






Secretary's Digest

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EDITOR'S NOTE

Dear Members,



Last year around this time, we were just a few days away from the Congress! Does it seem that a year has passed? Next September, PAS will be putting on the finishing touches to the 23rd ASA Congress and attendees will be ready to leave for Manila. And so life goes on. Something that hasn't changed though, are the core responsibilities of a secretary as explained by Mr. Adnan Zakaria, Head of Human Resources, JSBL.

DSSP's Leisure Day and Car Rally were very well enjoyed. The Execucom visited KVTC and the Home for Displaced Girls with the thought of supporting some of the less fortunate.

MOK, Immediate Past President, DSSP/ASA gave a presentation on "Public Speaking" and "Secrets of Success" to AAP, Sri Lanka members in July. In Aug. DSSP's website completed a decade!




Our ASA sisters too have been quite active working towards the betterment of the workplace and society in general. IASAP concludes their annual Secretary & Administrative Professional Contest at the 14th National Convention in Hyderabad.

"Seven Ways to Boost your Listening Skills" demonstrate how important it is at times, to just listen. "What I've Learnt from Years of Mistakes" is another thought-provoking article contributed by Past President Cheryl Mathew. This issue ends with Paraprofessionals to brighten any day.

With warm wishes,

Goretta Ali

UPCOMING EVENTS

 Halloween Ball	October
 AGM	November
 Year ending event	December

DSSP NEWS

DSSP visits -



Block Printing in progress



Embroidery being done



The Special Olympics



The girls' rooms

Karachi Vocational Training Centre – 9 May 2015

On Sat. 9 May members of DSSP's Executive Committee visited KVTC (Karachi Vocational Training Centre). In Nov. last year at one of our tea meetings, Mr. Ovais ur Rahman Khan, Project Manager, briefly introduced KVTC and invited DSSP members to visit.

KVTC was established to assist the mentally challenged of our society about 25 years ago, by Dr. Inam-ur-Rahman Khan a consultant psychiatrist with 14 years of work experience in the UK, and his wife Mrs. Robina Inam a UK trained Vocational Therapist.

Ms. Faiza Khalil, from the Associate Partnerships and Communication Cell, was our guide and took us through the entire centre, explaining the function and purpose of each section. KVTC looks after every need of its students. From teaching them how to dress, eat, cook and take care of themselves to assisting them to gain confidence, develop friendships and build relationships so that they can live as responsible independent members of society. Some of the skills taught are carpentry, tailoring, block printing, embroidery, office and computer know-how etc. and KVTC finds employment for them. Many who were students at KVTC are today's teachers. We visited every classroom, from the academic to the occupational ones where we saw students at work. The items made by them are sold at biannual exhibitions or at the KVTC office. A couple of wooden items, block printed material and outfits were on display.

Students are provided with transportation from home to the centre and back and round the clock guidance if needed. Support staff is on stand-by throughout the day. School hours from Monday to Saturday are 9.00 am – 2.00 pm with lunch at 11.00 am. Adjacent to the school, within KVTC's premises, is a hostel which houses 26 boys and 8 girls. A matron supervises and runs the hostel along with staff.

There are physiotherapy classes, motor development exercises and exercise training, an auditorium for singing and acting etc. KVTC students participate in the Special Olympics and have won several prizes.

KVTC is run on donations. Students who are unable to pay either the full fee or part of it are subsidised and benefactors sought. Before a student is enrolled they are evaluated by a team of doctors, psychologists etc. and the parents interviewed. KVTC refuses students whom they are totally unable to help. KVTC's aim is to take every student forward even a small percentage if possible. Taking in students who are beyond help is denying entry to another who is able to improve.

The Home for Socially Displaced Girls - 17 May 2015

An execucom member visited the Home for Socially Displaced Girls - the Children of Dar-ul-Sukun on Sun. 17 May. The children are from the original Lemmens Home (opened in 1972) and Janiville (opened in 1981). There are



around 50 girls aged 5 – 15 and above. Some are special children and all are either orphans or whose families are unable to look after them. The home provides them with all the necessities of life and is run solely on donations.

Sr. Zita D'Cunha, an FMCK (Franciscan Missionaries of Christ the King) nun is in charge and is assisted by four nuns. After the children complete their education, some undertake nurses' or teachers' training to secure employment. The girls who have homes to return to, do so. But those who have nowhere to go stay back. Presently there are a couple of older children as well.

The home for socially displaced girls is under the patronage of Dar-ul-Sukun which also runs several other homes throughout Pakistan.

Sr. Zita D'Cunha

Leisure Day at Avari's Poolside – 7 Jun. 2015



Enjoying the pool

Leisure Day with a Hawaiian theme was held at the Avari Towers Swimming Pool on Sun. 7 Jun. On arrival everyone got an orange or green lei. The grassy stretch beside the pool was set up with a marquee and tables and chairs. Due to the sultry weather, a heavy lunch was not served but Karachi's popular street foods and snacks were offered. The hotel arranged snack stations of pani puri / bhel puri, mini burgers, vegetable cutlets, red and white pastas, jalebies, doughnuts etc. On the beverage counter was chilled lemon with mint served throughout the day. The snacks counters were open from 1.30 pm till closing.

The pool was refreshing and many enjoyed a cool afternoon. A couple of games were played for the children and tombola for all. In the Treasure Hunt, the first prize went to Chrysanne Fernandez followed by Cymone D'Silva, Carlin D'Lima and Joaquim Almeida. The Parent and Child game was again won by Chrysanne and mum, Francesca Fernandez followed by Cymone and mum, Rosemary D'Silva. Three rounds of tombola were played where five lucky ladies and one gent, Conrad D'Costa, went home winners.

The Avari Towers generously offered the use of the pool an hour beyond the allotted time of 4.00 pm. Everyone left happy and content.



The Execucom

Car Rally - 16 Aug. 2015



The winners

The DSSP celebrated Pakistan's Independence with a Car Rally for its members, their families and friends. The rally timings were from 10.00 am to 12.00 noon with ten cars participating, each with a crew of four or five. Those not taking part walked in around noon, well in time for the rally results, lunch and a game of tombola. As this was the first time many participated in a car rally everyone enjoyed themselves and had fun.

The route began and ended at the Karachi Parsi Institute in the heart of the city meandering through Karachi's residential and business areas, parts of the old city as well as the newer areas of Defence. All were well known spots and contestants were asked to note down the names of a building or signboard, photograph themselves in front of the selected spot or purchase a



The runners up



small item bringing back the cash memo. The clues to the stops on the route were in rhyme skillfully composed by DSSP's Imm. Past President Maharukh Bhiladwala (MOK). The route was planned and tested by President Natasha Mavalvala and MOK and was only shared with the Execucom before the end of the rally. A few of the selected spots were Makro Supermarket, Finance and Trade Centre, National Medical Centre, Axtact, Canine Platoon, Shell Pakistan, Frere Hall, Karachi Municipal Corporation, Merewether Tower, I.I. Chundrigar Road, the Passport Office, St. Patrick's Cathedral etc.

The winning team was Belinda Fonseca's and the runners up were Rayomand Irani's scoring 225 and 200 points respectively from a maximum of 300. Both received gift vouchers for petrol. The winning team also received mementos.

After lunch three rounds of tombola were played. Joel Santamaria and Lavinia Lobo won a line and a full house each. The other winners were Lily Fonseca, Mercy Fialho, Amelia D'Mello, Debbie Moscrop and Stella Michael.

The next event on the calendar is the annual gala which is eagerly awaited by all.

One of the stops in the Rally

MOK speaks to AAP students, Sri Lanka – 25 Jul. 2015

During a trip to Sri Lanka, MOK, Immediate Past President, DSSP/ASA and Pakistan Coordinator for Academy for Administrative Professionals, Sri Lanka, was invited to speak to AAP students, batch of 2015-2016 on "Public Speaking" and "Secrets of Success" at AAP Headquarters on Sat. 25 Jul. 2015.

MOK delivering the first of two talks, "Public Speaking".

Sunethra Jayaratne Nugawela, CEO AAPSL and Past President ASA, presenting the Plaque of Appreciation to MOK.



Academy for Administrative Professionals

*In Appreciation
Presented to*

**MS. MAHARUKH BHILADWALA
AAP COORDINATOR-PAKISTAN**

*For taking time off to share
your knowledge and talents on
"Public Speaking" and "Secrets
of Success"*

*At AAP Headquarters
Colombo, Sri Lanka*



The Plaque reads:

2015 & 2016 Batch Students
July 25/2015





*MOK and Sunethra
with the class of 2015-16.*

DSSP's website completes a decade - 27 Aug. 2015

The Secretary's Digest Jul – Sep. 2005 carries the launch of DSSP's website <http://www.dssp.org> on Sat. 27 Aug. 2005. A tea meeting was organised to celebrate this milestone in DSSP's history. The website was the brainchild of Cheryl Mathew.

www.dssp.org

**completes its
10th Anniversary!**

2005 - 2015

Cheryl recalls: "It was 2004 and we were well into the digital age - it was high time DSSP had its own website. Although there were many considerations in the web design, the first and foremost was to agree to have one.

We started with a simple list of pages that would be displayed. The next step was identifying a webmaster (Al Rehman Technologies) who would host our website. The whole process took around five months; going back and forth with design, layout and content. The site was then tested in the major browsers thoroughly before launch in August 2005.

Testing was difficult as smartphones and tablets had not yet entered our market. So most of the testing was done in the office, and when time permitted at home, and finally at the web master's offices.

The site was given a new look in 2008".

ASA NEWS

PSWA (Professional Secretaries Welfare Association – Bangladesh) celebrated their 20th Anniversary along with Administrative Professionals' Day on Fri. 24 Apr. 2015 at The Westin. It was a fun day with inspiring speakers, raffles, gifts, lunch and music.



PSWA Members

IASAP's (Indian Association of Secretaries and Administrative Professionals) West Bengal (Kolkata) Chapter had their AGM on Sat. 9 May 2015. The new committee is: Chairperson: Bemvinda Pereira, Vice Chairperson: Mohua Shome Lalvani, Secretary: Daisy Samuel, Treasurer: Sharon Das. Chairperson Bemvinda Pereira hosted a Thank You dinner on 20 May 15 at The Blue Door - A Brand of Bon Appetite & Kolkata 29 for the Committee and Sub-Committees of 2014-15.



IASAP'S AGM



Dinner at The Blue Door

Yvonne Fernandes, Vanessa Caesar,
Joan Lobo, Vijaylaxmi Amin and
Homai Mehta

IASAP's West Bengal (Kolkata) Chapter held a professional etiquette workshop on Sat. 25 Jul. that covered the gamut of meet and greet, grooming, dining, interviews, meetings, communication etc.

IASAP organised Movie Night on Fri. 29 May 2015 at Bombay Management Association (BMA). "The Whistle Blower" is based on a true story that emphasises that the truth will always prevail.

Ms. Usha Menon, General Manager, Information Technology at Central Bank of India shared her thoughts on "The Perils of Living Your Life on Social Media" with IASAP members. This event was at the Mumbai YMCA in the evening of Wed. 24 Jun. 2015.

Lufthansa organised a session titled "Flight to Success" for IASAP members on 30 Jul. 2015 at YMCA Mumbai. The session was on the essentials of working smarter to achieve the heights of excellence and still focus on ourselves.

IASAP has been holding their Secretary & Administrative Professional (SAP) Contest 2015.

- Written test - 11 Jul. 2015 at St. Andrews School, Bandra West.
- Preliminary Round - 1 Aug. 2015 at Kohinoor Continental Hotel, Andheri East – 16 Contestants participated.
- Mumbai Finals - 29 Aug. at ITC Grand Central, Parel-E, Mumbai. 6 were shortlisted. The winner was Joan Lobo, 1st runner up Vanessa Caesar, 2nd runner up Vijaylaxmi Amin.
- All-India SAP Contest - 19 Sep. 2015 at AVASA Hotel, Hyderabad.



Harumi Ishii with the Award Winners

JSA's (Japan Secretaries & Administrative Professionals Association) New Year gathering was held on Fri. 30 Jan. 2015 at La Table de Joel Robuchon, Tokyo. The 2015 annual JSA theme is "Evolution" following 2014's theme of "Reborn". The programme included recognition of three JSA Award winners 2014. Additionally, Harumi Ishii, Special Advisor and ASA Coordinator was recognised for her contribution of over 30 years to JSA, the development of the CBS examination, ASA activities and JSA's monthly journal.

One of the most critical business goals for JSA is to organise CBS (Certified Bilingual Secretaries) seminars and examinations for certification. More than 500 top-level secretaries are certified at present. All CBS titleholders are members of the CBS Club, which cultivates friendship and networking. The 2015 CBS Club Kick-Off gathering was held on Sat. 7 Mar. 2015 at a Chinese restaurant, in Yokohama for the reunion of CBS and to welcome new members. The 2015 CBS Club leader and task force team were introduced by Yumiko Shibata, the 2014 leader.



The 2015 CBS Club Kick Off

At their recent AGM, MAPSA (Malaysian Association of Professional Secretaries and Administrators) elected a new Governing Council for this year. The President is Michelle Koh and Vice President is Teoh Ching Ai.



PNGAAP's Outstanding Office Professionals



Singapore Association of Administrative Professionals



A coffee morning



At the Rama IX Golden Jubilee Temple.



At the Business Strategy Course

PNGAAP (Papua New Guinea Association of Administrative Professionals) celebrated Administrative Professionals' Day on Fri. 24 Apr. 2015.

PNGAAP hosted the 9th World Administrators' (Office Professionals) Summit in Port Moresby, Papua New Guinea from the 11 – 14 Aug. 2015 at the Crowne Plaza Hotel. The theme "Expect the Unexpected".

Office Expo Asia 2015 was held from the 29 – 31 Jul. 2015 at the Marina Bay Sands, Singapore.

Page Personnel Singapore organised a contest "Executive Assistant of the Year 2015" in July. The prize was two return tickets to Europe along with a few other prizes plus runner up prizes. The contest included a write-up plus interviews.

The Singapore Council of Women's Organisations arranged a session on "Mastering Presentation Skills" on 5 Aug. 2015.

SAAP (Singapore Association of Administrative Professionals) had their 44th AGM on 29 Aug. 2015 at SCWO Centre.

SLAAPS (Sri Lanka Association of Administrative and Professional Secretaries) enjoyed a coffee morning on Sun. 26 Jul. 2015 at The Kingsbury, Colombo. Entertainment included drumming, dancing and a fashion show with a live band and stalls with items on sale.

WSAT (The Women Secretaries and Administrative Professionals Association of Thailand) celebrated its 47th Anniversary on Sun. 17 May 2015 at Rama IX Golden Jubilee Temple.

On 20 May, WSAT President and two board members attended a conference "Development Plan for Women for Sustainable ASEAN Community" organised by the National Legislative Assembly of Thailand.

Every year, WSAT organises three courses on business strategies for professional secretaries on relevant topics, i.e. Roles and Responsibilities of Secretaries, Effective Business Writing and Productivity on the Job. Each course takes three Saturdays and the second course was held in June 2015.

WSAT held their Annual Bosses / Secretaries Night on Thu. 9 Jul. 2015 at Dusit Thani Hotel, Bangkok.

An Effective Email Writing course was organised on 11 Jul. 2015.

On Sun. 9 Aug. 2015 WSAT honoured their Founding Presidents and Past Presidents in a Water Blessing ceremony.

PAS (The Philippine Association of Secretaries and Administrative Professionals, Inc.) held their General Membership Meeting on Thu. 21 May at the Globe Telecom Tower in Bonifacio Global City. Sponsors were Merry



PAS' GMM in May



Cooks for dinner and Globe Telecom for the venue. It began with a debriefing of a very successful Administrative Professionals' Week celebrations along with suggestions on how to improve planning and execution for the event next year. This was followed by invocation, President's update, sponsors' and guest speaker's presentations etc. and ended with a raffle draw.

One of the flagship projects of PAS is their "Back to School Programme" which was held on 27 Jun. 30 pre-schoolers from under-privileged families received backpacks and school supplies. They were also treated to food and exciting learning activities.

On 29 Jun. Madame Corazon Jimenez, General Manager, Metro Manila Development Authority spoke to PAS members on "Are You Prepared for the BIG ONE" (BIG ONE refers to an earthquake). She said it is important that people prepare themselves. Each family must have an emergency bag, which contains – water, food, transistor radio, flashlight, clothes, whistle, ID, essential documents and a first aid kit. Three new members were inducted at this meeting and Mr. Danilo Sebastian L. Reyes, Country Manager of Genpact Services LLC (Philippines Branch) received the 2015 PAS Executive of the Year Award. Ms. Gigi Juico is his executive assistant. This meeting was sponsored by and held at Ascott Makati The Residence.

23RD ASA CONGRESS, MANILA, PHILIPPINES – 2016

A meeting was held at East Restaurant, Rustan's Makati on 26 May 2015 amongst the Advisory Board (from the host country-member association) of the 23rd ASA (Association of Secretaries and Administrative Professionals in Asia Pacific) Congress in 2016 composed of Honorary PAS Presidents – Gin Elbinias (ASA Founding Member President), Lydia Carpio, Tessie Lagman, Terry Palacios, Nani Santos, Mely Conchu, Luz De Jesus, Sally Magalong, Emily Hope Parel and concurrent PAS President Lilian Coloma. The Advisory Board discussed the theme, date, venue, programme details and intended speakers.



Shown in the picture are:
*Virginia Elbinias; Lydia Carpio; Lilian Coloma;
 Mely O. Conchu; Sally Magalong; Luz Murillo-de Jesus;
 Tess V. Lagman; Nani K. Santos.*



The Advisory Board provides strategic guidance as well as advice and knowledge resources with the aim of holding a well-planned and organised 23rd ASA Congress in 2016.

Final dates and hotel venue will be announced by PAS-ASA President Lilian Coloma to ASA Council Presidents (CPs) shortly.

WORKPLACE

The Role of the Executive Secretary / Assistant

By Mr. Adnan Zakaria, Head of Human Resources, JS Bank Limited,

Assessment Criteria

The First Impression

The Executive Secretary/Assistant (ES/A) performs, coordinates and oversees office administrative duties while providing an extensive level of support to Executive Managers. They help managers make the best use of their time and are relied on heavily to ensure that work is handled efficiently and without the need of constant or direct supervision. In supporting these senior level executives the ES/A must possess a wide range of skills and extensive knowledge to be truly effective.

The most important skill for an ES/A is adaptability. She should demonstrate flexibility in the face of change and should project a positive demeanor, regardless of changes in working conditions. The ES/A should have the ability to manage multiple conflicting priorities without loss of composure. She should have a broad understanding of business concepts as well as an understanding of the overall industry in which the business operates.

Communication

The ES/A must have excellent communication skills i.e. listening and oral and written communication. The most important aspect of communication is listening and she should work towards improving this skill. Speaking with confidence, using clear and concise sentences and the ability to produce well thought-out professional correspondence, free from grammatical and spelling errors are requisite. Proficiency in MS Office is indispensable to the job.

Mental Abilities

Organising skills are imperative to an ES/A. She should be able to determine the appropriate allocation of time and should effectively manage the workspace i.e. keep a clean and organised office and appropriately handle all paper work. Task management skills like balancing conflicting priorities in order to manage workflow and ensuring the completion of essential projects and meeting critical deadlines are also important.

Leadership Skills

Motivation

Apart from the above, the ES/A should have strong interpersonal skills. She should be a team player who works as a competent member of the team, willingly providing back-up support to co-workers when required. She should be proactive in anticipating needs, demonstrating the ability to foresee problems and prevent them by taking action.

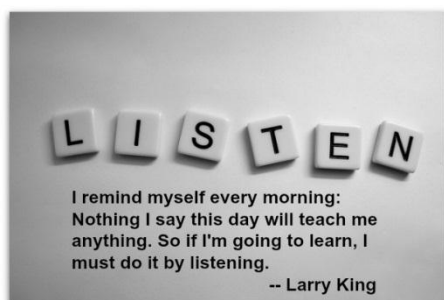
Background Checks

During the interview/hiring process of a Secretary, there are many parameters to assess the suitability of a candidate. A few are appended below:

- ✓ **The First Impression:** Assessment of candidate's appearance, dress and attitude.
- ✓ **Communication:** Assessment of eye contact, verbal ability, confidence and body language.
- ✓ **Mental Abilities:** Structured/un-structured questions are asked to assess how logical the candidate is and the ability of analysis and creativity.

- ✓ **Leadership Skills:** Assess whether the candidate is cooperative and a team player during her last assignment and the Executive she worked with, as well as her interpersonal skills.
- ✓ **Motivation:** How ambitious she is to be motivated, how aggressive to achieve goals / KPIs (key performance indicators) and she must have clarity of career perception.
- ✓ **Background checks are also carried out.**

Executive Secretaries/Assistants have excellent career prospects in other functions as well, especially in Administration. Those who excel in their jobs are often given the opportunity to become Administration Managers. Their prior experience of working with senior managers helps them in assuming their new roles and there are quite a few instances where the once ES/A has climbed the organisational ladder to become a senior manager.



KEY SKILLS

Now Hear This: Seven Ways to Boost Your Listening Skills

By Robert Hosking

Listen up, executive assistants and office professionals – in almost every aspect of your job, whether taking minutes, planning events, training staff or acting as your boss's gatekeeper, listening skills are one of your most valuable assets.

Many professionals forget about this crucial element of effective communication. But here are seven tips for mastering the art of listening:

1. Let other people speak. It may sound obvious, but the first step in becoming a better listener is to simply close your mouth. Don't interrupt or talk over other people, even if what you have to say seems more important. Let them finish their statements, which will allow you to respond thoughtfully to all the points they've made.

2. Stay in the present. Often when we believe we're listening, we're actually busy composing an intelligent response. As Stephen Covey, author of *The 7 Habits of Highly Effective People*, says: "Most people do not listen with the intent to understand; they listen with the intent to reply." When you're focused on making a brilliant comment, it's easy to miss much of what's being said. And your colleagues and boss can sense that you're not entirely present. So stay focused on whoever is speaking, and give that person your complete attention.

3. Say no to distractions. During a conversation, don't answer the phone, respond to a text or start talking to another person. Nothing says "I'm not interested in what you have to say" like changing your focus. If a third party wants your attention, let that person know you'll respond soon. Then go back to your conversation. This approach not only improves your listening skills, it also shows respect for the person who is speaking.

The same principles apply in meetings, where almost everyone has been guilty of surreptitiously checking messages, now and then. But a recent Robert Half survey found that managers frown on this habit. Which adds one more good reason to improve your ability to really listen?

4. Observe body language. People communicate with more than their words. So "listening" includes paying attention to hand gestures, facial expressions and tone of voice — because they all help you understand someone's real message. For instance, if a coworker says "fine," while smiling and meeting your gaze, then he probably means what he said and agrees with your request. But what if his words are clipped, his jaw is tight and he looks away while speaking? Then he's probably not "fine" at all.

5. Mind your own nonverbal communication. What unintended messages are *you* sending? Part of being a good listener is making clear that you're receptive. So indicate you're tuned in by uncrossing your arms, facing the speaker, leaning forward a little, nodding in agreement and occasionally using affirming words. You also need to maintain positive eye contact. But don't stare, which can seem threatening.

6. Keep an open mind. Try to see any situation from different points of view. When you make up your mind in advance, you're closing the door to mutual understanding. Even if you don't like what you're hearing, you owe it to whoever is speaking to listen before deciding.

7. Be inquisitive. Asking good questions shows you've been paying attention and care about what is being said. Your question can be as simple as, "Is there anything else I should know?" But if you're unclear on the main points, then good follow-up questions are essential. For example, paraphrase what you think was said, and ask the speaker whether you've understood correctly.

Fine-tuning your listening skills will make you a better coworker, supervisor and employee. It's also one of the leadership qualities that will help you get ahead. So pay attention, listen up and make becoming a good listener one of your career goals.

PERSONAL DEVELOPMENT

What I've Learned from Years of Mistakes

Tracy O'Clair, Social Media and Email Marketing Professional



Being single, raising two children and managing a business is hard work. My main goal is to maintain quality customer service to my clients while keeping a stable emotional landscape within the family and continuing to follow my lifelong goals of travel and new experiences.

I'm not a pro at anything. Yes, I have a four year degree in marketing and know a lot within the digital marketing industry; however, I'm always learning. I'm learning the ins and outs of owning a corporation, managing employees and keeping my sanity.

I learn from trial and error. Lessons come in titbits from the mistakes I make both within business and within parenting. Making decisions is not always an easy task. I've found that when I face complicated decisions, I have a base of knowledge that I can refer back to in times of need.

Below is a short list of lessons I've learned throughout this amazing journey we call life.

🐞 *Never give up*

🐞 *Always put family first*

🐞 *Take care of myself*

🐞 *Smile and be happy*

🐞 *Never forget but always forgive*

Never give up: If I let naysayers sway my aspirations, I would never accomplish my goals. I make small annual goals and plug away at being a better person and a better business professional. I must consider mistakes lessons or I will beat myself up sulking in my own pool of unhappiness and defeat.

Always put family first: There's times of course that I have to decide whether a business networking event is worth missing a softball game or gymnastics practice; but, I never put my children's wellbeing and safety over any other responsibility in my life. I will drop everything to keep the entire family on the right track. This includes unhealthy relationships and business deals that are not aligned with my personal goals.

Take care of myself: If I'm not happy, no one else will be. I need to take care of myself in all aspects - emotionally, physically and spiritually. Sometimes I have to re-evaluate my situation to make sure that number one is in tip top shape. As a single mother, I will often find myself getting caught up in someone else's personal motives. At that time, I try to force myself into reality and come back to the basics.



Smile and be happy: Regardless of the pitfalls, the heartache and the challenges, I must maintain happiness. I must smile at my mistakes and look back at the negative as well as the positive.

Never forget but always forgive: Forgiving people for what they have done to me, the negativity that they have brought to my life is essential for a vast number of reasons. One - I need to let go of resentment. Two - it allows me to focus on the future and not live in the past; and, three - learning to remember my mistakes instead of pushing them out of my mind will hopefully allow room for successful decisions in the future.

I'm 36 years old. I don't want to go backwards. Opportunity is everywhere. I want more.

Contributed by Cheryl Mathew

WIT AND WISDOM

PARAPROSDOKIANS

Paraprostdokian is a figure of speech in which the latter part of the sentence or phrase is surprising or unexpected in a way that causes the reader or listener to reframe or reinterpret the first part. It is frequently used for humorous or dramatic effect!

- 🐞 Where there's a will, I want to be in it.
- 🐞 Since light travels faster than sound, some people appear bright until you hear them speak.
- 🐞 If I agreed with you, we'd both be wrong.
- 🐞 War does not determine who is right - only who is left.
- 🐞 Knowledge is knowing a tomato is a fruit. Wisdom is not putting it in a fruit salad.
- 🐞 They begin the evening news with 'Good Evening,' then proceed to tell you why it isn't.
- 🐞 To steal ideas from one person is plagiarism. To steal from many is research.
- 🐞 I thought I wanted a career. Turns out I just wanted paychecks.
- 🐞 I didn't say it was your fault, I said I was blaming you.
- 🐞 Behind every successful man is his woman. Behind the fall of a successful man is usually another woman.
- 🐞 A clear conscience is the sign of a fuzzy memory.
- 🐞 Money can't buy happiness, but it sure makes misery easier to live with.
- 🐞 There's a fine line between cuddling and holding someone down so they can't get away.
- 🐞 I used to be indecisive. Now I'm not so sure.
- 🐞 To be sure of hitting the target, shoot first and call whatever you hit the target.
- 🐞 Change is inevitable, except from a vending machine.
- 🐞 Going to church doesn't make you a Christian any more than standing in a garage makes you a car.
- 🐞 Where there's a will, there are relatives.