

## Mary's Message...

### *Walking a mile in another's shoes...A lesson in Empathy*

The enlightening part of the proverb, "Don't judge a man until you have walked a mile in his shoes" traces back to the Cherokee tribe of Native Americans. Over the years, many people have put their own "spin" on it by adding at the end of the sentence, "that way you are a mile away from them and have their shoes." Unfortunately, this has nothing in common with the original thought.

Nelle Harper Lee, an American authoress, seems to have been inspired by this quote which she used in her novel, "To Kill a Mockingbird" where she wrote, "You never really know a man until you understand things from his point of view, until you climb into his skin and walk around in it," (Lee, Harper. **To Kill a Mockingbird**. J.B. Lippincott & Co., 1960). In this format, she brought the saying to a



**Mary Meyers, CEOE**  
**UAEOP President**

wider audience and increased its popularity.

What does walking in another's shoes teach us? Empathy! What is empathy all about? It means to be capable of identifying and understanding another person's feelings, without experiencing them for yourself at that particular moment. It means to literally experience the world from another's perspective; to walk in their shoes.

The noun empathy refers to:

- the ability to comprehend another's actions and emotions
- the identifications of thoughts and emotional states within others
- the capacity to understand a person's emotional reaction
- the awareness of another's problems, without experiencing them

One's ability to empathize with others is relative to our own capacity to identify, feel and understand our own feelings. It can become complicated at times to understand what a person is undergoing, if you haven't undergone it yourself, or at least something similar. In our daily lives we may find it easy to laugh at others who are different than us. However, once you experience being on the receiving end, once you experience what it feels like to be teased about your height, weight, or other difficulties, your point of view might change dramatically. Your perspective becomes enhanced.

Empathy also depends on emotional intelligence. This comes from experiencing a variety of emotions throughout your life. Once you have felt the highs and the lows you will find it easier to understand another person's problems and feelings.

How do we develop and increase our empathy?

1. Figuratively walk a mile in someone's shoes. Look at what is happening in their life. Try stepping into their shoes and look at it from their perspective.
2. Look at the person's motive. Once you can understand at least the motive, it is by far easier to develop some empathy for them.
3. Try replacing your anger with compassion. Sometimes this may mean stepping back before responding.
4. Look for similarities rather than differences. We are all striving for happiness, peace, and love. Try to acknowledge this in the other person.
5. Don't judge too hastily. We must look behind the façade.
6. Become aware of your emotional landscape. This goes back to being able to understand our own feelings.

### The Utah Association of Educational Office Professionals

#### Mission Statement

Supporting Utah Educational Office Professionals through professional development, networking and recognition.

#### Learn · Connect · Grow

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

[www.uaeop.org](http://www.uaeop.org)

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Plan to join us in March to

**Learn · Connect · Grow**  
**Saturday, March 9, 2019**

Granite Education Center  
Salt Lake City

*Details to come*

## Mary's Message... (cont.)

7. Ask others about their perspective. Simple as that. Allow them their thoughts and feelings even though they may differ from yours. Opening up will hopefully help them look at your point of view.

Empathy is seeing with the Eyes of Another, Listening with the Ears of Another, and Feeling with the Heart of Another. (Author unknown)

Empathy is a learned skill that can develop through continual practice. It's never too late to learn.

Thank you to Steve Mueller at [www.planetofsuccess.com/blog](http://www.planetofsuccess.com/blog) for permission to use portions of his article, "Developing Empathy-Walk a mile in someone's shoes."

Thank you all for all you do for your schools, educational offices, State Office of Education, and other office professionals. Hopefully you will each be able to take some time this summer to rest, relax and regroup for the new year ahead!

## Buzzing Around Utah

### UAEOP Board Meeting

The UAEOP Board met at Ogden School District on June 2, 2018. President Mary Meyers conducted the meeting as board members discussed a variety of topics and assignments for the upcoming year. Membership stands at 105 and the checking account balance as of March 31st is \$17,465.15.



Board meetings are open to all members. The next board meeting will be October 6, 2018. If you would like to attend, contact Mary Meyers ([mcmeyers@graniteschools.org](mailto:mcmeyers@graniteschools.org)).

## Save the Date & Deadlines:

July 17-20, 2018	NAEOP 84 <sup>th</sup> Annual Conference & Institute, Bloomington, Minnesota
September 1, 2018	Fall <i>BuzzLine</i> Articles Due
September 30, 2018	Committed to Excellence Nominations Due
October 6, 2018	UAEOP Board Meeting, TBD
October 16, 2018	Bosses Day
November 15, 2018	Winter <i>BuzzLine</i> Articles Due
December 31, 2018	Committed to Excellence Nominations Due
January 5, 2019	UAEOP Board Meeting, TBD
January 15, 2019	PSP Filing Date
March 1, 2019	Spring <i>BuzzLine</i> Articles Due
March 8, 2019	UAEOP Board Meeting, Salt Lake City, Utah
March 9, 2019	26 <sup>th</sup> UAEOP Annual Conference Granite Education Center, Salt Lake City, Utah
April 24, 2019	Administrative Professionals Day
May 15, 2019	PSP Filing Date
June 1, 2019	Summer <i>BuzzLine</i> Articles Due
July 2019	NAEOP 85 <sup>th</sup> Annual Conference & Institute Boise, Idaho

## Congratulations

### Committed to Excellence Award Kerry Pack, USBE



Kerry Pack, Executive Secretary, has been chosen as the Committed to Excellence recipient for June.

Even though Kerry has only worked for CTE at the Utah State Board of Education for a short time, she has worked in industry for many years. Kerry is tech savvy and has jumped right into understanding processes, teaching other staff members tips and tricks in programs she has worked with in the past, and using her super marketing skills to land great speakers and swag for the CTE summer conference.

Kerry is a strong person, very empathetic to others, and has a big heart! She is committed to excellence both on and off the job. She gives freely of her time and money to various community causes and events. Kerry will receive a two-year UAEOP membership and recognition at the annual conference in March.

To nominate an educational office professional who is Committed to Excellence, visit [www.uaeop.org](http://www.uaeop.org). Click on the Grow tab. Nominees are selected three times per year in January, June, and October. The next deadline is September 30, 2018.



## Create a Collaborative Team Culture in Your Workplace

By Julie Perrine

In his book, *Stoking Your Innovation Bonfire*, Braden Kelley says, "While many people give Thomas Edison, Alexander Graham Bell, and the modern-day equivalent, Dean Kamen, credit for being lone inventors, the fact is that the lone inventor myth is just that – a myth. All these gentlemen had labs full of people who shared their passion for creative pursuits."

Who is in your innovation lab? Who should be?

Here are a few quick tips on building your own lab:

**L**ook for lab members. Identify a list of positive, innovative people you would like to include in your personal innovation lab.

**A**sk for coaching, mentoring, and support. Allow yourself to be vulnerable. Make a list of ways you can regularly interact with, spend time with, or learn from some of these people (e.g., schedule a lunch date, pursue a formal mentoring relationship, join a professional association, attend networking events, follow or connect with people on social media sites, attend their training sessions, read their blogs and books).

**B**uild your network and be a collaborator. Make a commitment to yourself to do at least one thing this week that causes you to interact in some way with one of your personal advisory board members. Repeat weekly.

The ability to collaborate – whether it's with your team or your executive – is an important skill for all admins. Yet doing so effectively requires patience, an open mind, and an understanding of different personality types.

When you put effort into building a strong, collaborative network, you'll begin making connections and stretching your thinking in ways that will positively impact your career for years to come!

Julie Perrine, CAP-OM, is the founder and CEO of All Things Admin, providing training, mentoring and resources for administrative professionals worldwide. Julie applies her administrative expertise and passion for lifelong learning to serving as an enthusiastic mentor, speaker and author who educates admins around the world on how to be more effective every day. Learn more about Julie's books — *The Innovative Admin: Unleash the Power of Innovation in Your Administrative Career* and *The Organized Admin: Leverage Your Unique Organizing Style to Create Systems, Reduce Overwhelm, and Increase Productivity*, and *Become a Procedures Pro: The Admin's Guide to Developing Effective Office Systems and Procedures*. And request your free copy of our special report "From Reactive to Proactive: Creating Your Strategic Administrative Career Plan" at [www.AllThingsAdmin.com](http://www.AllThingsAdmin.com).

### Thoughts of the Month:

"Rest is not idleness, and to lie sometimes on the grass under trees on a summer's day, listening to the murmur of the water, or watching the clouds float across the sky is by no means a waste of time."

~ Sir John Lubbock, British banker, politician and naturalist.

"Let's obsess over how much we can give with our time rather than how little of our time we can give. In the long run, it's a better bet for making those good things happen for yourself."

~ Sam Parker | *The Two-Twelve Guy* | [InspireYourPeople.com](http://InspireYourPeople.com)

"Summer afternoon - summer afternoon; to me those have always been the two most beautiful words in the English language."

~ Henry James



### Interesting Links



Every Opportunity video from the Atlanta Speech School

<https://www.bing.com/videos/search?q=every+opportunity+youtube&view=detail&mid=B06FAB64C9CA6565D513B06FAB64C9CA6565D513&FORM=VIRE>

Run Hide Fight for Active Shooter from Charleston Southern University

<https://www.youtube.com/watch?v=OLol5aMzve4>

Shawn Achor – The happy secret to better work

[https://www.ted.com/talks/shawn\\_achor\\_the\\_happy\\_secret\\_to\\_better\\_work#t-259744](https://www.ted.com/talks/shawn_achor_the_happy_secret_to_better_work#t-259744)

## Bits and Pieces

### 7 Things You Can Do Right Now to Increase Your Health Span

Rather than thinking about “anti-aging,” Jonny Bowden, PhD, CNS, says in the March/April 2018 *live better Naturally* magazine, he likes “increasing our health span, which refers to the number of years you’re healthy and disability-free, as opposed to just the number of years you’re alive.” Here are 7 things you can do that will improve the quality of your life:

1. Walk every day
2. Do some form of meditation, gratitude work or journaling
3. Have your hormones evaluated and optimized
4. Take sleep and stress seriously
5. Take the basic supplements
6. Eat real food
7. Nurture relationships

“Doing all or some of these things won’t turn back the clock, but they will increase the changes that your later years will be healthy, vivid, exciting, and empowering.”

#### 22

*Spry* magazine (June 2018) reports that according to a survey from international research firm YouGov, that 22 is the number of hours per day the average American spends indoors. The catch? We *think* we spend closer to 16 hours inside. Getting outside has a host of health benefits—from better moods to higher quality sleep to increased productivity—so it’s worth the extra effort!

**GET OUTDOORS**

#### From *h2u Health to You*

Curling up with a good book may be good for the body and mind. A Yale study found participants who read books lived an average of two years longer than those who did not.



### Fighting Inflammation in Your Body - From *h2u Health to You*

Ouch! You just stubbed your toe on the nightstand and it’s already red, sore and starting to swell. These signs of acute inflammation are part of the body’s natural healing process. When you sustain an injury or infection, your immune cells kick into high gear, releasing chemicals that fight off bacteria or viruses and clean up damaged cells to begin wound repair.

But sometimes the immune cells fail to eliminate whatever is causing the acute inflammation, or your immune system overreacts to an actual or perceived threat. In those cases, inflammation can become chronic. Diseases like asthma, diabetes, cardiovascular disease, kidney disease and cancer have all been linked to chronic inflammation. However, it’s not always clear inflammation is the cause, result or just a contributing factor.

Scientists do know that changes in the immune system due to aging make us more likely to develop chronic inflammation—a common underlying factor in Alzheimer’s disease, gout, arthritis and diabetes.

#### 4 Ways to Fight Inflammation

1. Cut back on processed foods, sugar and carbs. This can help you lose visceral or belly fat, which is a key trigger for inflammation.
2. Sleep at least seven hours a night. Too little sleep can cause the immune system to attack healthy tissue and organs.
3. Exercise regularly. Aerobic and weight-bearing activities boost the immune system.
4. Stop smoking and reduce alcohol consumption. Smoking not only weakens your immune system, but causes inflammation in the lungs that hinders breathing.

## 2018-2019 UAEOP Board

### Executive Board

President - Mary Meyers, CEOE  
 Vice President - TBD  
 Secretary - Angela Montague  
 Treasurer - Andrea Curtin, CEOE  
 Immediate Past President - Sherry Wilson, CEOE



### Board Members

**Learn Co-Coordinators** – Tracy Silcott & Jennifer Vargo  
 Professional Development  
 Conference - Debbie Burtenshaw

**Connect Co-Coordinators** – Lyla Tuttle & Vanessa Park  
 Mentoring – Past Presidents  
 Publicity/Marketing – Sherry Wilson, CEOE & Danielle Kitchen  
 The BuzzLine  
 Website  
 Social Media (Blog, Facebook, Twitter) - Vanessa Park  
 History

**Grow Co-Coordinators** – Paula Bosgieter, CEOE & Charlotte Graham  
 Scholarship  
 Awards  
 PSP – Raimée Hunt, 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, slwilson@graniteschools.org  
 We reserve the right to accept, edit or reject any contributing materials.  
 Editor: Sherry Wilson, CEOE  
 Graphic Artist: Danielle Kitchen

## Reminder:

UAEOP has two e-group lists to use if you would like feedback from other office professionals regarding a certain topic. [uaeop@ls.graniteschools.org](mailto:uaeop@ls.graniteschools.org) is the list for members only. [uaeop@lists.uen.org](mailto:uaeop@lists.uen.org) includes all members and others involved in our profession. 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 Sherry Wilson at [slwilson@graniteschools.org](mailto:slwilson@graniteschools.org).

## 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

**Annual Dues (circle one): \$20 Active Association Member ~ \$10 Retired ~ \$5 Student**

**Make check payable to: UAEOP**  
 Send to: Andrea Curtin, CEOE, UAEOP Treasurer  
 10491 North 6400 West, Highland, UT 84003

**OR**

**Pay Online @**  
[www.uaeop.org](http://www.uaeop.org)  
 (\$2 convenience fee added)