



# The Certified Professional Secretary® (CPS®) / Certified Administrative Professional® (CAP®) Society of Texas

*Presents a Mid-Annual Seminar...*

## “The Fundamentals of SMART Goals”

Saturday, June 19, 2010

The Briar Club  
2603 Timmons Lane at Westheimer  
Houston, TX 77027  
Tel. 713-622-3667



Kathleen Jaap, CPA, MA is a Success Coach, Business Mentor and Consultant who brings over 25 years experience in all areas of prosperity principles applications including career transitions, business start-ups, training and management consulting.

Kathleen provides spirit-centered, integrity based solutions for personal development, goal achievement and peace of mind through individual workshops designed to create your unique synergy for success.

### Time

8:00 a.m. Registration  
8:30 a.m. Morning Refreshments &  
Seminar (concludes @ 11:30 a.m.)  
11:30 a.m. Networking Lunch  
12:30 p.m. Wrap-up and Door Prizes

### Seminar Costs

\$40 *Members of the Society*  
\$50 *Non-Members*



For additional information, contact:  
Kellen White, CPS/CAP at [kellenwhite@chevron.com](mailto:kellenwhite@chevron.com)

Check out our website at <http://www.cpscapsot.org>



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3  
Recertification  
Points  
APPROVED

**Registration Form**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Year Certified: [ ] CPS: \_\_\_\_\_ [ ] CAP: \_\_\_\_\_  
Member of CPS/CAP Society of Texas: Yes  No

**CPS/CAP Society of Texas Members:**

\$40 Early bird registration postmarked by May 31, 2010/ \$45 postmarked after May 31, 2010

**Non-Members:**

\$50 Early bird registration postmarked by May 31, 2010/ \$55 postmarked after May 31, 2010

**Meal Selection:**

Chef Salad  Chicken Salad   
Food Allergies  Vegetarian Option:   
If yes, please list \_\_\_\_\_

*You are responsible for payment of your reservation if you do not cancel prior to the designated deadline.*

*We do not accept post-dated checks.*

*Make check payable to: CPS/CAP Society of Texas*

**Mail registration and check to:**

Evelyn J Aguries CPS  
AECOM, 5757 Woodway, Suite 101W, Houston, Texas 77057

**For additional information, contact:**

**Kellen White, CPS/CAP at 713-372-6758 or [kellenwhite@chevron.com](mailto:kellenwhite@chevron.com)**

**8:00 a.m. registration & morning refreshments / 8:30 a.m. Seminar  
Lunch will be served at 11:30 a.m.**

**\*\*\*DEADLINE FOR REGISTRATION / CANCELLATION: June 11, 2010\*\*\***