



Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

JANUARY TO
MARCH 2022

MANAGING COMMITTEE

CHAIRPERSON
BEROZE DIVECHA
9763708722

VICE CHAIRPERSON
BAKHTAWAR BATTIWALLA
9890175552

HON SECRETARY
MONICA D'SOUZA
9850152385

HON. TREASURER
ANNABELLA SALIS
9822895157

COMMITTEE MEMBERS

ASSUNTA CHRISTY
9850893540

PREETI PURSWANI
9822174576

PREETA VENUGOPAL
9922933387

IMM. PAST CHAIRPERSON
UMA NANDEDKAR
9922950140

FROM THE CHAIRPERSON'S DESK...



My Dear Members,

During the tough times of pandemic, I was elected as the Chairperson of the Pune Chapter. These two years were tough as well as exciting. Here, I would like to mention that my journey on this path was as smooth as silk with my best Managing Committee team **Bakhtawar, Monica, Annabella, Assunta, Preeti, Preeta & Past Chairperson Uma** who always believed in me, encouraged & supported me in all the decisions taken. I am thankful to all the Past Chairpersons, **Jasmine, Lata, Veena, Kanta, Hyacinth & Geeta** for their valuable guidance & support whenever I asked. Not to forget my dear members, a very big thank you to all who truly believed in our team, took active part & attended monthly sessions on zoom organised by us in past two years. With the beginning of new term, this would be my last address as a Chairperson. I shall be happy to pass the baton to the new Chairperson & Managing Committee. I am sure the new committee will continue to give their best with all the support & encouragement from our members. All the very best & good luck to New Managing Committee. Remember, I am always there with you all.

Lots of Love, Stay blessed!

Beroze Divecha
Chairperson



FROM THE EDITOR'S DESK...

Dear All,

“All that we are is a result of what we have thought” Buddha

We all want certain things in life. We want to be successful in all sorts of areas, have a certain amount of income, a rewarding career, good health, a loving partner, friends and so much more. More than anything, we want to be happy.

How can we have what we desire? You can't just wish for something and expect it to appear magically. Most of us must have read the book **The Secret** by Rhonda Byrne, which emphasizes on the Law of Attraction.

The Power of Your Thoughts - Your thoughts have incredible power. Thoughts are energy and if you're emitting positive energy, then positive energy will be rebounded right back to you. Ultimately, everything in the universe is energy and has a vibration.

Ask, Believe, and Receive - Ask for the things you desire. It could be more income, good health or a life partner. Once you have asked, it's time to **believe** that your request has been heard and your desire has been voiced. That positive energy associated with your request has gone out into the universe to ATTRACT positive people, situations, money, opportunities, etc. that will manifest into reality. Live in a state of expectancy and allow the law of attraction to work with you and **receive** it with gratitude.

Use positive affirmations that can help you become more positive, as they retrain your brain. Recite positive affirmations daily so that you will become accustomed to thinking positive.

Any situation that we are today can be changed. So, learn as much as you can about law of attraction and live a life of happiness and peace.

Best regards,
Assunta Christy





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BEING ASSERTIVE

On Saturday 29th January, Mumbai Head-Quarters had the very first interesting session of 2022 on “**Being Assertive**” by Ms. Sukanya Roy Chaudhury. Ms. Roy Chaudhury is the founder of Learning Levers and has been recognized as one of 'The 10 Most Admired Consultant Leaders' in 2019 by The Business Sight Media. She has over 20 years of experience in Talent Management and Development.

She shared her ideas and her own experiences on the subject. Assertive behavior includes being an active listener; behavior which includes good eye contact, not interrupting when the other person is talking, and reflecting what was just said to confirm the information was heard correctly.

To be assertive is to have the ability to get your message across in a self assured and confident way without being aggressive. Assertiveness is an important communication skill at work. It is a communication style that respects our own needs and preferences and balances them with the needs and preferences of others. It's expressing our thoughts and feelings in a direct and respectful manner.

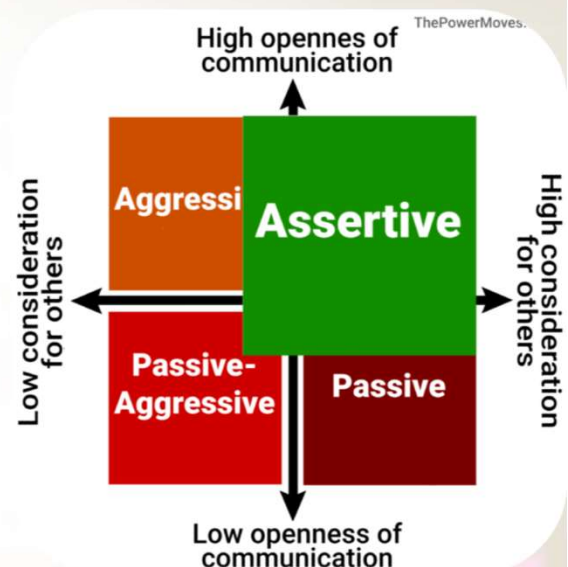
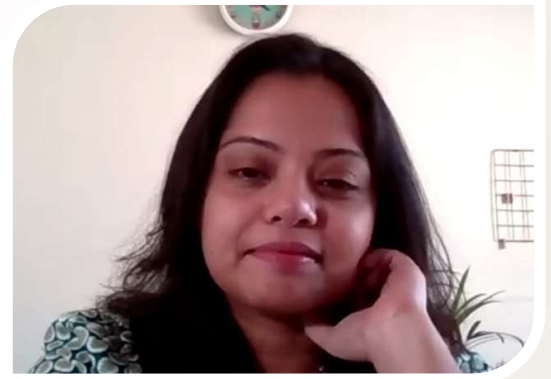
Ms. Roy Chaudhury explained it by using the SBI Situation-Behavior-Impact Technique -

Situation: outline the situation you're referring to, so that the context is clear and specific.

Behavior: discuss the precise behavior that you want to address.

Impact: finally, highlight the impact of the person's behavior on you, the team and the organization.

An interactive session and made us feel that we are better prepared to deal with uncomfortable issues.





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Stressomania Freedom

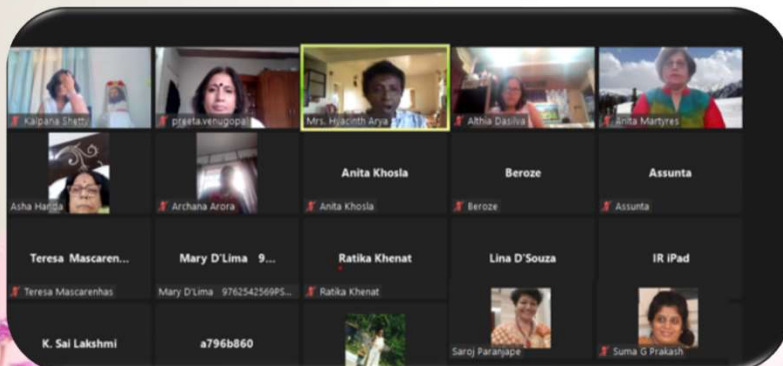
On 26th February, our very own member Ms. Hyacinth Arya addressed all India IASAPian on an interesting topic Stressomania Freedom.

Ms. Hyacinth Arya is a Trained Freelance Corporate Trainer, Facilitator and Image Consultant. She also held the position of Chairperson IASAP-Pune Chapter from the year 1999 to 2003 and is presently nominated as Chairperson IASAP-BPC (All India) by HQ. Being very creative, she is the pioneer of the Santa Brigade in Pune and has been interviewed on TV by various prominent channels like Reuters TV, NDTV, Star TV and Aaj tak for the same. Apart from her culinary skills Ms. Arya is an amazing costume designer and has done as many as 3,500 costumes for numerous schools in Pune and Panchghani.

Ms. Hyacinth Arya covered points as follows:

- Beginning of stress
 - Trying to do things on own, compromise rather than align, lack of concern/ communication, focusing on problems rather than solution.
- How to free yourself from Influencers
 - Consult experienced friends, thank them for advice, reason it out and take your own decision. Make use of your Intelligent Quotient, Emotional Quotient, Passion Quotient, Spiritual and Business Quotient
- How to get out of stress
 - Make a to do list, practice yoga, exercise, meditation follow a hobby, Analyse with 5W1H (what, where, who, when, why, how)
- How to keep away from stress (if not physically, mentally)
 - shift from person to event or assignment, seek clarity in ambiguity, listen actively.

The session was full of introspection and learnings.





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Educational Tour to Umber Valley

Pune Chapter celebrated International Women's Day on 13th March 2022 at Umber Valley Resort - Bhore. After a gap of two years, members joined the educational tour in large number making it memorable one.

The long-awaited tour was filled with loads of fun bringing back only happy memories and leaving only footprints.

The pictures says it all....



Continued....



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Educational Tour to Umber Valley



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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..



The Objective of BEST PRACTICES CONTEST (BPC) is to focus on help/initiatives extended to needy women or the girl child for their betterment/empowerment. This initiative not only keeps us in line with contemporary initiatives, but it also aligns with the vision, mission and aims of IASAP India and the ASA. This is also a new challenge for us to renew our initiatives, perspectives and approach towards social service at IASAP - Pune Chapter.

We encourage members to come forward and make a difference. Your contribution can be in terms of time, energy, money, idea, resources etc. Contact any of the Committee members.

7 WAYS TO GIVE BACK TO YOUR COMMUNITY

- ## I. DONATE YOUR TIME



- ## 2. A RANDOM ACT OF KINDNESS



- ### 3. FUNDRAISE



- #### 4. HELP A CHILD IN NEED



- ## 5.HELP A SENIOR



- ## 6. RECYCLE



- ## 7. PLANT A TREE





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Virtual Sessions arranged by National & International Chapters



- ❖ IASAP Hyderabad Chapter hosted a session on 19th February By Sister Radhika from Brahma Kumari. Sister connected spirituality to corporate world and life in general with beautiful stories. Experiencing spirituality in the workplace is interwoven with the growth of creativity, honesty, trust, commitment, and sense of personal growth and development of personnel. Her key message was to be aware of one's thoughts and everything else is taken care of.
- ❖ Delhi Chapter organised an exclusive on 19th February on 10 Pillars of OMNI Life with Mr. Anil Chopra - Group Director - Financial well being and Corporate Affairs - Bajaj Capital.

YOUR IMPACT

on others is bigger than you think.
Someone still giggles when they think
of that funny thing you said. Someone still
smiles when they think of the compliment
you gave them. Someone silently admires
you. The advice you give has made
a difference for people. The support and
love you've offered others has made
someone's day. Your input and opinions
have made someone think twice. You're
not insignificant and forgotten. Your
existence makes a positive difference,
whether you see it or not.

Unknown / Power of Words

A little
progress
each day
adds up
to **BIG**
results.





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Dear Professional Administrators,

Your smile is your logo, your personality is your business card. How you leave others feeling after having an experience with you becomes your trademark.

Success isn't about the money you make; it is about the difference you make in people's lives. Positive thinking is more than just a tagline. It changes the way we behave. And I firmly believe that when I am positive, it not only makes me better, but it also makes those around me better. Live as if you were to die tomorrow. Learn as if you were to live forever. Each time we face our fear, we gain strength, courage and confidence in the doing.

If you are interested in something, no matter what it is, go at its full speed ahead. Embrace it with both arms, hug it, love it, and above all, become passionate about it.

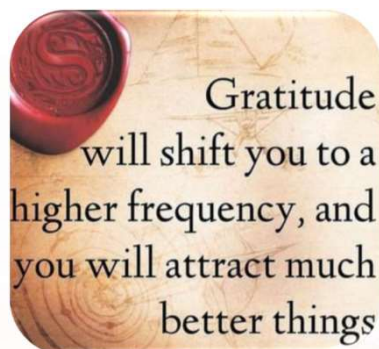
Gratitude has the power to change everyone and everything. A good life is not a place at which you arrive, it's a lens through which you see and create your world.

Finally...Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle. As with all matters of the heart, you'll know when you find it. And, like any great relationship, it just gets better and better as the years roll on. So, keep looking until you find it. Don't settle.

Wish you all a successful and happy Professional Life ahead...

Love and Cheers, Irene
(compiled taking reference from great leaders)

Shared by Irene Gonsalves



5 RULES Of Self-Motivation

"R" Remind Your Goal Every Day

"U" Utilize the Time

@ MindWiper.com

"L" Limit Your Weakness

"E" Eliminate Your Distractions

"S" Strive for Possibilities



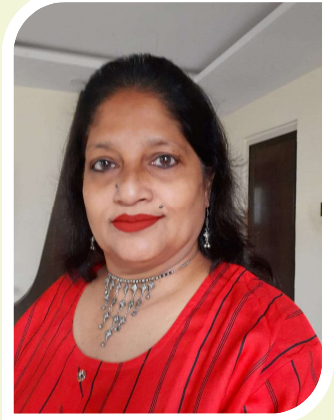
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MEMOIR OF Annabella Salis

Those were the days when I travelled by Public transport from Kondhwa to my office located in Pimpri. I made friends with the co-commuters and, it became a daily routine to wish and ask after each other spreading joy and smiles all around.

The one who touched my heart was Lata. Lata was visually impaired and working at the Post Office. She used to commute with me by the same bus I took daily and would get down at Pune Station. Soon we started knowing each other and became good friends. So much so that we now had a code by which she would recognize me, I would tap her shoulder and she with a smile would exclaim Madam! 😊 *tumhi aahat na..* as much as to say Madam that's you. Her smile would light up her face and the other commuters would tell me, "she was waiting for you" it touched me to the core. Whenever I was not there at the stop Lata would ask the others if they saw me. The next day she would ask about me, well-being at home and was eager to know why I was absent. She was a caring and loving person.



Time went by and our friendship grew; I would help her up the front entrance of the bus so she could sit on the seat behind the driver, and I would go to the back entrance to get into bus. This went on for some time and the conductor would observe our daily routine - now became our partner in crime 😊 .. haha he would make her sit on the first seat and keep the place next to her for me, I would get in from the back and walk to the front and sit next to Lata. (what goes around comes around they say). I learnt many things from Lata, she became my inspiration. When she paid for the ticket, I would worry that she may give the wrong note/currency or coin; but no, she was too good, brilliant and independent. She would pay with the correct denomination rupee or coin. I asked how she knew which was the currency, she showed me the braille marks that was meant to be read by the blind.

Some weekends I visited her home, she had a daughter, and her husband was also visually impaired and was working with the Railways. But they were not lagging in any way. Her husband would help Lata with the cooking, by the time she reached home he would knead the dough, clean and cut the vegetables and other chores so it would not be too much of a hassle for Lata. They got their daughter educated and were a small happy family. Another incident which showed I was loved, trusted and blessed; Lata asked me to go with her to the jewelers to choose a necklace for the daughter for her marriage and a ring for the son-in-law. I continued meeting and kept in touch with all of them. Daughter is blessed with two children and Lata has moved to their village.

This friendship, taught me to know that we are blessed with so many gifts and talents in life, and that we must not always only think about ourselves but share what we have with others. It is not always necessary to monetarily help; a smile, a touch, hug a little child, a helping hand to cross the road, a biscuit to a dog or any hungry animal you see, or sit with someone a while to listen or talk, or any little thing that will bring joy to others.

Life is a journey and not always perfect as we are not perfect; but we must keep walking and try our best to do what we can to make a difference in the lives of those around us. Spread Joy.... Spread Love..... Anna





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 Menuchery	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
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



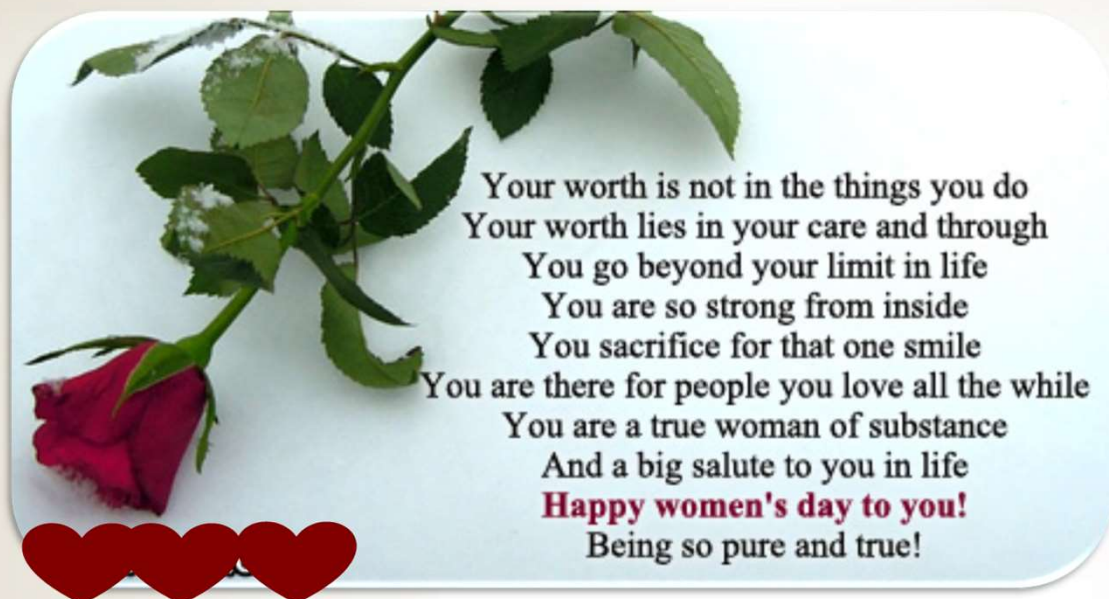


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Flower therapy, or essence therapy, is a form of complementary and alternative medicine. It's based on the idea that flowers have a healing vibrational energy. The practice uses flower essences, which are liquids infused with a flower's energy. They're also called flower remedies.



Your worth is not in the things you do
Your worth lies in your care and through
You go beyond your limit in life
You are so strong from inside
You sacrifice for that one smile
You are there for people you love all the while
You are a true woman of substance
And a big salute to you in life
Happy women's day to you!
Being so pure and true!

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



Send your articles / feedback to
Assunta.Christy@gmail.com

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