



ASSOCIATION OF
ADMINISTRATIVE
PROFESSIONALS
NEW ZEALAND INC

Te Kawarangi



Kia ora,

What an unbelievable time 2020 has been for us all, here's hoping that 2021 will be a better year.

This is my first newsletter to you all. Unfortunately, due to circumstances, Maylene has had to step down as President, and as I was nominated by the GMT as Vice President, I have agreed to take on the role for the time being. For those whom I have not yet met, I am Kasey Ainsworth and work as an EA for the Head of Safety and Assurance at Airways. Whilst I have not been with AAPNZ for a long amount of time, I am enthusiastic about the group and have a great supportive team on the GMT, with a couple of new members which we will update you on in the New Year.

The GMT are holding our strategy day in January and are looking forward to advising all the events we are planning for next year. Please, if you have any ideas, thoughts, etc that you would like to see included in our plan, feel free to reach out to us via email. Remember this is our group for our people so we would love to hear all ideas and appreciate involvement from the wider group.

NET UPDATE

The National Executive Team have taken the opportunity provided by the Covid lockdown restrictions to review how we operate. The conference was unfortunately cancelled but instead we had a week of webinars with outstanding presenters. If you missed these, they are available on the AAPNZ website <https://www.aapnz.org.nz/webinars>. The mentoring programme is now available for all members and can be found at <https://www.aapnz.org.nz/Mentoring>.

There are a number of other initiatives that have taken place like the Group President and member forums and a new member welcome pack coming soon, just to name a few. There so many more exciting projects coming in 2021, so watch out for the National President updates and join the members forum to stay updated.

SOME CHRISTMAS ADVICE

While 'tis the season to be jolly, it's not always, all the time, for everyone. Particularly this year added with financial pressure, making new plans if your usual ones have been spoiled, and the need to meet family commitments (deep breaths) can make it quite a stressful time. The nature of Christmas also means the issues people may already be facing in their daily lives can seem even more overwhelming.

But, by taking proactive steps, you can minimise some stress and the negative impacts this may have on your health and wellbeing. Consider, how am I taking care of myself this festive season?



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Te Kōwhiri



Tips to help prepare you for the season:

Planning - Set aside specific days for specific activities. Plan your menus and then make your shopping list. And make sure to accept help when it's offered and ask for it when you need it!

It's ok to say no - Saying yes when you should say no can leave you feeling resentful and overwhelmed. People do understand you can't do everything at this time of year.

Stick to a budget - Remember that homemade gifts are just as appreciated! Resist over-committing yourself financially. Discuss your festive plans as a family and give thought to how your year may have changed and think of doing things collectively.

Be realistic - Neither you, nor your holiday has to be perfect. Traditions and rituals change along with our personal circumstances. Don't relate your festivities to those on social media – Comparing your bloopers to their highlight reel is not realistic.

Set aside differences - Set aside grievances until a more appropriate time for discussion and be understanding if others get upset or distressed when something goes awry. Chances are they're feeling the effects of holiday stress too.

Make safety a priority:

On the road - With many more of us travelling domestically this year, it's important to take extra care due to the increased volume of traffic, congestion, and tiredness. Being courteous, remembering to share the road with others and scheduling frequent breaks can help you keep your cool when driving during these times.

Check out NZTA's advice for driving safely during the holiday period:

<https://www.nzta.govt.nz/safety/driving-safely/driving-in-the-holidays/>

On the water - As Kiwis head out in droves to enjoy New Zealand's beaches, rivers, lakes, swimming pools and other water spots we urge you to think about water safety. Discuss it as a family ahead of the holidays, and refresh yourself on the water hazards you may be exposed to.

Read up on water hazards and ensure you and your family are prepared to hit the water safely: [https://watersafety.org.nz/community-resources?src="https://www.aapnz.org.nznav](https://watersafety.org.nz/community-resources?src=)

In the sun - New Zealand's sun exposure is like no other, so make sure you Slip, Slop, Slap and Wrap even if it's a cloudy day. Visit SunSmart to check the sun protection alerts in your area, and use this interactive tool for more sun safety tips.



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Te Kāwarangi



While for many people Christmas is a time to gather with friends and family, for some it is a lonely time, and it may affect more people this year as we can't travel to be with the ones we love. It is important to acknowledge those feelings in ourselves, and support those around us if we can.

What does loneliness feel like? When someone suffers from loneliness, it can impact how they see themselves. They may experience feelings of low self-worth and low self-esteem. They may feel ignored, overlooked, rejected or forgotten. Sufferers are also at risk of harmful coping behaviours such as abusing food, alcohol or drugs.

Why am I experiencing loneliness? Being lonely doesn't mean you've done anything wrong or have a character flaw. You can feel lonely anywhere anytime no matter how many people you are physically around. It may indicate that it's a time to pause, reflect and seek ways to make a change.

What can I do? Take a moment to acknowledge your pain, your senses are telling you something. Be kind to yourself, take a moment, and pick an activity to shift your mood.

Seek support of professionals if you need it.

Despite your best efforts, you may need further support. If you are experiencing; loneliness, anxiousness or find yourself becoming irritable, not recovering from physical complaints, unable to sleep, and unable to face routine chores, talk to your doctor. The Mental Health Foundation NZ also has some excellent resources.

I look forward to meeting you all next year and wish you a safe and happy break.

Meri Kirihimete



Kasey Ainsworth

President, AAPNZ Christchurch Group