

Indian Association Of Secretaries And Administrative Professionals Brain And Brawn

OCT'18 TO DEC'18

CHAIRPERSON DESK

MANAGING COMMITTEE

CHAIRPERSON

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8408889801

IMM. PAST CHAIRPERSON

JASMINE JOGI
98220 88938

Dear Members ,

Time Flies! We are done with one more great and challenging year.

"Each New Year, we have before us a brand new book containing 365 blank pages. Let us fill them with all the forgotten things from last year—the words we forgot to say, the love we forgot to show, and the charity we forgot to offer."

— Peggy Toney Horton

This New Year is again with full of challenges and lot to do as we will be hosting the 16th National Convention. Look forward for your whole hearted support.

Do keep attending our monthly sessions and events and also keep contributing articles for our Newsletter.

My Committee & I, look forward to seeing you all in large numbers going forward. To know more about our activities do visit our website www.iasapindia.com

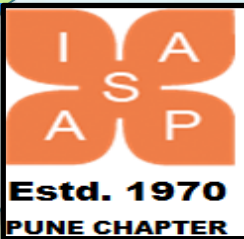
I Wish you all Very Happy , Healthy and Peaceful New Year 2019.

Warm Regards,

Uma Nandedkar



**WISH YOU ALL
A
VERY HAPPY NEW YEAR**



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EDITORS VIEW

Dear Friends

I wish you all a very Happy & wonderful year . It has been a wonderful journey for 2018 .

We started 2018 with Educational tour to Prayag Milk Foods ,Manchar. Conducted lectures on 'Become a better version of Yourself' , 'Teach for India', 'Image Building . We celebrated Women's Day, Admin Week , Secretary of the Year . Diwali & Christmas Party with full of energy . IASAP beauties had amazing and memorable ASA Congress experience @ Papua New Genuia .

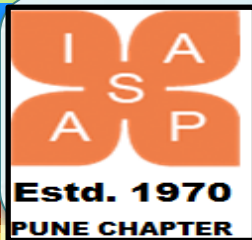
You wonder women are source of energy & motivation for our organisation . Your participation & support gives us power to run extra miles.

Let me tell you upcoming 2019 will be full of excitement , activities & fun. This year is very important for Pune chapter as we have Convention in Pune in the month of September . We want 100% participation and more sponsors for this Convention. So ladies Gear up & let us make this event successful & memorable .

With this note I thank each one of you for your contribution towards our organisation & wish you a very Happy & Healthy year ahead .

*Thanks & Regards,
Swati Shirwale
M. 8408889801*





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OCTOBER SESSION

Wow Factor @ PNG Convention

-by Hyacinth Arya

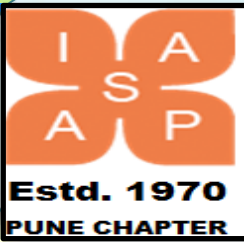
Managing Committee had arranged a very special inspiring presentation & hands on information on “**Wow Factor**” of Convention @ Papua New Guinea from 24th-28th Sept18 , by our dynamic Corporate Facilitator – **Hyacinth Arya** .

She shared PPT which covered highlights & insight from Day 1 to Day 4 of the PNG convention . She spoke about the magnificent country, amazing people, & their culture. She was one of the speaker @ PNJ .

During this convention speakers spoke on various topics like Effective use of IT in administration, Leadership & Management, What Next?, Women in Micro Banking . Our Vibrant lady Hyacinth was one of the speaker . She expressed her thoughts on Cultural Barriers & Bridging the Gap. She gave 2 big Mantra's LEAP – Listen- Educate-Authorise- Perform and SMOC – Strength – Methodology – Opportunity – Competency .

Ladies enjoyed the session & it was followed by mini dinner.





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DECEMBER SESSION



Dear Ladies,

We had a wonderful session on 8/12/18 on Personal Branding . Ms Rutuja Kantak – An Image Consultant from IASP Carrer College, USA spoke upon Self Image and Power Dressing

Regardless of age, position or business, all of us need to understand the importance of branding. We are CEOs of our own companies, to be in business today, our most important job is to be head marketer for the brand called “You”.

How image matters, attire carry your image, gives confidence . It depends on internal factors like knowledge, positive attitude as well as external factors like your dressing style, body language & communication . We learned about importance of colours , shades which are used for various occasion . Combination of these factors enhances your personality & boosts your confidence .

An “Image” consist of a variety of factors including their clothing, grooming, tone of voice, vocabulary, facial expression, eye contact, gestures and social behaviours .

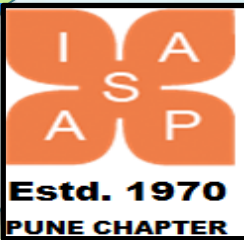
CHRISTMAS PARTY CELEBRATION



Group pic with Santa Clause

IASAP Pune celebrated Christmas on 8th Dec19. It started with competition of 'Making Human Christmas Tree '. Four Teams participated Irene ,Santoshi, Preeta and Annabella became Christmas tree. Winner was Annabella & Team. Ladies enjoyed Balloon fight & Irene won the gift. Among 15 participants.

Santa clause distributed home made chocolates by Minal . All ladies had great fun. It was followed by delicious lunch at Kirloskar



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CHRISTMAS PARTY CELEBRATION

Participants of the competition - 'Making Christmas Tree'

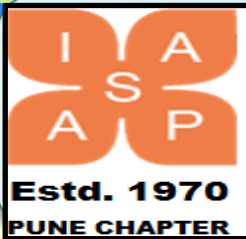
Irene

Santoshi

Preeta

Annabella





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CHRISTMAS PARTY CELEBRATION



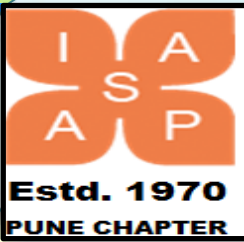
Winners – Annabella & Team



Irene- Winner of Balloon Fight



Committee members with participants



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CHRISTMAS PARTY CELEBRATION



Ladies having fun with Santa

RECEIPE OF THE MONTH

Falafel burgers – Food Recipe

A healthy burger that's filling too. These are great for anyone who craves a big bite but doesn't want the calories



Method

Drain a 400g can chickpeas and pat dry with kitchen paper.

Tip into a [food processor](#) along with 1 small roughly chopped red onion, 1 garlic clove, handful of flat-leaf parsley, 1 tsp ground cumin, 1 tsp ground coriander, ½ tsp harissa paste or chilly powder, 2 tbsp plain flour and a little salt.

Blend until fairly smooth, then shape into four patties with your hands.

Heat 2 tbsp sunflower oil in a [non-stick frying pan](#), add the burgers, then quickly fry for 3 mins on each side until lightly golden.

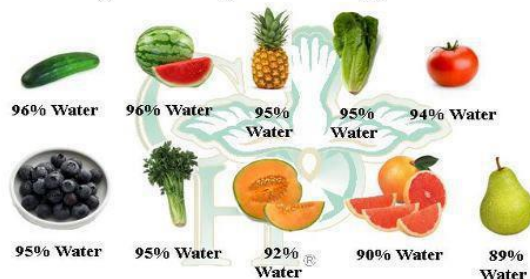
Serve with toasted pitta bread, 200g tub tomato salsa and a green salad. 00

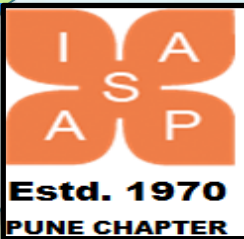
- By Anita Martyres

Foods You Should Eat Everyday



Top 10 Hydrating Foods





Indian Association Of Secretaries And Administrative Professionals *Brain And Brawn*

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FINANCIAL TIPS

Lighten up your money life

I will not spend before I save - You need to save because you will not be earning forever, may not remain healthy forever but you will still need the money to pay for food and medical bills.

I will work to a plan - "Just setting aside some money for future is not enough. You need to have goals in mind so that you can work to a plan.

I will keep tabs on my money - Money troubles do not start only when there is no money left, it starts the day you are not able to figure out how your money is getting spent, this also means you are spending more on discretionary items,

I will not fund my lifestyle on loan-What was unaffordable earlier is now within reach, thanks to easy credit, but remember it's a vicious cycle. Future EMIs reduce your disposable income, putting pressure on your cash flows and pushing you further towards debt and a lifestyle funded by EMIs

I will not follow the crowd - "Don't buy because the sale is on and everyone is shopping or don't buy gold because traditions demand you to. You need to review your needs, your cash flows and your investments to make these decisions

MONEY MISTAKES

How your money suffers when you do the following

I don't track my spends



What does this mean?
 You will not know when you stretch yourself beyond your means



What you should do:
 Be in control of your spending pattern. That's the first step to disciplining your spends

I find EMIs useful to buy expensive items



What does this mean?
 You are buying things you can't afford and inching towards a debt-ridden life



What you should do:
 I will buy only what I can afford, and I will save for items I can't afford

I spend and what's left is saved



What does this mean?
 You are not saving enough



What you should do:
 Save before you spend

I live for the moment



What does this mean?
 You are putting your future on shaky ground by not saving for it



What you should do:
 Chalk out your goals and invest to know how much you need to save

My friend bought an iPhone, I need one too



What does this mean?
 You are copying others' choices without analysing your financial well-being



What you should do:
 Focus on your needs without being influenced by peers

HEALTH

Padmasana - Lotus Position

In yoga, the lotus symbolizes rebirth and new beginnings – as well as beauty growing out of filth. This pose is recommended for meditation once it can be practiced with ease

How to do Padmasana

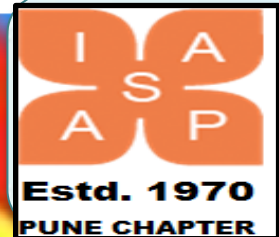
1. Sit on the floor or on a mat with legs stretched out in front of you while keeping the spine erect.
2. Bend the right knee and place it on the left thigh. Make sure that the sole of the feet point upward and the heel is close to the abdomen.
3. Now, repeat the same step with the other leg.
4. With both the legs crossed and feet placed on opposite thighs, place your hands on the knees in mudra position.
5. Keep the head straight and spine erect.
6. Hold and continue with gentle long breaths in and out.

Note: If you have problem overlapping both your legs and sitting in Padmasana, you may also sit in **Ardha – Padmasana** (Half – Lotus pose) by placing any one leg on the opposite thigh. Continue doing so till you feel flexible enough to progress to Padmasana.



Benefits

1. Improves digestion
2. Reduces muscular tension and brings blood pressure under control
3. Relaxes the mind
4. Helps pregnant ladies during childbirth
5. Reduces menstrual discomfort

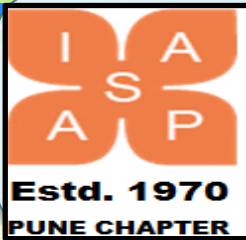


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MEMORIES OF 2018



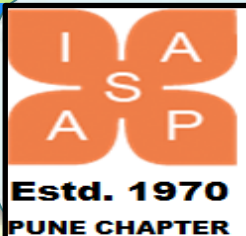


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MEMORIES OF 2018





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OCT'18 TO DEC'18

BIRTHDAYS



Happy
Birthday



BIRTHDAYS IN JAN'19

| | |
|----------------------|----------|
| Kalpana Shetty | 1,Jan19 |
| Nilima Deshpande | 4,Jan19 |
| Gomathy Balakrishnan | 9,Jan19 |
| Navaz Kiaz | 11,Jan19 |
| Jaya Lingham | 11,Jan19 |
| Jeroo Taraporewala | 13,Jan19 |
| Clara Jagallo | 15,Jan19 |
| Manjusha Pillai | 18,Jan19 |
| Hemlata Aravandekar | 19,Jan19 |
| Sandra Tehrani | 20,Jan19 |
| Saroj Sarkale | 20,Jan19 |
| Shubhangi Patole | 21,Jan19 |
| Daisy Mehta | 22,Jan19 |
| Radha Nair | 23,Jan19 |
| Katy Gurjal | 23,Jan19 |
| Lakshmi Narayan | 23,Jan19 |
| Prema Karki | 23,Jan19 |
| Parna Banerjee | 31,Jan19 |

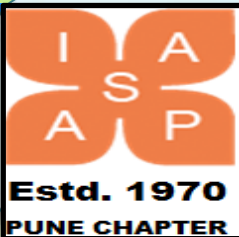
BIRTHDAYS IN FEB'19

| | |
|-------------------|----------|
| Binita Dedhia | 4,Feb19 |
| Thamkam Nair | 6,Feb19 |
| Maria Romel | 19,Feb19 |
| Melany Carvalho | 20,Feb19 |
| Shweta Naik | 23,Feb19 |
| Swarnalatha Soans | 25,Feb19 |
| Annabella Salis | 26,Feb19 |
| Madhuri Solomon | 29,Feb19 |

*I love my age.
Old enough to
know better. Young
enough not to care.
Experienced enough
to do it right.*

BIRTHDAYS IN MAR'19

| | |
|----------------------|----------|
| Vidya Israni | 1,Mar19 |
| Prapti Deshpande | 1,Mar19 |
| Marina Samuel | 3,Mar19 |
| Uma Nandedkar | 4,Mar19 |
| Sarita Virmani | 5,Mar19 |
| Bakhtawar Battiwala | 6,Mar19 |
| Joanna Fernandes | 7,Mar19 |
| Sharada Krishnamurty | 8,Mar19 |
| Anita Dixit | 8,Mar19 |
| Armaity Boocha | 10,Mar19 |
| Seema Kudiya | 15,Mar19 |
| Patricia Philips | 16,Mar19 |
| Ekta (Renu) Gurnani | 17,Mar19 |
| Victoria Dias | 22,Mar19 |
| Pushpa Desai | 23,Mar19 |
| Zohra Poonawala | 24,Mar19 |
| Merlyn Woolger | 24,Mar19 |
| Beatrice Menezes | 27,Mar19 |



**Indian Association Of Secretaries
And Administrative Professionals
Brain And Brawn**

OCT'18 TO DEC'18

Here we go with our
Convention Flyer
Block your calendar

Please write to :

swatias@bluedart.com

We are online at : www.iasapindia.com

Also do join us on IASAP Pune Chapter
Facebook page & LinkedIn as well

**"COMING TOGETHER IS A BEGINNING.
STAYING TOGETHER IS PROGRESS
AND WORKING TOGETHER IS SUCCESS..."**



**INDIAN ASSOCIATION OF SECRETARIES
AND ADMINISTRATIVE PROFESSIONALS**

Save ^{the} Date!

16TH NATIONAL CONVENTION
2019
**11-14
OCTOBER**

Host - PUNE Chapter

