and visitors and enjoy a lovely smelling home every day.

Source: [Free Articles](#)

About the Author: Melody Thacker enjoys helping people and marketing Watkins products part time. You can find more quick and easy cooking, cleaning and healthy lifestyle ideas at <http://www.associatemelody.com>

George Washington Carver

There is no short cut to achievement. Life requires thorough preparation -- veneer isn't worth anything.