



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

JANUARY TO
MARCH 2021

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FROM THE CHAIRPERSON'S DESK...



Dear Ladies,

The New Year spells hope & fresh starts, so I & my Committee are gearing up for new challenges & hope to do our best this year 2021. It gives me great pleasure in bringing forth our next quarter Newsletter.

As you are aware, the year 2020 has been a tough year - it's not over...until it's over. If there's one lesson that the wise could have learnt through the rigors of 2020, it's about how to make best of a less ideal situation. And that's the exact same learning that we need to put into practice.

The pandemic won't dampen our spirits in the pursuit to connect with our members. The start of the year was good with the speaker Shirish Sebastian, who took the session on how to fix an "Appointment with yourself" the session was truly appreciated by all the members followed by February session by our very own Kalpana Shetty who took the session on "Love Yourself" where she taught us the breathing techniques, pranayama & some Asanas. March being International Women's day we had lined up an interesting session which is very apt with the theme "ChooseToChallenge". Engrossing session by Nupur Pittie on "21 days - No Sugar Challenge" was well taken by the members. So, Ladies fasten your seat belts as we have pinned our hopes for having an interesting session for the Admin Professional week celebrations in the month of April.

To leave with a quote "Once you choose hope, anything is possible" - Christopher Reeve

With Warm Regards,
Beroze Divecha - Chapter Chairperson



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FROM THE EDITOR'S DESK...

Dear All,

Year 2020 was a year of great learnings; we saw incredible and heartwarming strength across the globe.

2021 has set in a new beginning. Now is the time for restoration or maybe I can say reinventing and redefining ourselves and our surrounding.

I am happy that we are aligned with the International Women's Day theme 2021 **#ChooseToChallenge**. We got a challenge to read 52 books in 52 weeks in January by Shirish Sebastian. In February, Kalpana Shetty challenged us to practice mindfulness, yoga and meditation. And here comes March with a No Sugar Challenge by Nupur Pittie. Going forward, we have many milestones to be achieved and status quo to be challenged.

I thank our dear members for their valuable contribution and feedback to make this newsletter more interesting.

Cheers to Woman Power! Cheers to Womanhood!

Best regards, Assunta Christy



IASAP PUNE, COMMITTEE MEMBERS WISHES YOU
A VERY HAPPY INTERNATIONAL WOMEN'S DAY



ChooseToChallenge



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JANUARY 2021 SESSION

APPOINTMENT WITH YOURSELF

On Saturday 16th January Pune Chapter had the very first session of 2021.

Mr. Shirish Sebastian - International Educator, Popular Orator, Blogger, Youtuber, wellness coach, Basics of Ayurveda and a Mechanical Engineer by qualification gave an insight on importance of "Appointment with yourself". Many of us might have already set our new year goals and started to implement. But I am sure the session has helped the participants to believe in ourselves a little more.



Some key take away points from the session

- ☐ Start your day with a "Daily appointment with ourselves"
- ☐ How and what to think (quality of thinking)
- ☐ Thoughts becomes words and actions
- ☐ Being Spiritually Digital
- ☐ Connect with Mother Nature (5 elements: air, fire, water, earth & space)
- ☐ Be a Learner
- ☐ Unlearn old to learn new
- ☐ Practice e-fasting once a month (away from electronic gadgets)
- ☐ Dream big, set goals, take action
- ☐ Take a reading challenge

It was indeed a very thought-provoking session to begin the year on a positive note. Keeping this note handy for my 2021 goals and remaining focused. I personally like the idea of "Win the first hour of the day and the rest of the 23 hours will fall in sync".





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FEBRUARY 2021 SESSION

LOVE YOURSELF

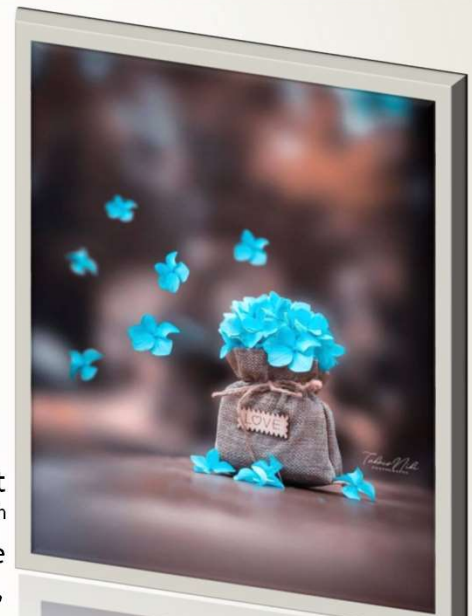


Our speaker for February was our very own member **Kalpana Shetty**, Vedant Lifeskills, Training and Consultancy. “Love Yourself” was an apt topic on 13th February chosen for the Valentine week. Ladies dressed in red attended the session to hear Kalpana. She had a huge agenda on love, fitness with yoga, pranayama for mood swings, mudras for uplifting energy and balanced diet etc. Kalpana shared tips for promoting physical and mental health.

By regular practice one can achieve

- ☐ patience, focus and control
- ☐ relieving stress and anxiety
- ☐ improvements to brain, respiratory and cardiovascular health
- ☐ better overall sense of well-being

So “Love Yourself” fully, deeply, honestly, faithfully, gloriously



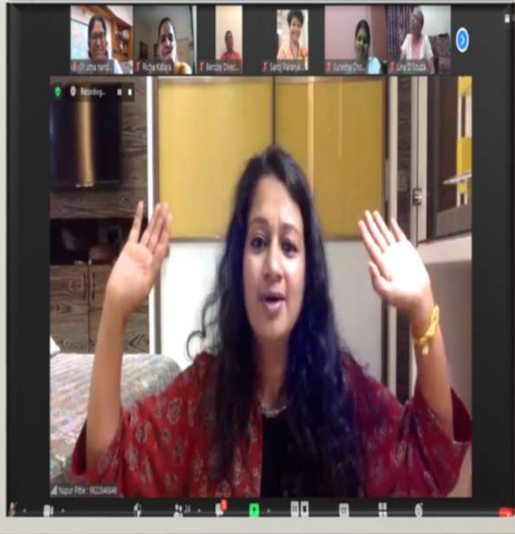


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MARCH 2021 SESSION

"21 days - No Sugar Challenge"



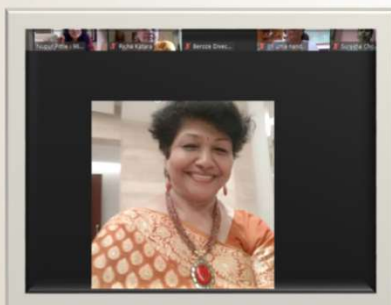
On 20th March the IASAP Pune ladies were geared up to take a No Sugar Challenge with Ms. Nupur Pittie. Nupur is an Anchor, Stress Management Consultant, Motivational Speaker, Laughter Therapist, Artist, Adventure Enthusiast and MFL Coach.

Nupur is a medicine free life Coach living absolutely medicine and stress free. Nupur session was very illuminative and engrossing as she shared her own experiences about health and lifestyle. Harmful effects of white sugar, junk food loaded with preservatives and other chemicals are not unknown. Good news is that there are natural and healthy alternatives readily available which nature has blessed us with.

Her tips were simple and easy to follow:

- ☐ We can enjoy life and remain fit and healthy
- ☐ Start recognizing and being aware of your body
- ☐ Eat food that gives you energy (how, when and what to eat)
- ☐ Replacing fruits instead of white sugar
- ☐ Healthy decoction instead of regular Tea in the morning
- ☐ Home remedies to boost calcium and minerals in the body

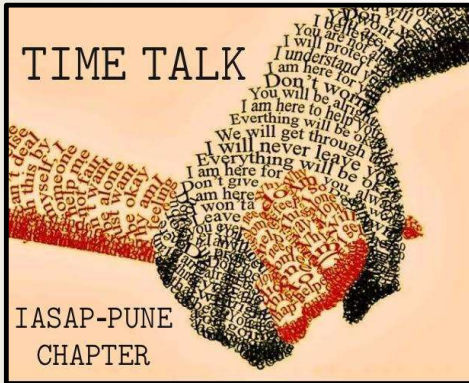
Nupur spoke very briefly about Water, Nutrition, Sunlight, Attitude, Optimism and Urine Therapy. By making right choices and eating right, the challenge is going to be easy 😊





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IASAP - Pune's first INFORMAL Interactive Group "TIME TALK"- Totally Innovative Motivating Exchanges. This group is exclusively for all IASAP PUNE members on WhatsApp. This group is an official group of IASAP, incorporated to allow members to chat, greet, post general jokes, messages, news or information worth improving our profession. Ladies, do enjoy the forum, share your innovative thoughts and stay connected..



Congratulations!

TIME TALK Quiz Winners January 2021



1st - Ratika Khenat



2nd - Gracy Dsouza

5 Brilliant Business Books to Inspire Your Workplace Culture

1. Tribes: We Need You To Lead Us - By Seth Godin
2. The Culture Blueprint - By Robert Richman
3. Quiet: The Power of Introverts in a World That Can't Stop Talking - By Susan Cain
4. Delivering Happiness: A Path to Profits, Passion, and Purpose - By Tony Hsieh
5. Leaders Eat Last: Why Some Teams Pull Together and Others Don't - By Simon Sinek





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Virtual Sessions arranged by National & International Chapters

- ❖ IASAP Hyderabad Chapter hosted a session on 9th January “Domestic Violence - Approach Procedures and Legal Rights” by Ms. Manjushaa Ettavoni. Ms. Ettovani elaborated on empowering yourself against domestic violence, find appropriate counselling / helplines, support and legal rights in India.
- ❖ MAPSA (Malaysian Association of Professional Secretaries & Administrators) arranged a session on 23rd January on “Aspire to Inspire - create a fire to steer that career”. The session was conducted by very own Pune Chapter member Ms. Hyacinth Arya. Ms. Arya asserted to have a drive to inspire ourselves and others, making a difference in everyone's life. Surely the session was inspiring with lots of fun.
- ❖ MAPSA (Malaysian Association) conducted a session on 20th February on “7 secrets of staying young” by Mrs. Jagjeet Singh. Mrs. Singh enlightened the ladies on how to feel younger, look youthful and have more energy. Having a healthy mind is equally important as having a healthy body. Wellness is multi-dimensional.
- ❖ IASAP Mumbai Chapter arranged a virtual Taj Safari - Kanha National Park on 18th February presenting the wildlife circuit in Pench, Kanha, Bandhavgarh and Panna. The Presenter Ms. Kanhai Kapoor - AVP Taj Safaris uncovered the facets about wildlife habitats, trail the pug marks and survival techniques of smaller creatures.
- ❖ IASAP Mumbai Chapter facilitated an IASAP Women's Day Program on 12th March - Fireside chat with Rajalakshmi Aggarwal. We recognize and raise a toast to the special women in the Indian startup world.
- ❖ IASAP Hyderabad Chapter hosted a session on Wellness of Body, Mind and Soul on 13th March with Ms. Christina Roberts, Life member of IASAP Hyderabad. Our thoughts, feelings, beliefs and attitudes can positively or negatively affect our biological functioning.
- ❖ IASAP Delhi chapter held a session on #ChoosetoChallenge on March 14th in line with the Women's Day Theme. IASAP is an excellent example of superabundance talents. So much to learn from our very own brilliant members.
- ❖ MAPSA (Malaysian Association) is coming up with online session on 27th March on Easy cooking Healthy Recipe for Working Women.



DRINKING FROM MY SAUCER

I've never made a fortune And it's probably too late now.
 But I don't worry about that much, I'm happy anyhow.
 And as I go along life's way, I'm reaping better than I sowed.
 I'm drinking from my saucer, 'Cause my cup (*of blessings*) has overflowed.

Haven't got a lot of riches, And sometimes the going's tough.
 But I've got loving ones around me, And that makes me rich enough.
 I thank God for his blessings, And the mercies He's bestowed.
 I'm drinking from my saucer, 'Cause my cup has overflowed.

O, Remember times when things went wrong, My faith wore somewhat thin.
 But all at once the dark clouds broke, and sun peeped through again.
 So Lord, help me not to gripe About the tough rows that I've hoed.
 I'm drinking from my saucer, 'Cause my cup has overflowed.

If God gives me strength and courage, When the way grows steep and rough,
 I'll not ask for other blessings, I'm already blessed enough.
 And may I never be too busy, To help others bear their loads.
 Then I'll keep drinking from my saucer, "Cause my cup has overflowed."

Contributed by Farida Achdawala

Ideally, the joyous festival of Holi is meant to celebrate the arrival of Spring, while the colors used in Holi are to reflect of the various hues of spring season. But unfortunately, in modern times Holi does not stand for all things beautiful. Like various other festivals, Holi too has become commercialized, loud and yet another source of environmental degradation. To de-pollute Holi and make it in sync with nature, as it is supposed to be, several social and environmental groups are proposing a return to more natural ways of celebrating Holi.

Celebrate an Eco-Friendly Holi by making your own Holi colours

Here are some very simple recipes to make natural colours:

- Yellow** Blend Turmeric powder with gram flour in 1:2 ratio. For wet color marigold can be crushed and combined in water
- Magenta** Soak sliced beetroot in water, boil the mixture and leave it overnight. If you want a more pinkish shade, just dilute the concoction a little more.
- Red** Dry red hibiscus flowers until crisp, and then grind them into a fine powder
- Green** Use henna or mehendi powder with water to get lovely green. Remember that henna soaked in water may leave slight stains on the skin
- Blue** Powdered blue hibiscus flower petals and rice flour can be used to obtain blue-colour





Lions never bother about the flies!!

Flies are flies. They don't spare anyone, not even the king of the jungle. And these flies bother the king especially when, it is just sitting and doing nothing.

But lions are just not bothered about them. They will simply lift their tail occasionally, swing it this way or that way, to make the flies, fly away and then just forget about them.

Just imagine, what will happen if a lion decides to teach a lesson to these troublesome flies by trying to catch them and then kill them. Obviously, firstly he will have to forget that he is a king, instead he would need to act like a monkey and then just run after these flies to catch them and kill them. Will he ever be able to do so. Of course not. Why? Because most of the flies are near its tail and hence if the lion must catch these flies, he will need to reach his head closer to his tail, which obviously he cannot. And even if he could do that, he would still not be able to catch the flies because of the unique shape of its head and mouth. In case if a lion decides to kill the flies, he will keep running in circles, going round and round, reach nowhere, start looking funny and finally collapse out of frustration.


Sometimes, this is what exactly happens in our lives too. There are so many small things (flies) happening in our life and bothering us. And what do we do? We forget as to what our life goal is, instead we start wasting our time and energy on them. In the end, we miss our goal, reach no where, and finally collapse out of frustration, because it is just not possible to catch those flies.


And remember, these flies bother the lion, only when he is lying dormant. But when the lion is in action, up and running, these flies do not come anywhere close to the lion and they can't also.

So, what to do. Just know that flies do bother a lion, but only when he is sitting idle, dormant and in an inactive state. But when he is active, up and running, the flies never come any close to him.

Therefore, remain fully active, focused on your goal and these small problems (flies) will stop troubling you and you will be able to realize your main Goal.

And always remember, "Lions never bother about the flies".


 Wishing you fully focused on your main goal.


 Extract from the book
 "You Are A Born Winner"

Contributed by
 Bakhtawar Battiwalla



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“Art Washes away from the soul the dust of everyday life” - Pablo Picasso.

Often, we hear people say, I want to do something creative, but I am not artistic. Art as a hobby is meant for everyone. This is so very true, as when we take up drawing, sketching or painting as a hobby, we give expression to our innermost feelings. Here is a glimpse into some of my artwork done during lockdown and the journey continues... Gracy Dsouza



Courtesy
Gracy Dsouza





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HAPPY BIRTHDAY



Daisy Amaria	2/Apr
Viola Bhaskerrao	3/Apr
Veena Bengale	5/Apr
Vanita Jagdale	7/Apr
Lata Khedkar	12/Apr
Veera Chawla	12/Apr
Kashmira Jijina	14/Apr
Rosy Pereira	18/Apr
Swati Nikam	19/Apr
Meenakshi Bhan	29/Apr
Kanta Ahuja	30/Apr



Swananda Ghofing	2/May
Ragini Mudaliar	4/May
Zeenat Naik	4/May
Jasmine Jogi	7/May
Supriya Vanarase	7/May
Manije Menuchehry	8/May
Vaishali Vaidya	10/May
Magdalena (Maggie) Menezes	14/May
Annamma Kuruvilla	15/May
Kashmira Vakharia	15/May
Sheila Ferraro	17/May
Usha Abnave	19/May
Sunita Basu	21/May
Santoshi Bist	22/May
Susan Varghese	26/May
Annserin Falcao	27/May
Sunita Madhure	27/May
Teresa Mascarenhas	28/May
Nazneen Limboowalla	29/May



Alkaa Mehta	1/Jun
Effie Castellino	1/Jun
Roshan Divecha	5/Jun
Hutoxi Anklesaria	7/Jun
Jennifer Kumar	7/Jun
Minal Harne	7/Jun
Preeti Purswani	11/Jun
Poornima Chainani	12/Jun
Thankam Kuriakose	14/Jun
Seema Kudiya	15/Jun
Zenobia Pajnigar	17/Jun
Safia Hamsa	18/Jun
Perviz Patel	23/Jun
Swati Shirwale	26/Jun
Suchita Kadam	27/Jun
Sarrah Gupta	29/Jun
Deepali Molekari	30/Jun

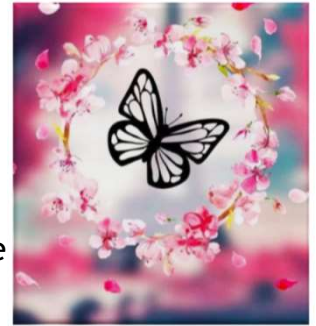


SALUTATIONS TO THE SUN!

Sankranti and Pongal are dedicated to the Sun God - **Surya**. It marks the entry of the sun's movement into the northern hemisphere. It signifies the end of the cold, dark winter and helps in growing crops, providing energy, abundance, peace and prosperity.

While in ancient Greece, a time was set aside every day, for a sun bath and more later, it still is a good idea.

Here are a few reasons why:



- ☐ The pineal gland is our master gland, which instructs each and every one of our 75 trillion cells. The only thing that activates this master gland is sunlight.
- ☐ Sunshine triggers the production of hormones called 'endorphins' which make us happy. It cheers us up. That's why most people are happier on a bright sunny day than a cold winter evening. SAD - Seasonal Affective Disorders, depression and the winter blues, are due to lack of sunshine.
- ☐ Morning sunlight actually helps us to sleep better at night. Morning light triggers serotonin, the wake-up hormone. This serotonin converts to melatonin at night, which induces sleep. Those who do not get the morning sun or wake up late, find it harder to sleep at night.
- ☐ Immune cells get activated and strengthened by the sun. Which is why colds and flu occur more often in winter.
- ☐ A huge improvement can be seen in arthritic joints, osteoporotic bones, fractures, strains and sprains, just by sitting in the sun, for sun triggers Vitamin D.
- ☐ Warts, fibroids, cysts and tumors fall off/ reduce or disappear on exposure to sunlight.
- ☐ Open wounds and skin rashes heal faster when exposed to gentle sunlight.
- ☐ Young babies who are ill or have an infection, a dose of sun massage, boosts their system.
- ☐ Unlike antibiotics, sun tonic is pro-biotic. Promoting life and vigour - for Free.
- ☐ The best time to soak in some sunshine is before 9 a.m. or after 4 p.m., then the rays of the sun are not fierce and will not cause any damage. Expose as much of the body to the sun as possible. Start slowly with a few minutes on each side and gradually increase until you can take about 15 minutes comfortably.

