

Driven to Succeed



Danielle Kitchen
UAEOP President

When life gives you lemons, you make lemonade!

I'm not sure where this quote came from but it does provide an interesting perspective on how to deal with life's day to day challenges or opportunities. It's not a secret that the powers of positive thinking affects our frame of mind and can be contagious. Spreading that infectious, optimistic attitude not only attracts more positive energy, but has a tremendous healing affect on our bodies.

Positive thinking is contagious. People around you pick your mental moods and are affected accordingly. If you have a positive attitude in the workplace, you are much more relaxed and work related stress is not something that concerns you. According to goodrelaxation.com if you follow these simple tips, work related stress will melt away.

Create a positive workplace environment

This one is probably the easiest way to have a positive attitude in the workplace. To create a positive energy in the office around you, have some positive attitude quotes pasted on the walls. Positive quotes are really great stress relievers. Reading them again and again will inspire you to be enthusiastic about your work and maybe even life overall.

Avoid negative thoughts

Unpleasant situations, problems and negative people around you cause negative thinking. Here are some tips to help you overcome negative thinking and have a positive attitude in the workplace.

- Become aware of negative thoughts. By recognizing your negative thoughts, it is easier to eliminate the triggers of your negative thinking. When you catch yourself thinking negative thoughts, concentrate on something different.
- Stay away or ignore negative people.
- Question your assumptions and concentrate only on facts.

By avoiding negative thoughts, you are changing your own mood and attitude and also help others to have a fresher and more positive view on things and work.

Think about solutions

Stop worrying and find solutions. Do not think about a bad day or situation, focus on solutions and ways to fix it. Take negative things as challenges you have to overcome. To have a positive attitude in the workplace, you have to eliminate the triggers of negative thinking.

Visualization

Most probably you are aware of what you want and where you want to be next year or in five years. Then visualize it! Remind yourself and visualize as often as possible where you want to be, what you want to accomplish, or any other change for the better that you are wishing for. Concentrate on the positive future and don't think about the past or present.

Celebrate the small steps

Even a small achievement is worth celebration. Small celebrations are very motivational and help you to have a positive attitude in the workplace. By being aware that you are one step closer to your dream gives you the extra power to move forward.



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

www.uaeop.org

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UAEOP Executive Board Meeting



The UAEOP Board Meeting was held at the President Danielle Kitchen's home on June 23, 2012. The focus of the meeting was membership and marketing.

Board meetings are open to all members. The next board meeting will be October 6, 2012 at Ogden School District. If you would like to attend, contact Danielle Kitchen at dfkitchen@graniteschools.org.



PSP - Professional Standards Program

submitted by Marlene Wilson, CEOE, PSP Chairman

A few years ago, I wondered why I should get my PSP? In my district I don't get any extra pay for having it. But I became curious about the Professional Standards Program when I attended a conference class. It seemed very complicated and impossible for me to get. I had only one year of college - the only thing I wanted to be many years ago was a secretary and I received my stenographer's degree at UVSC in one year. But as is turned out, with the help of Midge Treglown, UAEOP's PSP Chairman at the time, I had enough education with a couple of other classes I had taken over the years. It was an exciting time when I was honored at the UAEOP state conference and also at the NAEOP national PSP Banquet in Seattle. Many times a day I glance at my certificates hanging on my office wall and I am very glad I took the time to do it.

Why don't you see if you have all the pieces to receive your PSP? It is exciting to put it all together. Besides education, it takes work experience, administration evaluation, and professional activity.

In today's workforce, with many cutbacks happening, you want to be able to show your employer that you have the latest knowledge and up-to-date training. You want others to know that you will go the extra mile to obtain training.

I want to see each of you receive your PSP. Many of you probably already have much of what it takes. It's just a matter of putting it down on paper. Right now we only have 22 in the state with their PSP. Let's work on it one step at a time. In the next *BuzzLine*, we will explore more about education. Or if you can't wait, you can find out more at www.naeop.org, just click on PSP. There is a workbook that you can download that explains everything in detail. Or call me at 435.793.2135 x 100 or email me at mwilson@richschool.org. I would love to help you get your PSP.



Schedule time to attend the 2013 annual UAEOP conference!

Driven to Succeed

March 15 - 16, 2013
Granite Education Center
Salt Lake City, Utah

More info to follow in the next *BuzzLine*



Student Scholarship News

We are pleased to announce that Candace Chatland, a student at Millard High School, won the NAEOP Special Needs Student Scholarship and Corbin Dunn, a student at Wasatch High School and Pat Thompson's grandson, won the NAREOP Student Scholarship. We wish both of these students success in their endeavors.



Neck Exercises to do at the Computer



We stare at the computer

For hours, every day.

Myspace, Facebook and Google

Entrapped us in their hands.

We cannot leave the Net.

It seems too hard today.

To exercise ourselves.

We never take a break

The doctors give us warnings.

But we don't give a dang.

Too lazy for a workout,

Too busy for a break.

And scare the pain away!

To make them do some movement

For all those at work or play

I wrote this little poem

So if you need a warm up,

But cannot leave your chair

Re-read this text all over

At least three times per day!

Stress Less: Seven Simple Steps to Cut Stress

Sleep On It: This tip couldn't be simpler: get a full night of shut-eye. Most adults need 7 to 8 hours of sleep a night. Failing to get a night of solid sleep sends stress hormones flooding the body, exacerbating depression and decreasing mental performance. Having trouble catching 40-winks? Visit WebMd.com for tips on getting better sleep including avoiding alcohol and unplugging distracting lights in your room.

Refuel, Reenergize: Don't run on empty which can feed stress: refuel throughout the day with small, healthy snacks such as nuts and hummus and veggies. Keeping physical energy at an optimum level will help stave off stress and prevent stress-eating binges.

Take Breaks: Pace yourself, allowing blocks of downtime to refresh concentration and energy. Break projects into discrete portions and take breathers throughout. Bringing a fresh perspective to work can help boost productivity and keep stress at bay.

Time Off: Prevent burnout with time off from work. Add a three-day weekend to your schedule when you can and be sure to take longer vacation weeks when work allows. Burning the candle at both ends decreases productivity and increases stress so make time to recharge and refresh.

Purge: Studies show that clutter causes stress. When your home or workspace is awash in clutter, it's hard to feel Zen. Go room by room or desk drawer by drawer; identifying what is broken, unnecessary or outdated. Look at every item and ask yourself "Do I need this?" and "Does this give me pleasure?" If the answer is no, it's got to go.

Mental Space: Mental clutter clogs the mind, rendering it unable to focus and serving as a breeding ground for stress. Limit information overload: designate technology-free blocks of time each day to allow focus to flourish. Minimize needless busyness: trolling the Internet and returning every e-mail does not equal productivity. Finally, let go of unrealistic aspirations: toss those unread trade journals sitting in silent reproach. Ah, that feels better!

Ease Up: Too often we are our toughest critics, with unrealistic expectations and exacting demands. Ease up on yourself, recognizing that 90 percent is good enough and done is better than perfect. Decrease your stress by ceasing to be a source of it.



Tipping the Scales

For the first time in history, more people around the world are overweight than underweight. The economic and health costs for both extremes are high, and climbing higher.

- In 2010 there were 1.5 billion people suffering obesity, compared with 925 million people who were undernourished.
- Hunger is the world's No. 1 health risk, killing more people than AIDS, malaria and tuberculosis combined.
- Worldwide, obesity has more than doubled since 1980.
- Researchers estimate that one out of every three males and two out of every five females born in 2000 will be diagnosed with diabetes.
- 10.9 million children under age 5 die in developing countries each year, and malnutrition and hunger-related diseases cause 60 percent of those deaths.
- At least 2.8 million adults die each year as a result of illnesses related to being overweight or obese.
- There is enough food in the world today for everyone to have enough to eat.
- Being hefty comes with a hefty price tag. Extra medical care and lost productivity caused by obesity or being overweight cost people in the US roughly \$270 billion each year.
- Nauru, an island country in the South Pacific, is the fattest place on Earth, with 97 percent of men and 93 percent of women overweight or obese.

From World Ark magazine, February 2012



Be Well...Informed

Winnable Battles

- ⇒ Eat More Veggies
- ⇒ Sleep Better
- ⇒ Floss Regularly
- ⇒ Lose Weight
- ⇒ Exercise More

New Reasons to Get Moving

- ⇒ Healthier Eyes
- ⇒ Fewer Migraines
- ⇒ A Sharper Mind

From Martha Stewart Magazine - March & April 2012

Utah - This is NOT the Place Where Citizens Vote!

WHY SHOULD I VOTE?



A vote is your voice. For your voice to be heard, you must register to vote and VOTE. *Did you know that only 1/3 of registered Utah voters exercise their most fundamental right as an American citizen? Did you know that Utah has the lowest voter participation in the nation? It is your right and your responsibility as citizen of this great nation to VOTE.* Our elected officials determine much concerning our quality of life: taxes, economic regulation, and the **educational system**. Don't let someone else choose your elected officials for you. The biggest election issues often directly affect the youth and will impact life for years to come. Get informed – attend "Meet the Candidates" events, conduct research, watch televised debates, engage in civil discussion with your family, friends, and neighbors. Think through the issues for yourself; don't rely on someone else to tell you what to think or how to vote. The only way democracy works is if citizens, young and old, are active participants.

What are the requirements?

- You must be at least 18 years old on or before the next election.
- You must be a citizen of the United States. You must be a resident of Utah* for at least 30 days before the election.

*An applicant is considered a resident of Utah if they have their principal place of residence within Utah and intends to continue to reside within Utah indefinitely.

Thanks to Dawn Hauser, Assistant Principal at Bonneville Jr. High, for this information. We'll feature another civic related article by Dawn in the next issue of *The BuzzLine*.

Save the Date & Deadlines:

- July 9-13, 2012 NAEOP 78th Annual Conference & Institute, Costa Mesa, California
- October 6, 2012 UAEOP Board Meeting, Ogden, UT
- January 26, 2013 UAEOP Board Meeting, Sandy, UT
- March 15, 2013 UAEOP Board Meeting, Salt Lake City, UT
- March 15-16, 2013 UAEOP Annual Conference, Salt Lake City
- July 21-25, 2013 NAEOP 79th Annual Conference & Institute, Alexandria, Virginia "A Capitol Affair"
- Oct 11-13, 2013 NAEOP Institute, Salt Lake City, Utah "Ignite Your Potential"

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. If you experience problems accessing the list, contact Sherry Wilson at 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.

Happy Birthday to You!

- | | | |
|--|--|---|
| Cindy Hair - September 2
<i>Park City School District</i> | Jennifer Ivers - September 23
<i>Park City School District</i> | Dixie Sperry - October 11
<i>Retired</i> |
| Lyla Tuttle - September 2
<i>Washington County School District</i> | Paula Bosgieter - September 25
<i>Ogden School District</i> | Merrie Jo Smith - October 22
<i>Millard School District</i> |
| Raimee Hunt - September 6
<i>Provo School District</i> | Stacey Banks - September 29
<i>Canyons School District</i> | Vicki Coon - October 27
<i>Canyons School District</i> |
| Kristy Johnson - September 7
<i>Jordan School District</i> | JoAnn Monroe - September 30
<i>Granite School District</i> | Beverly Vowell - October 31
<i>Retired</i> |
| Sherry Wilson - September 13
<i>Granite School District</i> | Jessica Deneault - October 3
<i>Granite School District</i> | |
| Brenda Moser - September 16
<i>Granite School District</i> | Julie Merrick - October 11
<i>Jordan School District</i> | |



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, 9150 South 500 West, Sandy, UT 84070

2012-2013 UAEOP Board



Committee Assignments

Awards - Charlotte Graham
charlotte.graham@canyonsdistrict.org

Bylaws - Diane Bybee
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Continuing Education - TBD

Historian - Annette Hancock
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Lyla Tuttle, Region X Chair

Lucinda Josie, Region XI Chair

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JoAnn Monroe

Sherry Wilson, CEOE

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Sue Cook

Beverly Vowell, CEOE

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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, slwilson@graniteschools.org

We reserve the right to accept, edit or reject any contributing materials.

Editor: Sherry Wilson; Graphic Artist: Danielle Kitchen

Thought of the Month:

"Summertime is always the best of what might be." ~ Charles Bowden

