



Benton County Chapter Newsletter
October 2009 Issue

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Deadline for submissions is the 25th of each month.

Benton County Chapter Officers, 2009 - 2010

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Message From The Board



Autumn Greetings BCC Members!

Crisp early mornings... some with a hint of mist... others with enough fog to make you slow down for the ride into work... The stillness of this early morning has me reflecting on what has been accomplished and what has yet to be planned... it's an exciting time and will only get better!

Meetings: As a reminder - we miss you when you can't make it to a meeting, and look forward to seeing you when you can. October brings an event to honor National Boss Day. This event is located at Catering Concepts in Bentonville. It will include a wonderful dinner, a "Dress for Success" presentation by Dillard's, and presentation of the "Executive of the Year" trophy. For more information please visit our BCC website: <http://www.iaapbentoncounty.com>.

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Don't miss our next chapter meeting

Place: Catering Concepts
3200 SW Regency Parkway Suite 8
Bentonville, AR 72712
(479) 636-6003

Date: Thursday, October 8, 2009.

Time: Networking, Dinner and Program 6:30 p.m. – 8:30 p.m.

Program: Dress for Success

Presented by: Dillard's

Message From The Board
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October also brings an outlook to the impending Holiday Season... we make it what we want to make it... I don't know about you, but I am planning on:

- 1) Having a stress free great time! OR
- 2) Start worrying about how much you have to do to get ready and through it...

With either of the two choices in mind, I want to share a website I came across on monthly general information, some of it is really good - other portions are strictly entertaining: <http://www.holidayinsights.com>. I particularly enjoy the "This Month in History" section.

Again - Please remember to check out our BCC web site for updates on everything from our own

Beacon newsletter published to the web, to meeting information. Member Michelle Hunsaker has graciously agreed to take on the maintenance of our website. Thank you Michelle for your help! There is one page I did ask of Michelle to remain my own design... that's the lighthearted "RELAX" page. It does bring a smile to my daily routine, and hope it does to yours as well!

Until the next time, I will leave you with a quote from the cartoonist Charles M. Schulz, whose first "Peanuts" comic strip appeared in October 1950:

"Life is like a ten speed bicycle.
Most of us have gears we never use."

Susana Bailey
President, BCC IAAP

Quotation

Daniel W. Davenport:

The greatest problem in communication is the illusion that it has been accomplished.



Spotlight On: Michelle Hunsaker

Name: *Michelle Hunsaker*

IAAP Join Date: *April 1995*

Employer: *Walmart Stores, U.S.*

Job Title: *Project Assistant/Administrative Assistant*

Length of Service: *9 years*

Best thing about your current position: *Variety, that my opinion counts, and I am a valued member of the team.*

What would you change about your present working experience? *Wish I had the knowledge of the new department (moved positions in May 09). I had the opportunity to go with my senior director to another division of WM and learning everything over again since I went from a support function to an operational function.*

Worst job you ever had: *Western Mills Fixture & Cabinets, Inc. (family owned – daughters did no wrong when they graduated from high school and were brought into the office. Spent many long nights fixing documents). This was my first “real” office job after I graduated from college.*

Best job you ever had: *Walmart – I really enjoy what I have done while working for WM and only see things getting bigger and better.*

The one office product you couldn't live without: *post-it notes*

How long have you worked in the admin/secretary field? *18 years less 10 months working on a manufacturing line since the company only hired office staff from within. Thought I would have to learn to type with only 8 or 9 fingers.*

What is the most interesting thing you've learned in the working world? *Recently, that a person who believes in you will stand up for you. I always thought it was each person for herself (which in some instances are true), but I have seen first hand someone stand up for what they believe and the people they believe in. I also believe that we are in charge of our destiny. Yes, being in the right place at the right time says a lot, but ultimately we can control what happens in the working world – or at least our interpretation of what happens.*

What do you like about being a member of IAAP? *Love the networking opportunities and the life-long friends I have acquired. These opportunities came from attending division functions and I will continue to participate.*

The person who had the biggest influence on your life: *That is a tough question...family members normally are the biggest influence but I think during the hardest time of my life I was the most grateful for my involvement and friends in IAAP. I have grown as a person to face the challenge head-on with dignity. I would not have been able to face this challenge in my life 10 years earlier like I did if I had not had the influences I have through the association. I also don't think I would've had the determination or faith to make the giant leap to NWA if not for the friendships through the association.*

What do you like to do away from work? *I live to read, crochet, cook (although cooking for one is difficult at times), visit with friends and shopping.*

Where were you born? *Brigham City, Utah*

If you were born elsewhere, when did you come to NW Arkansas. *March 2008*

Why did you come here? *I believe that I am going to finish my career with Walmart and felt that the only way I could progress, develop and grow was to obtain a job at the home office which required moving to NWA. I wouldn't change a thing so far – except for the humidity. Boy, I miss dry heat.*

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

I have a tip to share when it comes to tipping at a restaurant. With suggested tip of 15-20% I have

found that if you double the tax of your bill and round up to the next dollar you are close to the 15%. You can always add a little more if you had awesome service. This way you do not need a calculator or your cell phone to figure out how much you should tip.



Upcoming Events (Programs and other things)



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

Programs for 2009 - 2010

- October - ***Dress for Success***
- November - ***Women's Health Issues***
- December - ***Holiday Social***
- January - ***Office 2007***
- February - ***Roberts Rules of Order***
- 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***

Member News



New address for June Ball:

*2610 Dauphine Dr.
Rogers, AR 72758*

A big move for me after being in my present house for 23 years!



(This is the first in a series of monthly interviews conducted by Donna Gilzow with area business and civic leaders on subjects of interest to BCC members.)

Networking Gold with Carrie Perrien Smith

Carrie Perrien Smith is a native of the Tulsa area; she earned both her Bachelor of Science and Masters degree in business administration at John Brown University.

She is a publishing, communication and training industry veteran. As a professional speaker, author and owner of Soar with Eagles, Carrie partners with successful organizations to achieve their peak performance through teamwork, communication and execution. Carrie's corporate career spans 15 years, split between Texas Instruments and Wal-Mart Stores, Inc.

Her life experiences led her to the realization that one can't have it all without great sacrifice. She focuses her time where it will make the greatest lifelong impact — service to God, family and others — and inspires others to do the same through her roles as speaker, author, consultant and volunteer.

I sat down to coffee with Carrie recently to pick the brain of this super powered networker. She followed up her book *Networking Zone* by authoring and publishing *Currency — Striking Networking Gold in a Relationship Economy*. In it, Carrie states: “We live in a relationship economy. WHO you know is every bit as important as WHAT you know.” I asked her what administrative professionals can do to improve their communication skills and build solid business referral networks.

The administrative professional's biggest asset is their network. Professional assistants can have great technical skills, training and experience, but the ability to effectively network trumps all of that.

Establishing a system of contacts aids your employer. You might not foresee the need for a good real estate connection in your job. However, if your boss is relocating and needs to sell his house in 30 days, an agent could be an

important contact. This is just one example of how you can provide valuable support to your employer through your network.

Be willing to talk to vendors. Meet with them before you require their product or service. Have at least two contacts for each type of supplier. Be upfront. “I don’t need your product or service now, but I might in the future so I would like to be familiar with your company. In the meantime, I can pass on what I learn to others in my network that might have a call for your particular service.” Ask a vendor for 30 minutes of their time for this conversation; ask your boss for an hour.

Connect with internal ‘vendors’ such as accounting, human resources, purchasing, etc. by asking questions and listening. Help me understand your process. How can I help? How can I be a better customer? What’s the hardest thing about your job? Make small talk when time permits. Build rapport by asking questions and showing interest.

Know and use names in conversations. Dale Carnegie said, “Remember that a person’s name is to that person the sweetest and most important sound in any language.”

Strive to have meaningful conversation for 10 minutes a day at work with someone you don’t know or know well. Ask closed-ended questions — ones the person can’t answer with yes, no, OK or fine. Then have the same type of meaningful conversation at home with a family member. Try it for two weeks. You won’t believe the difference 10 minutes makes.

Networking is free. It’s the least expensive thing you can do to promote yourself or your business, provide value on the job and build your brand. Try attending local chamber events and visit www.soarhigher.com for more

networking opportunities in Northwest Arkansas.

Charity is a good way to make contacts that can lead to opportunities outside the framework of the charitable organization. You may be rubbing elbows with office product suppliers, caterers, accountants, etc., in your philanthropic efforts, all of whom could be valuable members of your network — personally and professionally.

IAAP Benton County Chapter members can actively share the wealth of their individual networks by conducting a focus group. Participants provide contact information and other pertinent details on their top business connections and reveal who they use and why. Compare pricing and service of suppliers during the discussion. There have been instances in some large companies of a vendor charging multiple departments different prices for the same product.

I asked Carrie what's behind the name Soar with Eagles. She laughed and answered that she needs to get a new story.

"I'm not a yard person, but I can go outside to pull weeds and in 30 minutes I'm solving the problems of the world. I had been looking at six different business models and trying to settle on what I would do. I had decided to move forward as a consultant and speaker and was considering names for my business.

"We have four dogs. One day I was in the yard scooping poop. I was listening to Christina Aguilar's song "Soar" while working. Soar with Eagles came to mind and I rushed inside to my computer to see if the domain name was taken. Sure enough it was, and by some technical company. I went back outside to mow. First you scoop, and then you mow. It was at that time soarhigher.com came to mind. I ran back inside to my computer and found the domain name was available. I registered immediately and the rest is history." (The name of Carrie's business is Soar with Eagles, but soarhigher.com is her Web address since soarwith eagles.com was already in use.)

Carrie speaks of finding your purpose in her bio. So I asked, "What is your purpose?" She replied: "My calling is connecting people. Someone contacted me recently and asked if I knew anybody who needed a riding mower. I didn't at the time, but was later able to provide three contacts. At least one deserving organization benefited from the donation of that riding mower because I was able to connect the benefactor and recipient through my network. I feel truly blessed to be God's little errand girl."



Next month's article from Donna will be: Project Yourself: Mastering Indirect Authority with J. Cné Breaux. Cné is, of course, one of our favorite people and supporters of IAAP.

Quotation

LEO BUSCAGLIA

Too often we underestimate the power of a touch, a smile, a kind word, a listening ear, an honest compliment, or the smallest act of caring, all of which have the potential to turn a life around.

Focus on the Positives, Not the Negatives and Achieve Success

I believe that the Number 1 saboteur next to People Pleasing is Stinking Thinking!

Have you ever observed the stuff you say to yourself all day long? Do you realize how much of it is negative and defeating? If you are going to be up to big things in your life, then you are going to have to change your thinking and your talking. I know you've heard that attitude determines altitude. Well, in my world the Law of Attraction Rules. I have seen it work in my life and in my client's life over and over again. It is the foundation for attracting more of what you do want and less of what you don't want in your life.

The Law of Attraction says that you attract to your life whatever you give your attention, energy and focus to, whether positive or negative. So simply put, if you focus on positive and good things (thoughts) in your life, you will attract more of what you do want in your life. If you focus on not enough and negative things (thoughts) in your life, you will attract more of what you don't want in your life.

In Michael Losier's book, "Law of Attraction Book: The Science of Attracting More of What You Want and Less of What You Don't", he states: "When you make a statement containing the words don't, not or no, you are actually giving attention and energy to what you don't want. Simply ask yourself "So what do I want?"

Here are some examples of how this negativity shows up in your life. You might say things like:

I don't want my clients to cancel.
I don't want to be late.
I don't want to have that conversation.
I don't have enough money.
I don't want to say NO.
I don't want to be a whiner.

All these thoughts contain the word 'not' and are negative, and each time you say or think them, you end up attracting more negativity into your life.

Here are 4 things to keep in mind.

1. This thinking is not terminal.
2. You do have a choice.
3. You can change this.
4. You can take back your power.

Here are 2 action exercises to practice this week:

1. Every time a negative thought comes into your head, just say "Cancel" and replace with positive thought.
2. Every time you say, "I don't want...", replace it with "So, what do I want?"

Also remember to keep 'an attitude of gratitude' going because nothing will attract more positive things into your life than this one simple action. By being grateful and acknowledging the things or people that are making your life truly wonderful, you have a sure fire method to make sure that you KEEP your life heading in that direction.

If you want to learn more strategies for taking back your power and attracting more of what you do want in your life, get a copy of my People Pleaser No More™ System (see below) for more information. It has everything you'll ever need to have more productivity, more profit, and more power in your life right now.

Get your copy today. You'll definitely be grateful after reading it.

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HOW TO MEDITATE BY WALKING

It is well known that meditation can reduce stress, increase feelings of well-being, improve concentration, and provide a still point during hectic days. But what if you can't sit still long enough to relax or you equate formal meditation with spiritual practices that you just don't "get"? The answer? Get outside and move! A walk outdoor can become a moving meditation if you allow yourself to do four things: become aware of your breathing, notice your surroundings, be attentive to your body's movement, and take some time to reflect on your experience when you return home. A walking meditation is simply an exercise in awareness; therefore, I will refer to this exercise as "awareness walking."

To begin, take notice of your breathing. Are you under stress and taking short shallow breaths without even knowing it? If so, take three slow, deep breaths - in through the nose, and out through the mouth

Taking a moment to focus on your breath is important because it signals to your body, mind, and spirit that you are entering a different space. You are separating yourself from your boss at work, screaming kids, an answering machine on overload, and the bathroom that needs cleaning. (If none of these stressors common to daily life fits, by all means, insert your own.) The bottom line is that you are going to put all of these things on hold for your walk. Believe me; they will be right there when you get back! Focusing on your breath helps you make that transition.

Next, step outside, and become aware of your environment. What season is it? Whether you are in a rural, urban, or suburban area, take a few minutes to listen to the noises around you. Feel the wind, sun, fog, or even light rain on your face. Look at the sky, trees, buildings, birds, animals or people that may be around. Take a few more deep breaths, and realize that you are a part of your environment, right where you are at that moment. This connection with the natural world helps to orient you on your path, both literally and metaphorically.

Paying attention to your body is the third step. Begin by scanning your body for any tension you may be holding. Common places are your neck and shoulders, solar plexus area, lower back, and legs. Try to breathe into any tight areas and picture the tension flowing through you and into the ground where it can be transformed into something else. Next, take notice of your posture. Walk in a way that is comfortable for you, but don't slouch. You want your body to be as loose and uplifted as possible. Then, do what

comes naturally - put one foot in front of the other. It is best to strive for a moderate pace.

Remember, no speed walking, as this is not a race. There is no set duration, though a minimum of ten to fifteen minutes is a good baseline. As you walk, pay attention to the experience of movement. Can you feel the muscles in your legs contracting and relaxing? How does the breeze feel on your face and body? Let your mind be as open as possible, being aware that it is during this time that all of the nagging stressors in your life will start screaming for your attention. That's OK, let them come, notice them, but also let them pass.

Finally, when you come home, take five or ten minutes to reflect on your experience. This provides closure to your walk and allows you to transition from the world of your interconnected body, mind, and spirit to "ordinary time. If you walked a winding path, what twists and turns are you experiencing in your life now? If you walked uphill, were you trudging? If so, what are you struggling with? Was an uphill walk easy? If so, where do you get your strength and stamina from? Did you feel exhilarated at any point in your journey? If so, what are you celebrating, or need to celebrate right now.

Awareness walking allows you to step out of everyday life for a short period of time in order to recharge. It is an ideal practice for action-oriented people, because you actively move with attention to the details of your body, and by extension, your life. Give it a try!

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Quotation

EKNATH EASWARAN

Through meditation and by giving full attention to one thing at a time, we can learn to direct attention where we choose.