**2014 UAEOP Conference
Group Workshop Questions & Responses**

**Mile Marker 1**

***On a scale of 1 to 10, how important is exercise to you?***10 – top of the list
10 for everyone
5 to 6
10 to 8
10 – 8…if I get it done

***Do you feel you need to do any type of exercise during the day? Would you be willing to try an exercise routine during the day?***Yes
Yes
Yes – walk around the building, take the long way to the restroom
Yes, sit on an exercise ball

***Do you already have a plan in place for exercising during the day?***Yes – go walk when frustrated…instead of losing cool, go for a walk
Yes – walk to let off steam
On a phone call, stand and walk around

***What do you do for exercise during the day?***Lunch hour, yoga after work, walk, bike, swim, stationary bike, treadmill. Weights
Yoga, Walk, Cycle, Swim
Walking, Stretching, Swimming, Gym membership
Walk down the hall
Fitness Center, Bike under the desk, walk, make own deliveries
Depending on office and weather

***How difficult would it be for you do stop and do a small workout routine during the day?***Get sweaty and hair is a mess during the day
Sweat and hair messy
Difficult…don’t think I could do it
Weights, bike under the desk

***Have you ever thought of or considered doing some type of exercise at your desk?***Yes
Would be hard to do
Bike under the desk ***What exercise routine has been effective at your desk?***Yoga ball, cycle under desk
Shoulder shrugs, Stand & Stretch
Exercise Ball, Weights in Car, Walking to other offices, Eye Exercises, Stretching
Step under desk to rest feet, Stand up often
Neck circle
Rolling shoulders (and eyes…ha ha ha) ***If you exercise at your desk, what would you change or do differently?***Rearrange desk
It is hard to exercise at my desk because it is a public job…doesn’t seem professional.
Do it more…weights on ankles ***Do you have any other suggestions and or ideas that would be beneficial to us?***Shoulder, side to side, cycle (want a UAEOP with specific exercises)

**Mile Marker 2**

***Why do we need to be lifelong learners?***Knowledge is all we can take with us
Continually Growing
If you aren’t life will pass you by
Knowledge is power
Brain health
Time changes – technology changes
You become stagnant without it
Works your brain
Fun to Learn
We are in the business of education
So many things to learn
Even taking classes over again, you can always learn something new
To stay in touch with grandchildren, you have to keep up on technology

***What areas in our lives do we need to be lifelong learners? And why?***Technology…it is always changing
Technology – always updating
Office Equipment
Computer Skills
Personal Life
Family & Children
Helpful to learn Hands On
Service
 ***Where can we go to get more education in the different areas of our lives?***Continuing Education
Computer Classes
Inservice
Community Education
UEN-Pioneer Online Library
Conferences
Online Courses
Local/District trainings
College / University
Networking
Friends
TV (HGTV, History, Discovery, PBS, YouTube)
Learn from our mistakes
Library
Quilt Shops
Current Events
Healthcare
Anywhere - volunteer

**Mile Marker 3**

***Do you feel UAEOP represents you & other office professionals?***Yes
Absolutely, yes! No brainer
Yes…does its job!
Yes, many people are leaders & mentors

***What association benefits do you value most?***Comradery
Networking
Friendships
Knowing what other districts are doing
Having other contacts
Association with other people
Representation with administration
Knowledge
Growth
Conference & Buzz Line
Lots of information
Sharing tips and information about how to get things done
Share with people outside regular work circle

***What does being an AEOP member mean to you?***Being able to network
Conference away
Accomplishments & improve your skills
Building Relationships
More people working together
Recharge
The similarities that we share are invaluable
Continual Learning
Broadens your work family, builds friendships
Sisterhood
Recognition
Striving to be better
Belonging to a group that does what you do
Learning from others

***What inspires you to attend conference?***Location
Support the organization and the board
Learn
Re-energize
Positive Involvement
Teaching & Learning
Enticement of St. George
Seeing everyone each year
Support
Recharge
Friendships
Networking
Time to network
Getting away – but still learning
Time of the year
Classes that are offered
Administrator support

***What can YOU do for the association?***Be a member
Get Involved
Share information with colleagues
Encourage others to join
Volunteer as a board member or committee member
Take opportunities for team leadership
Continue support
Talk it up with others
“We’ve come a long way baby”
Give your personal input
Interested in Mini conference
Share what you learn with others

**Mile Marker 4**

***What Websites do you use for your specific job?***Google
Teachersteachers.com
Wells Fargo
US Bank
Granite School District
CUES
Jordan School District
Canyons School District
Canvas
Cactus
Wolverinewebstore.com
Office Map
Office Depot
Amazon
Sam’s Club
Discovery
Reflections
QSS
Destiny
USIS
Health Department
Spillman
SMARTR
QCC
MSN – Bing
Office Professional
State Student Injury

***What is your #1 best work-tip that we all should try?***Keep a tablet and write everything down
Simplify
Do it now (email, mail, phone)
Don’t put off an ugly job
Take a lunch break
Breathe
Always try to be kind
Be empathetic
Smile before you answer the phone
Say “I understand”
Always seek to make your administrator look good
Keep staff “on the same page”
No surprises for administrators
Listen to the non-verbal communication
CTRL+C and CTRL+V
Email straight from a document
Weekday folder for parents
Diplomacy
Don’t take it personal
Keep your cool
Stay Professional
Ask co-workers
Help each other
Calendar for daily tasks
SMILE
Be Positive
Check in with Coworkers
Don’t sweat the small stuff
Be Flexible
Smile, be happy
Tomorrow is always another day
Don’t worry about how many things are in your inbox
Leave work at work

***Are Apps useful or are Websites more useful?***Websites are easier to see and has more information
Depends on what you are doing and what device you are using
Apps – 60%, Web – 40%
Websites
Websites for work, Apps for home

***How do you gage your time on the Web/Apps/Social media?***Takes a lot of time…can be fun
Focus on priorities
They can be so addictive and time consuming
Reading paper books
Set a timer
By how busy we are with interruptions
Depends on where you are at
Learn to be resourceful
Learn to put it away quickly and move on to other things

***What is your best work-tip for getting-along at work?***Be super sparkly
Be Kind
Bite your tongue
Be positive
Be tolerant
Have a good attitude
Take care of yourself first
It’s what you give, not what you get
Attend professional workshops for tips
Communicate well
Be flexible
Treat other like you want to be treated
Patience
Be positive
Humor
Listen
Be Appreciative of Others

**Mile Marker 5**

***What did you like least about the conference?***Early hour
Drive
COLD!!!
Internet not reliable
Getting up early
Internet bad service
Short time for UEN
How early we had to get up
The 5 hour drive home
Internet issue in breakout
Better WIFI
Noise from the pool
Wind
Cold Rooms
Timely Start
No elevator

***What did you like most about the conference?***Stress Relief
Rick Larsen
Great Presenters
Good Lunch
Stress Management class
Tech Class
Rick Larsen
Keynote speaker
Workshops were good
Presenters
Getting to know others
Renewing friendships
Seeing old friends
Workshops
Speaker

***Was the time allocated for the workshop sufficient to meet your learning needs?***Need more time for some subjects, especially technology
Not for UEN, good for others
No, could be longer
No – more time if internet was working
More Tech class
More time for tech classes, other classes were good
Not the UEN classes, but the others were fine
Maybe just 2 workshops that are longer
Technology needs to be longer

***Were the workshops well organized?***Yes
Yes
Yes
Yes
Yes
Yes

***Were the instructors knowledgeable about their subject?***Excellent presenters
Yes
Yes – they all were
Healthy lifestyles very knowledgeable
Yes, very
Yes

***Were the workshop room facilities comfortable?***Cold in the morning
Cold…freezing…frigid
Cold, but set up nicely
Nice to stay the same place as the conference

***What kinds of sessions would you like to see at future conferences?***Hands on technology
Social Media
Yoga or similar
Advanced Technology
More hands on tech instruction
Social Media
Technology
Google Docs class

***In what ways could this conference be improved?***Get more people here
Let Lyla win a basket (☺)
Hawaii would be nice
List of places to eat
Other locations…Moab?
Invite more people
They have done a wonderful job
Better attendance
Location
Later start time