



ADMIN PRO NEWSLETTER

May - August 2024

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HOW TO THRIVE IN A FAST PACED WORK ENVIRONMENT

Let's step back and understand what we mean by a fast-paced work environment. Simply put, this involves quick decision-making, a high volume of work, and constant pressure to do your work faster. Time is precious, and every minute counts.

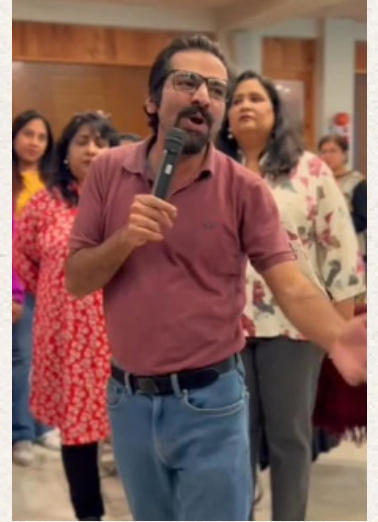
Working in this environment can be both rewarding and challenging. On the one hand, it can give you a sense of accomplishment and fulfillment; on the other, the overwhelming barrage of tasks and deadlines can lead to stress and burnout.

So, how do you balance a fast-paced work environment?

Residential Seminar – Nathiagali by Meher Doctor

Hotel Elites hosted our first-ever Residential Seminar in the lush green hills of Nathiagali. Exciting, for sure.

Umair Jaliawala, coach and trainer, welcomed us with an icebreaker session on Friday, June 21, with a Karaoke night. We were divided into 3 groups and were asked to choose 1 English and 1 Urdu song to lip sync. It left us instantly energized This set the tone for the next day.



Saturday, June 22, we all collected with great enthusiasm. Umair gave us tips to “Surrender the “Me” for the “We” by giving us various fun tasks. He explained how time, trust and collaboration help us solve our problems and in turn ease our situations.



We split into pairs and were given ropes to tie ourselves to one another and then try to release ourselves. This showed that we had to collaborate and work with one another to come out of this situation.

Another fun task was blindfolding each other in turns and taking your partner for a walk across the corridor and down the garden. This proved that trusting your partner and believing in her guidance is so worthwhile.



He also elaborated how our hearts, minds, body and soul are in a constant struggle. To evolve and progress, they must work together as a whole as they involve our emotions, thoughts, physical presence and spirit.



Furthermore, some important concepts of Demands, Constraints, and Choices were highlighted which are related to decision-making and problem-solving.

- Demands refer to the requirements or needs that must be met.
- Constraints are the limitations or restrictions that must be considered.
- Choices are the options or alternatives that can be selected to meet the demands and satisfy the constraints.



These concepts are crucial in various fields like business, engineering, economics, and even personal decision-making. By analyzing demands, constraints, and choices, you can make informed decisions that optimize outcomes and achieve goals and bring a win/win situation.



The evening was rounded off by "tug of war" which was hilarious and brought out the inner child in us.

What a fun way to end the seminar. Thank you DSSP. You looked after us very well and all the arrangements were spot on.



RESIDENTIAL SEMINAR 2024 SURRENDER THE 'ME' FOR 'WE'



As soon as the DSSP put out feelers for having an in-house residential seminar in Nathiagalli, I was game! And I am so glad I got to attend this as it went beyond our expectations! Par excellence from start to finish!

After a great pre-seminar trip to Hunza, with a few ladies and their families who showed interest, we finally all landed at the ELITES hotel in NG on the 22nd of June! Barbara very ably checked us all in, and we went up to our rooms and were pleasantly surprised, with the huge room and fantastic five-star amenities! Kudos to the committee for choosing this fantastic hotel, with even more fantastic views of the hills and valleys of NG! It was literally like the proverbial cherry on top of the cake!

After freshening up, it was time for Hi tea on the roof! Amazing views. Then all dressed up for a fabulous dinner and excitedly proceeded to the Ravi hall for the ICE BREAKER event. Finally, we got to meet the trainer from Torque- Umair Jaliawala and what a treat he was! He asked for introductions, and expectations and then dived right into setting the mood...which carried on into the next day. The ladies though tired after travelling from various other places to reach NG were spellbound. Umair made sure it was a fun as well as a learning experience. He had a karaoke competition and the ladies divided into 4 groups and sang and danced their hearts out. Though many of us already knew each other from the previous DSSP events, this was a unique opportunity to delve deeper and forge lifetime connections.



The next morning, bright and early, everyone went for breakfast, and what a delicious spread again! Then we again all assembled in the RAVI hall for the full-day event. It was very interesting, with lots of wisdom and insights by the GURU himself, and also some soul-sharing by the members. We broke for lunch and then met for a session on the lawns of the Elites – simply breathtaking! He had a group game of tug of war which was hilarious. After that was tea, and then our certificates were given out and a round of thanks and pictures with the guru. Later that night after dinner, a qawwali session was arranged. Most stayed on as it was the last night at this heaven on earth. In between we even witnessed hailstones (rain).

The next morning, everyone was ready with their respective luggage and checked out. Most returned to Karachi the same day through different modes of transport.

All in all, I must say, we enjoyed ourselves, it was a wonderful initiative. The whole event was streamlined by the very able committee headed by our president Christine D'lima. Here special mention is well deserved to Cheryl Matthew, who made sure all the members' queries pre-seminar were answered and sorted out. A herculean task in itself!

Look forward to many more events like these!

Marie Anna Croning – DSSP No.378



Just wanted to thank you for organising such a wonderful trip. It was such a nice experience travelling with you all. The arrangements were very good, the seminar was also very interesting. We were so engrossed in every activity of the seminar that we didn't know how the time passed. Our stay in the hotel was superb 🙏. No complains. You had given every member individual attention. Our return from Islamabad to Karachi was a memorable journey. Cheryl, it is written in our hadith I am confident that you know what hadith is, that if you want to know somebody, travel with him. I found all of you extremely warm, courteous and accommodating. Please pass my thoughts to all the members of the Executive Committee for making so much effort to make the seminar successful.

Shabana Wasim



One Tree One Life Tree by Tree we make a difference



Barbara spearheaded a plantation drive along with DSSP and community members to mitigate the impacts of global warming by expanding green spaces. Strategically planting trees, her goal is to lower carbon dioxide levels and enhance air quality. This effort supports environmental sustainability and educates the community on trees' vital role in addressing climate change.

She is dedicated to cultivating a healthier planet for future generations by raising awareness.



Providence Home

St. Patrick's Cathedral

80 saplings planted so far at both locations.



🎉 Happy Pakistan Independence Day! 🇵🇰

On August 14th, 2024, the DSSP hosted a vibrant and culturally enriching celebration of Pakistan's Independence Day at the iconic Lalqila Restaurant. Renowned for its regal ambience and traditional cuisines, the place was beautifully decorated for this significant event, memorably blending history and heritage.

The evening commenced with a heartfelt welcome gifting each member with Plants as a reminder to keep the country green and planting trees. Opening the event with an address by the event's host Barbara, who emphasized the importance of celebrating freedom and honoring historical milestones. The atmosphere was imbued with a sense of patriotism, as the venue was elegantly decorated with Pakistani flags and our members beautifully dressed in thematic colors of green & White.

A highlight of the evening was the engaging speech delivered by our very dear senior member Sunnu Golwalla, who spoke passionately about Pakistan's journey to independence and its significance. Her words resonated with the audience, reflecting on the shared values of freedom and unity.



The Hi- Tea experience was nothing short of exceptional. Lalqila Restaurant's renowned for its Buffet featuring a selection of a mix of traditional Pakistani dishes. Guests enjoyed a variety of authentic delicacies, from flavorful Haleem and kebabs to rich desserts, all meticulously prepared to celebrate the essence of Pakistani cuisine.

The celebration also included a spirited rendition of the national anthem, bringing everyone together in a shared expression of respect and pride. The event concluded with a warm and enthusiastic reception, and a group picture our members had the opportunity to mingle and enjoy the festive atmosphere with a cake-cutting ceremony given complimentary by the restaurant.

Overall, the Independence Day celebration at Lalqila Restaurant was a remarkable success, blending cultural richness with a deep sense of respect and unity. It was a fitting tribute to Pakistan's independence and a memorable evening for all who attended.



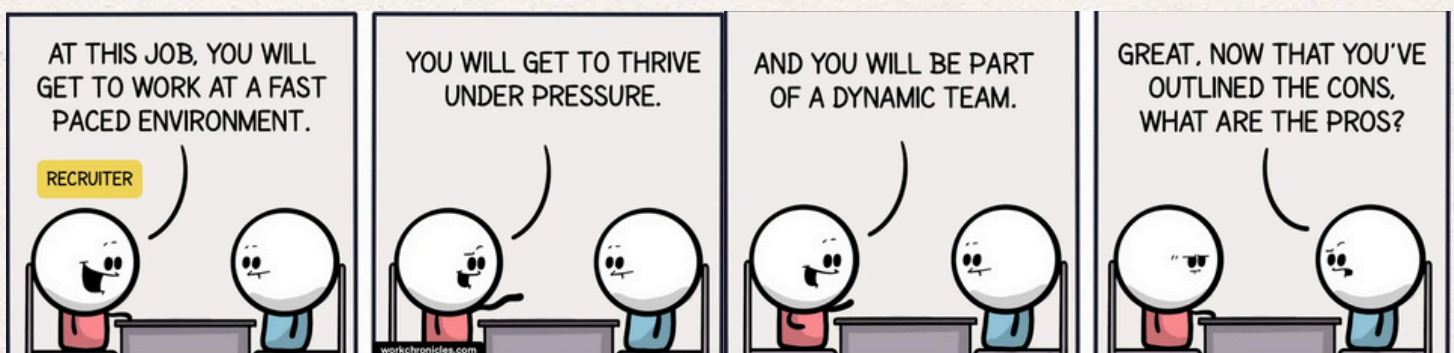
Determining the Right Environment for you ...

Contributed by Christine D'Lima

Different work environments suit different people. What might be a high-energy, fast-paced environment for some could feel chaotic and overwhelming for others.

Fast-paced environments vs. slow-paced environments

Fast-paced work environments are typically characterized by	On the other hand, in slow-paced work environments
A sense of urgency in completing tasks and projects	You've the ability to set your own schedule to complete the tasks
Quick decision-making with little room for deliberation	Decisions can be made after careful consideration with more room for discussion and analysis
Tight deadlines requiring quick turnarounds	Longer project deadlines that allow for more time for planning and execution
Frequently changing priorities and goals	Priorities and goals remain consistent for longer periods of time
High expectations for employees to deliver results efficiently and quickly	There is less pressure to deliver results quickly, allowing for a more relaxed work environment

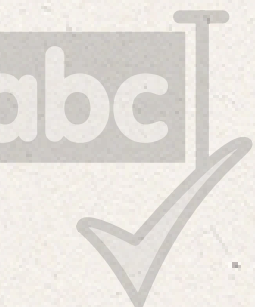
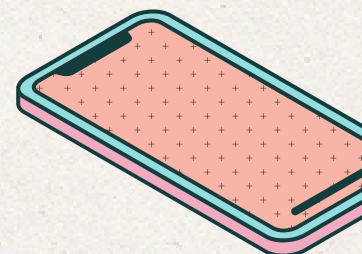
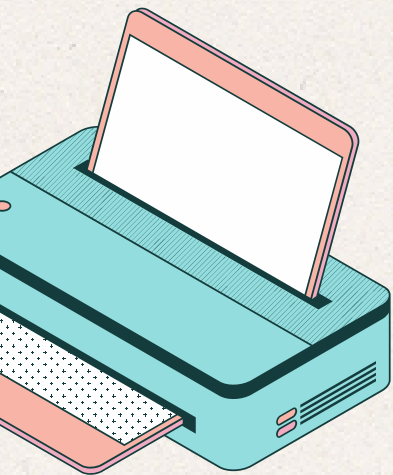


Owed to my spell checker

Contributed by Cheryl Mathew



I have a spelling checker.
 It came with my PC.
 It plane lee marks four my revue
 Miss steaks aye can knot sea.
 Eye ran this poem threw it,
 Your sure reel glad two no.
 Its vary polished in it's weigh,
 My checker tolled me sew.
 A checker is a bless sing,
 It freeze yew lodes of thyme.
 It helps me right awl stiles two reed,
 And aides me when aye rime.
 Each frays come posed up on my screen
 Eye trussed to bee a joule
 The checker poured o'er every word
 To cheque sum spelling rule.
 Be fore a veiling checkers
 Hour spelling mite decline,
 And if were lacks or have a laps,
 We wood be maid to wine.
 Butt now bee cause my spelling
 Is checked with such grate flare,
 Their are know faults within my cite,
 Of none eye am a wear.
 Now spelling does knot phase me,
 It does knot bring a tier.
 My pay purrs awl due glad den
 With wrapped words fare as hear.
 To rite with care is quite a feet
 Of witch won should be proud.
 And wee mussed dew the best wee can,
 Sew flaws are knot aloud.
 Sow ewe can sea why aye dew prays
 Such soft ware for pea seas,
 And why I brake in two averse
 When righting what eye pleas.



The Magical Bed of Unfinished Tasks

There's something truly mystical about my bed. By day, it's just a cozy pile of blankets and pillows. But by night, it transforms into a portal to the Land of Forgotten Tasks.

Picture this: It's 11 PM, and I've just nestled into my bed, ready for a good night's sleep. The room is dark, the pillow is cool, and the blankets are just the right weight. My eyes are heavy, and I'm on the brink of drifting off into dreamland when—BAM!—it hits me like a ton of bricks. I forgot to send that important email today.

No big deal, I tell myself. I'll do it first thing in the morning. I close my eyes again, ready to get some much-needed rest. But just as I'm about to drift off, my magical bed strikes again: Did I lock the front door? Oh no, I didn't. Now, I'm lying there, picturing all the imaginary burglars who are probably having a party in my living room.

So, I get up, check the door, and of course, it's locked. Back to bed, I go, thinking this time I'll get some sleep. But my bed, with its uncanny memory, has other plans. Out of nowhere, I suddenly remembered that the milk in the fridge was about to expire. Why my brain decides this is the perfect moment to remind me, I'll never know. But now I'm contemplating whether to get up and pour it out or just let future-me deal with the consequences.

Finally, I give up. I toss and turn, my mind racing with a to-do list that could rival Santa's. I remember I didn't take the trash out, forgot to call my mom back, and I had no idea where I left my car keys. Each forgotten task is like a little gremlin, poking at me and whispering, "You're not going to sleep until you deal with me."

By the time I finally start to drift off, it's 2 AM, and my bed has won the battle once again. My to-do list might still be unfinished, but at least I've accepted the reality of my magical bed: It's not just a place to sleep; it's the epicentre of every forgotten task, delayed responsibility, and ignored chore. The only mystery left is how I always manage to forget them again by morning!

Lack of Energy: Your Guide to Boosting Energy

Ever feel like time is slipping through your fingers, like trying to hold onto sand at the beach? It's not just about the clock—it's about your energy levels. We've all been told that time management is the secret sauce to productivity, but let's not forget the unsung hero: energy management.

When you think of energy, do you picture yourself running a marathon or just trying to stay awake during a meeting? Energy isn't just about physical stamina; it's also that mental spark that helps you focus, think, and feel human.

Our daily grind taps into two energy banks: physical and mental. Physical energy is straightforward—it's what gets your muscles moving, whether you're walking, jumping, or just making it to the fridge. But mental energy? That's the secret sauce powering your emotions and concentration, like a Wi-Fi signal for your brain.

Now, here's the plot twist: these two energy types are like twins—one loud and sweaty, the other quiet but always thinking. Ever notice how after a good workout, your body's tired, but your mind is on fire? Or how a stressful day makes even lifting a pencil feel like a workout?





And here's the kicker: while you can run out of physical energy pretty fast—there are only so many push-ups in a day—mental energy is like a bottomless cup of coffee. The only limits are the ones we set for ourselves. So, when it comes to boosting energy, it's not just about hitting the gym; it's about giving your mind a high-five too.

Think of yourself as a smartphone. When your battery's at 1%, you're slow, unresponsive, and maybe a little grumpy. But when you're fully charged, you're a powerhouse, ready to conquer the world (or at least your to-do list).

Managing your energy isn't some new-age fad; it's crucial, like making sure your car has enough gas before a road trip. So why should you care about keeping your energy tank full? Let's break it down, quick math style: More energy = more time. When you're energized, you're not just ticking boxes—you're crushing it!

Don't just take my word for it. A study showed that poor sleep leads to poor performance and even hits you where it hurts: the wallet. So good energy isn't just a mood booster; it's a money saver too!

And let's talk health. Low energy isn't just a bummer; it's a ticking time bomb. Stress hormones skyrocket, your immune system waves a white flag, and even your brain chemicals decide to take a vacation. Over time, this energy deficit can lead to serious issues like high blood pressure and heart disease. And that's not all—fatigue can make you accident-prone.

In a nutshell, energy isn't just about making it through the day; it's about making the day worth living. So, keep that energy up, and remember—when you're running on full, life's a lot more fun!

Greetings to ALL!

As we reach the midpoint of the year, it's a great time to reflect on our accomplishments and set our sights on the opportunities ahead. The latter half of 2024 promises to be just as dynamic and inspiring, with plenty of events and activities to look forward to.

One of the highlights on our calendar is the upcoming 26th ASA Congress in Sri Lanka, taking place from April 25 to 29, 2025. This event promises to be a fantastic opportunity for learning, networking, and professional growth. We are excited to gather with our peers, share insights, and explore new trends and best practices in our field. Stay tuned for more updates and prepare for an engaging and productive journey ahead!

Check out the latest news from our AS member associations below.

Cheers!

Lilian Coloma

ASA Secretary General

Active Honorary President





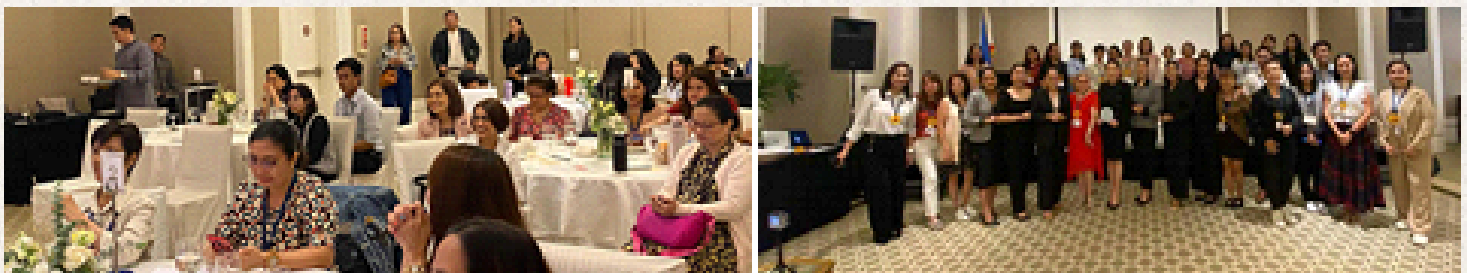
Philippine Association of Secretaries and Administrative Professionals, Inc.
The Premier Organization of Office Professionals in the Philippines

Learning and Growing Together

The Philippine Association of Secretaries (PAS) held its General Membership Meeting on August 3rd at the prestigious Discovery Prime Hotel in Makati City. The highlight of the event was an insightful talk by Mr. Marlon Molmisa, a renowned leadership speaker, corporate trainer, entrepreneur, and actor.

Mr. Molmisa addressed the crucial topic of "Managing Stress and Self-Care," offering valuable strategies and insights that promise to engage and benefit all attendees.

This meeting presented an exceptional opportunity for members to learn and grow together, enhancing their professional and personal well-being.



A Golden Legacy: CASAP's 50th Anniversary



The Chinese Association of Secretaries and Administrative Professionals is excited to celebrate its 50th anniversary on Saturday, September 28, 2024. The celebration will be held at the Grand Victoria Hotel Taipei from 11:00 AM to 2:30 PM. with the theme "Energize - Sustain - Grow."

Energize - Illuminating our past with vibrant memories and setting the stage for an inspiring future.

Sustain - Embracing the principles of ESG (Environmental, Social, and Governance) to ensure our legacy endures.

Grow - Continuing to reach new heights, reflecting our commitment to growth and innovation.

This milestone not only highlights our past achievements but also paves the way for a sustainable future and renewed excellence



PNGAAP 23rd National Conference: A Celebration of Societal & Economic Growth

The Papua New Guinea Association of Administrative Professionals (PNGAAP) is set to host its 23rd National Conference at the Hilton Hotel from Monday, September 30th, to Friday, October 4th, 2024. The theme for this year's conference is "Societal & Economic Growth - Affinity with Dignity."

In a special tribute, this year's venue, Manila, honors PNGAAP's Patron and Founder, Mrs. Estrellita Santa-Cruz, who hails from the Philippines.

Administrative assistants from various regions are invited to partake in a week of transformative learning and growth. The conference aims to elevate skills, amplify impact, and prepare participants to embrace the future with confidence. Attendees will be equipped with the tools and insights necessary to thrive in today's dynamic technological environment.

With an expected attendance of 250 members, the conference promises to be inclusive for all levels of administrative roles, enhancing both effectiveness and success. This is a prime opportunity for professionals to ignite their careers, celebrate their invaluable contributions, and invest in personal development.

For further information, contact PNGAAP at 675 325 4664 | 675 7662 4968 or via email at pngaap@gmail.com, geboneeli@gmail.com

PNGAAP
Papua New Guinea Association
of Administrative Professionals

SPOTLIGHT ON

Eleanor Gebone
National President

“ I have a very strong passion to empower administrative professionals through our trainings in partnership with The Global Assistant and PNGAAP. ”
Eleanor Gebone

Meet Eleanor Gebone and the PNGAAP team at The Assistant Masterclass, The Lamana, Port Moresby

THE ASSISTANT MASTERCLASS
WITH A GLOBAL ASSISTANT

LEARN MORE

PNGAAP
Papua New Guinea Association
of Administrative Professionals

SPOTLIGHT ON

MEA R. LOU-ISAAC
PNGAAP ADVISOR &
HONORARY LIFE MEMBER

MEET MEA AND THE PNGAAP TEAM AT THE ASSISTANT MASTERCLASS, AT LAMANA, PORT MORESBY

“ I'm passionate about attaining administrative excellence. An administrative professional must be well versed in all aspects by effectively and efficiently managing an office and it's environment. ”

THE ASSISTANT MASTERCLASS
WITH A GLOBAL ASSISTANT

LEARN MORE



Building Dreams: A Covered Space for Learning at SAT School

A long-held dream has finally come true for the students of Samakomlekhankarnsatri (WSAT) School 1, located in the remote border area of Prachuab Khirikhan Province, near the Myanmar border. This school was established 50 years ago through our donations to the Late Princess Mother, supporting her vision of providing education to underprivileged children in rural and remote areas. Initially, these schools were operated by members of the Border Patrol Police in makeshift huts or under trees. Her successful efforts highlight the profound impact that collective action and resource allocation can have in educational environments. Nearly a thousand schools have since sprung up across Thailand from donations received from private sources, which have now been expanded and taken over by local educational authorities. Our Association continues to provide support to these three schools.



Recently, the dream of creating a covered area for the children to enjoy outdoor activities was proposed to us. An opportunity arose when we hosted the 25th ASA Congress in September 2023. We decided to turn this dream into reality by utilizing the profits from the event. Once again, collective action came into play as ASA members joined the Congress in full force, and with our savings, we successfully built this impressive covered space, an achievement that our ASA friends can be proud of.

We plan to hold an official opening ceremony this November, during which we hope to secure additional funds to cement the floor, a detail we had overlooked initially. We invite our ASA friends to join us at this ceremony and share in the pride of your involvement from the beginning.

Dr. Sunethra Jayaratne Nugawela Wins International Office Manager 2024 Award

Dr. Sunethra Jayaratne Nugawela was honored with the "International Office Manager 2024" Award at a prestigious ceremony held at the Hotel Grand Connaught in London on June 20, 2024. The event was conducted by the Office Management Group in the United Kingdom.

Dr. Nugawela, the sole representative from the Asian Pacific Region, brought special pride to Sri Lanka with this accolade. The award recognizes her efforts, hard work, and success as a professional in office management, highlighting her contributions to the country, region, and the world. It also underscores her dedication to maintaining a balanced life.

Known for making history for Sri Lanka on several occasions, Dr. Nugawela continues to achieve remarkable milestones. She serves as the Executive Secretary at SDB bank, the Chairperson of the Academy for Administrative Professionals, and the Active Honorary President of the Association of Secretaries and Administrative Professionals in Asia Pacific (ASA).

ASA is proud of her achievements. A big congratulations to Dr. Nugawela.



**Learn more about ASA member associations,
visit their websites and Facebook pages.**

PAS

<https://philsec.org/>
<https://www.facebook.com/philsecretaries>

APSAT

https://www.secretarythailand.org/ABOUT_Und_WSAT/56c443556407554013d543
<https://www.facebook.com/Secretarythailand>

SAAP

<https://www.saap.org.sg/>
<https://www.facebook.com/people/Singapore-Association-of-Administrative-Professionals/100064106522440/>

IASAP

<https://www.iasapindia.com/>

MAPSA

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CASAP

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APWAB

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