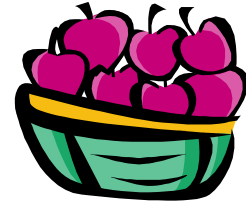




Your key to Success  
Established in 1954

## “Harvesting Your Potential”



R.C.A.E.O.P. KEYNOTES

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### A MESSAGE FROM PRESIDENT TERRI CURRAN



#### Happy New Year Everyone!

I hope everyone had good holidays and were able to take some time off. At a recent service at my church my pastor said something that I identified with. He said that if we are around a mud puddle long enough we will inevitably get muddy. Especially for those of you who work at a school, sometimes it may feel like you've gotten a little muddy. After spending a day with

smart-aleck kids and rude parents we may feel like we've bathed in the mud puddle! His point had to do with finding our purpose in life.

Belonging to RCAEOP is one way to feel better about what we do. Our By-Laws state that "the purpose and aim of this organization shall be to: promote professional interest for educational classified positions in offices of educational institutions; provide a clearinghouse for administrators and employees for ideas and methods resulting in better and more efficient services to school and community; elevate the standards of the group and share ideas and ideals."

By investing in our professional life we end up feeling better about what we do. We all need a purpose in life and I believe working with and for the students is one of the highest purposes there is. Everyone, from the custodians at the schools to the superintendent's secretaries, have a place in the scheme of things. Just because we get a little muddy shouldn't mean that we don't try to make mud pies. Be a part of the RCAEOP group of professionals. It may take dirt to plant those seeds and harvest the fruits of our labors but the rewards are there for those willing to get a little muddy.

**Communicating Assertively**—Have you ever been in a situation where you needed to speak assertively, but felt uncomfortable? Authors Stanlee Phelps and Nancy Austin say that you have plenty of company.

In the fourth edition of their book, *The Assertive Woman*, they say that speaking up continues to be a problem for many people, regardless of their gender. If being assertive is a challenge for you, consider trying these strategies:

- **Identify the situations in which you have the most trouble being assertive.** Is it the person or the situation that keeps you from being assertive?
- **Identify the factors that cause you to avoid being assertive.** Is it fear of the consequences? How likely is it that those consequences might happen?
- **Choose a low-risk situation to practice assertiveness.** If behaving assertively is new to you, don't tackle the toughest situation first. Pick a time when you are likely to meet with some success in asserting yourself. Write down what you want to say, then practice it our loud.
- **Make a clear statement about your concerns.** Being assertive requires making direct statements and requests, not just by dropping hints. A clear declaration is needed. While you may not meet with success in every situation, you will become more confident in speaking up and may be surprised to find that you get what you want a little more often than you do now.

#### SAVE THE DATE

February 6, 2003  
Perris Sizzler  
In-service "Women's Health Issues"

February 22, 2003  
Huntington Library & Museum  
With Brunch in Pasadena

May 7, 2003  
Raincross Square-Riverside  
"Bosses Night"

