



Dogwood News

Words from the President

Written by Pamela Craig



Why should you attend a Dogwood Chapter meeting?

- Informative Guest Speakers
- Professional Development
- Nice Atmosphere
- Networking
- Food
- Fun

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Heading Toward Excellence

The European Foundation for Quality Management helps companies improve through its Excellence Model. Their recommendations for organizations can easily apply to individuals as well. Here are three of their recommendations adapted for individual use:

- **Look at where you are now.** You have to determine your current situation. Form a picture of yourself and your circumstances. Once you understand where you are currently, you'll put yourself in a position to make necessary changes.
- **Set your priorities.** Understand your present strengths and weaknesses. Make a list of all things important, then reflect on levels of importance, until a clear snapshot begins to form of what you value.
- **Identify what you need to improve.** Once it's clear what you want and need to change, start observing people who are doing what you want to do, living how you want to live or are known for their success. Learn from the examples around you. Do research. Identify good practices you see in others.

It is that time of year again! A time of change for each chapter. It has been an eventful year personally, professionally and nationally. I can say serving as President of our chapter has been a definite learning experience.

I hope each of you has continued success in your professional and personal endeavors. I also hope each of you continue to use your talents to make our chapter and association grow stronger.

Thank you for the opportunity to serve as Dogwood Chapter President. I would also like to thank the Dogwood Board members for their commitment, cooperation and patience.

I am looking forward to an awesome year with our incoming Dogwood Board members!

Best Wishes,
Pamela



Virtual Workplace: Are you cut out for a cyber office

Written by Marie Herman ATM-B, CIWD

I believe that every working woman has a secret dream of working from home that goes something like this:

“Our laptop rests on one of those shelf thingies (that’s the technical term by the way) that goes across our bubble bath. We down bon bons by the boxload as a male secretary with an ostrich feather fan stirs the air about us. Our former boss calls us on our princess phone begging us to come back to work in his sweatshop cubicle with promises of sharpened pencils and a brand new IBM Selectric typewriter. We laugh cruelly and resume eating our bon bons...”

OK... maybe that isn’t EVERY WOMAN’s dream, but it was mine and for a year I lived it—minus the bubble baths, bon bons, and male secretary. I’ve tried to get my husband to fan me with ostrich feathers, but he just won’t cooperate.

I thought I would share with you the numerous lessons I learned from my home office experience. If you think you would like to work from home (whether as your own boss or as a telecommuter), you need to review the pros and cons and search your heart honestly to decide if you are really cut out for it. It’s probably not quite as glamorous as you might think, but the intangible rewards can be plentiful.

Pros

The pros of working from home can potentially outweigh any negatives, but it does take a special personality to accept the challenge.

Independence – No one is looking over your shoulder. Although you may need to provide regular reports to supervisors and co-workers, you are really free to decide which projects you want to work on at any given time.

Flexibility – If you want to work from midnight to 9 a.m. in theory you could do this. If you decide to take a long lunch or have a morning doctor’s appointment, your schedule can accommodate this. Granted, some companies require set hours, but overall you can adjust your start or end time to work around your personal body clock.

Concentration – No one will be stopping by your desk to chit chat and distract you from your work. You can get much more accomplished by having solid blocks of uninterrupted time.

Freedom – You can arrange your workplace exactly the way you like it. If you want to attend a conference call wearing your pink bunny slippers and rollers in your hair no one has to know. Caution though – the UPS guy tends to give you a rather odd look when he shows up at 2:30 and you are still in them.

Close – 30 second commute!!! It’s quite a pleasure to watch the morning news and listen to the travel times for the major expressways, knowing that you don’t have to battle the elements or the road rage.

Family – You get the opportunity to spend more time with your family. You can watch your children growing up firsthand instead of hearing about their milestones from the day-care provider.

Cons

Most of the cons can be summed up under one heading: the need for self-discipline.

Independence – Can you really work without someone looking over your shoulder? It can be pretty unnerving being THE ONE responsible for getting everything done. Independence also means no corporate infrastructure for support – you are your own office supply person, mail room, computer technical support, accounts payable/receivable, mentor, etc.

Flexibility – It is really easy to slip into careless patterns. Oh, I’ll start working after Jerry Springer... after General Hospital... after I throw another load of laundry into the washer... You need to force yourself to keep regular hours.

Concentration – Loneliness and boredom can be equally as distracting as coworkers sometimes. We all need mental breaks from our work in order to be productive. Unfortunately if you are working from home you may have no one to turn to for breaking up your day. There is no water cooler available for socializing with coworkers. On the other hand family members and neighbors may believe that working from home means they can stop by to talk any time.



Virtual Workplace (continue)

Too Much Freedom – As any parent of a teenager can tell you, too much freedom is not necessarily a good thing. It is easy to start overlooking the personal hygiene when there is no one else to impress with you during the day (who needs makeup if there is no one there to see it anyway?).

Close – Sometimes you don't leave your home for the entire week. While this can be great for your automotive gas bill, you may realize that you actually see LESS of the outside world than you did when you were commuting. Did you notice the leaves changing? The flowers budding? Did you ever actually STEP OUTSIDE to see them?

Family – Many women believe they will be able to juggle working from home with a new baby. This is rarely realistic or fair to either the job or the baby. While there are a few determined souls who come up with enough hours in the day to make it work, most of us are simply human and something's got to give. More often than not, it's everything! Rather than being a jack of all roles, we are master of none.

Would I go back to working from home? You bet your bottom dollar I would. I loved it and I learned that I didn't need the social interaction that some individuals crave. But I also realized why many people dream of it all their lives, but hate it when they finally get the chance. Think long and hard about the type of person you are before taking on this exciting challenge. (My suggestion: start one or two days a week to see how it goes!)

MEMBERSHIP

Birthdays

Voncile Hodges CPS/CAP June 30th

IAAP Anniversaries

Vera Addis - June 1963 (46 years)

Yulanda Johnson CAP - May 2004 (5 years)

Sonya Robinson CPS - May 1996 (13 years)

On expertise

An expert is a man who has made all the mistakes which can be made, in a narrow field

- Niels Bohr



About Us . . .

. . . Our Organization

The IAAP **mission** is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.

IAAP's **purpose** is to provide information, education, and training and to set standards of excellence recognized by the business community on a global perspective.

IAAP's **objectives** are to elevate the standards of all administrative professions and to promote their working relationships with management through continuing education, authorized programs, and publications.

IAAP's **vision** is to inspire and equip all administrative professionals to attain excellence.

. . . Our Chapter

Dogwood Chapter of IAAP is "*Still Soaring after 40 years*". The chapter was chartered in 1963 and is 1 of 19 Chapters in Metro Atlanta, comprising the Metro Area Council and 1 of 29 throughout the State of Georgia, comprising the Georgia Division of IAAP.

Georgia Division is a member of the Southeast District of IAAP, one of six districts making up the International organization. IAAP also has affiliate members from several countries including Canada, England, Japan, Hong Kong, Jamaica and Puerto Rico.

Dogwood Chapter Officers

President:	Pamela Craig
Vice President:	Sonya Robinson CPS
Secretary:	Missy Andolini-Campbell
Treasurer:	LaTonya Blount CPS/CAP
Elected Director:	Patricia Lewis CPS
Automatic Director:	Voncile Hodges CPS/CAP

. . . Our Division

The Georgia Division of the IAAP continues to offer means by which to grow both personally and professionally:

- To be a resource for chapters and members, promoting professional development and educational opportunities for administrative professionals throughout Georgia.
- To set the standards of leadership, professionalism and excellence for all members and IAAP students through involvement of chapter meetings, seminars, Division events and networking within Georgia.
- To serve as leaders, advisors and mentors to the IAAP Chapters located in Georgia.
- To assist each chapter to recruit and to retain members and to build new chapters within the Division.
- To actively support student activities and aggressively work to establish new student chapters.
- To be the state of Georgia's most recognized leadership organization the administrative professionals and to help develop their skills to the highest degree.

We're on the Web
www.iaap-hq.org



Please send your Dogwood News items to:

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7156 Woodland Circle
Riverdale, GA 30274
404-944-0827 (Cell)
770-603-0998 FAX
e-mail:
man2moto@bellsouth.net

Chapter Members Is your contact information correct?

Please report all changes to address, work or home telephone numbers, fax number or e-mail address to:

Sonya Robinson CPS
770-488-6060
AWV9@cdc.gov

The Dogwood Chapter meets

3rd Tuesday of the month
At
Holiday Inn Airport North
1380 Virginia Avenue
East Point, Georgia 30344
Meetings begin promptly at 6pm.