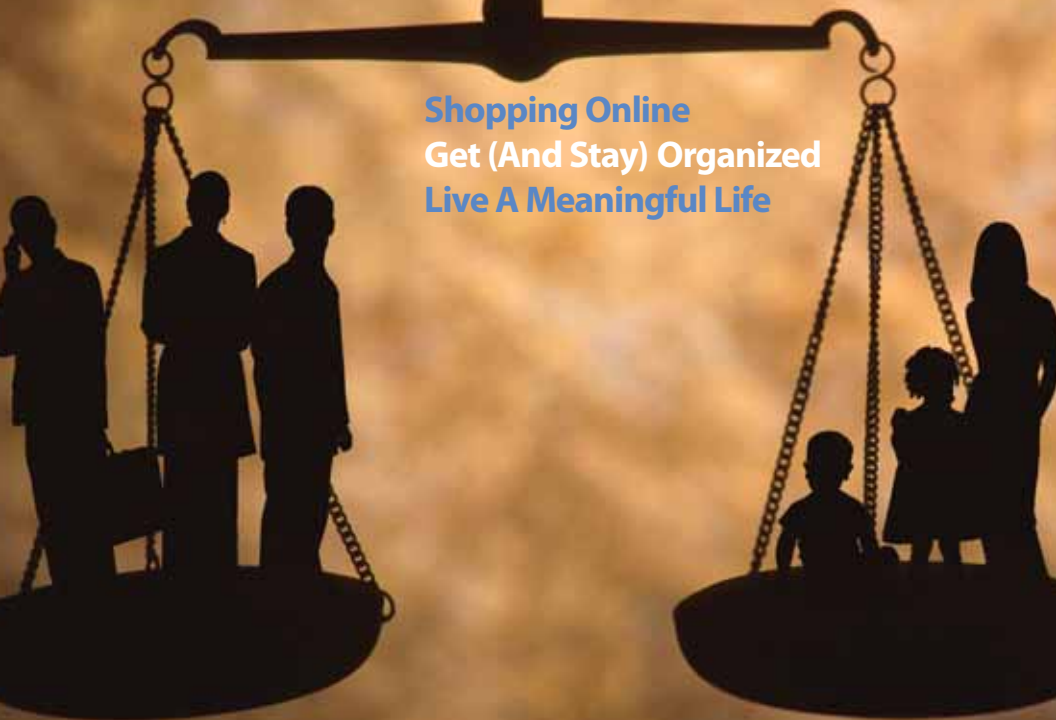


# RTF **reVisions**

Solutions, ideas and notes for life away from the office [www.iaap-rtf.org](http://www.iaap-rtf.org) Spring 2008

## Life/Work Balance

**Shopping Online**  
**Get (And Stay) Organized**  
**Live A Meaningful Life**



# Shopping Online



**P**robably everyone by now has at least heard about eBay or Amazon, right? These companies are still capturing the majority of the e-commerce market among other sites such as Walmart.com and for you technology buffs, Buy.com, Circuitcity.com and Bestbuy.com. All of these sites of course generate large revenues in online retail.

## **E-tailers: Shopping Comparisons**

Sites like Shopzilla.com, Pricegrabber.com and Consumerclub.com actually will give you the best deal by comparing the prices of major retailers like Sports Authority, Target,

Macys, Barnes & Noble and JC Penny. A major goal of Consumerclub.com is to offer consumers the best deals and make the shopping experience easy. Instead of spending the time of researching every site for the best deals, try one of these online comparison sites. They will do all the work for you and find you the best deal.

## **Take Advantage on Shipping Deals**

Most of the major online retailers offer discounted shipping or even free shipping if you buy a certain product or spend a certain amount of money. Also, after Thanksgiving heading into the holidays,

many online retailers will offer free shipping and giftwrap services.

### Check Coupon Sites

Check sites like Valpak.com, Coolsavings.com and Eversave.com. These sites offer all kinds of discounts to major retailers. Coolsavings.com offers up to 30 percent off on groceries and travel. You can even print out coupons and drive to the retailer to purchase merchandise. These sites also offer freebies and free samples of products that are not on the market yet.

### Try Overstock.com

Overstock.com is an online retailer that has partnerships with many brand-name companies. Their relationships with these companies allow them to purchase product at huge discounts. Overstock.com takes advantage of the products that the major manufacturers overestimate for their yearly sales. Overstock.com buys those products at below wholesale price. Also, Overstock.com takes advantage of stores that are moving or downsizing. If this is the case, these products that the stores don't want will be sold to Overstock.com also at a below wholesale rate. Then they pass their discounts to the consumers. The site claims it can save you up to 80 percent every day, which is true after looking at a deal for iPod/mp3 speakers normally listed at \$59.99, selling for \$12.95, which is a savings of 78 percent.

### Is Online Shopping Now Safer?

The answer to the question is yes. It is now safer to shop online. According to an article on AllBusiness.com, e-commerce is actually much more secure than real-world commerce. When you leave your credit card receipt on a restaurant table or give your credit card number to a telephone operator, you're accepting the risk that things you

didn't order might appear on next month's bill. Yet when you enter a credit card number on a reputable e-commerce site, you're sending it over a secure connection to a server that's accessible only to authorized personnel and protected against even the most determined intruders. Just make sure you shop with a reputable company that verifies that payment button is encrypted. Many sites will have padlock emblems verifying this. Pay Pal, which is a payment system made most popular from eBay, has state-of-the-art encryption that protects your information from cyber thieves. You don't have 100 percent protection while shopping online, but your odds are not as great being a victim of identity theft as you are lead to believe.

Pete Glocker is employed in the Education and Charitable Services Department at Debt Management Credit Counseling Corp. ("DMCC"), a 501c(3) non-profit charitable organization located in Boca Raton, Florida. Pete graduated from Florida Atlantic University with a BA in Multimedia Journalism and is an experienced web producer for Tribune Interactive products Sun-Sentinel.com and SouthFlorida.com. DMCC provides free financial education, personal budget counseling, and debt management plans to consumers across the United States. Debt management plans offered by DMCC help consumers relieve the stress of excessive debt by reducing credit card interest rates, consolidating and lowering monthly payments, and stopping collection calls and late fees. DMCC financial counselors can be reached for free education materials, budget counseling and debt management plan quotes by calling 866-618-DEBT or by visiting [www.dmcccorp.org](http://www.dmcccorp.org). Pete Glocker can be reached by email to [pete@dmcccorp.org](mailto:pete@dmcccorp.org).

# Letter From The Chairman



Happy Spring!

As we near Administrative Professionals Day and Week, I'm reminded of one of our goals with RTF reVisions: we strive to help all facets of life, from the office to home, and there are some great articles this month to help you do just that.

First, there is a great piece on keeping your work life and home life in balance. How much more productive could you be at work if you felt like you were more even-keeled in your approach to both? Take a look at this article

for some ideas on changing your perspective.

Speaking of perspective, be sure and read this month's article on living a meaningful life... it's a lofty proposition, but I think you'll agree that the ideas Vinod Kuriakose puts forth are great ones.

We live a lot of our lives on our computers in today's world, both at home and at work. One of the more unfortunate things that follows a lot of us to our online life is disorganization. It seems that life itself leads to things being more and more disorganized. Luckily, we've got some ideas on how you can get your computer organized and efficient.

As for The Trust, we have some great things to share with you. When registering for your sessions at IAAP's International Convention & Education Forum this year, be sure to put our session, sponsored by Adecco, on your list. Victoria Moran will speak on "Creating a Charmed Life," and we know you'll be a huge fan.

Also, if you haven't joined The Trust's Family of Givers yet, be sure and learn more about it at our website, [www.iaap-rtf.org](http://www.iaap-rtf.org). All of your contributions through the new program not only count toward your own history of giving but also toward your IAAP Chapter and Division's total when it comes to awards! Thank you for your support... The Trust depends solely on the generosity of you, the IAAP member, to continue its programs and services.

Have a great Administrative Professionals Week and Day and a great Spring!

Janine Riemersma CPS/CAP

A handwritten signature in black ink that reads "Janine Riemersma". The signature is fluid and cursive, with the first name being the most prominent.

Chairman



## Vista Grande

### A Place in the Sun... for you!

Vista Grande is the Retirement Trust Foundation's most longstanding project. Our "place in the sun" was envisioned in 1947 by Della Herring, who contributed the first dollar to fund it.

### Amenities at Vista Grande

Many of the amenities at Vista Grande find their home in the Community Building. The Mildred Barr Library has books and videos, as well as a comfortable area for reading by the fireplace. The Lillian C. Martino Arts & Crafts Room holds quilting sessions and has an active Project Happiness group that knits blankets and baby items for charities. The Community Building also houses an exercise room where we have a monthly class on using all the equipment. A beautiful gazebo is a picturesque setting for outdoor gatherings.

### Vista Grande Convenience

Vista Grande has all the features you would expect from any premier retirement community, including: a coin-operated laundry, private resident mailboxes, monthly resident potluck dinners, organized craft activity sessions, convenient free parking, a fully-equipped kitchen for resident use on special occasions, and a chapter of IAAP just for Vista Grande residents!

For additional information or a residency application, call or write today:

**Manager, Vista Grande  
Retirement Center  
4101 Meadowlark Lane SE  
Rio Rancho, NM 87124  
505-892-9300**

# THE Trust

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# 7

## Effective Strategies To Get (And Stay) Organized On Your PC

Get organized! There's so much to do, so little time on your computer. Time is precious, you can't save it, only waste it.

Here are seven big tips to help get you organized on your PC:

**1** Practice the C.O.P.E. method- Capitalize on the ability of everyone to help you, Organize your work space for healthy computing, Prioritize tasks which are important, urgent, both or neither, and Energize yourself by getting plenty of rest, eating and drinking all of the right things and exercising regularly. Plenty of mini breaks, exercise on and off the PC, and staying focussed will contribute to a sense of continual wellbeing.

**2** Take some time to block distractions and dangers. Install a firewall to your computer, or have one installed (Windows XP has one but it's switched off by default, and there are better ones around) to make yourself invisible to hackers and intruders. Add mail filtering software to cut right down on junk email and SPAM. (There are free and paid-for versions of both, search on the Net

and read the reviews and customers' comments.) Do not open attachments or links in unknown emails. Even check out warnings of dangers on virus hoax sites. Check for bug fixes and upgrades to the software - it will usually come at no cost.

**3** Make quick notes. With so many tasks in any given day, why should you try to keep every little detail in your memory bank? Use an online software memo pad. Download freeware that'll let you do a pop up or 'Post-It' note on your screen. You may find the software will also retain your notes in one folder. Whenever you remember something needs to be done, the very best thing to do is write or type it down. Then, just as you need to recall it, it will be there for you in an instant. Or slap sticky notes on your monitor - but bin them when they are done!

**4** Remove clutter. Many people say that one of their favorite things to do when stressed out is to clean! Hard to imagine, yes?

Well, it is true. Cleaning gives order and purpose to your life, even if you only do a bit at a time. Tidy your desk, clean out store or remove dead or surplus information from your PC. Get and regularly run software that removes dead links, duplicate files and empty folders, spyware, captures or blocks viruses and other intruders, and cleans and defragments your hard drive. Most of this can be scheduled to run automatically or when you aren't there. Your computer will work better too!

**5** Organize future reminders. There are many good and free e-mail reminder services available. You can type in what you want to remember, such as a welcome party, anniversary or special event, and you will receive an e-mail reminder when the date is approaching. This is a great way to use the Internet as a memory jogger.

**6** Use timers and alarms. Take advantage of alarm clocks and timers throughout your day to stay organized at your work. Have to have a report ready by 12 noon? Set your pop up PC alarm clock as a memory jogger to remind you.

Want to leave for an anniversary meal by 8 p.m.? Set your offline timer to beep a few minutes before it is time to start to get off and get ready.

**7** Visual memory joggers. Visual reminders will help you remember and stay focused. Use visual reminders for remembering your goals. If your goal is to take a trip to a Ireland in a few years, keep a magazine photograph of Ireland right on your desk. If your goal is to lose 20 lbs. in three months, find a picture, motto or ornament that will help remind you of this goal each day.

Get organized, and you'll feel better, have more free time and continue your successful and healthy computing!

A new eguide on getting organized in the home and office is available from Mick Madigan at

<http://tinyurl.com/qz5qa>

Mick has a continual interest in healthy computing, and recently published a unique detailed guide on avoiding computer perils, plus no cost downloads of a stress busting exercise audio ebook and numerous health articles at <http://www.m1mart.co.uk>



A low-angle photograph of a woman with blonde hair, wearing a white long-sleeved button-down shirt, with her arms raised in a gesture of joy or triumph against a clear blue sky. The text is overlaid on the top half of the image.

*Live a*  
**Meaningful  
Life**



**I**n life all good things end fast. The more you have the more you worry. Family and relations become less exciting as you grow older. Each day passes like a hundred that have passed before. Boredom has become this generation's biggest disease. Has your life become dull and boring?

Meaningful life is a concept. It is the concept of thinking, speaking and acting with pure heart. Meaningful life concepts encourage human beings to follow very simple but important philosophy for our soul to lift us into inspiration, enlightenment, and awareness. Take it away and your life is meaningless.

Philosophies that gives continues meaning to your life.

## **1. Be Happy**

What is happiness? It means taking pleasure in what you do and what you have. Happiness is enriching and productive, it gives us a feeling of power and energy.

Happiness can calm your mind. It will improve your relationship with family, peers and neighbors. Possessing happiness will make you a better human being/a better citizen and ultimately a promoter of a better community. The happiness in you will cultivate deep sense of inner peace that comes when you believe that your life have meaning and you are making a difference to the people around and the community you belong.

## **2. Show Compassion and Interest**

Compassion is nothing but a sense of caring. Caring brings enlightenment, insight and knowledge, which is vital for a meaningful life. A meaningful life is determined by the quality and not quantity of one's relationships with people around you.

I once hired a taxi for \$6.25 to reach my place of stay in Delhi. While the driver was on wheels I started conversing with him about his family. Both of us were around the same age and have sons of same age. On arriving my place of stay, I paid him the agreed taxi fare of \$6.25, thanked him and gave him a chocolate I had in my pocket for his son. As he was walking back to the car he paused briefly turned walked towards me and

returned \$2.50 telling me that distance run was only worth \$3.75. While he was talking I could see that he underwent an amazing transformation, his tanned face was wreathed with smiles and gratitude. Show interest in people, if you try, you can like everybody and everybody will like you and this will continuously make meaning to your life. Seek out, do not limit yourself to a few friends when there are so many likeable people around you.

### 3. Nurture a warm heart

A warm heart brings fulfillment in your life. A warm heart radiates love and warmth. Our parents, peers, spouses, children and neighbors will be happy to receive the warmth and love. The entire community around you will get transformed and shall reciprocate love and warmth.

### 4. Have a purpose

All of us want a life filled with joy, purpose and meaning. Purpose is vital for man's survival and health. Discovering a purpose for your life and keeping it with you on a daily basis and working hard on yourself to the point where you become that purpose gives meaning to your life. It helps you to do meaningful hard work by which you can explore your talents and ability that can bring meaningful results in life.

### 5. Radiate

Some people just shine. They are cheerful, pleasant and joyful. They are positive and enthusiastic. They are always optimistic and right in what they say and do. There is a glow around them.

I once requested a priest to visit my ailing friend admitted in a hospital. I was least surprised when my ailing friend called to say, "Hi Vinod, he is amazing, I am upbeat, happy and feel good after talking with him – despite all his illness."

A powerful and calm mind is required to influence people around you with humor and timing. You should learn to radiate, and be like a radiant sun in life, shining on everyone equally. Radiate your love and light to all around you. That's when thoughts become things and give meaning to your life and make you repeat words of St Paul.

**" I have fought the good fight. I have finished the course, I have kept the faith. In the future there is laid up for me the crown of righteousness which the lord, the righteous judge, will award me on that day..."**

*(The writer Vinod Kuriakose can be contacted at [feedback2vinod@yahoo.co.uk](mailto:feedback2vinod@yahoo.co.uk))*





# Life/Work Balance

**I** don't know why so many articles on life/work balance seem to focus on people who suddenly decide they've had it with working all the time and within one hour quit their job, buy a yacht or a jet, grab their family or their best friends or their dog and travel the world for a year or two. They then get touted as the role model for the rest of us who either like our work, can't leave right now, or just want to enjoy life at home. Besides, being in balance is more than just what you do with your time, it's also how you feel and think all of the time.

The reality is that wherever you go you take yourself with you. I can go to the woods for a week to meditate, but if I've never meditated, or gained some inner peace or learned to be happy with who I am rather than what I do, I'll go up to the woods and count the minutes until I can leave or find some way to distract myself from myself.

Life balance is more than how we spend our time, it's also how we feel about that time and how present we are each moment. It doesn't always take

one major event to want to change or to know something is not right for you. It's often a series of things.

I've studied the subject, changed my unbalanced ways and eliminated some major stresses, and there are still times when I know I need to slow down and reassess my priorities.

In this article I feature four people from very different backgrounds who realized they needed to jump off the never-ending treadmill of stress and overload, and make some concrete changes. These are four people who found different ways of achieving life/work balance without sailing the seas or flying the skies for a year.

## Conscious Change

Ross Pike has been managing partner of Diversified Maintenance Systems, a facilities management company for the last year and a half. When I interviewed him, he was calm, and focused. I learned that he wasn't always this way. There were times in the past when he didn't take the time he wanted with his family, and when he did, he was often tied to his

Blackberry. "Before I was with Diversified Maintenance, I was Division President for another organization. I was responsible for over 7,000 employees. I had no personal time. It was always the customers' time. My day started early and ended late. I had to keep up with east and west coast time."

"I was a hamster on a treadmill, always working, and always tired. I needed to make a change. I decided to be open to new opportunities where I could go home every night and spend real time with my wife." Soon after, a colleague, one of the owners of Diversified Maintenance, called. When his friend told him they were seeking an additional partner for their company, and asked Ross for recommendations, Ross suggested himself. Within six weeks he had left his old job as Division President of a national organization and became an equity partner of a much smaller organization. "I left people that I really liked, and took a big cut in my annual salary, but I get to see my wife every night. I also get to spend more time with customers and less time with so much paper work. I was constantly tired and could barely stay awake until ten. Now I enjoy staying up with my wife and watching Boston Legal until eleven. I go to the gym now and take long walks, and my wife is happy because she can give me a longer to-do list."

### **Balanced and Beaming**

Catalina Ganis is Executive Vice President and Managing Director of Elliot Executive Source Ltd. and Senior Vice President of Elliot Associates Inc., divisions of The Elliot Group LLC, a

nationally recognized executive search firm specializing in the Hospitality, Food Service, Manufacturing, Distribution and Retail Service Industries. Catalina helps spearhead client development, long range strategic planning and is also responsible for managing senior level executive search assignments. She is the chairperson of the Multicultural Foodservice and Hospitality Alliance. Catalina has been active with the Organization of Chinese Americans (OCA) Westchester Chapter in New York and the Chinese School of Southern Westchester. She is married and has three children. After speaking with her it was clear to me that she and her family know how to work together as a team and support each other in developing a good life balance.

Before she worked at Elliot Associates, Catalina worked in the hotel industry where she was on call 24 hours a day. "We worked too many hours and the wrong hours. I knew that I needed to change how I was working. Now, I have the luxury of being able to work at home when I want. I make my own schedule and the work always gets done. It's important to me that I am able to spend time with my family. When I travel I make sure that I take flights that allow me to see my children either in the morning or at night (I will leave the house at 4 am to make that early morning flight so I can be home by 8pm that same day). The work I have now also enables me to be involved in my children's classes and activities." Her parents and sister help her, and she and her husband support each other. "In order to have a good balance in our

lives it is crucial that we learn to let go of things we can't control and to not waste time complaining about the decisions we make." "I also made a conscious decision to take a position with an organization and people with whom I share a similar mindset and values and where I am able to be flexible. After all, I want to attend my kids practices and sports games (its not just for them, I need to do it for me)." "I learned to be realistic about what I can do with my time, so we eat a lot in different restaurants. I don't have to spend time cooking and our whole family can enjoy our meals together. I know I'm in balance now because I can sleep at night."

### **From Solo to Stability**

Lia Shigemura has been the diversity director of ABM for a little over 6 months. While some people leave the corporate environment for their own business in order to gain a better life balance, Lia gave up her own successful business to get back into corporate life. "I loved having my own business and due to hard work and good fortune, I was very successful. Much of that success, however, meant that I was constantly marketing myself and selling. The cycle was unending and relentless. When I wasn't with a client or in meetings, I was on the phone. Life planning became difficult as I found that I often placed my clients' need over my own."

"I had been vaguely contemplating working within an organization for a while, but hadn't begun a serious job search when a former colleague, who had recently been hired by ABM Industries, asked if I was interested in

applying for a challenging position as director of diversity, inclusion and training. I saw it as a terrific opportunity to become involved in the ground-up development of such important company strategies and initiatives. With the work I do now I can help create change that will positively benefit 75,000 people and their families. The scope of my position is tremendous and offers many opportunities. And the energy that I used to devote to marketing and selling (and worrying) is now better spent on productive aspects of work that I much more enjoy."

Lia misses some of her international travel; however she likes not living on airplanes, and gets to spend more time at home and on vacation with her partner of 14 years, Helen Zia. "I can now sign up for classes like yoga that are more than one session because I have a better idea of my schedule.. I can actually relax and be more present with my partner. This is a wonderful journey."

When I spoke with Lia, I knew she was serious about this because she was on her way to Carmel, California to relax for a week by the water.

### **Taking Flight at Fifty**

Marcie Lee Thomas is a principal consultant for HCMS Group, Inc. (Human Capital Management Services), a health information company. She loves what she does which is developing educational programs and managing client accounts. "Since I began working for the founders and principals of HCMS (over 11 years ago), my life is a lot more balanced. I work with people who share the same philosophy and who treat people

as assets and not as liabilities. Our clients also agree with our philosophy. I didn't feel that way in other work environments". Before Marcie worked with HCMS staff she worked for a county agency that provided health care programs for county employees.

"We were expending our intellectual capital, but received no recognition for our good work. There was no mechanism for employee appreciation or recognition. We provided for the care of others without receiving care for ourselves. It was stressful, and I always felt responsible for outcomes even without the necessary control to effect change". I wasn't fulfilled workwise and I realized that I was not in balance with who I was as a person." Marcie went on to tell me she was contemplating leaving but hadn't made any moves until "I saw someone get shot outside of the building where I worked. That was the moment when I said that all the benefits, job security and retirement were not worth the stress, nor could those things help me feel better about my job." She was fifty years old when she embarked on a new career. Other people told her it made no sense to leave her county position at that age and couldn't believe that she would take that risk. "From the minute I started working with the principals here, my stress began to lift. I finally felt that I was valued for my contributions and for the results I achieved." When I asked her what she did outside of work she replied "I love to travel, especially to Europe and Hawaii. I love visiting Paris. I exercise, dance, read, attend classes, and take time to go on

spiritual/personal growth retreats. I used to take vacations to get a break from stress, but it was still there when I went back to work. Now, I'm feeling in balance when I start my vacation and I'm still in balance when I return."

All four people, Marci, Lia, Catalina and Ross are very different from each other. They all knew they were working too much, too hard and not getting what they needed to balance their personal and professional lives. Lia left her own business to work for a large corporation, and Ross left a large organization to become managing partner of a much smaller business. Catalina and Marci both knew that they needed more flexibility to put their life in balance, pursue other interests and feel in control of their time. Each person made a conscious decision to make a change, and be open to new opportunities. As the year goes on, take an assessment of what you do and how you live your life. Do you complain about your job, relationships, or lack of personal time? As you assess your life, if you find any areas that you don't like, make a conscious choice to change and be open and willing to try new opportunities. Don't wait, start today

Simma Lieberman is a consultant, author and speaker who helps organizations create more profitable cultures. She specializes in Diversity and Inclusion, Gender Communication and Power Living. Contact Simma to help your organization and the people in it be more successful. Simma Lieberman, 1-510-527-0700, [Simma@SimmaLieberman.com](mailto:Simma@SimmaLieberman.com), <http://www.SimmaLieberman.com>

# News from the Trust

**T**he Retirement Trust Foundation, in partnership with Adecco, will be sponsoring its annual session at IAAP's International Convention & Education Forum this year. Be sure and sign up for this enlightening session, and special thanks to Adecco for making it possible.

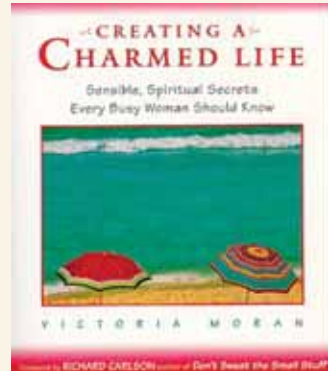
## Creating A Charmed Life

A charmed life isn't something you're born with: it's something you build. Bringing the life of your dreams into being starts by living the life you have from a fresh vantage point. In this workshop, expect to:

- discover and use your free square to help you get where you want to go.
- upgrade your life the way you upgrade your computer software.
- treat yourself regally as you "drink good coffee, eat good food."
- live like you're on vacation every day of the year.
- find the common denominator of happy people and how to adopt it as your own.
- make your home the nurturing center point of your life in the world.
- trust your instincts to build an inner life of peace and power.

Expect to laugh, cry, learn a lot, and leave knowing first, that you deserve a charmed life, secondly, ways to get one; and finally, how charmed your life today already is.

*Victoria Moran, Woodstock, NY*



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Make checks payable to "Retirement Trust Foundation" and mail to the address below.

Contributions must be received in IAAP Headquarters by June 30 to be counted toward Trustees' Awards presented at the next IAAP International Convention and Education Forum.

Divisions sending contributions for chapters should list each chapter and amount of contribution and attach to this form so those chapters may also participate in the awards.

All contributions to the Retirement Trust Foundation are tax deductible in the US.



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