

# Clifton Corridor Forum

A NEWSLETTER FOR CLIFTON CORRIDOR CHAPTER ADMINISTRATIVE PROFESSIONALS



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## From the President's Pen

by Maria Mines

As the holiday season approaches, we'd like to take this opportunity to thank our members and readers for your continued membership and dedication to our chapter.

In reviewing our accomplishments thus far, we are well on our way of accomplishing our goals of staying connected through the power of commitment. We have successfully provided five educational programs that have been approved for recertification points. We also celebrated our 1st anniversary, "Turning a New Leaf," at our October meeting. We have more educational programs planned for 2010, so please stay tuned and continue visiting our website at [www.iaap-ccc.org](http://www.iaap-ccc.org).

As you know, the basic membership rate at the International level will increase by \$25 as of January 1, 2010. However, you can save yourself (or your employer) \$25 by renewing before December 15, 2009. Just give IAAP Headquarters a call at (816) 891-6600 and let them know that you want to take advantage of renewing your membership early.

At the close of another year, we gratefully take time to wish you a happy holiday season and prosperous new year! And, we would like to thank each and every one of you for spreading the word about IAAP and the Clifton Corridor Chapter.

God bless!



# Professional Certification

If you're looking for ways to help you get ahead in the workplace IAAP offers two professional ratings for office professionals. The Certified Professional Secretary (CPS) and the Certified Administrative Professional (CAP) ratings are the industry recognized standards of proficiency by passing the exams.



You may also obtain college credit and, according to the latest survey from OfficeTeam, get up to a 7% increase in salary.

The CPS and CAP exams are based on the premise that an administrative professional should have basic knowledge of office systems, technology, office administration, and management, and know how to apply the principles of good human relations and communications.

Why wait? Do something for yourself and your career today.

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For more info see <http://www.iaap-hq.org/prodev/certification/index.html>.



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## TIME-OFF TIPS

### Workplace Expert Identifies Eight Mistakes That Can Hinder Holiday Breaks

MENLO PARK, CA -- During the holiday season, we all may make questionable choices, like wearing knitted snowman sweaters, overindulging at the dinner table or serving turducken. But according to administrative staffing firm OfficeTeam, the decisions professionals make before going on vacation can mean the difference between a relaxing respite or a harried holiday.

"Taking time off provides an opportunity for employees to recharge and come back to work refreshed," said OfficeTeam executive director Robert Hosking. "However, those who don't lay the proper groundwork before they leave may find themselves constantly connected to the office while on holiday breaks or overloaded when they return."

OfficeTeam offers eight common vacation missteps and tips for avoiding them:

- 1. Carving out time at the last minute.** Coordinate vacation dates with your team as early as possible to avoid scheduling conflicts or a lack of project coverage. Be sure to let your coworkers and other business contacts know when you'll be out. If taking on your tasks is a burden to colleagues, bring in temporary professionals to help while you're gone.
- 2. Acting like a turkey.** Use your out-of-office features wisely by including an alternate contact on your voice-mail or e-mail notices. This ensures people get immediate assistance and assignments stay on track.
- 3. Ruffling colleagues' feathers.** Forgetting to cancel or reschedule meetings planned during your vacation is discourteous to others who set time aside to talk to you. Also, mark your time off on any group calendars so people know when you are not available.
- 4. Committing a technical 'fowl.'** More than a few employees have returned to work after a vacation only to discover they are unable to log in to their computers. Prevent this from happening to you by changing any soon-to-expire passwords before you leave.
- 5. Overstuffing your inbox.** Examine the storage capacity on your e-mail inbox to ensure you have plenty of space to receive large-size files while you're away. In addition, clean out your voice-mail box.
- 6. Letting your vacation be gobbled up by work.** If you must check in with the office while on your break, let coworkers know in advance the specific times you will be accessible. Making yourself too available can detract from the benefits of taking a vacation.
- 7. Forgetting to give thanks.** Express your appreciation to colleagues who take over key projects while you're away. By providing all the information they need to complete tasks ahead of time, you'll make it easy for them to cover for you. Also offer to return the favor when they're out.
- 8. Not clearing your plate.** Avoid scheduling meetings for the morning of your return so you can spend the time getting up to speed on assignments and catching up on e-mail.

Hosking noted that creating a pre-vacation checklist can provide peace of mind for employees before their break. "It's easy to overlook minor details when you're on your way out of the office," he said. "Having a written record of tasks that must be completed prior to your departure can help you tie up loose ends and make the transition back to work more manageable."

#### About OfficeTeam

OfficeTeam provides businesses with the temporary administrative professionals they need to maximize productivity, achieve cost efficiency and support existing staff. The company has more than 325 locations worldwide and offers online job search services at [www.officeteam.com](http://www.officeteam.com).

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