

## Reaching New Heights



Mary Meyers  
UAEOP President

Wow! Spring and summer finally decided to make an appearance here in Utah. I hope all of you will be able to take some time for yourself this summer and work on what is important to you to help you to continue to be "Reaching New Heights". I'd like to share with you "9 Proven Strategies For Living Up to Your Potential", taken from the e-newsletter "Overcoming Buffaloes."

There is a story about a man in Africa who had a large piece of land. He heard people were getting rich selling diamonds. He decided to sell his "worthless" piece of land and go look elsewhere for diamonds.

As the new owner walked around his land, he saw unfamiliar stone and he picked one up and placed it in his hut. Years later, a friend of the new owner came to visit and saw the stone. The visitor inquired as to where the stones were found and the landowner told him about these unfamiliar stones all over his land. The visitor knew they were diamonds. This land had the largest amount of diamonds ever discovered. The first landowner never found diamonds where he went after selling his land regretted not exploring, for

years, what had been available to him.

There are times when we feel that our talents, gifts or experiences don't provide us with the life we want. We think, if only we had such-and-such, life would be better. People leave towns for better ones. We leave jobs. Unfortunately, some people leave their loved ones in search of better relationships elsewhere. It is not unusual for people to even ignore the potential they have, while searching and laboring for something that may not materialize. "Our diamonds are not out there somewhere, they are within us. We need to explore and excavate them, then put them to use."

### Nine Proven, Easy-to-Apply Steps:

**Come to terms with your past.** What has stopped you from living up to your potential? What are the things you wish you could be doing but you're not doing right now because of your past?

**Dig for the diamond within.** What skills, gifts and experiences do you have that you can use right away in order to grow spiritually, professionally and personally? What do you do with such passion that you can do it without monetary return? How do you spend your days? When the day is over, is there something about which you can say, "I am looking forward to tomorrow to do it over again?"

**Time out!** Get to a quiet place and ask yourself what really matters in your life. What's worth devoting your time, efforts and resources?

**Develop a road map.** Set goals that are clear, attainable, measurable and have time considerations. Set goals that can get you to dig and use the "diamond in your backyard."

**Recruit helpers.** Share your goals with those people who believe in you and will encourage you to dig your "diamond" even when they can't see your "tools." The key is to look and listen to what they are saying and ask lots of questions.

**Be honest.** There is unimaginable power in being honest with oneself. It's honesty that leads you to humble yourself and be teachable by others.

**Be patient.** There is no drive-through to personal success. Dig and dig...it is the digging process that makes the rewards enjoyable.

**Have faith.** Believing what eyes can't see maintains your determination to dig deeper and wider until the diamond is brought to the surface.

**Just don't quit.** Period!



### The Utah Association of Educational Office Professionals

#### Mission Statement

- Promote awareness of educational issues through information and education
- Promote opportunities for professional growth
- Gain recognition for the role of office professionals on the educational team
- Elevate standards of Utah educational office professionals

UAEOP is an affiliate of the National Association of Educational Office Professionals

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## UAEOP Executive Board Meeting

The UAEOP Board Meeting was held at President Mary Meyers' home on June 11, 2011. The board decided to hold the 2012 annual conference at the St. George Lexington Hotel (formerly Holiday Inn) on March 9-11, 2012. Again, this year the entire board will be involved in the conference planning so assignments were made and discussion was held on ideas to provide the best possible speakers and classes for the members.

Board meetings are open to all members. The next board meeting will be October 8, 2011. If you would like to attend, contact Mary Meyers at [mcmeyers@graniteschools.org](mailto:mcmeyers@graniteschools.org).

## Meet the New Region Reps

submitted by Midge Treglown, CEOE and Lyla Tuttle, Mentor Team Leaders

### Mary Barger – Region VI Representative

After attending the 2010 Moab conference, I was impressed with the fact I was learning something AND enjoying myself! Here was an organization that recognized the contributions of an office professional and had a goal to help us succeed and improve! The best way to understand how the Association works? Get involved (plus have a friend who was retiring and needed to fill the position she was vacating – thanks a lot Dixie!)

As for my background, I've had the opportunity to move from California to Utah to Idaho to Wyoming to California, back to Wyoming and now currently reside once again in Utah. I've almost always worked in some type of office setting, but found my "calling" in education support. In Wyoming I loved working as an elementary secretary. In California, I had an opportunity to work at the district office. On my return to Wyoming, I had a wonderful time working as a high school secretary. Returning to Utah, I worked at a high school and then followed my principal to the district office. Yep, education is where I am happiest! I love the challenges and growth associated with the ever-changing educational system. I am pleased to be associated with an organization that helps us to improve ourselves and meet those challenges with confidence.

### Arlene Brewer – Region II Representative

I currently work at the Ogden City School District in the District Office (Secondary Education). I started working when I was a senior in high school in 1973. I have three sons and four grandchildren. My last son is getting married in June and that has kept me busy. I became a member of UAEOP and NAEOP in 2006 and have enjoyed my membership and association with a great group of ladies. I look forward to working on the Board with them.

## Student Scholarship News

We are pleased to announce that UAEOP's Judy Anderson Student Scholarship recipient, Jared Tran from Taylorsville High School in Salt Lake City, has been selected as the 1<sup>st</sup> runner up for the NAEOP Student Scholarship. Jared has enrolled for Fall Semester 2011 at the University of Utah. Jared also received the Granite AEOP Helen P. Metos Student Scholarship. These scholarships will help Jared attain his goals.



Schedule time to attend the 2012 annual UAEOP conference!

### **Reaching New Heights**

March 9 - 11, 2012

Lexington Hotel (formerly Holiday Inn)

St. George, Utah

More info to follow in the next *BuzzLine*

## Be Well Informed...Health News

The food pyramid has been dismantled in favor of a simple plate icon that urges Americans to eat a more plant-based diet.

One half of your plate should be filled with fruits and vegetables, with whole grains and lean protein on the other half, according to the U.S. Department of Agriculture. Low-fat dairy on the side, such as a cup of skim milk or yogurt, is also suggested.

The new icon, MyPlate is designed to remind Americans to adopt healthier eating habits in a time when more than one-third of children and more than two-thirds of adults in the US are overweight or obese.

### Balancing Calories

- Enjoy your food, but eat less
- Avoid oversized portions

### Foods to Increase

- Make half your plate fruits and vegetables
- Make at least half your grains whole grains
- Switch to fat-free or low-fat (1%) milk

### Foods to Reduce

- Compare sodium in foods like soup, bread, and frozen meals – and choose the foods with lower numbers
- Drink water instead of sugary drinks



## Updated Health Website

The Office of Women's Health (OWH) has updated their website – [www.womenshealth.gov](http://www.womenshealth.gov).

The OWH mission statement states: "The OWH was established in 1991 within the U.S. Department of Health and Human Services (HHS). The OWH coordinates the efforts of all the HHS agencies and offices involved in women's health. The OWH works to improve the health and well-being of women and girls in the United States through its innovative programs, by educating health professionals, and motivating behavior change in consumers through the dissemination of health information."

The site offers numerous links, extensive information on a multitude of health issues and even a monthly newsletter. The updated site will focus on incorporating the valuable feedback they received from users, such as streamlining their homepage and making their resources easier to find and modernizing the look and feel. New features include:

- Improved search and more logical navigation
- Popular content is easier to find
- New tagline chosen by our users – *Empowering women to live healthier lives!*
- Web 2.0 technologies that help user share content

***"If I'd known that I was going to live this long, I'd have taken better care of myself."***

***~ Leon Eldred***



## Save the Date & Deadlines:

July 18-22, 2011	NAEOP 77 <sup>th</sup> Annual Conference & Institute, Charleston, SC
September 1, 2011	BuzzLine, Fall Issue Articles Due
September 15, 2011	PSP Filing Date
October 8, 2011	UAEOP Board Meeting, TBD
January 21, 2012	UAEOP Board Meeting, Canyons District
March 9, 2012	UAEOP Board Meeting, St. George, UT
March 9 - 11, 2012	UAEOP Annual Conference, St. George, UT

## Reminder:

UAEOP has an e-group list. If you are a member of UAEOP and would like feedback from other office professionals regarding a certain topic, please use this list. The email address is [uaeop@ls.graniteschools.org](mailto:uaeop@ls.graniteschools.org). If you experience problems accessing the list, contact Sherry Wilson at [slwilson@graniteschools.org](mailto:slwilson@graniteschools.org).

### **Moving? Retired? New e-mail?**

If so, notify us of your new address so you don't miss any UAEOP information. Contact Vicki Coon at [vicki.coon@canyondistrict.org](mailto:vicki.coon@canyondistrict.org).

## Too Much Stress? Try These Tension Reducing Strategies

If asked, most Americans would probably say that they need or would like to lower the level of stress in their lives. If this is true for you, try some of the following strategies to bring your stress level down:

- Get up 15 minutes earlier than you normally do in the morning.
- Prepare for your morning the night before. Set the breakfast table, make lunches, lay out the clothes you plan to wear, etc.
- Make lists. Don't try and rely on memory alone. Write down appointments, when you need to pick up your dry cleaning, when library books are due, etc.
- Don't do anything that might tempt you to tell a lie later.
- Make duplicates of all keys. Put a house key in a secret place and carry a spare car key in your wallet—separate from your key ring.
- Practice preventive maintenance. This will keep things running smoothly as possible so that your car, appliances and home won't break down or fall apart at the worst possible moment.
- Be prepared to wait. Keep a small book in your purse, so that if you have to wait in a long line, you don't become annoyed.
- Don't procrastinate. If you want to do something, and you plan to do it tomorrow, sit down and do it today.
- Plan ahead. Keep your gas tank as full as possible—try to never let it run below a quarter of a tank.
- Keep a stock of home staples in case of emergency. Don't let yourself run out of the little things so you have to make a special trip to restock—keep plenty of stamps, bus tokens, etc., in good supply.
- Don't ignore little things that don't work. The small sources of aggravation are usually what makes us feel like we are going over the edge. For instance, if your alarm clock is broken or not working right, get it repaired immediately or buy a new one. Don't let it become something that annoys you in the back of your mind.
- Give yourself a 15 minute arrival time cushion for appointments. If you have a one o'clock appointment, plan to arrive at 12:45. If you are catching a domestic flight, plan to arrive at the airport at least an hour and a half or more before your departure.
- When everything feels like it's going wrong, try and remember all the things that are going right in your life. Being a little Pollyanna-ish can be a healthy way of getting through those tough moments.
- Eliminate or restrict your caffeine consumption.
- Relax your standards. Will the world really come to an end if you don't mow the lawn on Saturday?
- Do something for someone else. It's a powerful way to feel good and reduce stress.



--adapted from "Life skills," a handout for a stress reduction class

# Happy Birthday to You!

- |  |   |   |
|--|---|---|
| <b>Kim Forrester - August 10</b><br>Jordan School District     | <b>Ann Yardley - August 27</b><br>Wasatch School District             | <b>Lu Holt - September 25</b><br>Jordan School District       |
| <b>Charlotte Graham - August 10</b><br>Canyons School District | <b>Cheryl Brown - August 28</b><br>Logan School District              | <b>Stacey Banks - September 29</b><br>Canyons School District |
| <b>Karen Phillips - August 12</b><br>Granite School District   | <b>Gay Lynn Osness - August 30</b><br>Granite School District         | <b>JoAnn Monroe - September 30</b><br>Granite School District |
| <b>Karen Allen - August 14</b><br>Jordan School District       | <b>Cindy Hair - September 2</b><br>Park City School District          |   |
| <b>Karla Allen - August 14</b><br>Rich School District         | <b>Lyla Tuttle - September 2</b><br>Washington County School District |   |
| <b>Nadine Troxel - August 14</b><br>Jordan School District     | <b>Linda Burnside - September 4</b><br>Jordan School District         |   |
| <b>JannaCai Zigich-Cox - Aug 15</b><br>Davis School District   | <b>Rebecca Shipley - September 4</b><br>California AEOP               |   |
| <b>Linda Wilcox - August 16</b><br>Jordan School District      | <b>Raimee Hunt - September 6</b><br>Provo School District             |   |
| <b>Shelly Axtell - August 18</b><br>Jordan School District     | <b>Sherry Wilson - September 13</b><br>Granite School District        |   |
| <b>Jolene Ellertson - August 24</b><br>Granite School District | <b>Janie Davis - September 17</b><br>Canyons School District          |   |
| <b>Shirley Ayrton - August 27</b><br>Granite School District   | <b>Heidi Brooks - September 20</b><br>Granite School District         |   |
| <b>Jana Varney - August 27</b><br>Granite School District      | <b>Paula Bosgieter - September 25</b><br>Ogden School District        |   |



## Membership Application

Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Birthday (Month/Date) \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School/Office \_\_\_\_\_ District \_\_\_\_\_ Phone \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

PSP Certificate (circle one) Yes No Level \_\_\_\_\_ NAEOP Member (circle one) Yes No

Would you be willing to serve on a committee? (circle one) Yes No If yes, which committee \_\_\_\_\_

Circle one: Elementary Secondary Administration/District Office Higher Ed Other

**Type of Membership:**

- New  Renew   
Active  Retired

**Annual Dues: \$15 Active Association Member ~ \$5 Retired**

**Make check payable to: UAEOP**  
**Send to: Vicki Coon, UAEOP Vice President**  
**Canyons School District, Address, Sandy, UT 840??**

## 2011-2012 UAEOP Board

**Mary Meyers, President**

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**Danielle Kitchen, President-elect**

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**Midge Treglown, CEOE,**

**Mentor Team**

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**Midge Treglown, CEOE, Bylaws**

**UAEOP Board, 2012 Conference**

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**Dixie Sperry, CEOE**

The Buzz Line is the official newsletter of the Utah Association of Educational Office Professionals (UAEOP) and is published on a quarterly basis. We urge our readers and UAEOP members to contribute to our publication by sending us your comments, letters, information about your local and regional activities, or any articles you feel would be beneficial for Utah educational office employees. Send contributing materials to:

Sherry Wilson, Granite School District, 2500 South State Street, Salt Lake City, Utah 84115-3110  
slwilson@graniteschools.org

### Thought of the Month:

*"Rest is not idleness, and to lie sometimes on the grass on a summer day listening to the murmur of water, or watching the clouds float across the sky, is hardly a waste of time."*

*~ John Lubbock*

