



Citrus Valley Insight

Citrus Valley Chapter
California Division

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Citrus Valley Chapter...Helping administrative professionals
discover their personal and professional potential.



*IAAP's Vision:
To inspire and equip all
administrative professionals
to attain excellence.*

A Message from our President — Peggy Wall

Transform yourself with IAAP

When I think of transformation, I think of a butterfly. When a butterfly emerges from the cocoon it is transformed from a caterpillar to an airy, colorful butterfly with a brand new view of the world around it.

That's how I see being a member of the Citrus Valley Chapter of IAAP; we have a unique view of our community and of our industry. We come together to transform ourselves into extraordinary individuals.



Citrus Valley offers many ways to become involved and provide a way for us to share our talents with each other. These opportunities are important for our growth and continuation of the chapter as a whole. We have some real needs for our members to participate in leadership of the chapter. These opportunities are not only a way for us to grow, but a way for us to share our talents with the other around us.

In the next chapter meeting I will be sharing the open opportunities. Be thinking how you can make a difference in IAAP.

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Reminders:

- ▲ **Professional Educational Conference, PEC** will be held March 8-10, 2010 in Reno, NV.
- ▲ **SoCal Leadership Meeting** May 22. Location TBD
- ▲ **June 11-13 Annual Education Forum**



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Excerpted from: ***The Little Book of Letting Go* by Hugh Prather**

Our fear that what we said to a friend yesterday might have been misunderstood would have no meaning and be of no interest to us if we knew for sure that the person could carry no memory of our remarks into the future. If this were the case, we would know that the friendship would remain unaffected despite our comments. Our fear therefore is not about what we said, but about future ramifications. When doing this Release, keep in mind that although they have their roots in the past, all forms of fear point to the future.

- From the time you awake to the time you get ready for bed, write down any fear that crosses your mind. Include every worry, vague apprehension, nagging suspicion, or catastrophic fantasy you notice.
- Before you fall asleep, mark those fears you most strongly believe will come true, or if you prefer, rate each fear on a scale of one to ten; ten being absolute certainty. In other words, single out the fears you think are intuitive and predictive, as well as those you suspect are self-fulfilling because of the intensity or frequency with which you think of them.
- Post this list where you can check it from time to time. In the weeks and months to come, see for yourself if anything happens the way you imagined it would. Also, take note of all events that conflict with what you feared, events that in some way turn out to be the opposite of what you worried would happen.
- When most or all of the fears have had sufficient time to occur, fold the list and put it in your purse or wallet. This will be your new identity card. You are now a person who is not afraid of fear. If your ego steals your card, you can renew it simply by repeating this one-day Release.
- Should you choose not to do this Release even once, you must renounce forever your right to worry out loud.

Susan Clarke Motivation Unlimited!
6549 Mission Gorge Rd.#159
San Diego, CA 92120
Ph 888 We Motivate (888-936-6848) or 619-224-0906

WOW Word-Of-the-Week #286

Optimist — one who looks at the bright side of a situation

Are you an optimist or a pessimist? Is the glass half full or half empty? Or, like engineers say, do you see it as being twice as big as it needs to be?

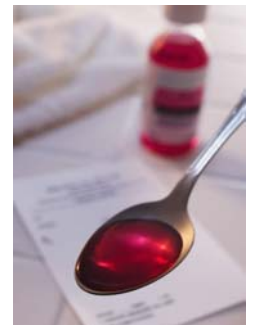
Dr. Ranit Mishori's article, "Why Optimism is Powerful Medicine," featured in Parade Magazine's Stay Healthy section says, "Most people can identify themselves as one or the other. But the fact that you're naturally a pessimist doesn't mean your disposition is unalterable."

Dr. Martin Seligman, director of the Positive Psychology Center at the University of Pennsylvania says, "Pessimists can be reformed by learning new ways to think. Resilience training teaches people how to think positively. The key is learning to recognize your thought patterns. Then, by identifying negative patterns of thinking, you can learn to challenge them and replace them with positive alternatives."

"Don't expect instant results, though. Resilience training usually requires work with an experienced therapist. I have seen people who apply themselves massively change pessimism into optimism, and do so lastingly," say Dr. Seligman.

"I write a lot of prescriptions — for pills, creams and physical therapy. One thing I can't dictate a dose of — though I wish I could — is a positive attitude. I've always suspected that patients who look on the bright side tend to handle medical problems better than others," says Dr. Mishori.

Begin to focus on being an optimist. Are you able to look at the bright side of a situation? Are you feeling under stress a lot of the time? How important is your health?





Serving members in eastern Los Angeles County, western San Bernardino County and northern Orange County

Appreciation in Action

by Mike Robbins

*We Don't Solve Our Problems,
We Outgrow Them*

We're on the Web
<http://www.iaap-citrusvalley.org>

Here are a few things we can think about as we look to deepen our growth and shift away from the obsessive problem solving mode many of us find ourselves in:

Insight Editor: Suzanne Sutherland
Phone: 626.854.4373
Fax: 626.913.9062
suzanne_sutherland@deanfoods.com

1) Confront your biggest problems. Tell the truth about the biggest issues in your life and look at what you've been doing to either avoid or solve them neither of which will ultimately give you what you want.

Contributors: Peggy Wall

2) Look for the growth opportunity. With authenticity and compassion, see if you can look beneath your avoidance or even your intended solutions, and find the beautiful feedback life is giving you right now about where you can grow.



3) Reach out for support. Getting support, feedback, and guidance is an essential aspect of our life and growth, especially when we want to change, transform, and grow into new and deeper places. When we're looking at outgrowing some of the most challenging aspects of our life and transcending certain "problems" (some of which we may have been dealing with for quite some time), it's fundamentally important we reach out for help from people in our lives friends, family members, co-workers, counselors, coaches, teachers, and others.

True friendship is at the core of any happy life. If our family is our root system, our friends are our fellow branches. We're all striving together, supporting one another, providing shade and comfort.

~Addie Johnson

As we do these three things, with a sense of kindness and appreciation towards ourselves, we can expand our growth, which will ultimately lead us to where we want to be in our lives. Remember, there is no specific destination we're after in this process growth is really about deepening our experience of life and enhancing our capacity for joy, fulfillment, and love.

Where can you expand your own growth right now? How can you take your attention off of solving and put it more on growing in a way that will make a difference for you?

Mike Robbins empowers individuals, teams, and organizations to be more productive, appreciative, and successful through his keynotes, seminars, writing, and consulting. He is the author of the audio program, *The Power of Appreciation*, a contributing author of *Chicken Soup for the Single Parent's Soul*, the author of the best selling book, *Focus on the Good Stuff* (Hardcover, Jossey-Bass/Wiley) and the forthcoming book, *Be Yourself, Everyone Else is Already Taken* (Hardcover, Jossey-Bass/Wiley, April 2009). Mike has been featured in Forbes, on the Oprah and Friends radio network, and on ABC News. He is a member of the National Speakers Association (NSA) and is a Certified Speaking Professional (CSP), NSA's highest earned designation. Mike lives in the San Francisco Bay Area with his wife Michelle and their daughter Samantha. Learn more about Mike and sign up for his free newsletter at www.Mike-Robbins.com



Board Members

**2010
Calendar of Events**

President/Vice President

Peggy Wall

Bus. 714.996.7040 ext 2446

Fax 714.996.4545

peggya.wall@verizon.net

Recording Secretary

Joan Prechtl

Bus. 714.961.6302

Fax 714.459.1976

jgprechtl@beckman.com

Corresponding Secretary

Susana Correa

Bus. 626.854.4267

Fax 626.854.4227

susana_correa@deanfoods.com

Treasurer

Dawn McCollum, CAP

Bus. 714.961.4992

Fax 714.773.8999

dmmccollum@beckman.com

Newsletter Chair

Suzanne Sutherland

Bus. 626.854.4373

Fax 626.913.9062

suzanne_sutherland@deanfoods.com



If each Monday morning,
you make a choice to move
into the new work week
with renewed commitment
and passion, you can
change all areas of your
life. You can truly change
your Mondays and change
your life.

~ David Cottrell

February

24

Citrus Valley Chapter Meeting
*Esselte: A Product Showcase –
Barb Schmit and Mike Toibin*

March

24

Citrus Valley Chapter Meeting
*Ethics in Business –
Don Mullinax, Forensic Strategic
Solutions*

April

28

Citrus Valley Chapter Meeting
*“Leadership through Healthy Conflict”
Beth Misner, BNI, International*

May

12

Citrus Valley Chapter Meeting

22

SoCal Leadership Meeting—Location TBD

June

11-13

Annual Educational Forum

23

Citrus Valley Chapter Meeting

Check the Citrus Valley Chapter Website for updated program and meeting information.

www.iaap-citrusvalley.org



Citrus Valley Chapter Meeting

Labor is the most costly part of a filing system.

Learn how to increase your productivity in the workplace.

Invite your colleagues to attend this special seminar so they can learn about one benefit of being an IAAP member -- training.

Opportunity Raffle Tickets \$1.00 each or 6 for \$5.00

Wednesday
February 24, 2010

Barb Schmit – Esselte
&
Mike Tobin – Sanford

“Seminar:
To Your Productivity”

Location: Marie Callender’s Restaurant
(directions below)
1560 Albatross Road
City of Industry, CA 91748
(626) 964-1094



Networking/Check-in: 6:00 pm

Introductions: 6:30 pm

Dinner Choices: Chicken Broccoli Fettuccini or Classic French Dip or Soup & Salad Bar

Registration: CVC Members: \$20 Visitors: \$25 Other IAAP Members: \$22
(Please make checks payable to IAAP) \$10.00 24-Hr No Cancellation / No Show Fee

Reservations: Please RSVP by Monday, February 22, 2010
Joan Prechtl jgprechtl@beckman.com 714-961-6302

Directions from the East towards Los Angeles:

- ▶ Take the Pomona Freeway (60) to the Azusa Avenue exit.
- ▶ Turn left (south) over the freeway past the Puente Hills Mall.
- ▶ At the 3rd signal turn left on Colima Road.
- ▶ Turn left at the next signal, which is Albatross Road. Marie Callender’s will be on your right, about ½ block down (after you cross Almahurst).
- ▶ The Banquet Room is located on the immediate right as you enter Marie Callender’s Restaurant.