

# RTF reVisions

Solutions, ideas and notes for life away from the office

[www.iaap-rtf.org](http://www.iaap-rtf.org)

Summer 2008



## Attitude is EVERYTHING

Go On A TV Diet  
Cooperation In  
Your Relationships  
Downsizing For Seniors

# Go On A TV Diet

By Emily Allen

**S**ummer is here. The swimming pool, the tennis courts and hiking trails are all calling you to drop the TV remote and go outside. If you've been thinking about dumping your TV, summer is a good time to test out the idea. The variety of activities available in the summer will keep you, and your children, busy for weeks. Here are a few reasons why selling, or even unplugging the TV, is a great idea.

## **You won't suffer during election season**

You'll miss the negativity, distortions and lies. Instead, research the issues online. Hike down to your local library and read a few magazines and newspapers that have factual information on the candidate's platforms and the upcoming election.

## **Your kids will stop begging you for things**

Well, not totally, but turning off the TV will help. Advertisers and marketers are good at what they do. The ads on TV create a need

in consumers and bring money in for companies. If children aren't exposed to those messages, they're less likely to want new toys, or cell phones, depending on their age. And so will you.

## **You'll be more likely to adopt better habits**

It's easy to watch TV. After a long day at the office or out on the golf course, you walk in the house, fix yourself dinner, plop down in your easy chair and reach for the remote. It's not quite as easy to exercise. If you don't have a TV, there's not a choice. Then you may start grilling salmon and taking a walk around the neighborhood after dinner instead of snacking in front of the tube. A University of Minnesota research team confirms that cutting TV and even getting a little exercise improved health.

## **Your kids will be healthier**

Studies have shown that the rate of Type II diabetes, once thought to be an adult disease tied to obesity, is on the rise among

kids. Cutting the amount of TV children watch will help them slim down and get healthy, suggests a study from Stanford. The study found that grade-school children who limited their TV watching, over a 1-year period, gained significantly less body fat than a control group of their peers.

### **Holidays become a bit more joyous**

Before long, the winter holiday season will be upon us. Anytime you enter a discount chain, mall or department store, the message is there: buy, buy, buy. Spare yourself the extra pain of commercialization by dumping the TV. Holidays will be less stressful.

### **You'll find time for hobbies and dreams**

Remember, back in high school when you wanted to go on Broadway? It might be too late for that, but it's not too late to try-out for a play at your local community theater, or to join the church choir, the local softball team or write that bestseller you've been thinking about. TV steals time. Without it, you'll have more time to pursue your passions.

If you think that setting your big screen outside for the garbage man to collect is a bit extreme, just unplug for a few weeks. Then determine if being TV free is right for you. Even if you decide to keep the TV, consider limiting the days and hours you and your family spend in front of it. You'll be happier and healthier if you're on a TV diet.

Emily Allen is a freelance writer and former newspaper editor. She's written for numerous adult and children's publications including *Weekly Reader*, *Cricket* and *Discovery.com*, website of The Discovery Channel. She lives and works in Kansas City and can be reached at [emyallen@gmail.com](mailto:emyallen@gmail.com).



# Letter From The Chairman



Summer is the perfect time of year to connect with family, sit on the porch swing and read or wiggle your toes in the mud after the rain and reconnect with your inner self.

Sam Keen once said, "Deep summer is when laziness finds respectability." That's one of my favorite quotes for summertime. I encourage you be a bit lazy this summer while enjoying this issue of *reVisions*.

During one of your lazy summer days, read the article "Extend your Life." You'll learn that researchers have now established that having a positive attitude is so powerful that it can extend your life as well as help you be successful and wealthy.

While you're improving your attitude, unplug the TV for a few weeks. The rate of Type II diabetes, once thought to be an adult disease tied to obesity, is on the rise among kids. Cutting the amount of TV children watch will help them slim down and get healthy, suggests a study from Stanford. It will help the adults in the family, too.

After my visit to Vista Grande earlier this year, I was reminded of the wonderful work The Trust does on behalf of administrative professionals. The mission of the IAAP Retirement Trust Foundation is to assist needy, elderly administrative professionals. The RTF has programs in addition to Vista Grande, including a financial assistance program for retired IAAP members. Of course, we publish this magazine, RTF *ReVisions*, quarterly, and send out a monthly e-newsletter *ReVisions 2.0*. Our programs benefit both retirees and future retirees, that's all of us.

If you haven't joined The Trust's Family of Givers, consider it. You can learn more about donating to The Trust on our website at [www.iaap-rtf.org](http://www.iaap-rtf.org). You can also benefit The Trust and add a new pin to your collection. Look for the New Orleans pin at Convention. If you're not going to Convention, you can purchase the pin by contacting any of the RTF Trustees or Retirement Trust Foundation Committee members.

Don't miss our session at International Convention, *Creating a Charmed Life*, sponsored by Adecco. Expect to laugh, cry and learn a lot from presenter Victoria Moran, as she teaches from her best-seller, *Creating A Charmed Life: Sensible, Spiritual Secrets Every Busy Woman Should Know*. Having a charmed life isn't something you're born with, it's something you create. Come and find out how.

I look forward to seeing you at International Convention. Enjoy your summer!

Janine Riemersma CPS/CAP

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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# Attitude is **EVERYTHING**

Extend your life— A positive attitude may give you seven more years.

By Edward W. Smith

# R

esearchers have now established that having a positive attitude is so powerful that it can extend

your life as well as help you be successful and wealthy.

The Ohio Longitudinal Study of Aging and Retirement, a 20-year study of 1,157 people that were 50 years or older, found our attitude about aging affects how long we live. The study showed that people who had a more positive view about aging lived an average of 7.8 years longer than those than those who did not hold positive views about aging.

If our attitude about aging can affect our longevity, what else can a positive attitude affect? Almost everything, hence the old saying “attitude is everything.”

Think about what you’d like to change in your life; possibly your income, your health and your happiness. Make a list of things you would like to change, but keep the list to less than seven items, so you can focus on them.

Next, do some serious soul searching about the attitude you really have in these areas. Do you want more money but you keep telling yourself what your father told you, “Money doesn’t grow on trees.”

## Change your self-talk

Write out the positive attitude you want to have in each area that needs to be changed and turn the attitude you want into an affirmation. For example, if you want to have an attitude that it is okay we wealthy, you could start repeating the sentence “I am a person who enjoys wealth” several times each day.

Affirmations are very powerful ways to change your attitude about something in a relatively short time.

## Predict good things for your future

Be your own fortune-teller and predict good things for yourself. If you are positive, good things are going to happen to you: if you are pessimistic, things are going to go badly for you. Believe it and predict good things for yourself.

Always be positive about yourself when you talk. If you’re negative, it causes others to lose faith in you; you also lose faith in yourself. Always be positive in your speech, regardless of whether someone else is around. You are the most important person that will hear what you say.

Remember, your attitude is contagious to others as well as to yourself, so predict good fortune for yourself and others and it will come true.

Attitude is a very powerful thing; it can work for or against you. To make it a positive force in your life and from this moment on, choose to focus on the positive in your life. Life goes on regardless of our attitude, but with a better attitude, you may be able to make it go on a bit longer.

Edward W. Smith, president of Bright Moment Seminars is the author of *Sixty Seconds To Success*. He produces and hosts the Bright Moment cable TV and internet radio show and is a motivational speaker specializing in fast results. He publishes the free, daily, email of the One Minute Motivator. His website is [www.brightmoment.com](http://www.brightmoment.com). You can reach him at [edsmith@brightmoment.com](mailto:edsmith@brightmoment.com).

A photograph of a man and a woman embracing and smiling. The man is on the right, wearing a white shirt, and the woman is on the left, wearing a tan jacket. They are both looking at each other and smiling warmly. The background is a bright, out-of-focus outdoor setting with greenery.

*Five Keys For Creating*  
**Genuine**  
**Cooperation**  
In All  
**Your Relationships**

**H**ere are four practical keys for building those magical relationships of co-creation and abundance you've always wanted. Many people believe they are right and the other person is wrong, which creates walls in a relationship. You can unlearn a confrontational approach to relationships.

One way is to begin shifting a negative way of thinking and learn new skills that open the door to possibilities.

## Alignment

Establishing alignment – working toward getting everyone on the same page – is important to successful co-creation. In life, we go about our own lives, trying to achieve our own goals, yet we are all still interconnected. This puts limits on how far we can get in achieving our own results without cooperation.

The process of creating alignment starts by getting clear about what is important to everyone. It's co-creating a shared vision of success. Beginning by learning alignment paves the way for easy agreements and abundant results, which produces far greater satisfaction for everyone.

## Negotiation

Take everyone's needs into consideration and keep at it until everyone is satisfied. Understanding the difference between negotiation and compromise plays a big part in being willing and able to stick with the process.

Begin by identifying what everyone wants. Then see who's willing to give up parts of what they want until everyone can live with what's left. This results from having your attention focused on lack, limitation, and fear. It's based in the belief that there isn't enough to go around, so you have to settle for or take whatever you can get.

Negotiation is the way in an abundant

world. It begins by identifying what everyone values and what is missing for them. Then, while you keep your attention focused on everyone's values, strategies will emerge that make it possible for everyone to be satisfied, without any compromise needed.

## Agreement

Define a plan and what needs to happen to carry it out, and who's willing to come along. After everyone's had their say, people often think they've made agreements. In reality they've only expressed vague understandings of what they want, and how they would like that to happen.

Co-creation relies on your ability to make clear, doable requests that lead to definite agreements. Powerful agreements are specific about who, what, when, where, and how. They include a positive confirmation of each person's willingness to do their part.

Explicit agreements increase your effectiveness and everyone's satisfaction.

## Accountability

Without accountability you can't know if your agreements are actually working. If you wait to find out they aren't working, you may have already built up dangerous levels of frustration, resentment, and resignation.

You create accountability by setting specific times to review how well your agreements are working, and schedule discussions to see what changes might be needed.

Now you have four keys that open the doors that lead down the path to co-creating genuine partnerships. Practice these skills in all of your important relationships.

Free tips on relationship are available at  
[www.FocusedAttention.com](http://www.FocusedAttention.com).

# Downsizing For Seniors

By Marilyn Bohn



**D**ownsizing can be a tough process for anyone, but especially for seniors who find themselves with large homes and no longer have children to fill up the rooms.

More and more older adults are tackling the huge job of downsizing their living spaces. In fact, about 6 percent of Americans between the ages of 55 and 64 move each year, according to the Over-50 Council of the National Association of Home Builders.

There are several reasons seniors want or need to downsize. They could be planning a move to assisted living, moving into a smaller, more manageable home or living out of a motor home so they can travel more. Whatever the reason, the following are tips for seniors taking the plunge into a more simplified lifestyle.

### Get rid of the guilt factor

Many feel they are the keepers of their family heirlooms and have a hard time getting rid of items for which they no longer have room. This is the number one reason seniors have a hard time downsizing. To make it easier, look for other family members who would like to have some of these items now, especially if they are just being stored and not used. This way the person they really want to have them will be the one to inherit the item, and the joy that brings to the recipient can be enjoyed by the giver.

If family members do not want the items because of their own space limitations or for other reasons, consider donating the items to a charity. There are also consignment shops in most large cities where items can be sold with a percentage of the cost going to the shop. For the Web savvy, items can be sold through eBay, Craigslist and other places on the Internet.

### Find movers specializing in senior needs

Moving is stressful for everyone, but some moving companies specialize in making the transition easier for seniors so it is worth the time to find a mover match. There are moving companies with senior-

friendly services. These services will hang items on the walls for clients unable to do so themselves, handle the change of address and utilities, set up electronics at a new home, and much more.

### Reassess every five to ten years

As seniors get older modern appliances, high shelving and high-tech gadgets can become more difficult to use or simply unnecessary. Evaluating and reassessing needs every five to 10 years helps in two ways. It helps to avoid collecting clutter and keeping things that are no longer needed. It also assures that the home or space is still working for a senior's lifestyle.

### Make chores easier

This can be a simple process by adjusting the setup in a home. Keep your set of dinnerware where it is easy to reach instead of keeping everything in out-of-reach cabinetry. Everyday activities and household chores can be made easier just by making items accessible.

Marilyn is a creative organizer who has been organizing for over 20 years. She is a member of the National Association of Professional Organizers and is working towards becoming a Certified Professional Organizer. Professionally she has been organizing homes and offices for over two years. She holds a Bachelors degree in social work. She has five daughters and currently lives in Utah. Go to her website <http://www.marilynbohn.com> where you can find free organizing tips, interesting blogs and more helpful articles on organizing.

# Preparing Your Home For Caregiving

By Maria Sandella

**W**hen you decide to become a caregiver, one of the first steps you need to take before moving someone into your home is to prepare your home for their arrival. Preparing your home for a disabled or ill adult is much the same as childproofing your home for a toddler. Each room must be evaluated, reorganized if needed, and made as accident proof as possible.

Here is a room by room checklist to use as a guideline:

## Common Living Areas

- ❑ Are all electrical and telephone cords secured or out of the way to avoid being tripped over? Don't run your cords under rugs or furniture, they can become damaged or frayed and don't use tacks or nails to secure them down.
- ❑ Will your loved one be able to turn lights on and off easily? If not, you can try touchable lamps or lamps that react to sound.

- ❑ Are walking pathways free of clutter?
- ❑ Will your loved one be able to get up and down from your sofa and chairs safely and easily? If not, straight back chairs with armrests and firm seats may be a wise investment. You can also add a firm cushion to your existing chairs since adding a bit of height will make it easier for them to sit down on and get up from.
- ❑ Obtain a wireless intercom system you can be easily reached if the person needs assistance.
- ❑ Make sure a television with remote control is accessible.

## Kitchen

- ❑ Are your pots and pans, utensils and food easily accessible?
- ❑ Are all flammable materials away from the stove?
- ❑ Are sharp objects stored in a safe place?
- ❑ Is there adequate space to work?
- ❑ Can all kitchen outlets be reached safely?

- ❑ Is it easy to transfer food from the cooking area to the eating area?
- ❑ Are the sink faucets easy to turn on and off and easy to reach?

## Bathroom

- ❑ Is the entrance to the bathroom easily accessed and free from clutter?
- ❑ Will your loved one be able to get in and out of the shower and bathtub safely on their own? If they can't, you will have to install grab bars on both the inside and outside of the bath and shower. Remember that towel racks are not sturdy enough or meant to be used as grab handles.
- ❑ Make sure the shower or bathtub has a waterproof wireless intercom so assistance can be summoned if needed.
- ❑ Can your loved one shower safely standing up or is a chair needed? If you do need a chair, purchase one with non-skid pads.
- ❑ Have you placed non-skid strip pads and a bath mat in place?
- ❑ Have you installed a raised seat, a safety frame or a grab bar so your loved one can safely transfer to the toilet?
- ❑ Do you have a nightlight for those midnight bathroom trips?

## Bedroom

- ❑ You will have to consider purchasing an electric bed if your loved one has problems getting in and out of a regular bed safely.
- ❑ Can the bedside light be reached from bed?
- ❑ Is there a phone that can be reached from bed?
- ❑ If your loved one has difficulty getting in and out of bed you can install a trapeze bar for them to use.

- ❑ Do you have guardrails on the bed to ensure your loved one does not fall out during the night?

## General Safety

- ❑ Do you have emergency numbers such as the hospital, fire, and 911 by the phone, as well as any other emergency contact number?
- ❑ Have you placed night lights in every room of the house if your loved one is a night wanderer? The little bit of light they do give off will help to prevent tripping and falling.

## Special Equipment That You May Need

- ❑ A hospital bed
- ❑ A cane and or walker
- ❑ A wheelchair
- ❑ A bedside commode
- ❑ A transfer lift– to help get in and out of bed
- ❑ Oxygen
- ❑ Wireless intercom system

While this may seem like a lot of work on your part in order to get your home ready, it really isn't. Go through each room one at a time and make a list of things that need to be done, based on your loved ones disability or illness. You may find you are more prepared to be a caregiver than you thought you were.

Maria Sandella was the primary caregiver for her grandmother for 2 years until her passing. She also worked summers in a long-term care facility while attending college.

# Book Reviews

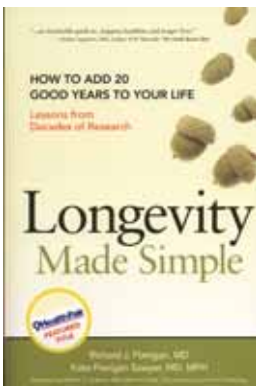


***Grandloving: Making Memories with Your Grandchildren 4th edition* by Sue Johnson and Julie Carlson (Heartstrings Press \$18.95)**

The dream of all grandparents is to have a warm and loving relationship with their grandchildren, and nothing nurtures a child more than having a special bond with grandparents. Most grandparents admit that they run out of ideas of fun things to do with grandchildren-and those who try to stay in touch from miles away have an even more difficult challenge. Grandloving answers this important family need with warm advice, hundreds of memory-making activities and helpful suggestions from 350 families.

***Ahead of Your Time-A complete Guide for End-of-Life Planning* by Dick & Sue Coffin (Rogan's Memorials \$19.95)**

Make sure your wishes are known and give your family what they need-time to grieve and the assurance they've done exactly what you wanted-no guessing, no arguing, just peace of mind. Ahead of Your Time will guide you through each step as you preplan life's final decisions with information about finances, legal issues, and funeral planning. Included are detailed forms to record your final wishes and interesting stories about people who planned-and those who didn't.



***Longevity Made Simple: How to Add 20 Good Years to Your Life* by Richard J. Flanigan, MD, and Kate Flanigan Sawyer, MD, MPH (Williams Clark Publishing \$13.95)**

Drs. Flanigan and Sawyer, a charismatic father-daughter team, have spent decades reviewing medical literature and helping their patients live long, healthy lives. Longevity Made Simple combines their research and clinical experience in a powerful, but quick and essential read. As authors and clinicians, they bring clarity, rigor, and authoritativeness to the vast and sometimes contradictory health and medical advice on aging. You'll learn the biggest threats to our longevity and simple tactics to reduce these risks.

# News from the Trust

**T**hank you, thank you, thank you! The response to the Patio Pavers has been overwhelming. You've given so much we've moved our pavers to the Della Herring Gazebo area.

This doesn't mean we want you to quit giving. Remember, the funds raised help keep the world's only retirement center for administrative professionals updated and beautiful.

For those who haven't read about Patio Pavers, here's how it works. For each \$100 donation you make, the Retirement Trust Foundation will engrave a paver with the name of your choice, as well as a chapter name or city and state/province.

Make a name for yourself or someone else. Buy a patio paver today and help the Retirement Trust Foundation continue to work for all IAAP members through Vista Grande and all our other great projects. Plus, if you buy four pavers, we'll engrave a fifth one free.

More information is available on The Trust's website at [www.iaap-rft.org](http://www.iaap-rft.org).



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my friend's got mental illness.

To a friend with mental illness, your caring and understanding greatly increases their chance of recovery. Visit [whatadifference.samhsa.gov](http://whatadifference.samhsa.gov) for more information. Mental illness – What a difference a friend makes.

