



Lighthouse News



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"Lighting the pathways for professional growth"

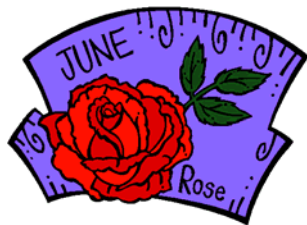
Jacksonville-Onslow-Lejeune

Volume 5 Issue 6

June 2010

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Points of Interest

- The JOL Chapter meets the second Thursday of each month, 5:30 – 7 PM, Marine Federal Credit Union (MFCU), 4180 Western Blvd Ext (use rear entrance)

June 2010

- Thurs, June 3, JOL Chapter Meeting 5:30 PM,
- June 11-13, NCD Annual Meeting, Hickory, NC

July 2010

- Thurs, July 8, JOL Chapter Meeting Social Event 5:30 PM, Tony's Seafood and Oyster Bar

Member Spotlight

Linder Morton



Linder Morton is the Administrative Assistant to the Vice President of Energy Services at Jones-Onslow EMC. She was originally hired in 1988, but after a 2 ½ year vacation in 1995, staying home being a mom, she returned to JOEMC in 1998. Linder was a consumer representative I for a number of years before taken on the Administrative Assistant position, in which she refers to as the "spinning hat". Along with assisting the VP of Energy Services, she works closely with staking engineers, customer relations, and also assists the in-house print shop. Linder's largest project each year is organizing a fundraising golf tournament for JOEMC which gives to the local 4-H groups and provides educational grants to the county schools in Jones-Onslow's service area. She says she is very proud to

work for a company that is so involved in the community.

Linder has lived in Jacksonville since her family moved here in 1964. She has a daughter, Megan, who is married to Joseph Jarman. Her son, Josh, is a rising sophomore at NCSTATE. She said she hopes to add some grandchildren to the picture in the near future. In her spare time, Linder enjoys traveling and working around her house and yard.

"27th Annual National Night Out Celebration"



DATE: August 3, 2010

LOCATION: Riverwalk Crossing Park



Volunteers are needed to distribute information about IAAP and our JOL Chapter & hand out pencils to the children.

See Page 3 for More Information

The Importance of Setting Goals

submitted by Pam McIntosh

At the recent NC Division Annual Meeting we were fortunate to have a session on goal setting lead by Chuck Ewart, of the Ewart Group.

He spoke about his observation that almost every professional organization sets goals. Whether it is your employer, the church, a professional group you are a member of, or the local PTA, they are all setting goals for the future.

He went on to say that we should be setting goals for ourselves. He suggested that we set them for the following areas: Career, Personal, Financial, Family and Spiritual

If we take the time to think through what we want to accomplish and then develop action steps, we will find it much easier to focus on doing the things necessary to achieve the important goals in life.

I hope each of us will take the time to sit down and set a few goals for the future.



Goals are not the same as wishes or dreams. They only work if you have plan to reach them and commit yourself fully to the task. Effective goal-setting is a skill. You should write out your goals, not just park them in your head. Write them down, then read and review them every day. Here are few tips for creating goals that really work:

1. Be Specific: Specific goals are better than vague or general goals. A vague goal might be something like: "I will have a good training session." A specific goal might be something like: "I will do circuit training for 30 minutes with my heart rate at XXX BPM." Write it so that someone else could watch you on screen and clearly determine whether or not you did it.

2. Be Positive: Your goal should state what you WILL do, not what

you WON'T do. Telling yourself what not to do almost never works. Your brain is not wired that way. So, instead of writing your goal this way: "I will not (insert common mistake here)", you could say "I will focus on executing proper technique when doing (insert technique you need to work on here)."

3. Make It Challenging, but Attainable: Accomplishing your goals feels great! It boosts your motivation and accelerates your confidence. So you want to set yourself up to succeed, but you want the goal to be challenging enough that you feel like you really worked for it. Lots of research shows that people who set more challenging goals for themselves improve more and accomplish more than those who set easy goals or no goals at all.

4. Emphasize Performance Over Outcome: Goals works best when they focus on your performance

(which you control) rather than outcomes (which you do not fully control). A performance-focused training goal might be stated as follows: "I will focus on stand-up attacks and execute good defense to my opponent's takedown attempts."

5. Track, Measure, and Get Feedback: This may seem obvious, but it is very often forgotten. After setting a goal, you should get feedback about whether or not you met it. You should have some way to measure your results, and a timeframe in which you will assess whether you met your target goals. Research on behavior change shows consistently that "feedback" is a key factor for modifying and improving performance.



Upcoming JOL Chapter Meeting

Thursday, July 8, 2010
5:30 PM

Tony's Seafood & Oyster Bar
JOL's Annual Social Gathering

JOL Meeting Dates: 2010/2011

Aug 13	Sept 9	Oct 14
Nov 4	Dec 9	Jan 13
Feb 10	Mar 10	Apr 14
May 12	Jun 9	Jul 14



June/July Birthdays/Anniversaries Birthdays

Karen Beblo - 06/29
Melinda Berridge - 07/8

Membership Anniversaries

Kathy Zerba 06/2008
Valerie Cox 07/2009

THANK YOU!

What is National Night Out? It's America's Night Out Against Crime!

The "27th Annual National Night Out" (NNO), a unique crime/drug prevention event sponsored by the **National Association of Town Watch** (NATW), has been scheduled for **Tuesday, August 3, 2010** at the downtown Riverwalk Crossing Park. The event is from 5-9 PM followed by a fireworks display down by the waterfront.

Last year's National Night Out campaign involved citizens, law enforcement agencies, civic groups, businesses, neighborhood organizations and local officials from over 15,000 communities from all 50 states, U.S. territories, Canadian cities and military bases worldwide. In all, over **36 million** participated in National Night Out 2009.

NATIONAL NIGHT OUT is designed to:

- Heighten crime and drug prevention awareness;
- Generate support for, and participation in, local anticrime programs;
- Strengthen neighborhood spirit and police-community partnerships; and
- Send a message to criminals letting them know that neighborhoods are organized and back.

NNO has proven to be an effective, inexpensive and enjoyable program to promote neighborhood and police-community partnerships in our fight for a safer nation.



Pathways to Excellence

THE IAAP PATHWAYS TO EXCELLENCE RECOGNITION PROGRAM is designed to raise your value as a career-minded administrative professional by becoming a Member of Excellence, a Chapter of Excellence or a Division of Excellence. The program has a set of guiding principles; learn more under the "Principles" tab at the IAAP website: www.iaap-hq.org. You can learn more about these distinctions under their individual tabs, or you can consult our Pathways to Excellence FAQ for more information. You can also find lists of the members, chapters and divisions that have achieved awards this year. (You will need to be logged in to see this information, though!)

Become a “Member of Excellence”

A **Member of Excellence** will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year). A **Member of Excellence** will attain a minimum of 8 of the following 11 criteria:

1. Be a current CPS and/or CAP holder
2. Sign the online Member of Excellence Commitment agreement
3. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level)
4. Attend non-IAAP professional educational workshops, seminars and conferences
5. Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft certification
6. Pay membership dues on or before anniversary date
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's advisory board for the office administration program
8. Conduct a public presentation, program or training
9. Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination)
10. Recruit at least one new member
11. Integrate IAAP membership and involvement into annual performance plan or review.

Completed criteria must be submitted through an online process by June 30, 2010. For more information go to www.iaap-hq.org.



HeroZ: Empower Yourself, Your Coworkers, Your Company

I recently completed a four month leadership program in which we were assigned to write a book critique. The book I read was “*HeroZ – Empower Yourself, Your Coworkers, Your Company*” by William C. Byham, Ph.D. and Jeff Cox (Publisher: Harmony Books, New York, 1994). I highly recommend this book to those who would like to know more about change management and are looking for ways to energize their employees and co-workers for maximum performance.

HeroZ tells the story of change management and empowerment; if you take control of your own job and look for ways to consistently improve the way you approach your work, it will benefit not only yourself but also your coworkers and ultimately your business.

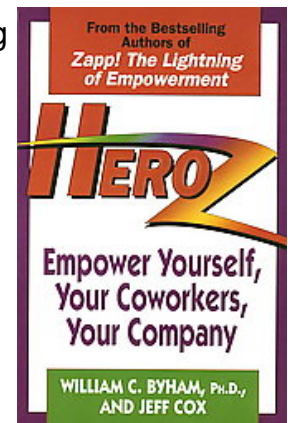
This is not your typical self-help book - the authors tell the story in parable form, making it easy to understand and enjoyable to read. The story takes place in a magic universe filled with sorcery and dragons. The dragons are attacking the kingdom, which is representative of one’s organization, and the only way to fend off the dragons is by magic arrows. However, the king’s castle cannot manufacture arrows fast enough. Even as the king issues orders to make the arrows faster, the arrow-makers are falling behind. To make mat-

ters worse, they are getting very little support from the rest of the castle so they take matters into their own hands by learning how to empower themselves, and ultimately save the kingdom.

In other words, the story goes into what to do when you, the worker, want to make a difference, you want to change things for the better, but your leadership is so un-enlightened that your efforts seem futile. HeroZ details how you can empower yourself and those around you.

The authors’ points are on target and easy to understand. Step-by-step techniques on how to make meaningful decisions, measure your progress and work efficiently in teams are demonstrated clearly throughout the story and incorporated into the book as very useful quick reference segments. HeroZ will make you feel that you control your job, not that your job controls you.

Submitted by Kathy Zerba



Marine Federal Credit Union membership is not **just** available to the military? Marine FCU also partners with local businesses and organizations to offer membership to individuals living and working in our local communities. JOL Chapter of the IAAP is a business partner of Marine FCU and as members of JOL you and your family members are eligible for membership.

Marine FCU offers a full range of services and benefits including auto loans, mortgages, financial planning, credit cards, electronic financial services as well as several checking and savings options. Feel free to stop by any Marine FCU branch for more information or to open your account. **Thanks to Marine Federal for allowing us to meet at their headquarters facility.**



Miriam Appleton, CPS, Deb Forney, Karen Beblo, and Nancy Ortiz (L-R)

Officers 2009 - 2010

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Ways and Means Committee
 Janet Tucker
 Marine Federal Credit Union



Meets **Second Thursday** Each Month
 Marine Federal Credit Union
 4180 Western Blvd., Extension
 (Rear Entrance)
 Jacksonville, NC
 5:30 pm – 5:45 pm (Networking)
 5:45 pm – 7:00 pm (Education/Chapter Business)



**International Association of
 Administrative Professionals®**
JOL Chapter

The Jacksonville-Onslow-Lejeune (JOL) Chapter was chartered in November 2004 and promotes professionalism through continuing education, chapter programs, and networking for administrative assistants.

The chapter is one of 18 chapters of the North Carolina Division.

If you would like to join us at our next meeting, please contact the Membership Committee by e-mail at membership@iaap-jol.org or call (910) 938-5221. A JOL chapter member will gladly contact you with more information and welcome you to your first meeting.

Annual Membership Dues

Dues	Chapter	Division	Int'l	TOTAL
Member*	\$15	\$10	\$83	\$105
Student	\$7.50	\$5	\$50	\$62.50

*New members also pay a one-time processing fee of \$15.
 This is waived for students.



www.iaap-hq.org
www.iaap-nc.org
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Certify Your Credibility

Future CPS®/CAP® Exam
 Exam Dates Application Deadline
 Nov 5-6, 2010 Aug 15, 2010
 May 5-6, 2011 Feb 11, 2011
 Part 4 of the CAP exam is administered on Friday afternoon, Parts 1-3 of the CPS and CAP exams are administered on Saturday.