ASPERN GARDENS COMMUNITY PROJECT

Don’t forget at our last monthly meeting we chose Aspen Gardens as one of our community projects for this year. We are still in need of donations for this project. They are hoping to be moving the tenants back into the facility within the next two months.

Items still needed are:

- Toilet paper
- Paper towels
- Wash Cloths
- Towels
- Bedding- all sizes
- Walmart Gift Cards ($5 or $10)

They will also need volunteers to help clean and assist the tenants move back in.

“We thank you to the ladies that have already donated and have volunteered to help with the move.”

If you have any questions please contact Ashley Howell by e-mail at ashleykaylynhowell@gmail.com or by text to (870) 273-6151.

"I have found that among its other benefits, giving liberates the soul of the giver." - Maya Angelou
CHAPTER ACHIEVEMENT

REMEMBER CHAPTER ACHIEVEMENT IS AN AALS COMPETITION THAT ENCOMPASSES EVERYTHING NEALSP AND ITS MEMBERS DO DURING THE YEAR (APRIL 1, 2014 THROUGH MARCH 31, 2015). WE CAME IN FIRST PLACE IN OUR DIVISION THIS YEAR AND I WANT TO MAKE SURE WE WIN TWO YEARS IN A ROW! PLEASE SEND ME AN EMAIL @ BGPPENN@YAHOO.COM IF YOU ATTEND A CLE OR ANY TYPE, SPEAK TO AN ORGANIZATION ABOUT YOUR JOB, ATTEND A BAR MEETING, OR EVEN TAKE A CLASS AT ASU; IF YOU ATTEND A CONFERENCE SPONSORED BY ANOTHER NALS ORGANIZATION, THE TRIAL COURT ASSISTANTS ASSOCIATION, THE COURT REPORTERS ASSOCIATION OR ANY OTHER ORGANIZATION; OR IF YOU ARE JUST NOT SURE. I EITHER KNOW THE ANSWER OR KNOW WHO TO CONTACT TO FIND OUT THE ANSWER.

BELINDA PENN, CCM

CLE! CLE! CLE!

Ever had that one number that shows up on your caller ID and you groan! Everyone has to deal with people they would prefer not to from time to time. Attorney Phillip Wells did a wonderful job of explaining how to deal with difficult clients; how to maintain confidentiality when talking with clients; how to keep clients informed; and the important link between the Attorney, his/her Legal Assistant, and the Client.

Education is more than a luxury; it is a responsibility that society owes to itself.

Robin Cook
MONTHLY NEALSP “SOCIAL HOUR”

Everyone has to eat right? Right! Then make sure you join us for our monthly luncheon on the First Tuesday of every month. No agenda, no rules, no lists...just pure fun in a relaxed atmosphere where you can get to know your fellow members! Our first get together was Tuesday June 3rd at Sue’s Kitchen. It was a blast. The food was great, but the time spent getting to chat with fellow members was **priceless**!

Our next Lunch will be held 12:00 on July 1st at Tandoori! Be there or be hungry!

Pictured is:
Kara Whitehead
Britinni McDuff
Sharon Davis
And hidden behind Sharon is Amelia
Middleton

Pictured is:
Wyvetta Smith
Pres. Debbie Johnson
Joyce Morgan
President - Debbie Johnson (djohnson@deaconlawfirm.com)
Vice-President - Mimi Mangrum (mimi@owattorneys.com)
Secretary - Ashley Howell (ashleykaylynhowell@gmail.com)
Treasurer - Dana Beck (beckreporting@gmail.com)
State Director - Tami Dodd (tdodd@mwlaw.com)
Parliamentarian – Erma Brady (ebrady@snellgrovefirm.com)

Don’t forget if you have any questions, concerns, or suggestions that you would like to voice, please contact us. We want to hear from you!

ARE YOU CERTIFIED? IF NOT, WHY NOT? IT IS EASIER THAN EVER NOW TO GET THOSE CERTIFICATIONS! WOULDN’T YOU LIKE TO ADD THESE INITIALS TO THE END OF YOUR NAME. IF SO, THEN SIGN UP NOW FOR THE NEXT CERTIFICATION EXAM, WHICH WILL BE SEPTEMBER 27, 2014. DEADLINE TO REGISTER IS AUGUST 1, 2014. GO TO WWW.NALS.ORG NOW!

Accredited Legal Professional
Professional Legal Secretary
Professional Paralegal

Retirement Announcement!


And remember, just because you are retiring, that doesn’t mean you are retiring from US 😊
By Chris Le Roy

The world we live on is nothing but a mound of chaotic pressure that is building to the point it bursts like a volcano. We are bombarded with pressure from our employers, our customers and families to the point where some people actually do break. Most of us today in professional lives spend between 8 and 16 hours a day at the office, which equates to almost two-thirds of our lives being in a place we really do not want to be in, but there are things you can do to decrease the stress in your office.

Remember this, what we call stress, is really what we put on ourselves. Whilst other people can influence the way we feel, ultimately we are the ones who choose whether we are going to be stressed or not. You are in control of how you are going to feel, no one else. Stress as such is going on in our heads, so the real secret to de-stressing is to find things that would make you happy and content within.

#1. Have a Photo Of The Happiest Time In Your Life

Think back through your life, what is the happiest moment in your life. It could be the birth of your child, getting married, going out on a fantastic date, visiting some outstanding place or maybe it is when you bought your puppy dog but no matter what it is, you will almost certainly have a photo of that time. Take that photo and put it on your desk to remind you of those happy times as this will be one of the tools you need to beat stress in your office.

The happiest time in my life, and where I felt like the luckiest man in the world, was the day my wife stepped out of the limousine at the church for our wedding. I had never seen my wife look so beautiful and I made sure when I felt those feelings that I would remember them forever. So on my desk at work, I have a picture of my wife getting out of the limousine and each time I feel stressed I simply take a few moments to look at that picture and remember that moment in time. You brain is an amazing part of your body, no matter how many times I look at that photo, my brain releases the same feelings I had on the day and helps me snap out of feeling stressed.

Use the happy times, to control the times when you feel the most vulnerable and stressed.

#2. Think Of Your Boss Yelling At You Naked

Everyone has nightmare stories of their bosses being a grouch and I certainly have had my fair share, but most people who talk of being excessively stressed often relate that stress to a boss who is abusive and yells a lot. Well first off, if you are working in an environment where you boss is abusive, get out NOW! Nobody has to put up with that and remember life is way too short regardless of the money. Is money worth that much that the stress is worth dying tomorrow from a heart attack? NO!

However, if you have a boss who yells at you a lot, just for the sake of yelling and really is quite rude, simply imagine them yelling at you naked. If someone flew into your office absolutely starkas, that is with absolutely no clothes on, would you take them seriously. Course not! So, why take a boss that comes in and yells at you seriously. If your boss is an effective communicator he or she would not need to yell at you.

The next time your boss comes in, force yourself to think of them absolutely naked. When you do that, see just how you actually react and whether you deal with the situation better than when they are yelling at you absolutely naked. After a bit of practice you will find you are able to handle the situation much better and cope with a grouchy boss.
#3. Get Up and Do Some Office Exercises

Look no one on the planet can deny that doing exercise, gets the blood going and burns off the stress however sneaking away during the day can be really difficult but there are other Office Exercises that can bring you a lot of benefit to you. There are many office exercises that you can do like rolling your shoulders, clenching your hands and releasing them and even neck exercises that will help release the stress.

Often, much of our built up stress is simply due to sitting at the computer all day looking at the screen. Make sure that every hour you get up and stretch for at least five minutes. You will find that if you do not do that over a period of time this will lead to aches and pains, which can help increase your stress.

To get the best Office Exercises for you to do simply talk to your General Practitioner or visit a Physiotherapist and they will be able to help you develop an Office Exercise plan and you will be surprised how much easier life is to cope with.

#4. Schedule Enough Time to Go From One Meeting To Another

I worked for a bank about five years ago and I have never met an organization that has so many meetings. My whole days constituted going from one meeting to another and I learned one very important lesson. If I did not run my schedule, then my meetings would. Make sure that when you schedule an appointment or a meeting that you include travel time to and from a meeting.

Whilst working for this firm, if you did not schedule travel time, they would simply book meetings next to each other even if the meeting was across the other side of the city. They would simply expect you to immediately appear at that other meeting.

Message to All Humans - we do not have an instant teleporter, the Stargate is a fantasy, so make sure you give yourself enough time to get from one meeting to another or you are going to stress out.

#5. Plan Your Day

We talked about scheduling time to get from one meeting to another in the previous point but there is an extension to this. Make sure YOU plan your day, not your business associates. All too often I hear management say, "I did not get lunch today" or "I have been on the run and have not had a chance to stop." Come on, get a grip, you are in control and it is up to you.

The first thing you should do in every job you work in, is to make sure you schedule two decent breaks a day which include at least half an hour for lunch and a 20 minute break somewhere else in the day. If you are like most people you will be using something like Microsoft Outlook or Lotus Notes to manage your day. Both allow you to schedule unavailable time in your calendar, so do IT!

By scheduling YOU time, you can ensure you have enough time to have a break, do a little meditation and relax and prepare for the rest of the day. If you are like me and work 16 hours a day, then you should also be putting into your plan a decent Dinner break of at least an hour and half an hour at the gym, even if it is just using the treadmill. If you do not do this, it will catch you up to you and you will be a statistic at 40. Do not laugh, my leading hand lost his life because he did not do the right thing. It can happen to you.

Don't forget to tune in next month for #'s 6-10

Don’t forget to like us on face book  https://www.facebook.com/NEALSP1
**AALS UPCOMING EVENTS**

**AALS PROFESSIONAL ENHANCEMENT RETREAT**

June 20-21, 2014- Lake Point Conference Center – Oak Lodge
171 Lake Point Lane
Russellville, AR 72802
Friday, June 20, 2014

**CAN’T WAIT TO SEE EVERYONE THERE!**

**AALS Fall Business Meeting**

September 12-13- hosted by Greater Little Rock LSP. Will be held at the North Little Rock Windham, North Little Rock. More information as the time draws nearer.

**NALS UPCOMING EVENTS**

**NALS Education Conference**

October 2-4, 2014 | Houston, Texas

Hotel Information
Crowne Plaza Houston near Reliant–Medical
8686 Kirby Drive, Houston, TX 77054
$109 Single & Double Rate

For reservations call 713–748–3221 or (800) 227–6963 and ask for the NALS group rate. Group code is TAL. Available dates for the NALS rate are September 25 – October 9, 2014, based on availability. Make your reservations now! If reserving rooms online, click here to reserve online.

Deadline for making room reservations at the NALS group rate is September 16, 2014, or whenever block is full. If reservations are made after this date, the room rate cannot be guaranteed.
Compound Personal Pronouns

- end in *self* or *selves*: *myself, yourself, himself, herself, itself, ourselves, yourselves, themselves*

- can direct the action expressed by the verb back to the subject • “She found herself the only one in favor of the move.”

- can emphasize a noun or pronoun already expressed • “I will write her *myself*.”

But the one we want to especially emphasize in this article is:

- Be sure to place a compound personal pronoun carefully to avoid confusion or misreading.

**CONFUSING:** Now surgeons can have patients wheeled inside a new three-dimensional imaging machine; then they can step inside *themselves* to operate. (Are the surgeons stepping inside themselves or inside the machine?)

**CLEAR:** . . . . then they *themselves* can step inside the machine to operate.

**If necessary, reword the sentence without using a compound personal pronoun.**

**CONFUSING:** Are you tired of ironing yourself? Let us do it for you.

**CLEAR:** Are you tired of doing your own ironing? Let us do it for you.

**And - One More:**

- Do not use a compound personal pronoun unless the noun or pronoun to which it refers is expressed in the same sentence.

**NOT:** The tickets are for the Wrights and *myself*.

**BUT:** The tickets are for the Wrights and *me*.

**NOT:** Henry and *myself* can handle all the mail.

**BUT:** Henry and *I* can handle all the mail.

**NOT:** The report will be prepared by Bob, Sue and *myself*.

**BUT:** The report will be prepared by Bob, Sue and *me*.

*Reference: The Gregg Reference Manual*
JUNE BIRTHDAYS AND ANNIVERSARIES

June 10          Charlotte Patterson          June 20          Donna Miller
June 18          Kari Kalista                June 24          Sharon Davis

6/3/1998          Charlotte Patterson
6/4/2003          Joyce Morgan

One of my coworkers has an annoying habit: she works! Makes me look bad.