

Minneapolis Matters

City of Lakes Chapter Newsletter

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The Right Way to Take Time Off

By Josh Brost, OfficeTeam

Everyone needs a chance to escape the demands of the office, and there is no better time than summer. In fact, more than half of managers polled by our company said July and August are ideal for staff vacations.

Taking time off allows you to recharge your batteries and remain productive. Of course, many people find it challenging to step away from work. But avoiding at least occasional breaks can sap your motivation and lead to burnout.

The following tips can help you get away without work-related worries:

Make a plan. Request time off as far in advance as possible. The sooner you notify your manager about your intent to take a vacation, the better your chances of securing the dates you want.

Call for reinforcements. Identify coworkers who can keep projects moving while you are away. Also talk to your boss about designating a point person who can make decisions on your behalf on time sensitive initiatives. Offer to return the favor when this person is out of the office.

Redirect calls and e-mails. Provide alternative contact information in your voice-mail and e-mail messages so that incoming requests can still be handled promptly. Also notify key contacts – both internal and external – in advance so they won't be caught off guard and know who can address their needs while you are away.

Leave it all behind. Regardless of whether you are staying in town or going away, you need to disconnect from the office. Unless your job demands it, avoid checking your e-mail and voice mail remotely. Also resist the temptation to bring projects with you.

Advance planning can make all the difference in minimizing pre-vacation stress levels. You'll find it easier to put your work concerns behind you and relax during your days off.

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Executive Board

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POWER
of
Commitment
 City of Lakes Chapter

PRESIDENT'S MESSAGE

Our International Education Forum and Annual Meeting (EFAM) is just around the corner. As I type up this message, it is two weeks away from when I need to report. This is the culmination of seven years of work by those involved. Those of you that were at the convention in Albuquerque may recall the shock on everyone's face when we found out the convention was going to be in Minneapolis in 2009.

This may not be the largest EFAM in history due to the economy, among other things. Nevertheless, there have been a lot of people working hard to bring everything together. And, EFAM is coming together. In addition to the EFAM plans, we are excited to welcome four members from our 'Sister Chapter' along with a member from the chapter on Maui to join us for some special Minnesota festivities following the vent. I hope that many of you will be able to join us for one or more of the events, in particular, the pizza and beverage reception being hosted by Schwebel, Goetz & Sieben after work on Tuesday, July 28, 2009, at 4:30-7:30 pm. Please get your RSVPs in soon if you haven't already.

All of this brings to mind how thankful I am for all the people in my life that have made contributions and shared their lives with me. It has been an emotionally difficult week. I found out that a younger legal assistant I used to work with passed away after a long battle with cancer leaving two young children and a husband. Her mother passed away this morning of a stroke. These events put things in a different perspective and help us focus on our priorities: it's the people, not the accomplishments.

While we may be doing all the organizing and planning that administrative professionals do, and as only we can, we can't help but be reminded that there are more important things in life than doing, organizing, and planning. So, as you wind your way through your summer, keep in mind how important your family and friends are to you. Give them an extra hug and tell them how much you care. There may not be a tomorrow. Think about all the wonderful people you have had the opportunity to meet through your involvement in IAAP, how much they have enriched your life, and the exciting commitment we make to each other just by being members of this amazing group. Who would have thought we would have a Sister Chapter in Hawaii and make new friends so far away?

Speaking of our Sister Chapter, a small committee of members from both City of Lakes and the Hawaii Chapter (Connie Hill, Cullyn Richter, Wendy Peek and me from the City of Lakes Chapter; Bernice Fujiwara, Brittany Joppe, Cheryl Viera, and Nora Onishi of The Hawaii Chapter) put together a resolution adding some formality to our informal relationship. The resolution has been translated into Hawaiian, the two resolutions are being framed side by side in identical frames, and the resolution will be presented to the Hawaii Chapter members at the pizza reception. We will keep one framed copy for our chapter. It will be displayed at a future chapter meeting. Mahalo' nui loa to everyone who contributed to accomplishing this task. Let's look for ways to enhance this cultural exchange and celebrate our own member's unique gifts and spirit.

Have a great rest of the summer.

Brenda

EDITOR'S NOTES

By LaVonne Bittner
Chair, Communications Committee

Happy Summer! As you can see, we are working on a change of format for the newsletter. The format you see here is our first experiment with a brand new look. We aren't sure that this will be the final format, but we are close. So far, this format seems to be working well on the creation end. We invite you to take a few minutes to think about it, and let me know what you think – good or bad. We promise not to take it personally. Give us your thoughts, your ideas, your suggestions. We love input.

MEMBER'S NEWS!

Birthdays - Happy Birthday to Mary Ritter who celebrates a birthday on July 27th!

WRITING TIPS

From Daily Writing Tips – Google.com

Verbing Nouns

Two readers wonder about the practice of using nouns as verbs.

- Nanerl wonders if journalled is acceptable.
- Marilyn writes: "My colleagues, at a reputable academic institution, all use the word 'action' as a verb, such as: "we must action these items" and "before these items can be actioned." This drives me crazy because I'm sure 'action' does not have a verb connotation, but the word is used so frequently with this connotation that I am no longer sure."

Is guessed that we all have lists of 'verbed' nouns we hate to hear or read. We may not, however, all agree as to which are abominations and which are not.

Some examples from the web:

- Clause said all three girls were initially conscious at the scene. Swanson and Zeien were flighted to the Milwaukee Area Medical Center Complex. (An arrow may be flighted with feathers, but injured people in a helicopter are flown to a hospital.)
- How many people were impacted? And how severely? (What's wrong with affected?)
- Federalist Newspaper authored by Alexander Hamilton (Hamilton was the author. He wrote the document.)

The capacity of English for turning nouns into verbs is both its glory and its bane. Sometimes a 'verbed' noun fills a void, but too often it is the lazy expedient of a thoughtless writer.

As for journaled and actioned, the first is possibly OK but the second is abominable.

The best course of action one can suggest is to take the trouble to consider appropriate verbs that already exist before taking a noun that has not previously been used as anything but a noun and turning it into a verb.

Monthly CRYPTO-QUOTE

Brian Tracy
Brian Tracy International

ZBJJEP FBSNWQAR PB AERQABLX AQONLELX PMQ JBWP COASOVAQ

OWWQP FBS'AA QCQN MOCQ EW FBSN JELH OLH TMOP FBS GSP

ELPB EP.

Answer will be provided in the next newsletter.

UPCOMING EVENTS

2009

- July 26-29 International EFAM – Minneapolis
- October 9-11 MN-ND-SD Division Fall Conference, Otsego, MN
- October 19-21 Certification Conference, Portland, OR
- November 6-7 Certification Examination – Hennepin County Medical Center
- December 10 Metro Lakes Council Joint Social

2010

- February 15 Certification Exam Applications Due
 - March 19 MN-ND-SD Division Incentive Award Applications Due
 - April 18-24 Administrative Professionals Week
 - May 7-8 Certification Examination – Location To Be Announced
 - May 21-23 MN-ND-SD Division Annual Meeting, Bloomington, MN
 - June 30 Member of Excellence Applications Due
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