



# ESPERANTO

May, 2015

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## CHAIRPERSON'S MESSAGE

It is with a great sense of pride I would like to record that we have been successful in doing a number of events - very creative/innovative/educative and everyone will agree they were real value for time - this has been a team effort and I would like to put on record that without each Managing Committee Member coming forward to help this would not have been possible.

Friends, I urge each one of you to always carry with you that "can do" attitude as we march ahead announcing to the world that we are IASAP, the ones who can surmount all, nothing is impossible for us because we come with excellence, achievement and passion - a legacy to leave behind to the younger generation. Keeping this in mind, may I urge/request everyone to come forward and make the next upcoming event "Secretary and Administrative Professional of the Year" Contest a great success. My best wishes to all the participants.

Personally, mine is a never say die attitude and last but not the least my mantra - United we will always stand and succeed!

Anita Khosla



## OUR MANAGING COMMITTEE



From Left: Veera Mavalwala, Meenakshi Dhanda, Anjana Tandon, Vandana Kalsi, Anita Khosla, Gargi Mehta and Jyotsna Pathak

- |                  |                             |
|------------------|-----------------------------|
| Vandana Kalsi    | - Secretary                 |
| Jyotsna Pathak   | - Treasurer                 |
| Gargi Mehta      | - Committee Member          |
| Anjana Tandon    | - Committee Member          |
| Meenakshi Dhanda | - Imd.Past Chairperson      |
| Veera Mavalwala  | - Advisor, Past Chairperson |

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### FROM EDITOR'S DESK

June 5th, the World Environment day should also be a day for a wake-up call by all of us! We have all inherited Mother Earth and most of us born in the 1950s or 1960s would recognise how we have devastated Nature. The earthquake in Nepal and elsewhere bear testimony to how little we care. The tragedy at Kedarnath reflected our greed and utter disregard to common sense for the benefit of immediate and short term gain. Is this how we will continue to live? Do we not owe our children and their children an answer for turning a blind eye to what is happening around us? That's why I say June 5th should be a day to begin the challenge of change.

As the nexus of business, politics and bureaucrats plunders Mother Earth, can we take a small step and fight in our small ways so that our future generations will not hold us responsible for succumbing and being spineless when the writing is starkly written on the wall.

We read in the recent past that our children and grandchildren have reduced lung capacity, sometimes to the extent of 50% and more. Do we not owe an explanation for our inaction to fight the dust pollution and the pollutants being belched out by our vehicles? We have seen, very recently, that Truckers could bring the Administration to its knees when the Government wanted to take puny little measure to right the wrong. Will we permit our deathly silence to take our next generation to their untimely graves?

Through Esperanto can we start a small movement to protect Mother Nature? I solicit your comments/views. You may write to: [meenakshidhanda@gmail.com](mailto:meenakshidhanda@gmail.com) and [tandon.anjana@gmail.com](mailto:tandon.anjana@gmail.com).

I am glad to share, that IASAP Delhi members have shown an active participation in our events by coming forth in good numbers. We must applaud our present Managing Committee for making this happen. We will be happy to see larger numbers and infusion of fresh blood. What can we do to make this happen? We request your inputs to generate new ideas and to get new enthusiastic members.

Look forward to seeing you all at the AGM.

I hope all of you are aware that the 14th National Convention is being hosted by the Hyderabad Chapter. This is scheduled from the 19th to 23rd September, 2015 at hotel Avasa, Hyderabad. In case any one of you has missed to see the communication sent by Vandana Kalsi, please send your forms and cheque now. You may get in touch with any one of us for clarification or information (More details are available on page 5). Let us represent Delhi Chapter in large numbers and make the best use of this knowledge-packed and fun-filled Convention at Hyderabad, the city of smiles, of lights, of a thousand faces, endearingly called the Pearl City!

Keep smiling...stay healthy!

### SUPER SPEECH

**By Mr. RatanTata(Compiled by Ms. Meenakshi Dhanda)**

Don't just have career or academic goals. Set goals to give yourself a balanced, successful life. Balanced means ensuring your health, relationships, mental peace are all in good order. There is no point of getting a promotion on the day of your breakup. There is no fun in driving a car if your back hurts. Shopping is not enjoyable if your mind is full of tensions. Don't take life seriously. Life is not meant to be taken seriously, as we are really temporary here. We are like a prepaid card with limited validity. If we are lucky, we may last another 50 years. And 50 years is just 2,500 weekends. Do we really need to get so worked up? ...It's OK, bunk few classes, score low in couple of papers, take leave from work, fall in love, fight a little with your spouse... It's ok... We are people, not programmed devices..! "Don't be serious, enjoy Life as it comes"



### EVENTS DETAIL

#### March 8<sup>th</sup>, 2015 – Women’s day celebrations

Women's day celebrated with the Laughter Therapy Group. The Laughter Club members were invited to make this a great event. Everybody enjoyed and had a good hearty laugh! This was really a memorable event.



#### April 25<sup>th</sup>, 2015 – Administrative Professional Day

##### **Workshop on “Ego Management” - By Mr. Shammi Sukh**

We celebrated our Administrative Professionals Day at the Olive Bar & Restaurant at Qutab Minar Complex, with a workshop on “Ego Management” on 25th April 2015. **Speaker was renowned Trainer, Author and Motivator, Mr Shammi Sukh** who has authored 27 books and is recipient of six awards including “Rashtra Gaurav” award from Kendriya Sachivalya Hindi Parishad for distinguished contribution to society. He headed the HR department in BHEL for over a decade and has been a Faculty for various top organisations and prestigious educational institutions.





EVENTS DETAIL

**May 16<sup>th</sup>, 2015**

**Workshop on “Embrace the Challenge of Change for Success”  
By Ms Ailsa Smith, our 5<sup>th</sup> Past Chairperson**

This Workshop was organized at a very short notice when we came to know that Ms Ailsa Smith, our 5<sup>th</sup> Past Chairperson, who has settled in USA was in town for some training. So we decided to benefit from her and decided to hold the session on 16<sup>th</sup> May 2015.

Like any ideal Trainer, she was in Chandiwala Estate at 3 PM to look after all the arrangements – the Board, the Projector, the camera, the seating arrangements et al. Members also joined in good numbers braving the extremely hot temperature outside. The session was interactive and hence was more interesting and effective. Participants were given liberty to express their views. During the discussions, Jyotsna disclosed that she had changed nine jobs and hence, now had no fear of change. She was always **ready to join the new place with a positive approach**. She conceded that no one welcomes you in a new environment because they see you more as a rival than as a friend. Ms Smith stated that with her experience in various countries she could tell that cultural change was much difficult to handle. Sapna Lepcha asked Ms Smith’ **“How did you came out of your comfort zone” ?**

She replied, “I was young, wanted excitement and adventure in life and hence had no apprehensions about joining the Peace Keeping Force of United Nations”.

Anita Khosla remarked, “If one wants to move up the ladder of success, one should be ready for the positives and negatives. However, **change should be planned at the right age**”.

Ms Ailsa said, “In every challenge, there is an opportunity to show your strengths. Change is a challenge, but if taken in the right spirit, it becomes an opportunity which can lead us to success.” She emphasized on the three **As** for combating change :

First step : Awareness  
Second step : Acceptance  
Third Step : Action

It’s very important that one is ready to upgrade one’s skills, hard and soft (people skills) and one is prepared to learn. “You can’t do today’s job with yesterday’s methods and be in business tomorrow”. People with good soft skills can manage change in a much better way. Planning is another aspect which is essential to make change smooth. To move ahead in life, it is very important to have a Goal, a dream, an aspiration, an ambition with a deadline. And it should be written down. Starting point for success is goal setting. But only 3% people put their goals in writing. Goals should be smart.

S SPECIFIC  
M MEASURABLE  
A ATTAINABLE, ACHIEVABLE  
R REALISTIC  
T TIME BOUND



A periodical review of goals also helps. Affirmation to yourself is also very important. Affirm that you can do it. You can make it. Say to yourself, "I deserve to succeed as much as anyone else."

Ms Gargee Mehta asked a very pertinent question, "How to manage people who are not on the same wave length?" Ms Ailsa replied, "Move that person out of your life, not physically but shut them out of your mind. This is one way of coping with this situation. It requires serious effort."

Be tenacious. **Your attitude almost always determines your altitude in life.** A positive mental attitude is the habit of looking upon all unpleasant circumstances as merely opportunities to test one's capacity to rise above them.

**"Nobody can go back to start a new beginning, but anyone can start today and make a new ending".**





Indian Association of Secretaries and Administrative Professionals

Delhi Chapter

(Estd.1986)

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FORTHCOMING ATTRACTION

# SOTYC



Indian Association of Secretaries and Administrative Professionals

Delhi Chapter

(Estd.1986)



IASAP INVITES YOU ALL TO MAKE THIS EVENT A SUCCESS SO COME PARTICIPATE AND ENJOY

**VENUE:** FOR FINALS

Holiday Inn at Aerocity



# HYDERABAD CONVENTION

Hyderabad was historically known as a pearl and diamond Trading Centre and it continues to be known as City of Pearls. Hyderabad is noted for its many monuments, mastoids, temples, churches. The **14th All India National Convention** is being hosted by Hyderabad Chapter

**Dates: September 19-23, 2015 (for 4 nights/5 days) at Avasa Hotel, Hyderabad**

Participation fee: INR 15,000/- per delegate on Twin or Double sharing. The hotel does not offer triple sharing. The Convention opens with Dinner on Day 1 and closes with Breakfast on day 5, September 23, 2015. Round Trip transfers from Hyderabad Airport and Railway Station on Seat-in-Coach basis for minimum group of 4 Delegates. City Tours are also included. Pre & post convention tours can be planned. Points of Interest: Charminar, Hussain Sagar, Chowmahalla Palace, Salar Jung Museum, Golkonda and Ramoji Film City, Birla Mandir, Falaknuma Palace, Nehru Zoological Park, Makkah Masjid, Chirkur Balaji Temple, Lumbini Park etc to name a few.

**Shopping** – When in Hyderabad, where and what to shop should be least of your concerns because besides Pearls there are a lot of other things which you would like to shop! Hyderabad has century's old bazaars offering exquisite crafts like bidri and local products such as Ittar, as well as chic boutiques and designer stores. You have to ensure that you have plenty of space in your suitcases for shopping for Hyderabad has a little something for everyone.





**Vastu Tips-  
To remove negative energy from your home**

(By Anjana Tandon)

Vastu plays very important role in our life .It is not only attracts positive energy but also removes negative energy from our lives and homes.

Here are few Vastu tips to remove negative energy from your home.

- 1) In Vastu, water presents wealth in our home, so Taps in our home should not drip.
- 2) Keep Window open for sometime so that fresh air flows inside the home.
- 3) Brooms and mops are used to remove waste out of the house so place these things separately.
- 4) All clocks in your home should be in working condition only.
- 5) Toilet seat should be closed if it is not in use.
- 6) Put palm tree or money plant in your bathroom and toilets as green plant absorbs negative energy.
- 7) Clean your floor with sea salt as it also absorbs negative energy from your house.
- 8) Dustbins and Trash box should be covered properly.
- 9) Always clean your main door as it is attracting positive energy in our home.
- 10) Keep your shoes rack away from main door.
- 11) Decorate your main door and put Lord Ganesha on it.
- 12) Decorate your living room with small indoor green plant.
- 13) Arrange all these things according to the Vastu.
- 14) There should not be any crack on your main door.
- 15) Remove all broken things from your house.

**A Program by All Professional for all Professionals**

We are happy to announce that we are going to start Workshops for Professionals, BY Professionals sitting amongst us. We are having professionals of different caliber who can share their knowledge with each IASAP Member. We would like to welcome all those who want to come forward and help benefit their friends cum family members.

To start with, our first Workshop will be organised by Anjana Tandon who is an IT Expert.

Contents are:

**Advance Excel** with or without VBA – Visual Application - (which is the need of today's corporate sector):

- Vlookup formula
- Pivot Table
- Graphs to show rise and fall in the industry
- Formulas
- String formulas, Maths formulas
- References
- Consolidation of data
- Printing options of sheet
- How to do calculation on different sheets and combine them
- How to import data from other type of databases
- Small tips to make your work fast

**1) MS Word**

- Mail Merge
- How to incorporate images, text, tables
- How to create Index page for your documents

**2) MS PowerPoint**

- How to give beautiful effects to Power Point Presentations
- How to include Audio/Video in to your presentation
- How to make customise Presentations
- How to record your presentation

**3) Mobile Usage:**

- Transfer of data from mobile to your personal mails for further use like WhatsApp images, phone images , audio, videos etc
- How to send WhatsApp text o your mail
- Other Mobile IPAD features which you all want to know which is not included.

**4) Internet features like**

- Facebook, LinkedIn, transfer of data between Gmail, yahoo mail, to Facebook, images uploading, downloading etc
- file attachments, online booking, surfing etc.



## STORY OF THE DAY

(Contributed by Kiran Makhija)

A nice story of Adi Shankaracharya teaching his students how to empty and free their mind:

"Adi Sankara was walking through the market place with his disciples. They saw a man dragging a cow by a rope.

Sankara told the man to wait and asked his disciples to surround them.

"I am going to teach you something" and continued...

"Tell me who is bound to whom? Is the cow bound to this man or the man is bound to the cow?"

The disciples said without hesitation "Of course the cow is bound to the man! The man is the master. He is holding the rope. The cow has to follow him wherever he goes. The man is the master and the cow is the slave."

"Now watch this", said Sankara cut the rope.

The cow ran away from the master and the man ran after his cow.  
"Look, what is happening", asked Sankara

"Do you see who the Master is? The cow is not at all interested in this man. The cow in fact, is trying to escape from this man.

This is the case with our MIND.

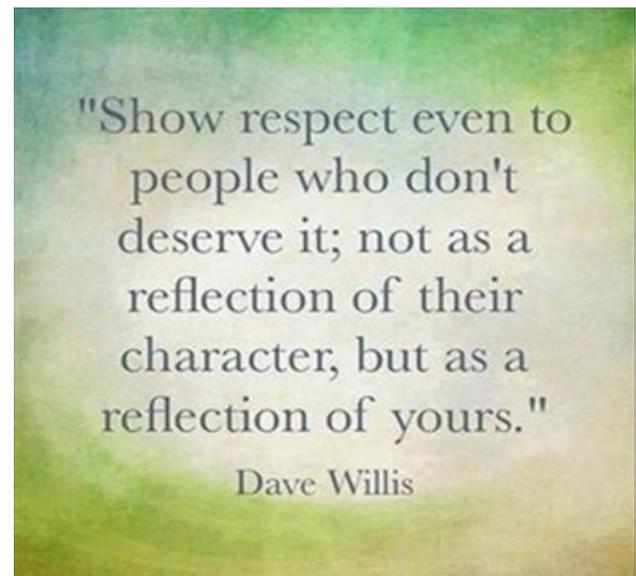
Like the tethered cow, all the non-sense that we carry inside is not interested in us. WE ARE INTERESTED IN IT, we are keeping it together somehow or the other. And we are going crazy simply trying to keep it all together under our control.

The moment we lose interest in all the garbage filled in our head, and the moment we understand the futility of it, it will start to disappear.

## SOME KNOCKOUT COOKING TIPS FOR ALL

(Compiled by Meenakshi Dhanda)

1. Adding a spoonful of curd to ladyfingers while cooking will ensure that they do not stick to the vessel or turn black.
2. Rather than using food colors, use a mixture of limewater and turmeric to get (almost) tandoori color.
3. Add a pinch of salt to the oil while frying "pakodas" or "koftas" and you will use up less oil.
4. A pinch of turmeric powder and a teaspoon full of ghee added to dal before pressure-cooking it will give it a better flavor.
5. Add a little oil and turmeric powder to the dal before placing it in the cooker. It will get done in ten minutes flat.
6. To reduce fat in the chicken by about 10 grams per serving, remove the skin before marinating it.
7. If you have forgotten to soak pulses like chana overnight, just put the chana in a flask full of boiling water for an hour. They are ready for cooking
8. Coconut milk when kept overnight in the fridge forms a white layer on top. This layer can be used as fat instead of oil for frying mutton or chicken
9. While grinding the batter for idlis replace 1/5 quantity of rice with pressed rice (poha). This will make the idlis fluffier
10. Onions will brown faster if half a teaspoon of salt is added to the onions while frying.





## KNOW YOUR MEMBER

### RECIPE

(CONTRIBUTED BY ANJANA TANDON)

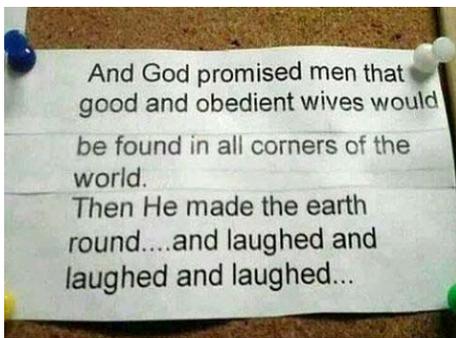
#### Cucumber Pickle

#### You will need

- 1 quart jar with a lid
- 2-3 pickling cucumbers (as many as you can fit in the jar)
- 5 sprigs of fresh dill (or 1 Tbsp dry dill)
- 2-4 cloves of garlic (or garlic scapes), crushed and minced (we use 4)
- 3 Tbsp white distilled vinegar
- ½ – 1 Tbsp kosher salt, to taste distilled or filtered water – enough to top off jar
- 20 black peppercorns, optional
- ¼ tsp red pepper flakes, optional

#### Directions

Cut pickles into discs, spears, or sandwich slices and add to the jar with all ingredients *except* the water. Once everything is in the jar, fill to the very top with distilled or filtered water and screw lid on very tightly. Shake the jar up to distribute flavors and leave on your countertop for 12 hours. Shake again and turn upside down for another 12 hours, making sure the lid is screwed on tightly to avoid leakage. After pickles have sat for a total of 24 hours go taste your creation – you won't believe how good they are! Store in refrigerator and enjoy within a month for maximum freshness.



NEENA SAHI DICK

Neena is proud mother, happy wife and works with GE India. Neena is working with GE for the last fifteen years and prior to that worked with British Gas, ABC Consultants and many other organisations.

In her career span of twenty one years, Neena has only one mantra - "What has brought you here, will not take you there". In this ever challenging environment, Neena is a very active seeker and gives lot of credit to IASAP for her constant evolvment which assists her in professional and personal life.

Neena advocates that IASAP offers a broad range of solutions, training and coaching for the high performing, sophisticated Executive Assistant, alongwith a lifelong camaraderie with fellow members, who are so ever willing to lend a helping hand or to shake a leg, whatever the circumstances maybe! IASAP family inspired Neena for excellence and encouraged her to reach for the stars and she was the winner of Delhi Region IASAP Secretary of the year contest in 2004.

Neena embraces her journey with IASAP with love and hopes and prays that IASAP opens new opportunities for success for all its members and reaches new heights of glory.

In her free time, Neena likes to read, stitch and enjoys spending time with her parrots. She actively assists her husband for his voluntary projects in Gurgaon.