

Driven to Succeed



Danielle Kitchen
UAEOP President

According to Wikipedia the expression go "the extra mile" probably comes from the Bible, when Jesus says to his followers in his Sermon on the Mount, "Whoever forces you to go one mile, go with him two." (Matthew 5:41)

Going beyond what others expect of you can never be a bad thing. It's a great principle to live by. It's a refreshing change to encounter people who are willing to go the extra mile. If we pay close attention to the world around us, we may encounter such people on a daily basis. A clerk who is particularly courteous, a co-worker who helps you do something not in their job description, or even a family member who does something to lighten your load. There's nothing that beats the feeling when someone surprises you by going the extra mile. If everyone adopted a philosophy of going the extra mile the world would

undoubtedly be a better place. Imagine a world where the service is always courteous and delivered with a smile.

Consider these reasons to go the extra mile:

- Fosters a sense of direction in life
- Develops a positive mental attitude
- Encourages initiative
- Creates a pleasant environment for everyone
- Gives job security
- Has a positive effect on all those around you
- Clears conscience
- Prevents procrastination
- Going the extra mile can stimulate your soul



Jack Canfield said, "To be successful you must change your thinking. You can only win by making extra efforts. People who go the extra mile always get payback. You will discover yourself becoming more self-confident, more self-reliant and more influential with those around you. How are you willing to go the extra mile? What kind of extra service are you willing to provide in order to stand out from the rest? What areas of your life could you be giving more of your effort and time, becoming more valuable, and improving your reputation? When it comes to success, the people who are willing to go the extra mile get there that much faster!"

I encourage you to *Go The Extra Mile* and make plans now to attend the 2014 UAEOP Annual Conference. Watch future issues of the BuzzLine for registration information.

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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GOING THE EXTRA MILE

March 14 - 16, 2014

Lexington Hotel & Conference Center
St. George, Utah

UAEOP Executive Board Meeting

The UAEOP Board Meeting was held at Taylorsville High School on June 15, 2013. President Danielle Kitchen conducted the meeting. After hearing updates on all the committees, board members spent the day planning next year's conference, discussing social media, membership and working on various committee assignments. Everyone is excited to be hosting the NAEOP Institute in October. Membership stands at 108 and the checking account balance is \$9,893.73.

Board meetings are open to all members. The next board meeting will be October 11, 2013 at the Granite Education Center. If you would like to attend, contact Danielle Kitchen at dfkitchen@graniteschools.org.

NAEOP/Southwest Area News

submitted by Sherry Wilson, CEOE, 2013 Institute Co-chair

Have you signed up to attend the NAEOP Institute yet? If not, you've still got time to "Ignite Your Potential"!

This is a great opportunity to fire up your professional toolbox, avoid burnout and network with other office pros from around the country. Great classes have been arranged – Communication; Ethics; Writing, Grammar & Proofreading; Resumes & Interviews; Secrets of Happiness at Work; and in-depth technology topics...iPad; ePortfolios; Internet Safety; Outlook; Tech-enhanced Communication; and Power Point.

Join us October 11-13, 2013 in Salt Lake City and earn 15 hours of PSP credit. For detailed registration information, visit www.naeop.org or contact one of the chairmen.

Don't "sit on your ashes"...register today and "get sparked" with NAEOP!

Sherry Wilson, CEOE (slwilson@graniteschools.org) or 385.646.4302
Kathy Goodfellow (kgoodfellow@graniteschools.org) or 385.646.4523



Helpful Apps

Need a ruler on your computer desktop?

PixelWindow is a simple, light-weight, cross-platform application for measuring things on your screen. It creates a transparent window that acts like a pixel ruler with its width and height reported in the center. Just drag it around and resize it to measure whatever you want. <http://www.pixelwindowapp.com/>

Red Cross Mobile Apps - Help is in your hands

For iOS and Android devices:

First Aid App - Expert advice for everyday first aid emergencies at your fingertips.

Earthquake App - Real-time alerts and information on what to do before, during and after earthquakes.

Wildfire App - Warnings, alerts and up-to-date information on the fire's path, plus wildfire-preparedness tips and more.

For iOS devices:

Shelter Finder App - Easily find open Red Cross shelters.

Get these apps and more. From your mobile phone, call "***REDCROSS" (**73327677) and they will send you a link to download the app or download them directly from iTunes or Google Play.



10 Hiking Essentials

According to the State of New Hampshire's HikeSafe program, the 10 essential items you need on a hike of any duration, are a map, a compass, extra clothes, rain gear, a fire starter, a flashlight, extra food and water, a knife, a first aid kit and a whistle.

For more information, see <http://news.brown.edu/pressreleases/2013/05/hikers>.

How to Make the Most of Your Next Performance Review

source: Sean Conrad, Halogen Software

Love them or hate them, at least once a year you are most likely going to have a performance review. Here are a few practical ways you can use the performance review process to enhance your own development.

Understand Expectations and Set Goals

Make sure you and your supervisor are on the same page when it comes to performance expectations. Don't wait until review time – meet now to discuss how what you are doing measures up to the standards your supervisor expects. That way, if things are not going as well as they should, you will have time to make changes before your actual performance review. Bring your job description or a list of your primary responsibilities with you to the meeting. Ask how you are doing on each task and don't be satisfied with a vague answer, like "fine." Ask what is going well and what can be improved and drill down until you get to the level of detail where you are really clear about what you need to continue, start or stop doing. Work together with your supervisor to set SMART goals for yourself: Specific, Measureable, Achievable, Relevant and Timely. Make sure you have them in writing so you can refer to them throughout the year. If you feel you do not have the ability or resources to be successful, *ask for help now*.



Keep a Performance Journal

The key to an effective performance review is to make sure it is based on objective information rather than guesses and assumptions. By the end of the year it is easy for both you and your supervisor to forget all the great things you did, so keep notes on your progress on the things you are working on. If you receive feedback on your performance during the year, keep copies or notes, and don't forget those emails you get praising or thanking you for something you have done – all are supporting evidence of your performance. If you are not getting feedback throughout the year – *ask for it!*

Write Your Own Review

As performance review time approaches, appraise yourself. Review the information you have collected and your goals or performance standards and take a deep, realistic look at what you have accomplished and what may not have gone so well. Think about your career goals and what your next step might be. Then write a short summary of what you feel you did well and what you will do to focus improvement efforts in the coming year. Include information about resources such as training courses that might help you along the way. Make a list of others who would be able to provide good insight into your performance. Then, send a copy of your review to your supervisor a few weeks before performance review time. It will help them to objectively evaluate your performance.

Check Your Attitude at the Door

The attitude you bring to the performance review meeting will play a large part in its success or failure. Remember that your supervisor wants you to succeed and is a resource in helping you reach the level of performance that will enable you to move along your desired career path. Bring copies of your written self-review and any supporting materials with you. Then open your mind and be prepared to listen, even if you disagree with what is being said. Writer Marie Herman suggests that if you have a negative reaction to what you are hearing, be quiet until you have time to process the information. Take notes and respond with facts, not emotion.

Ask Good Questions

To get the most from your performance review, you need to be clear on what to continue, stop or begin doing. As mentioned above, ask clarifying questions until you get specific, actionable information that will help you do your best. If your review is positive, ask how you can make it even better and discuss your readiness to progress to a higher level. If you disagree with what your supervisor is saying, ask for examples and suggestions of how you might have better handled the situation.

Plan for Continuous Improvement

What happens next is the most critical element of the performance cycle. Take what you have learned and create an action plan that will become the basis for your goals for the coming year. If you go back to step one and make this cycle a regular part of your work, you will find that your performance review and the related activities listed here are excellent tools for continuous improvement in your performance that will help you reach your career goals.

Sean Conrad writes about employee engagement, collaboration, career development and other management topics for Halogen Software. He is a regular contributor to Halogen's Exploring Talent Management blog as well as to other industry blogs and publications.

Conference Highlights - Tune it Up

presented by Tayna Adams, LMT, CATT

What's Your Stress Level? Taking this test will give you a moment out of your busy life to tune in to your own stress signals. Although some of the listed symptoms could indicate a medical condition that warrants prompt attention, they are probably simply signs that too much stress may be affecting your sense of well-being.

1. Do you have headaches or stomach aches?
2. Do you have pain in your shoulders or arms?
3. Have your eating habits changed?
4. Are you eating more or less than usual?
5. Do you worry about bad things happening to your loved ones?
6. Is it hard to concentrate?
7. Do you have trouble sleeping?
8. Do you lack energy to do the things you enjoy at the end of the day or on the weekend?
9. Do you often feel tired or apathetic?
10. Are you tense or irritable at work or at home?
11. Have you lost your sense of humor?
12. Are you increasingly forgetful?
13. Do you feel you have lost control over your life?
14. Do your relationships or friendships feel unsatisfying?
15. Has your drinking or smoking increased?
16. Do you find it hard to relax?

How did you do? If you answered yes to more than half of the questions in the box, you may want to take steps to reduce stress. Begin by choosing an enjoyable stress-reducing activity to do for a few minutes every day.



Happy Birthday to You!

Happy Birthday to the following UAEOP Members:



Cindy Hair - September 2
Park City School District

Lyla Tuttle - September 2
Washington County School District

Raimee Hunt - September 6
Provo School District

Kristy Johnson - September 7
Jordan School District

Sherry Wilson - September 13
Granite School District

Brenda Moser - September 16
Granite School District

Jennifer Ivers - September 23
Park City School District

Paula Bosgieter - September 25
Ogden School District

Stacey Banks - September 29
Canyons School District

JoAnn Monroe - September 30
Granite School District

Jessica Deneault - October 3
Granite School District

Julie Merrick - October 11
Jordan School District

Dixie Sperry - October 11
Retired

Merrie Jo Smith - October 22
Millard School District

Vicki Coon - October 27
Canyons School District

Beverly Vowell - October 31
Retired



We're Celebrating 20 Years!

From the BuzzLine Winter 2002... "UAEOP has achieved a great deal in 10 years. As a group, we've held outstanding state conferences every year, and hosted two national events – an institute at Snowbird in 1995 and a conference last year in Salt Lake City. During this time, many office professionals have expanded their horizons, skills, possibilities, and reached new heights in their personal, professional, and association lives." Where will be we in the next 10 years? It's hard to say, but with the continued dedication of outstanding office professionals working together we will be able to achieve anything we set our minds to.



2013-2014 UAEOP Board

Committee Chairmen

Awards - Angela Montague
angela.montague@jordandistrict.org

Bylaws - Diane Bybee
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Continuing Education - TBD

Historian - Annette Hancock
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Legislative - Amy Torres
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Marketing/Corp Sponsorship - Patricia Thompson
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Membership - Charlotte Graham

NAEOP 2013 Institute - Kathy Goodfellow
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Sherry Wilson, CEOE
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NAEOP Liaison - Mary Meyers

NAEOP Foundation Liaison - Sherry Wilson, CEOE

PSP - Marlene Wilson, CEOE
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Sherry Wilson, CEOE

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liz.healy@canyonsdistrict.org

JoAnn Monroe

Sherry Wilson, CEOE

Patti Sanchez

Sue Cook

Beverly Vowell, CEOE

Midge Treglown, CEOE

Judy Anderson, CEOE

Dixie Sperry, CEOE

Region Representatives

Region I - Arlene Brewer
brewera@ogdensd.org

Region II - Shirley Ayrton
smayrton@graniteschools.org

Region III - TBD

Region IV - Stacey Banks
stacey.banks@canyonsdistrict.org

Region V - Lyla Tuttle
ltuttle@hmsk12.org

Region VI - Patsy Nielson
patsy.nielson@cues.k12.ut.us

Region VII - Dixie Sperry
dixiesper2@yahoo.com

Past Presidents' Advisory

Mary Meyers

Patricia Thompson

Utah Association of Educational Office Professionals

Executive Board Members

President - Danielle Kitchen
home: 801-446-8239
work: 385-646-4525
dfkitchen@graniteschools.org

President Elect - Vicki Coon
vicki.coon@canyonsdistrict.org

Vice President - Charlotte Graham
charlotte.graham@canyonsdistrict.org

Treasurer - Jana Varvey
jvarney@graniteschools.org

Secretary - Paula Bosgieter
bosgieterp@ogdensd.org

Mentor Team - Shirley Ayrton
smayrton@graniteschools.org

Mentor Team - Lyla Tuttle
ltuttle@hmsk12.org

Welcome New Member!

Kari Parry, Granite School District

Welcome!

UAEOP 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

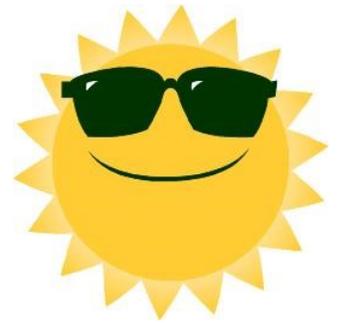
Annual Dues: \$15 Active Association Member ~ \$5 Retired

Make check payable to: UAEOP
Send to: Charlotte Graham, UAEOP Vice President
East Midvale Elementary School, 6990 South 300 East, Midvale, UT 84047

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

Correction:

In the Spring issue of The BuzzLine, Carol Bom, CEOE was listed as being from Kansas. Carol is from Nebraska. We regret the error.



Thought of the Month:

“Always be curious. Curiosity cures almost anything - boredom, sadness, awkward silences.
~ Real Simple, January 2013

Save the Date & Deadlines:

| | |
|---------------------|--|
| July 22-26, 2013 | NAEOP 79 th Annual Conference & Institute, Alexandria, Virginia |
| October 11, 2013 | UAEOP Board Meeting, Salt Lake City, Utah |
| October 11-13, 2013 | NAEOP Institute, Salt Lake City, Utah <i>“Ignite Your Potential”</i> |
| January 4, 2014 | UAEOP Board Meeting, Sandy, Utah |
| March 14, 2014 | UAEOP Board Meeting, St George, Utah |
| March 14-16, 2014 | UAEOP Annual Conference, St. George, Utah |
| July 14-17, 2014 | NAEOP 80 th Annual Conference & Institute, Portland, Oregon |

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 Charlotte Graham at charlotte.graham@canyonsdistrict.org.

