**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