



On-line

The monthly Newsletter of the Indian Association of Secretaries and Administrative Professionals, Tamil Nadu Chapter

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AUGUST 2017

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BOARD OF WISDOM

**Have a vision.
It is the ability to see
the invisible.
If you can see the
invisible, you can
achieve the
impossible.**

Shiv Khera

Dear Members,

The 1st Sunday of August is celebrated as Friendship Day. The Committee joins me in wishing you all a very happy Friendship month.

There are many valuable things in life, but friendship may be one of the most important. To live life without the experience of friendship, is life without living. Human interaction is a necessity to survival, but developed friendships are essential to the successful wellbeing of anyone. Based upon Webster's Dictionary, the definition of a friend is, "A person whom one knows, likes and trusts." But to all, Friendship has no defined terminology. The definition of a friend, and friendship, is based upon one's own notions. Many people look for different characteristics in friends, things that may be common in nature. There are many different types of friends that one wants or needs. There are five different categories for these friends. It is best in nature to recognize and appreciate various kinds of friends.

The first type of friend in the friendship is an acquaintance. This is the beginning to all basics, and deeper friendships. This is the person with whom, is only known on a pure, and basic level. The insight to this person's life, is merely an observation from a person's perception. Usually, these are the types of friends that a person may meet in school, at work, local hang outs, or somewhere that is frequented often. They are greeted with a mere smile, and daily greeting. These are the people that know of their acquaintance's existence and appreciate their effort. Their kind words can put a smile on the face of anyone, but the true meaning is hardly the truth. The Waitress at the local restaurant could be an acquaintance, if she knows a person's regular routine, as well as waves if she is seen outside of work. The traditional acquaintance may be someone that sits in class that is shared. It could even be a friend of a friend, someone that is seen frequently but the extent of conversations rarely going into depth

Be a good listener and a good friend, but remember that people have to work out their own problems. There are no quick fixes. You can't fix someone else's life, but you can give support and try to help them work through things.



Priya Balaji



17th June 2017 was indeed a pleasant afternoon at Hotel Pride, Kilpauk. This was the first meeting after the newly elected Managing Committee got elected.

The meeting began with the Chairperson's welcome note. She requested the co-operation from all members to make her tenure as Chairperson and the rest of the team a successful one.

Our speaker was Ms. Usha Rao an M. Phil in Psychology, who started her career as a trained Montessori Teacher. She is a Freelance Corporate Trainer, with over 14 years of experience, who had been instrumental in making a difference specializing in the areas of Attitudinal and Behavioural training. She also undertook employee counselling. Her Experience stands across Public Sector, Private Sectors and NGOs and MNCs.

She went on to explain that if we take responsibility for ourselves then we will develop a hunger to accomplish our dreams. To have a sense of achievement within us and set goals so that the path will be clear to get motivated. Each individual has a different state of mind and it is for us to think and work towards our goal, it is a mind over matter as the mind is such a powerful tool for every individual and to quote Henry Ford, "Whether you think you can, or you think you can't -- you're right."

I loved the way she actually crushed and squeezed a two thousand rupee note and asked us if anyone would still want to own that money and we all said "yes", it was only then that she related that our value is the same and we should never allow our spirits to be dampened and our value to decrease. Our title for the meeting was "You will see it when you believe it" and for all of us who were there did see it and believed it.

This was then followed by Hi-Tea and the spread was so tasty. Members present had fun by taking selfies and the evening ended on a friendly note amongst the members.

~ Treasure Jacob



We all know that each of us should be responsible towards the society and the irresponsibility of each of us hits the society. Practically the authoritative or the influential should be more responsible as their services hit the society directly. People enjoying their status in the society should be more social than those not enjoying the status.

Social responsibility is an ethical theory, in which individuals are accountable for fulfilling their civic duty. It also suggests that an entity, has an obligation to act for the benefit of society at large. Social responsibility is a duty every individual has to perform so as to maintain a balance between the economy and the ecosystems. A trade-off may exist between economic development, in the material sense, and the welfare of the society and environment though this has been challenged by many reports over the past decade. Social responsibility also means, sustaining the equilibrium between the two. It pertains not only to business organizations but also to everyone whose action impacts the environment. This responsibility can be passive, by avoiding engaging in socially harmful acts or active by performing activities that directly advance social goals.

A 10-year old boy entered a Coffee Shop and asked the waitress, "How much is an ice-cream sundae for?" "50 rupees" replied the waitress. The little boy pulled his hand out of his pocket and studied a number of coins and notes in it. "How much is a dish of plain ice cream?" he enquired. By now, some people were waiting for a table and the waitress was a bit impatient. "40 rupees" she said brusquely. The little boy again counted the coins and said, "I will have the plain ice cream". The waitress brought the ice cream, placed the bill on the table and walked away. The boy finished the ice cream, paid the cashier and departed. When the waitress came back, she began cleaning the table and then swallowed hard at what she saw. A 10 rupee note was neatly placed beside the empty dish – her tip.

Each one of us has enough to do our bit for the society.

~ Gita Rajamani

A hero that I am

"Mmm... I have an exam coming up. Daanng it! I have no idea will I be able to fair well. Ok what if I don't? What if I don't and my peers laugh at me? Only wish I knew of what is to come....(Sigh)!!" Sounds familiar?

Exam - a word that could sometimes terrify the fearless in ways you cannot imagine. Be it in school, be it in college, be it in office or last but not the least be it in life, that one simple word has an immense power, to literally make you haul and THINK! Now this is just one angle. Let's shift things around a wee bit, shall we?

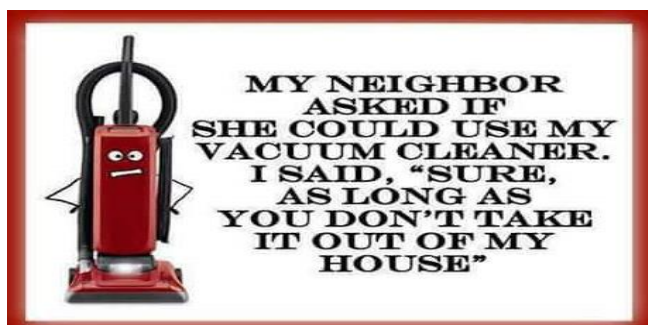
Well, for a great start, if you're not the one who is to write your exam, and then who else will? And even if they wrote and excelled, would it mean that you did an awesome job? Or let's say, we took some time off thinking, it would not be around, when you get back!! My folks, I'd say you're in absolute denial. For all I know, it would still be in the same place where you left it, when you get back, only this time, it would be gawking at you.

It is time for an angle shift. I'd say catch your "EXAMS" by its horns. At times you may not have all the paraphernalia you'd need to pull this through. But the first step to holding it by its horns, would be to definitely have an important ingredient with you – ***"To be your own hero, who believes you're so daunting, that you'd not take no for an answer"***

The feeling of fear, anxiety, worry, and depression only looks humungous, as long as you allow it to be. Each of us is a hero in our own way. It is the time that reveals when we become one. And I guess, there is no better time that "NOW". So my friends, let go of what stops you, prepare yourself, pick that sword, keep your best foot forward, have that undeterred focus, have a dauntless heart – ***Victory is yours.***

Good luck with your APC and in life ☺

~ Rekha Sathy



AUGUST

2nd Carmen Shunker / Nisha Menon
5th Surekha Johnson
6th Shirley Heldt
8th Sheryl Stevenage
9th Anne Pereira
12th Claire Bentley/Geetha Sampath Kumar
12th Suzanne D'Monte
13th Theresa Marie Kennedy
15th Sheela Glory / Priya Balaji
20th Rama Ranganathan
21st Treasure Henderson
24th Anne Parameswaran
24th Christine Luker
25th Averil Rodrigues
25th Kanchanamala P
26th Geralyn Stephens
28th Cheryl Dique
31st Usha Reddy

SEPTEMBER

4th Sandra Smith
11th Arasi Shanmugham
12th Mala Manishankar
15th Vidhya Sivakumar
15th Poorna Juliet Jerin
16th Emelia Geer
16th Perpetua Frantz
19th Shanthi Chandrasekharan
25th Vijayalakshmi V
26th Vijayalakshmi L N
28th Marie Baskaran
28th Rebecca Patrick

MEETING

DATE : 2nd September 2017
TIME : 7.00 p.m.
VENUE : The Crowne Plaza
Chennai Adyar Park
132, TTK Road, Alwarpet, Chennai -18
HIGHLIGHT : Grand Finale - Administrative
Professional Contest - 2017
CHARGES : Rs.500/- members, Rs.500/- for
Member spouse, Rs.650/- for guest
RSVP : Not later than 25th August 2017

RECIPIE CORNER

Palkova



Ingredients :

Full Cream Milk - 1 Litre
Ghee - 4 to 5 tbsp
Cardamom powder - ¼ tsp
Sugar - 1 ½ cup
Saffron strands - a few
Almond, pista and cashewnuts for garnishing

Method :

1. Heat a thick bottomed pan
2. Add milk to it and bring to boil
3. Cook with stirring, until it reduces to half
4. Now add ghee, cardamom powder and sugar, stir continuously
5. Once it reaches very thick consistency, turn off the flame
6. Toast sliced nuts in a tbsp of ghee
7. Garnish with kova with toasted nuts and saffron strands.



Wishing all the Members celebrating their Wedding Anniversary in August & September 2017
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#### NOTICE BOARD

As a part of APC 2017 contest training sessions have started for the participants to share inputs and practical sessions. The finals for the APC will happen on 2<sup>nd</sup> of September 2017. Kindly block your dates. Members are requested to approach their respective Organizations for Sponsorships.

#### CONVENTION

The convention brochures and registrations forms are circulated to all the members for 15<sup>th</sup> National Convention 2017 – “Excellence Beyond Boundaries”. It would be best to travel by airlines at the domestic airport eg. Indigo, Go Air etc which is just a 5 minute walk from Taj Santa Cruz. Kindly ensure all the columns are filled in clearly and completely on the registration forms and mention the food preference whether veg or non-veg. **Please note that now the sightseeing tour package is included in the convention fees.** Any change in requirement after 31<sup>st</sup> August on the sightseeing will not be entertained.

Kindly send in your registrations to your committee member marking a copy to [rajamanigita@gmail.com](mailto:rajamanigita@gmail.com)

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