

# The WAEOP Insider

Wyoming Association of Educational Professionals

Spring 2011

## WAEOP

Wyoming Association of Educational  
Office Professionals

### President's Message

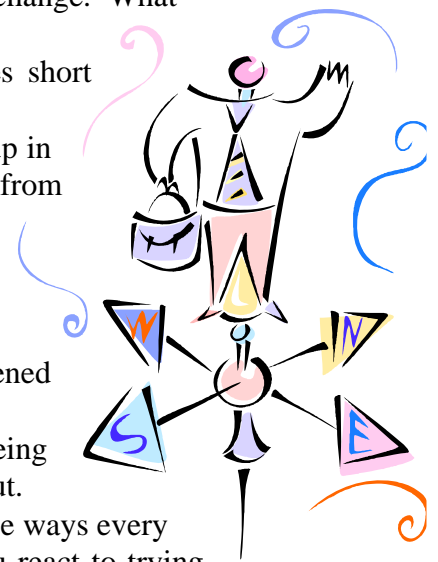
By Michelle Wallace-Frank

Did you know that there are only about 50 days left in the 2010-11 school year. Yikes! Where has this school year gone? It seems like just yesterday since we were in Jackson at our 2010 Fall Conference. How many of you are ready for warmer weather? I know that I am. I love Wyoming but I definitely cannot get past the wind. Can you guess that I am a transplant from Wisconsin?

This year has been extremely challenging, both personally and professionally. Not only did my daughter enter middle school and turned 12 at the same time, I decided to finish my bachelor's degree. I have new favorite saying, "What day is it?"

How many of you deal well with change? I used to think that I dealt with it pretty well until it came from both directions this year. Below are ten strategies for mastering change and resiliency:

- Step away, take a breath, and take some time to think realistically about the impact of the change and the strategy for moving forward. We often get caught up in the change itself and cannot think clearly enough to develop a strategy.
- Adjust your mindset from viewing change as a problem to an opportunity.
- Think about the different perspectives you could have around the change. What perspective do you choose to be in?
- Keep sight of the long term vision, not what the change causes short term. How will your perspective be different a year from now?
- Be open to learning. If we resist change, our energy is wrapped up in the effort to maintain the status quo. Think, "What can I learn from this?"
- Change often causes stress. Ask yourself, "What can I control in this situation? What can I do to influence this situation? What do I have to accept about the situation?"
- Focus on the present moment. Don't think about what has happened in the past or what could happen in the future.
- Trust yourself. Developing an inner equilibrium is essential for being resilient in the midst of change. Trust that everything will work out.
- Improve your ability to respond to change. Stretch yourself in little ways every day. How will you respond to the terrible traffic? How will you react to trying something new?
- Be open to self-change. In every experience with change, be open to learning and changing yourself. Ask yourself, "How can I grow from this change?"





## NAEOP - Northwest Director Update

By Gayle Schnorenberg

Do you consider your current position to be a job or a career? There is a difference you know. A job is something that you do for a paycheck; a career is something you do based on an inner desire and motivation.

Staying motivated can sometimes feel like an impossible task; however, it is important to recognize that we have to say motivated in order to be successful. Motivation isn't something you can depend on others to provide. You need to motivate yourself from within if you are committed to being successful. Your career depends on your motivation.

When you are motivated, you do what you need to do to complete your work in a manner that instills pride in a job well done. You are always looking for ways to improve your skills in order to be more efficient in what you do. You take every opportunity to learn as much as you can and gain skills whenever you can. When you are motivated, you *want* to do what you are doing, you are *excited* when you are doing it, and you *LOVE* doing it! You will discover that when you are motivated and have a passion for what you are doing, it shows in your end product.

Motivation requires a delicate balance of communication, structure, and incentives. The following key points can help you master the art of motivation.

**Pleasure.** This is the old carrot on a stick technique. Provide rewards for yourself.

**Short and Long Term Goals.** Use both the guide the action process and create an overall philosophy.

**Concentrate on Outcomes.** Understand what it is you want and then "get'er done."

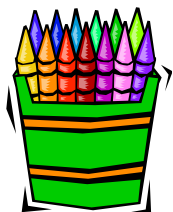
**Create a Challenge.** Give yourself the opportunity to face new problems by progressing towards a goal.

**Demand Improvement.** Don't let yourself get stagnate. Each time you advance, raise the bar a little higher.

**Make it FUN.** 'Nough said.

What motivates you? Find it and do it!

### 2011 Fall Conference



We are in the process of planning our 2011 Fall Conference. Our theme this year is "*You Are Only Limited By Your Imagination.*" We are looking at the possibility of holding this year's fall conference in either Lander or Riverton. In addition, based on comments from last year, we are also looking at shortening the conference to one full day with arrival on Friday night or Saturday morning. However, this will all depend on conference space availability. As soon as we finalize details, we will let everyone know.



## WAOEP Membership Update

We would like to give a warm welcome to our newest WAEOP members:

<u>First Name</u>	<u>Last Name</u>	<u>Email</u>	<u>County</u>
Alison	Fluckiger	awf60@yahoo.com	Lincoln
Annette	Miller	annette_miller@indep.k12.mo.us	Independence, MO
Barb	Stinson	bstinson@ccsd1.k12.wy.us	Converse
Barbara	Thomas	thomast@crook1.com	Cook 1
Becky	Carrico	trmsrsc@sheridan.k12.wy.us	Sheridan
Bradii	Potter	bpotter@fremont24.com	Fremont 24
Candis	Whitlock-Bennett	cwhitlock@fremont2.org	Fremont 2
Dena	Christiansen	dchristiansen@ccsd1.k12.wy.us	Converse
Iris	Maxwell	iris_maxwell@indep.k12.mo.us	Independence, MO
Jamie	Foibes	jamie_forbes@natronaschools.org	Natrona
Jamie	Krubeck	jakrubeck@park6.k12.wy.us	Park 6
Janna	Walker	janna.walker@yahoo.com	Lincoln #2
Joyce	Kenehan	nancyc@acsd1.org	Albany
Kathi	Hawley	kathi_hawley@natronaschools.org	Natrona
Kathy	Lech	klech@steilacoom.k12.wa.us	Steilacoom, WA
Kelly	Petersen	kpetersen@ccsd1.k12.wy.us	Converse
Kim	Osterman	krystin_osterman@natronaschools.org	Natrona
Lesa	Ladner	sarcher@fremont24.com	Fremont 24
Maggie	Elder	magnolia38@stjoelive.com	Independence, MO
Nancy	Chandler	nancyc@acsd1.org	Albany
Nicole	Stone	nstone@fremont24.com	Fremont 24
Pam	Posey	pam.posey@usm.edu	Univ of Southern Miss
Pat	Baker	trmspab@sheridan.k12.wy.us	Sheridan
Rhonda	Akin	rakin@ccsd1.k12.wy.us	Converse
Susan	Archer	lladner@fremont24.com	Fremont 24
Susan	Kisling	susank@fre6.k12.wy.us	Fremont 6
Ti	Brooks	ti_brooks@natronaschools.org	Natrona
Vicke	Owens	vjowens2@bresnan.net	Natrona

### WAEOP "Crabby Patty"



How many of you have waited to receive a new copier only to find that it jams on a regular basis? How many times does it take opening and shutting the copier door to un-jam a piece of paper? Why is it that our managers never ask our opinion when looking at features for a new copier?

Do you have a co-worker receptionist that wears enough perfume to kill an elephant? This is a great way to greet a visit – kill them dead with the toxic smell. How many of you would tell your administrator or principal that his or her fly is open? Wouldn't you just love to take a picture and post it on Facebook?

Is this you? What are things that you hate but never thought you could speak out loud? Feel free to share them with me at: [michelle\\_wallace-frank@natronaschools.org](mailto:michelle_wallace-frank@natronaschools.org).

## 15 Time Management Strategies

By Sherrie LeMasurier



Being organized at work can pay off in enhanced productivity and career satisfaction. It can also improve the relationship you have with your co-workers.

Understanding the pitfalls of multi-tasking in the workplace and the benefits of concentrating on one thing at a time can go a long way to improving your workday.

Following are 15 organizing, time management, and priority strategies for being more productive at work:

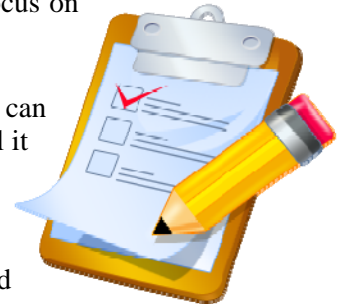
**Clear your desk.** It's hard to concentrate on your current projects when you have other things piled on your desk that also need attention. Work smart by removing unnecessary paperwork from your line of view. Dividing your focus is counterproductive. You're able to concentrate better and get more accomplished when you are able to focus on one thing at a time.

**Plan ahead.** If you fail to plan, you may as well plan to fail. Planning is a great way to achieve your goals individually and collectively. It also helps you organize your time effectively and enables you to chart your progress along the way. Consider setting monthly, weekly, and daily goals.

**Prioritize your projects.** Write a detailed to do list starting with your most pressing projects and working down to those less important. Having a list also helps you select one project at a time to focus on and creates a sense of order and accomplishment.

**Create mini goals.** Break down each project or goal into small manageable tasks you can either delegate or schedule into your day. Assign a deadline to each job and then pencil it into your calendar.

**Understand the power of a deadline.** Having a start and end time can be an effective way of getting the task at hand accomplished. By creating a sense of urgency and excitement you also release adrenaline which in turn helps you stay focused.



**Learn how to delegate.** Select the right person for the task and make sure they know your standards. Once you clearly communicate what needs doing, trust that the job will be completed to your satisfaction.

**Allow extra time.** Be realistic about how long it takes to finish your tasks and you will get more accomplished. When travelling factor in traffic and the time it takes to find a parking spot.

**Build in a buffer.** Do yourself a favor and schedule 15 minutes between meetings. Use the time to clear your head and wrap up any loose ends. By scheduling a 15-minute buffer, you'll arrive at your next meeting refreshed and ready to be productive.

Allot extra time at the beginning and end of your day to effectively gear up and wind down. Wrapping up your current projects and taking the time to plan for the day ahead is just as important as the time you actually spend working.



**Use a multi-tiered inbox.** One of the best ways of organizing your incoming and outgoing paperwork is to replace you inbox with a set of stacked trays that encourages your co-workers to do your filing for you. Be sure to label the trays in such a way that it makes your daily tasks easier. Consider labels like 'urgent memos', 'current projects' and 'to be filed'.

(continued)

**Eliminate unnecessary interruptions.** Use voice mail to your advantage. If your work is piling up ignore your phone. Your recording should encourage the caller to leave a brief but detailed message so you have all the particulars on hand when you return their call. This can be an effective way of getting the job done in one phone conversation instead of two. Also consider posting a 'do not disturb' sign.

**Use an email signature.** Save yourself time by adding an automatic signature line to your outgoing emails with your name and particular contact information. To learn how, look up the word 'signature' in your program's help menu.

**Don't be ruled by your email.** Most of us look at our email messages as soon as we receive them. Consider the time you lose each and every time you allow yourself to be interrupted by email. Instead set aside a couple of times a day for reviewing mail. I've found once in the morning and once again after lunch, works well for me.

**Take a break.** Many of us think we will get more done if we keep our nose to the grindstone. Studies of workers at large companies have found that taking frequent breaks can actually make you twice as productive. Even a five minute break can give you the second wind you need to get more accomplished.

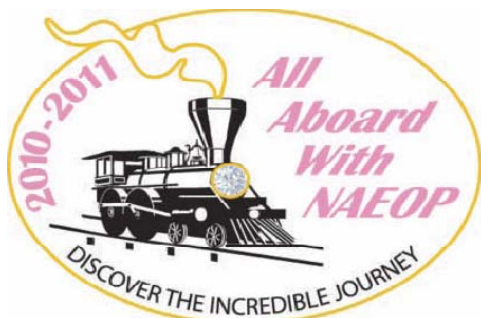
**Take deeper breaths.** Did you know sitting up straighter also improves your focus? You see when we sit up straight we force ourselves to take deeper breaths. As a result more oxygen reaches our brain thereby allowing us to better concentrate.

**Raise your eyebrows.** As crazy as it sounds you really can boost your concentration by making a physical effort to lift your eyebrows and focus your attention on what you're looking at. And when we concentrate on one thing at a time we are always more efficient.



## CALL FOR NEWSLETTER ARTICLES

Do you have a funny tidbit, a great recipe, or articles that you would like to share? Send them to Michelle Wallace-Frank at [michelle\\_wallace-frank@natronaschools.org](mailto:michelle_wallace-frank@natronaschools.org).



### *NAEOP ANNUAL CONFERENCE*

July 18-22, 2011

Charleston, SC

Embassy Suites, Airport/Convention Center  
Room Rates are \$145.00 and include microwave, refrigerator, coffee makers and sleeper sofa. A cooked to order free breakfast buffet is offered every morning.



For more information and registration information, go to <http://www.naeop.org/conference/annual.htm>

## How to Protect Your Computer From Viruses

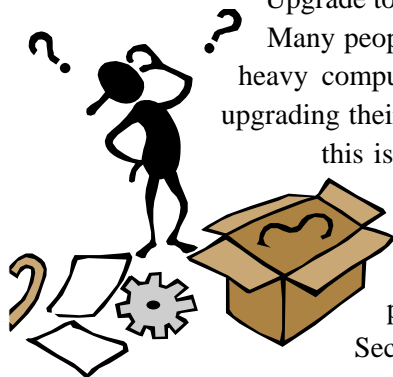
With millions of computer users browsing the web at any given time, there are plenty of targets for malicious coders. While computer experts don't always know why coders choose to build harmful computer programs, the fact is that it happens all the time. Computer viruses can steal personal information, interfere with normal operations, attract spam, and even shut down your computer's hard drive. Protecting your computer is critical for browsing success.



### Start With the Basics

Most computer systems come with security features already in place. For example, the Windows operating system is packaged with Microsoft Windows Security Center. When you first open, boot up and register a new computer, you should make sure that this program is functioning. It will give basic protection against spyware, viruses, and malware. In addition, a basic firewall is built into this program, providing additional protection and stops for potentially harmful programs. Upon activation, don't be surprised if your security system needs immediate updating. Software that protects your computer needs regular and consistent updating to stay useful. Viruses are constantly being generated and the several-month lag between when your computer was made and when you first started using it can mean that the database the security system is loaded with is severely out-of-date.

### Upgrade to Meet Your Needs



Many people operate computers for a long time with only basic protection in place. However, heavy computer users or those who have risky browsing habits can sometimes benefit from upgrading their virus, spyware and malware protection, as well as using a fuller-featured firewall; this is especially important if you use a networked computer system. Basic or free virus protection will still scan and update for viruses. Paid programs, however, offer more features, including ease-of-use and convenience features. The most important thing is to verify the publisher and make sure you are getting what is promised. Most well-known virus protection programs, such as AVG and Norton Security, have reviews available to help you make your choice.

### Learn About Spyware Risks

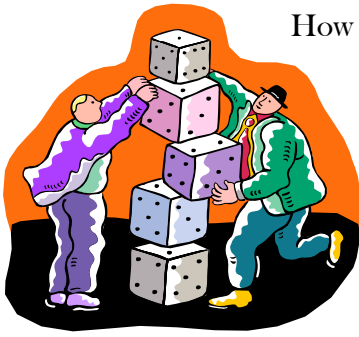
Spyware creates risks that many computer users are not aware of. If you are only protecting against viruses, you could be leaving your computer open to damage. Most people are familiar with spyware that initiates and attracts annoying ad programs. Spyware, however, can be much more malicious as well. Your shopping habits can be tracked by spyware. While not exactly harmful, some people consider this a breach of privacy. The worst spyware programs interfere with normal operations and can even track what you type, sending personal information to people who want to steal your identity. Some spyware redirects your browser to different web addresses, increasing your risks of virus infection and fraud.

### Take Steps For Protection

Like anything, the best way to protect against viruses is to be educated. Become familiar with what malicious software may look like. If you get an email or are asked to download a file that you don't recognize or looks suspicious, do your homework. Research virus protection, spyware, malware, and firewall programs and use them to their fullest capacity. Set the software to update and scan automatically to make sure that the system is constantly monitored. In addition, regularly check on the databases published by various virus protection services; many will provide lists of symptoms and risks, as well as the standard way the file gains access for no cost to the public.



## How to Improve Communication With a Coworker



People often struggle to communicate successfully. The workplace offers some specific challenges related to communication. It can be difficult to know if you are saying or doing the right things. Being unable to communicate with co-workers can affect your status and performance and may even have a negative impact on your career. Fortunately, specific communication skills can be learned and practiced. These skills can be used to improve communication in the workplace as well as other areas.

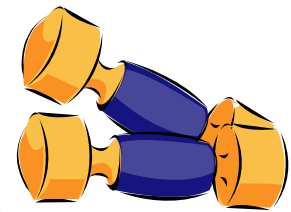
**Observe effective communicators.** When you notice co-workers who are good at communicating with others, take stock of how they do it. Compare what they do with people who are ineffective. What type of attitude do they have, overall? Apply these observations to your own interactions. Be patient with yourself; if these techniques are new to you, they may take time to develop.

**Be a team player.** Getting along with co-workers requires that you work well with others. It is a common misnomer that we should not express our feelings or beliefs in the workplace. However, trying to be non-emotional and impersonal at work can get in the way of effective communication. Try to take your co-worker's point of view. It will also help to instill a sense of trust.

**Be direct but polite.** It is common to avoid clear communication out of fear that you will misspeak or that what you say will be misunderstood. This is the cause of a lot of problems in the workplace. Speak up if something is on your mind. If you are clear about what you want, but take into consideration how what you are saying or asking for affects the other person, your conversation will go more smoothly. When requesting something from a co-worker, or if you have criticism or suggestions to offer, try to also give positive input. Compliment your co-worker on things that she does well, and express your gratitude for her help. This will help her feel appreciated and more open to whatever suggestions or requests you might have.

## Having the Motivation To Keep Up The Exercise Routine

Considering the amount of time and energy that it takes to go out and exercise, it is easy to neglect the habit of working out when life gets busy. It is important to remain motivated and stick to it so that the routine is not forgotten altogether. Here are a few pointers that can help keep you motivated and wanting to exercise as often as possible.



**Don't try to overachieve.** A person with a busy lifestyle may only be able to exercise a couple times a week, but that is still better than not exercising at all. It is better to set reasonable goals and actually accomplish them.

**Create some competition.** Working out alone can become monotonous and competition is always motivation to try harder and be better. In addition to that, you will be less likely to skip out on your workout if other people expect you to be there exercising with them. Getting your friends to compete with you is a wonderful way to simultaneously make exercise seem more fun and to get into a habit of being physically active on a regular basis.



**Remember that the benefits outweigh the costs.** Working out does take up time and energy, but it also promotes health and mobility, increases confidence, improves the quality of sleep, and makes you more attractive. It is easy to make excuses and say "I've done a lot today and I'm tired" or "I have no time" but in the end, you will reap the immense benefits of exercise if you sacrifice the time and energy that it takes to exercise.

*Officers, Committee Assignments, and Regional Directors  
2010-2011*

Officers:

President – Michelle Wallace-Frank, Natrona  
 President Elect – Kathy Sedmak, Natrona  
 Treasurer – Annette Ambrosino, Natrona

Vice President – Judy Aubin, Park  
 Secretary – Carol Glasgow, Natrona  
 Parliamentarian – Diane Sanders, Natrona

2011 WAEOP Committee Assignments

Finance:	Chair: Annette Ambrosino, Natrona Rose Hill, Natrona Carol Glasgow, Natrona	Public Relations:	Chair: Kathy Sedmak, Natrona Lisa Brumley, Park Bev Jackson, Natrona
Scholarship:	Chair: Bev Jackson, Natrona Melba Blumberg, Natrona Krystin Osterman, Natrona Annette Ambrosino, Natrona	Elections:	Chair: Lisa Brumley, Park Kerri Hawthorne, Natrona
Minutes	Chair: Carol Glasgow, Natrona Kathi Hawley, Natrona Brandii Potter, Fremont	By Laws:	Chair: Carol Glasgow, Natrona Bev Jackson, Natrona
Annual Meeting:	Chair: Michelle Wallace-Frank, Natrona Kathy Sedmak, Natrona Ti Brooks, Natrona	Awards:	Chair: Kerri Hawthorne, Natrona Rose Hill, Natrona Melba Blumberg, Natrona
		Membership:	Chair: Ti Brooks, Natrona Lisa Brumley, Park

WAEOP Regional Directors:

<u>AREA</u>	<u>TERM</u>	<u>COUNTY</u>	<u>REGIONAL DIRECTORS</u>
Area 1	2009-2011	Campbell/Crook/Weston	Linda Mohr (Campbell)
Area 2	2010-2012	Johnson/Sheridan	Becky Carrico (Sheridan) Pat Baker (Sheridan)
Area 3	2009-2011	Big Horn/Park	Rose Hill (Natrona)
Area 4	2010-2012	Hot Springs/Washakie	Kathy Sedmak (Natrona)
Area 5	2009-2011	Sublette/Teton	Melba Blumberg (Natrona)
Area 6	2010-2012	Fremont	Nicole Stone (Fremont)
Area 7	2009-2011	Converse/Natrona	Carol Glasgow (Natrona)
Area 8	2010-2012	Lincoln/Uinta	Cathy Bounds (Natrona) Michelle Sanders (Natrona)
Area 9	2009-2011	Goshen/Niobrara/Platte	Kim Schrader (Platte)
Area 10	2010-2012	Albany/Laramie	Nancy Chandler (Albany) Joyce Kenehan (Albany)
Area 11	2009-2011	Carbon/Sweetwater	Ruth Putnam (Natrona)

