

FLORIDA DIVISION

2009

2010



BUILDING CAREERS

# Tool in' Around

**IAAP® Florida Division President Communication**

**September 2009**

Greetings Everyone!

Welcome to the second issue of "Toolin' Around." I'd like to start by mentioning our mission statement again: Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development. As our organization grows, so do our mission, values and interests. We want to assist everyone in achieving their goals.

As an IAAP member, you have set another building brick toward achieving your goals. Being a member is the first brick, now it is time to set another brick by getting involved. To get started, there are many opportunities at the chapter level to build your skills. Take advantage of everything the organization has to offer. If you have any questions, please do not hesitate to ask your Chapter or Division Board. We are here to serve.

As I mentioned in the first issue, Linda and I represented the Division at EFAM this year. We have prepared our EFAM alternate and delegate reports, respectively. They are located on the Division website in the Florida Division Library. The delegate report covers the business portion of the event and Linda touches on the social aspects of EFAM. Please visit the site and review the reports. Remember to log into the new IAAP community website and set up your profile. You will then be able to join the eGroups that interest you. Don't forget to subscribe to the Florida Division group, as we will be using this as our "tool" for communicating.

How are you doing with your Leadership and Education Conference (LEC) building project? Have you spread the word about the event? Have you signed up for the event this year? It is being held at the Ocala Hilton on September 26<sup>th</sup> with a bonus Friday afternoon second annual committee forum. There will be six recertification points available for this two-day event. Sessions on succession planning and strategic development skills will be held on Friday and you will receive a recertification point for each of those. On Saturday, Valerie Tutor will teach us the skills to get our message across to our team. You will receive four recertification points for this presentation. On Friday evening is a poolside cookout followed by a surprise "building activity." The registration form and a PayPal link can be found on the Florida Division website. If you have any questions, please contact our coordinator, Nancy Meagher CPS/CAP. Her email address is [NMeagher@Ocalafll.org](mailto:NMeagher@Ocalafll.org).

Great News! The Ocala Hilton has extended the deadline to reserve your room at the LEC rate! You now have until Friday, September 18<sup>th</sup>. The rooms are \$109/night for 1-2 people and \$119/night for 3-4 people per room. These rates include breakfast in Arthur's, the hotel's restaurant.

You will receive six recertification points for attending the LEC Friday and Saturday events and have some fun too! On Saturday, I will also be giving an update on the Pathways to Excellence program. So, make your plans and get registered this week! Registration information is located on the Florida Division website. I hope to see you there.

Some upcoming Florida Division events are as follows:

- November 14, 2009 - FLAN, hosted by the Lake Buena Vista Chapter
- February 27, 2010 - FLAN, hosted by the City Center Chapter (Tampa)
- March 27, 2010 - Spring Seminar, Ocala Hilton
- June 25-27, 2010 - FL Division Annual Meeting, hosted by Bartow & Lakeland Chapters

Don't forget the fundraiser event initiated by the First Coast Chapter:

- May 10-15, 2010 - Cruise to Nassau & Key West, departing from the Port of Jacksonville

In closing I would like to share a daily inspiration I received that really struck a note with me. It comes from a website that I subscribe to that has great leadership training tools and daily inspirational messages: WalkTheTalk.com. The quote is by Michael Altshuler - "*The bad news is that time flies. The good news is you're the pilot.*" Many of us try to change things that are out of our control - like trying to stop time. What we need to concentrate on is how we UTILIZE our time. We have the control to make the most of our time and remember that time is so valuable. So spend your time and use your tools to build the best career and life you can. Don't forget, you are a master builder.

Until next time - Grab Your Tools and Get Building!

*Joanne*

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