



Crossroads Chapter Newsletter

March 2009

Volume 2, Number 7

CROSSROADS



CHAPTER THEME

GROWTH ROAD TO SUCCESS

GREATER NEW ENGLAND DIVISION THEME



NOTE FROM THE PRESIDENT

Susan Sullivan

Can you believe that it's March already? 2009 is starting its fly-through the year. The GNED Annual Conference is getting closer and closer. For those who are attending, don't forget to book your room and mail your registration in soon.

Please join us on March 18th to listen to Roger Bruce from the Perini Corporation. His topic will be "Safety in the Workplace". I wish I could be there but once again I must attend the board/dinner meeting for work.

Happy St. Patrick's Day, everyone.



March Meeting

Leona's Family Restaurant in N. Attleboro has been secured for our March 18th Meeting. Please be sure to save the date.

Our speaker that evening will be Roger Bruce, Safety Director, Perini Corporation. Roger will be speaking to us on Safety in the Workplace. One topic he will be touching on will be ergonomics.

As always, if there is a topic you would like presented, let us know. We are always looking for new ideas to cover.

**2008 – 2009
Crossroads Chapter
Executive Board**

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Treasurer

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***Crossroads Chapter
Upcoming Programs***

All chapter meetings are held on the
Third Wednesday of the month
unless indicated otherwise.

March 18, 2009

Safety in the Workplace
Roger Bruce, Safety Director
Perini Corporation

April 15, 2009

“There is an ‘I’ in Team”
Charles Field, Jr.
Field Communications

**For more information on
Crossroads Chapter
events go to:
crossroads-iaap.org**

GNED Division / International News

- ✚ The final workshop from the GNED Workshop series is the following:
 - March 21, 2009 “ Bridging the Generation Gap in Today ’ s Workplace ”, Stockbridge, MAFor more information: www.administrativecelebration.com
- ✚ Registration for the 2009 GNED Conference – May 15-17 Sturbridge, MA has begun. The theme this year is *Remember the Past, Prepare for the Future.*



International President's Book Discussion

Current - *The Exceptional Presenter: A Proven Formula to Open Up and Own the Room* by Timothy J. Kloegel (2007)

March-- *The Radical Leap: A Personal Lesson in Extreme Leadership* by Steve Farber (2004)

April-- *Go Put Your Strengths to Work-- 6 Powerful Steps to Achieve Outstanding Performance* by Marcus Buckingham (2007)



**Spring Ahead for
Daylight Savings Time!**

DON'T FORGET—Sunday, March 8, 2009, is the day to turn your clocks forward an hour. Yes, you will lose an hour of sleep but you will gain an extra hour of sunlight in the afternoon/evenings. It also means that Spring and of course Summer is right around the corner—Snow no more



Administrative Professionals Week (April 19-25, 2009)

As everyone knows Administrative Professionals Week occurs April 19-25, 2009. To celebrate, many GNED chapters are holding APW events in April.

For example, Crossroads is holding our event at the April 15th meeting:

- ❖ Old Adages Take Hit in New Economy, "There is an "I" in Team"
Charles Field, Jr., President, Field Communications

Listed below are a few other events that some of the local chapters are holding.

- ❖ Profile Chapter – Saturday, April 18, 2009
"Putting Your Best Foot Forward – Step into the future with skill-building and style.
- ❖ Route 128 Chapter – Tuesday, April 14, 2009
Recession Proof Your Interview Skills
- ❖ CT River Valley and Springfield Chapters – Wednesday, April 22, 2009
"The Fall and Rise of an Everyday Joe", Author Joe Wojcik

For further details please go to the GNED website (iaap-gned.org) under Local Members.



Word Search

E S W E E K P W P I L D L C J
 V C E K B Z A D D I P A X R S
 I N I M C O O R D I N A T O R
 T A O F I J I L I O P E M S E
 A S G I F N H T I W X N A S V
 R Y E F T O A S Q C R O N R I
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Action	Administrative	April	APW	IAAP	Assistant	Manager
CAP	CPS	Coordinator	CPS	Secretary	Crossroads	Office
Education	Events	Excellence	Executive	Kansas	GNED	Seminars



HOME, SWEET HOME: THE PROS AND CONS OF TELECOMMUTING

By: Deborah S. Hildebrand
February 25, 2009 – OfficeArrow

What most people simply call "telecommuting" actually has many names: teleworking, e-commuting, e-working, working at home, and working from home. However, the idea is the same - working the requisite 40 hours per week someplace other than the cubicle or office assigned to you.

While the concept of telecommuting initially sprang up in the '70s, the idea really caught fire in the '80s. And as technology continues to improve, and our desire to minimize our carbon footprint while lowering business operation costs increases, telecommuting is likely to continue to increase, as well. Nevertheless, it's important to note that not all is good (or bad) about being a teleworker. However, with freedom comes a price. Below are the pros and cons of telecommuting:

The Double-Edged Sword of Freedom

Probably the best thing about telecommuting is also the worst. While you have complete freedom to set your own work schedule - within the parameters established by your employer - you must also work efficiently and accomplish your assignments. For those who view telecommuting as an opportunity to have more personal time, the commitment and motivation it requires can be daunting.

The benefit, of course, is being able to shape your work day around personal commitments, such as spending time with your family or running personal errands. The idea being that your work doesn't require you to actually sit at your desk from 8 a.m. to 5 p.m. - but instead affords you the opportunity to work a little and play a little, as you see fit. On the other hand, if you're not good at time management or self-directed supervision, telecommuting could be a poor option.

The Beauty and the Beast of Isolation

One of the greatest benefits of working from home is the peace and quiet - unless you have small children running around all day - it offers. *No* annoying interruptions from other cubists in cubatopia. *No* micro-managing boss breathing down your neck, wondering when the project will be done. Nope, just you and your four walls. And there's the downside.

When you are a teleworker, you work alone. So, if one of your favorite aspects of going to work each day is socializing and seeing work pals, telecommuting may not be the best option for you. In addition, many telecommuters may experience a loss of connection with their colleagues, while their office-based coworkers may feel a certain amount of jealousy or resentment.

Additionally, some teleworkers have indicated that without sufficient face time with their bosses, their careers lag behind their coworkers. So if you're looking to climb the corporate ladder, telecommuting might not be the best option. This is why it's important for teleworkers to regularly attend face-to-face meetings and company functions in order to remain connected.

Increased Productivity through Telecommuting

According to most experts, it is estimated that telecommuting employees are more productive and content than their office-based counterparts. In fact, a 2007 *Wall Street Journal* survey showed this to be true. Examining 10,000 workers, the *Wall Street Journal* found that telecommuters were more loyal to their employers and satisfied with their careers. And, telecommuters themselves regularly cite a decrease in workplace stress. In addition, telecommuting opportunities are regularly used as a recruitment tool to attract new employees.

On the flipside, however, it has been noted that managers occasionally see an initial decrease in productivity as telecommuters become accustomed to their new work environment. This change in operation can be difficult on a supervisor who is used to managing by sight - and not by results. Communication systems become vitally important in telecommuting situations.

The "Green" Factor

Probably the largest draw that teleworking has to offer is the savings both to the organization and the world at large. When companies use teleworkers, they require less space to conduct business; this, then, reduces operational costs such as rent, parking and utilities. With less employees commuting to their job on a daily basis, there are fewer cars on the road. This lowers the likelihood of traffic accidents and congestion and decreases smog and gasoline consumption.

What organizations have to consider is that there may be increased costs in technology and security. It's important to establish systems for remote-location work and to train employees properly. Guidelines, especially as it relates to information security, must be established. And, you'll need technical-support personnel to assist offsite workers.

Whether you call it telecommuting, teleworking or something else, having employees work offsite can be advantageous for organizations. It's just a matter of knowing the pros and cons of telecommuting.

"If I accept you as you are, I will make you worse; however if I treat you as though you are what you are capable of becoming, I help you become that." --Johann Wolfgang von Goethe