

A California Division
Chapter of Excellence

Cucamonga Valley Chapter IAAP



Chapter of Excellence
from 2009 to the present!

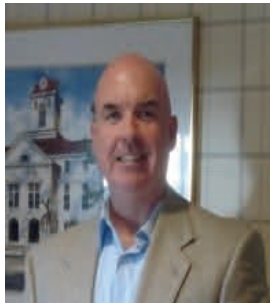
Wednesday, February 27, 2013

6:00 p.m. Check-in - 6:15 p.m. Dinner & Meeting!

“Finding Bliss at Work and Home—Get More Done in Less Time”

SPEAKER

Tim Owens



Tim is a Microsoft Certified Trainer since 1997. He is also the owner of the online Microsoft Office training website: 30SecondTraining.com. He loves sharing his knowledge of Microsoft Word, Excel, Outlook, PowerPoint and Access with students, both in person and remotely. Tim has been the exclusive computer trainer for the City of Beverly Hills for 8 years and counting. He is also a veteran of the United States Marine Corps.

Approved for
1 CAP-OM
recertification
point.

Tim will present breakthrough methods for stress-free performance and teach us how to get more done in less time! Only when our minds are clear and our thoughts are organized can we achieve effective productivity and unleash our creative potential. In this presentation we'll learn how to reassess goals, stay focused in changing situations and feel fine about what we are **NOT** doing.

February Community Outreach

We'll be collecting care package items for our troops overseas. Needed items include socks, baby wipes feminine products, cards and letters.

And remember your Box Tops for Education

Buffet Dinner

Black Jack BBQ Chicken

Sweet Apple Pecan Salad

w/Raspberry vinaigrette

Citrus Rice

Coleslaw

Warm rolls

Dessert

Chocolate Mousse

DAVE & BUSTER'S

www.daveandbusters.com

4821 Mills Circle

Ontario, CA

909-987-1557



YOU MAY ALSO PAY BY PAYPAL

JUST GO ON OUR WEBSITE AND CLICK!

cucamongavalleyaap.com by Monday evening!

AT THE DOOR PLEASE PAY BY **CHECKS OR CASH ONLY**



International Association of
Administrative Professionals®

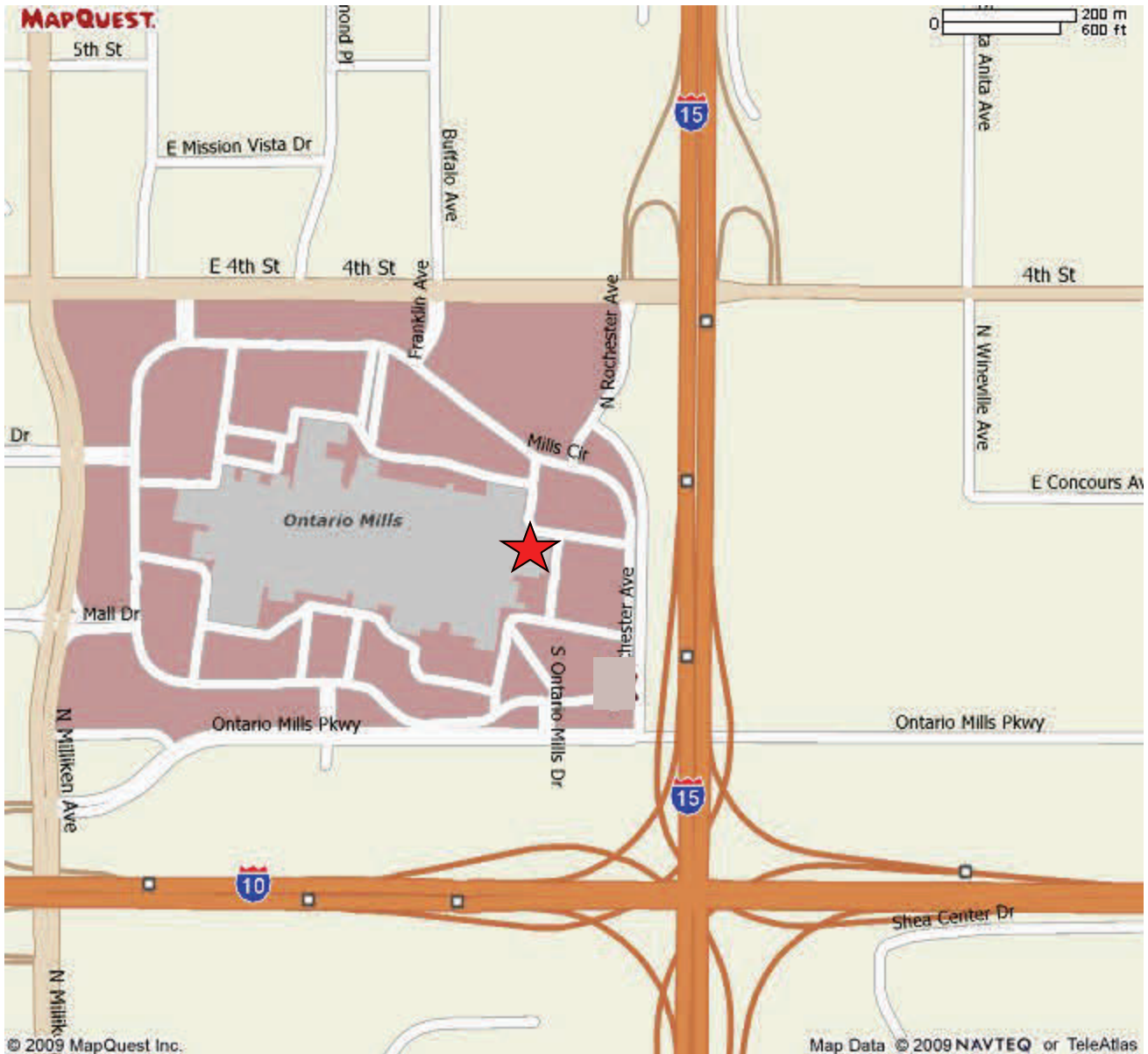
Reservations: Please RSVP no later than Monday, February 25th, 2013 by noon!

Members \$25 Guests \$27

A Reservation Made is a Reservation Paid

You will be charged for cancellations after Monday at noon!

cmriley@llu.edu - Christina Riley (909) 558-4908, option 3



From 10 Freeway Eastbound:

Exit at Milliken, Turn LEFT onto Milliken, go back over the Freeway to Mall Drive, TURN RIGHT on Mall Drive, working your way around to the east side of the Mills. You can enter Dave & Busters inside or outside of Ontario Mills.

From the 10 Freeway Westbound:

Take 15 Freeway North (Barstow) Exit at 4th Street, TURN RIGHT on 4th Street to Rochester, TURN LEFT on Rochester, and work your way to Dave & Busters. You can enter Dave & Busters from the inside or outside of Ontario Mills Mall.

From 15 Freeway Northbound:

Exit at 4th Street, TURN RIGHT on 4th Street to Rochester, TURN LEFT on Rochester and work your way to Dave & Busters. You can enter Dave & Busters from the inside or outside of Ontario Mills Mall.

From 15 Freeway Southbound:

Exit at 4th Street, GO STRAIGHT onto Rochester, TURN RIGHT onto Ontario Mills Circle, and LEFT at the first available parking entrance, Dave & Busters will be on your RIGHT.