



JASAP CONTACT

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PRESIDENT'S MESSAGE

Fellow Administrative Professionals, on behalf of the National Executive I bring you greetings in this our first issue of **JASAP Contact** for 2007. Let me use this opportunity to wish you all the very best for yourselves and family for the New Year.

This year, no doubt we will have our share of trials, disappointments and, of course, positives. Following on the heels of the recently concluded Jazz Festival our Island home will once again come alive with the staging of the ICC World Cup Cricket. This historical event, ladies, will see the world looking on and visiting with us. Certainly this can be seen in a positive light, no doubt Administrative Professionals (maybe not our members) are very involved in the planning of World Cup Cricket activities, and this is indeed something to be proud of.

JASAP will observe Professional Secretaries Week 2007 during April 22 to 28, under the theme 'Administrative ProfessionalsThe Power of a Positive Image.' This theme will be used by our Caribbean member territories, and may I add that the chosen theme came from Jamaica. We are indeed participating in 'Caribbean Integration'.

I look forward to a fulfilling year working with you all, counting on your support and co-operation as we aim to keep the flag of the Association flying high under our motivational theme, 'Adjusting the Sails to Achieve Excellence'.

*Lucille Jackson
National President*

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Events To Remember

April 1	<i>All Island SOTY and BOTY Competition</i>
April 22-28	<i>Professional Secretaries Week/Day</i>
June 1-3	<i>Retreat of the Association</i>
Jul 29 – Aug 1	<i>IAAP Convention & Education Forum</i>
September 2	<i>Chapters' Annual Thanksgiving Services</i>
October 4-7	<i>Local Convention and Education Forum</i>

Getting To Know Your New National Executive Members

Janice Seaton, CPS



Date of Birth: May 19
Position of NE: PRO
Occupation: Administrative Asst.
Sugar Industry Research Institute
Contact Numbers: 962-2241 (W)

Janice has been in the Secretarial profession for 15 years. She joined the membership of the Manchester Chapter in 1996. At Chapter level, Janice was Chapter President for two consecutive terms prior to which she held the positions of VP, PRO, and chaired the Membership, PSW, and Ways and Means Committees.

Janice enjoys reading, dancing, participating in Karaoke and surfing the Net.

Janice's most embarrassing moment: It happened one day when she was at the swimming pool showing off her diving skills. After a massive belly flop, she came out of the water - much to her dismay, the top of her bathing suit was left behind in the water! She was topless before a whole pool full of strangers. In Janice's own words, "I wished the ground could just open up and take me in - I've never been more embarrassed in my life!"

Janice's happiest moment: When she received the award for the "Most Outstanding Student" in the Business Administrative Programme at the Institute of Management and Production (IMP) - now UCC.

Where Janice would like to see the Association and/or profession in the future: In the future she would like to see more commitment and cohesiveness among the members of the Association. She would like JASAP to be seen as a "force to be reckoned with" in the administration/secretarial arena.

Highlights Local Convention & Education Forum 2006



From left to right: Immediate Past President Doreen James; President Lucille Jackson; 1st Vice President Marcia Kirby; Secretary Karen Murray; Asst. Secretary Diana Jarrett; Treasurer Claudia Jackson and Legal Counsel Everett Hamilton. Missing are 2nd Vice President Gloria Henry and PRO Janice Seaton

The 15th Annual Convention and Educational Forum took place at the Sunset Jamaica Grande Resort, Ocho Rios, St. Ann 19-22 October 2006. Approximately 240 Office Professionals benefited from dynamic motivational and educational presentations.

At the Annual General Meeting the National Executive was elected for the 2006/2007 Administrative Year. Members are shown at the banquet in photograph above.

Congratulations to the Manchester Chapter who copped the Award for the Most Outstanding Chapter for 2005/2006 and the St. Ann Chapter who received the Award for Membership Growth & Retention 2005/2006. The runner-up Outstanding Chapter was St. James - well done guys!

Whose Job??

Once upon a time there were four men named
Everybody, Somebody, Anybody and Nobody.
There was an important job to be done and Everybody was asked to do it.
But Everybody was sure that Somebody would do it.
Anybody could have done it. But Nobody did it.
Somebody got angry about it, because it was Everybody's job.
Everybody thought that Anybody could do it, and Nobody realized that Everybody wouldn't do it.
It ended up that Everybody blamed Somebody and Nobody did the job
that Anybody could have done in the first place.

Squeeze More Out of the Clock



Boost your personal productivity with these suggestions:

- Rank your tasks by answering these questions: “Of all that I can do, what will add the most value for me and my organisation?” “What tasks can only I do that I’ve done well before?” “What am I getting paid to do?”
- Rate the value of tasks by first determining what rewards you’ll gain for completing them. Then, compare those rewards to the consequences of delaying tasks.
- Understand the difference between urgent and important. Urgent tasks are usually other-directed – they come from someone else. Examples: a drop-in visitor or a phone call. Important tasks are self-directed and have the greatest value for you.
- Record what you have to do – on paper or electronically. Reason: As you write and revise goals, the brain-hand connection makes the fuzzy clear and the elusive concrete.
- Look for the “limiting step” - the one obstacle that usually determines how fast you can reach your goals. Once you identify that step, focus all your energy on completing it.

Work Like A Winning Athlete

Professional athletes can teach valuable lessons that hold true in the workplace. Here are some strategies that winning athletes use. They can help you become a top competitor at the office.

SET GOALS. Goals give you long-term vision and short-term motivation. They also help you organize your time and avoid distractions. First, set a long-range goal—three, five or 10 years.

Example: Become the head of your workgroup. Then, set a series of plans—yearly, monthly and weekly goals—culminating in a daily to-do list that will carry you toward those goals. Having a performance plan will help you measure and take pride in your achievements and give you a greater sense of satisfaction on the job.

STAY IN THE “ZONE”. True champions have the ability to block out all distractions and be in the moment. If you find your mind starting to wander in a meeting or you become anxious about the outcome of your presentation, stop and ask yourself, “What should I focus on right now to perform at my best?” Then, ignore everything else.

PLAY WITH A STRONG PARTNER. Athletes agree that being outmatched can help strengthen their skills. Working with someone whose knowledge or skills are superior to your own encourages you to strive for excellence. Find someone whose performance you admire and ask to work on a project with that person. **Your game will be stronger for it.**

National Executive 2006-2007

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