



## President's Message



The outbreak of the Covid-19 has impacted our lives and taken a significant toll on people across the world.

Gone are our favourite long weekend breaks arising from Singapore's Public Holidays such as Good Friday, Labour Day, Vesak Day, Hari Raya Puasa and observances such as Qingming Festival and SAAP's annually celebrated event the "Administrative Professionals Day".

Currently many things are happening around us and to us. We are experiencing many unspoken disruptions and abiding to control measures affecting our daily living situations, schools, unemployment and many other businesses. Not being able to go about freely with our usual daily routine itself is stressful for many. So, then how do we cope, especially for those who had to work from home?

Teleconferencing is now part of our daily routine for most working professionals and there is no exception for SAAP Management Council. We held our monthly meetings via Skype since February 2020 and had to tweak the annual celebration for the Administrative Professionals Week (APW) in April by connecting members and other administrative professionals through Facebook.

At the end of April, Management Council has had our third meeting over Skype. We wanted to do something in April, to connect with our members. We ramped up our Facebook postings and before the end of APW, it was encouraging to see a vertical spike in the number of conversations.

A few self-care tips and reminders that we hope would be helpful during this period:

1. *Limit your exposure to social media which carry fake news and graphic stories and images*
2. *Stick to credible resources for updates on the disease and national news*
3. *Keep to your normal daily routines as much as possible (for example meals' time, bedtime, exercise etc)*
4. *Talk, chat (Skype/Zoom etc) and share your thoughts with friends and relatives, they are your support network.*
5. *Be careful of scams through phone calls.*
6. *Be mindful of cyber security e.g. Hackers are out there to find their preys (NB: Remember to clear your Cache after you have done any online banking)*

Over here we would like to offer you a peek into Management Council during the Circuit Breaker:





## A Peek at us during “Circuit Breaker” Period



WFH means proudly wearing my new SAAP jacket to salute all the Admin Professionals.....

Priscillia Soon (F0902)  
Vice President 2019/2020

Happy  
Administrative  
Professionals'  
Day



In this 1<sup>st</sup> quarter of the Year of Rat, our usual festive celebrations became “stay at home” celebrations.



During this COVID-19, to stay at home is tough and boring.

Besides the usual household chores, I am coping everyday by exercising, watching movies and playing games during my free time.

Daisy Wee (F1212)  
Asst. Honorary Secretary 2019/2020

Without any Administrative Professionals Week celebration in April, I designed my own Administrative Professionals Day greeting image and sent it to my SAAP's members and friends who are administrative professionals via WhatsApp.

What a superb way to stay connected and send good wishes without borders! Wishing all our members healthy and safe. Stay optimistic till we meet in coming SAAP's events.

Josephine Kwan (F1510)  
Immediate Past President 2019/2020



### 15 Minute Indoor Walking Weight Loss Workout!

During WFM, I chanced upon a YouTube video by Lucy Wyndham's "Walking at home". She even provides health and food tips while you are walking with her. I started following her for 15 minutes and extending to 30 minutes exercise.

I am enjoying this as I am keeping my mind and body active during COVID-19 circuit breaker.

Check out the YouTube Links here:

<https://youtu.be/35G7AW78kxo>

<https://youtu.be/HSoDitXs35w>

Ruth Ooi (F1025)  
Chairman, Membership Committee 2019/2020



## A Peek at us during “Circuit Breaker” Period



### Adapting to “Circuit Breaker” Measures

- On 20 Jan 2020 I had started to wear my washable mask daily during my commute in bus, train and now once out of door.
- Working from home with laptops and monitor screen. All shops were closed but I managed to purchase online. No plans to extend my desk!
- Wore makeup for Skype Meeting at home (since I missed lipstick and blusher)!

Grace Seow (F1555)  
Honorary Secretary 2019/2020

Recalling past APD Workshop, hence a Quote:

*“The art of war teaches us to rely not on the likelihood of the enemy's not coming, but on our own readiness to receive him; not on the chance of his not attacking, but rather on the fact that we have made our position unassailable.”*

Sun Tzu



Singapore Association of Administrative  
Professionals

Page - 20 Maxwell Road #08-06 Maxwell House, Singapore ...



*Please Like and follow SAAP in Facebook*

<https://www.facebook.com/Singapore-Association-of-Administrative-Professionals-110668345668160>



### Locked In!

I was looking forward to our Administrative Professionals Day (APD) Dinner with our committee, as this was to be my first APD.

But given the growing concerns around COVID-19, the Management Council had made the difficult decision to cancel the annual event.

As we weather this crisis together, it is important to focus on the things that are in our control, such as physical and mental health.

#WFH has been a lot stressful as we're dealing with many businesses affected by COVID-19. For now, I enjoy some stretching workout and climb the stairs at my block at least once a week.

Christina Chong (F1593)  
Programme Chairman 2019/2020

Some free online tools/templates which may like, check it out!

<https://www.16personalities.com/>

\*Take our Personality Test and get a “freakishly accurate” description of who you are and why you do things the way you do!

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

\*helpful to have a single page overview and “connecting the dots”

<https://templates.office.com/>

\*templates and many other ideas for your tasks



## LO HEI DINNER 2020



*SAAP Lo Hei Dinner*

*7:30 pm, 5 February 2020*

*NUSS Guild House @ Suntec City*

Gong Xi  
Fa Cai!



5 February 2020 marked another traditional Lo Hei Dinner Celebration for SAAP members and friends at the NUSS Guild House Suntec City Mall. Everyone gathered and tossed to good health and prosperity as we ushered into the Year of the Metal Rat.

President Sim Siew Gek greeted everyone with the traditional Gong Xi Fa Cai and she also took the opportunity to launch the new vibrant blue jacket for SAAP!

Before we got messy with the Lo Hei toss, the evening started with Fortune Game: Crossword Puzzle led by Priscillia Soon. Everyone must find the 28 auspicious words flashed on the screen within 3 minutes. Table 新年快乐 team won the prize with 22 correct answers out of 28.

We also had four members who won the Chinese New Year ornaments and another member who won a pack of Bak Kwa. Thanks to the generosity of two members who sponsored the prizes.

The Kahoot Fortune Quiz led by Grace Seow was an all-time favorite that got everyone engaged and thrilled. Annie Oon, a non-member friend won the Hershey chocolate for having the highest score of 1,634 points with a perfect score.

Dinner was a sumptuous spread of traditional Chinese dishes. So much for another night of Lo Hei, networking and fellowship, excitement and fun...and till we meet again at the next Lo Hei Dinner to usher into the year of the Metal Ox.

**Priscillia Soon (F0902)**  
**Vice President 2019/2020**





## LO HEI DINNER 2020



Look forward to meeting in the Year of the Ox (Feb 2021)

## Member Spotlight

### CONGRATS SAAP LOYALTY AWARD RECIPIENTS (Year 2020)

<u>Loyalty Award</u>	<u>Recipients/Membership No.</u>	<u>Joined Date</u>
<b>30<sup>th</sup> Year</b>	Rosalind Choo / F1022	1989 - 2020 (31 years)
	Ruth Ooi / F1025	1989 - 2020 (31 years)
	Jean Yeo / AM1075	1990 - 2020
<b>20<sup>th</sup> Year</b>	Rosemary Shin / F1379	1999 - 2020 (21yrs)
	Joanne Lim / F1395	2000 - 2020
	Mary Chee / F1408	2000 - 2020
	Helen Seah / F1409	2000 - 2020
<b>10<sup>th</sup> Year</b>	Nur Diyana Binte Taha / F1550	2010 - 2020

#### Important Note:

Due to CoVID-19 control measures, the Management Council will be contacting recipients at a later date on the plaque collection. We had intended to present the SAAP Loyalty Awards at the Administrative Professionals Day Dinner which was cancelled.

We seek your kind understanding on this unforeseen circumstance and we apologise for any inconvenience caused.

## Member Spotlight

### Nur Diyana Bte Taha (F1550)

Our Fellow Member, Nur Diyana Bte Taha and her family's photo was featured in The Straits Times dated 24 April 2020. She has 3 lovely daughters whom we affectionately call the Power Puff Girls.

Diyana has been SAAP's de facto photographer. She volunteered her services at the Administrative Professionals Day Dinner on 24 April 2019 and Management Council 2019/2020 Installation Ceremony on 2 November 2019.

This year is also Diyana's 10<sup>th</sup> Year Anniversary with SAAP, we extend our heartiest congratulations to Diyana!

The Straits Times:

*Freelance photographer Nur Diyana Taha, 36, with her husband and their three children aged three to seven. During Ramadan, the family would go to the grandparents' place to break fast three times a week, but during the circuit breaker period, they plan to break-fast at home. PHOTO: BERITA HARIAN*

<https://www.straitstimes.com/singapore/halimah-calls-on-muslims-to-support-one-another>

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• | THE STRAITS TIMES | FRIDAY, APRIL 24, 2020 |

## Halimah calls on Muslims to support one another

Adjustments will have to be made in observing Ramadan amid the pandemic, says President

Hariz Baharudin

President Halimah Yacob has asked Muslims in Singapore to support one another throughout the fasting

prayers at mosques which, like all places of worship, remain closed. "I have no doubt that we will emerge even stronger in our faith and as a community out of this experience," she said. "I am also proud of



Freelance photographer Nur Diyana Taha, 36, with her husband and their three children aged three to seven. During Ramadan, the family would go to the grandparents' place to break fast three times a week, but during the circuit breaker period, they plan to break fast at home. PHOTO: BERITA HARIAN





## In Memory

In memory of



### Mary Alfred

We have learnt with profound regret and sadness the passing of our member, Mary Alfred. She was called home to be with the Lord on 25 March 2020.

Mary has been with us since 1975 and a very supportive member since her joining. Mary with her cheerful disposition will be dearly missed by all who knew her. We ask prayers for the happy repose of her soul. May she rest in peace.

## Always in our hearts



## Upcoming Event for the Year 2020

### AUGUST

- 49<sup>th</sup> ANNUAL GENERAL MEETING (AGM)
- Saturday, 29 August 2020, 1pm to 5pm

Venue: Singapore Council of Women's Organisations (Training Room), 96 Waterloo Street, SCWO Centre, Singapore 187967

*Please look out for our email of other upcoming events in due course and visit our Facebook Page for updates*



Editorial Team:

SAAP Management Council 2019/2020 & IPP Josephine Kwan 2019/2020

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