



Members Newsletter March 2025

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Comment from the Chairman

Dear Members,

As we begin March, I am proud and hopeful for what lies ahead. The start of 2025 has given us a chance to reflect on our achievements and set new goals for the future.

This year, we have seen the resilience and adaptability of our community. Despite many challenges, your dedication to excellence has been inspiring. It is this drive that continues to elevate our institute and promote

a culture of improvement and innovation.

As we move forward, I encourage you to embrace growth and change. Let us seize every opportunity to learn, innovate, and lead with integrity and compassion.

The strength of our institute lies in its people—the professionals who strive to make a difference every day. Your contributions, big or small, are the foundation of our success. Together, we can create a future where administrative management is known for its role in shaping efficient, effective, and ethical organisations.

In the coming months, we will continue to support you through various initiatives and opportunities. I urge you to stay engaged, curious, and connected with your peers and the broader community. By doing so, we enhance our professional growth and contribute to advancing the field of administrative management.

Thank you for your dedication and hard work. Let us move forward with confidence, knowing that our efforts will lead to a brighter, more prosperous future.

Best regards,

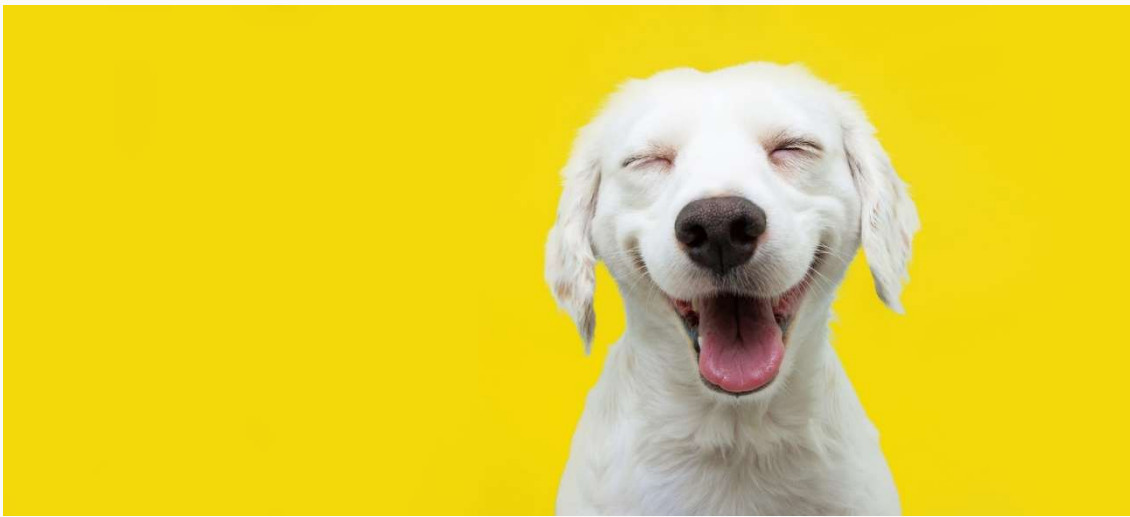
A handwritten signature in black ink that reads "J Butterfield". The signature is written in a cursive, slightly stylized font.

John Butterfield, IAM Chairman

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Another 20 Personal Development Tips

Personal development can mean different things. It can be how you think about yourself, it can be improving your health or career. It involves your finances, your stressors, relationships and your actions.

1. Get organized. Set up a filing system, use a calendar and throw out unnecessary stuff.
 2. Become more efficient. Use tools and software to help you streamline your work and tasks.
 3. Go on a time diet. Chunk your time into specific time frames to do certain tasks.
 4. Go on a money diet. Spend only on what you absolutely need for a month. This will show you how you actually need to live to be happy.
 5. Remember that nothing is permanent. Bad things will pass the same as good things pass.
 6. If you are unhappy with your job or situation, do something about it.
 7. Loosen up and laugh. Stop taking yourself so seriously.
 8. Focus on your breathing. Deep breathing is a type of meditation that helps you relax.
 9. Be more efficient by using your cellphone timer. Use it to time tasks such as running errands or making phone calls.
 10. Use technology to be more efficient. Use software for reminders for appointments, tasks that you need to complete or for birthdays. Set up apps to pay your bills automatically.
 11. Get help. Hire people to do tasks you don't like to do or can't do. Hire someone to clean your home once a month. Outsource parts of projects or hire a virtual assistant to free up your time.
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- 12.** Wake up earlier. This gives you time in the mornings, so you aren't rushed.
 - 13.** Shut down and unplug an hour before you go to bed. This allows you to relax and prepare your mind and body for sleep.
 - 14.** Get off social media. Instead meet people in person.
 - 15.** Push yourself whenever you feel like quitting.
 - 16.** Learn to say "no." You will free up time and energy for yourself.
 - 17.** Clear your workspace of clutter. Having papers and stuff lying around is stressful.
 - 18.** Live below your means. Learn to spend less than you earn and put aside extra money in savings.
 - 19.** Say positive affirmations often. These short statements will motivate you and encourage you to be your best.
 - 20.** Learn something new every day
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Up Coming Webinars



10 Easy to Follow Self-Confidence Tips

Low self-confidence can lead to depression, anxiety, and it can hold you back from pursuing your dreams. If you have this problem, you need to begin building yourself up so you can live the life you want. Here are ten easy to follow self-confidence tips to get you started...

Do Something that Makes You Happy

When you feel good, you tend to be kinder and gentler to yourself. Don't be afraid to take a few minutes out of your day for some "you" time, whether it's in the form of a bubble bath or a trip to your favorite store.

Volunteer

Volunteering is a great self-confidence boost because you're not just doing something active, you're also helping others. It doesn't matter what it is you choose to volunteer with, but pick something you love and stick to it.

Smile More

This one may seem silly, but smiling is proven to boost your mood. More than that, when you smile, you're putting your best self forward, which will have you feeling more confident in no time.

Change a Bad Habit

Bad habits like overeating or smoking seem too overwhelming to tackle. So, try changing a small bad habit. If you don't like browsing social media in the morning before work, try replacing it with something more positive.

Exercise

This is one of the most common solutions to a lack of self-confidence. Exercise alone can't give you self-confidence, but it does boost your endorphins, which leave you feeling happier than when you started. Plus, when you exercise, you're getting into shape, and that can also leave you with a better sense of self-confidence.

Tackle Your List of Procrastinated Tasks

Almost everyone has a list of small tasks they need to do that they've been procrastinating on. If you need to clean out the garage or paint a room, get on it.

Accomplishing things that have been hanging over you for a while will not only make you feel good, but seeing what you can do leaves you with a boost of self-confidence, too.

Learn a New Skill

This one can be tricky because if you pick a skill that's too difficult, you might find yourself with lower self-confidence at not having been able to accomplish what you set out to do. The key is to pick something you think you can do. If you like to draw, maybe take a painting class. If you're into knitting, try crocheting or cross stitching.

Know Your Strengths

Don't forget about the stuff you've accomplished, and the strength it took you to get there. When you're feeling low, it's easy to forget that you've done many things you should be proud of.

Likewise, know your weaknesses. If you're realistic about the things you're not so good at, then when you're confronted with them, it doesn't kill your self-confidence.

Set Goals

Having concrete goals allows you to have a firm understanding of what it is you want to accomplish in your life. Make a mix of small and long-term goals, which will help you not feel so overwhelmed when starting. Keep track of your goals and celebrate your achievements.

Persevere

One thing a lot of those with low self-confidence have in common is giving up. If you don't have perseverance and resilience, you won't achieve the goals you set for yourself. So, focus on consistently reaching for your goals.

Remember that self-confidence is a journey, not a destination. You should strive to keep growing your confidence in little ways each week.





Croner-i Navigate-Safety:

You can sign up to the free Navigate-Safety Lite service <https://www.croneri.co.uk/health-and-safety/navigate-safety>. The Institute of Administrative Management members can also access a 20% discount off the full Navigate-Safety platform.

CIPD HR-inform:

Look at the free CIPD HR-inform Lite platform now by registering <https://www.croneri.co.uk/human-resources/navigate-hr>. You are also entitled to a discount of up to 50% of the full CIPD HR-inform Pro platform, simply by being a IAM member.

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