

Canterbury Tales



ASSOCIATION OF
ADMINISTRATIVE
PROFESSIONALS
NEW ZEALAND INC

Te Kāwārangī

Kia Ora koutou,

I hope you all had a lovely Christmas break and were able to spend some quality time with friends and family. I managed to spend a week out at Woodend Beach Holiday Park in our caravan, and whilst it was not great beach weather, it was lovely and sheltered in the camp ground and very relaxing. If you haven't been out there, I highly recommend it.

The GMT met on Sunday 17 January for our 2021 strategy day and we have come up with some great event ideas for the year. We hope to have as many face to face meetings as possible, but will also have some great virtual development opportunities. We are still confirming details, but have a draft calendar of events developed as you can see to the right. Remember that these meetings generally take place on the third Monday of the month from 5:30pm, (or 6:30pm for Zoom meetings), so put a hold in your calendars. The next meeting is being held on February 15, see below for details. I will provide a NET update in the next newsletter, but keep an eye out for information on the 2021 Administrator of the Year award and the exciting new AAPNZ brand refresh.

We appreciate feedback from all of our members, and welcome contributions for any part of the newsletter (especially the keeping it local section). Email me at aapnz.chch@gmail.com.

I really look forward to catching up with you all soon.

Ngā mihi

Kasey

Christchurch President



MEMBER PROFILE

Introducing Jan Henderson - Southern Regional Leader

Where are you currently employed and what is your role?

I work as an Executive Assistant for four Directors of Tonkin & Taylor, who each work in different disciplines within the business. I find that one of the major parts of my role is juggling their day to day activities with regards to their emails and calendars ensuring that we work out their priorities for the day, the week and the weeks ahead. Other day to day tasks involve reconciling expenses, booking meetings, budgets, reports, liaising with clients, coordinating events in the Christchurch office, Travel Management Service Lead for Tonkin & Taylor, and assisting the Business Services team here in Christchurch where I can. Consequently the range of work that I get to do is so varied that no two days are ever the same.

How long have you been an AAPNZ member, and why did you decide to join?

I've been an AAPNZ member for nearly two years now. Our Marketing Manager presented a networking skills course early 2019, and soon after I discovered and was encouraged to join AAPNZ. Having moved back from Sydney after living there for 30 years, I wanted to develop my local network, and AAPNZ has offered that, and more.

What do you like to do in your spare time?

Outside of work, when I am not spending time gardening, walking the dogs with my sister, catching up with friends, painting, or walking around Christchurch with my camera, I am cooking (my favourite food being Italian). My favourite pastime of all though would have to be travel. This normally involves some form of cooking classes in Italy. Planning my next trip to Italy with three dear friends is normally on the cards.

What is the most memorable piece of advice anyone has shared with you?

Always treat others the way you would like to be treated yourself.

What is something not many people know about you?

I like to collect cook books – I have a collection of about 280.

Calendar of Events 2021

February 15

Virtual Working / Supporting your manager (Zoom)

March 15

Fashion Night (F2F)

April 21

Administration Professionals Day

May 17

Strategic Partnerships with Managers / Colleagues and Election of Officers

May 27

Extra event – Invitation to attend Toastmasters evening

June 21

Personal Development, Wellbeing, Coaching

July 17

AGM

July 19

New Members Evening

July 30 / 31

AAPNZ Conference – Tauranga

August 16

Update on Conference, Networking Evening

September 17

Maori Language Week

October 15

Let's get Cooking

November 5

Extra Event – Winetasting

November 18

Networking Course

December 10

Christmas Celebration

NEW MEMBERS

A huge welcome to our latest members:

Jessica Griffin - joined 1 November 2020

Sue Teague - joined 12 November 2020

ANNIVERSARIES

Congratulations to our members who celebrate

Anniversaries in January / February:

Glenda Irving - 15 years

Valerie Lang - 9 years

Laura Johnson - 1 year

Olivia Thomson - 1 year

Linda Lilley - 1 year

RECENT GROUP MEETINGS

We held our last group get-together on Friday 11 December with breakfast at the Boathouse Cafe. We had around 15 members attend and was a lovely way to start the day.

UPCOMING GROUP MEETINGS

VIRTUAL WORKING / SUPPORTING YOUR MANAGER

Monday 15 February - 6:30pm (Zoom)

We are excited to have Rachel from My Sunday Club joining us from her isolation room in Sydey to talk to us on what isolation is like/travelling during a pandemic, ways to build a better connection working virtually, and supporting your manager/client remotely.

Free event - open to members and guests.

FASION NIGHT

Monday 15 March - 5:30pm (Taking Shape, Shop 6A2, Tower Junction, Whiteleigh Ave, Addington)

Join us for a fun night of networking, nibbles, drinkies and a fashion parade hosted at Taking Shape - *Brands to Celebrate your Curves* - fashion for sizes 12 - 24.

This will be a charged event open to members and guests.

TIP OF THE MONTH - EMAIL MANAGEMENT

For many of us, the old inbox - whether it's yours or your manager's - has become an ever-present shadow looming over our heads. It can switch from organized to chaotic in just one day, sometimes less, and it's always waiting.

You're not the only one struggling to tame the inbox beast. Every inbox beast is different of course, but here are some strategies that have worked for others:

Use instant messaging or phone calls to clarify. It's rare that initial email confusion can be clarified with more emails. Back-and-forth emails can overwhelm your inbox and your brain. Use a more immediate communication channel to nip an out-of-control email chain in the bud.

Keep searchability in mind when you write subject lines. Subject lines that capture the gist of your emails won't only help your recipients, they'll also help you search and find messages you need later on.

Don't catch up on emails during your off time. We know it may be tempting to get "ahead" while you're relaxing, but doing so may just increase your feelings of being overwhelmed and turn you into an inbox slave.

Don't let inbox management be a constant. Set aside blocks of time specifically for triaging emails. Focus and respond to everything during these blocks and then focus on your other to-dos.

Create folders for everything, even messages you don't know what to do with. Classifying and organizing all the messages can decrease feelings of overwhelm, even if some of the folders come with big question marks.

Color code everything. You might find this makes organizing the inbox a little more fun.

Leverage other tech for inbox management. Even with a pristine organizational scheme, it can be hard for your brain to keep track of everything. As you go through emails, use a calendar or reminder tool to record every action-item, follow up, and due date.

Create a label or folder for "out of your court" items. If you're waiting on others for responses or to complete follow-up tasks, then get those messages out of your main inbox. Assign them with descriptive labels so you can remember what you're waiting for.

Set up retention rules/policies. This is one easy way to automate inbox management. Many Assistants find it helpful to automatically direct CCs to a secondary inbox.

KEEPING IT LOCAL

Every Saturday 9am at Carlton Corner, Hagley Park, PT in the Park hold free weekly group training for everyone.

Check out the website at www.ptinthepark.nz and sign up to their newsletter to stay in the loop, or follow them on Facebook, Instagram, Twitter and LinkedIn.

Joanne Gallop, our National Vice President is on the Trust for PT in the Park and would love to see you along to enjoy these **FUN**, free, quality fitness sessions, for anyone of any level of fitness!



FREE Saturday morning Team training sessions

- 9-10am, every Saturday
- Carlton Corner end of Hagley Park
- Donations are appreciated, all proceeds go toward new training equipment
- Check out our website for more information <https://ptinthepark.nz>

