



MSAOP News Notes

February 2013 Issue

Editor: Kelli Adkins

Mid South Area Council for Office Professionals (MSACOP)

Pictures on Pg. 11

The 2012 MSACOP Training Workshop held November 28-29, 2012 in Stoneville, MS, was attended by more than 45 office professionals. Several presentations were given that offered useful information to the attendees. The agenda focused on issues faced daily by office professionals and provided an opportunity for the participants to ask questions and offer tips to fellow co-workers. The workshop would not have been a success without its talented and informative presenters.

Drusilla Fratesi and **Archie Tucker** began the workshop by welcoming everyone. Mr. Tucker introduced the council members and announced the Mid South Area Office Professional of the Year award recipient – **Tammy Dorman**. The Council would especially like to thank guest speakers **Marlin Womack** and **Sydney Dean** (Delta Health Alliance) for their “Working Smart” presentation. **Sydney Dean’s** presentation on Microsoft Office and computer tips was also listed as a top favorite by the OPs. Other topics covered by our own “ARS experts” were as follows: **Ann McGee** – Overview of the Western Business Service; **Wendy Smith** – OP tips, **Annetta Ebelhar** – CRADAs and Material Transfer Agreements; **Marlene Coley** – File management; **Margaret Rushing** – ARMPS and budget; **Johnie Jenkins** – RL Expectations; **Peggy Tubertini** – MSACOP Website; **Carlean**

Horton – AO/OP relationship; **Wendy Smith, Lawrence Young and Jian Chen** – ARIS 115’s; **Carolyn Norquist** – Travel; **Drusilla Fratesi** – Correspondence; **Randy Lutrell** – Working together as a team; **Michelyn Boyd** – WebTA and calculating travel comp time; **Laura O’Hare** – Leave audits and leave transfer program; **Melanie Gardner** – National Ag Library ; and last but not least **Edgar King and Archie Tucker** – Expectations from the Area Office.

Many positive comments were received:

“Always good for Office Professionals to meet and network on good office techniques and concerns.”

“This has been a very useful workshop. I especially enjoyed and needed the

Q&A sessions and the Microsoft tips.”
“Very fun and organized; enjoyable.”
“Professional and enjoyable.”
“The workshop helped each person to communicate with each other.”

The Council would like to give a special thanks to all of the MSAOPs for their participation in the workshop. The Area Office made it possible to have the workshop and supports office professionals through the continuation of the Council.

We have included a few of the photos taken at the workshop. If you have any to add to the collection, please go to the website and share them: <https://arsnet.usda.gov/sites/MSA/MSAOP/default.aspx>

Submitted by:
Brenda Aysenne and Tammy Dorman



Dr. King covering “Expectations from the Area Office”.

The Research Leader and the “Secretary”

Submitted by: Linda Fulton

This is a synopsis of a presentation by Dr. Johnie Jenkins at the Office Professionals Training Workshop, November 28-29, 2012, Stoneville, MS, which was organized and hosted by the Mid South Area Council of Office Professionals. Dr. Jenkins currently serves as Location Coordinator, Mississippi State, MS Location; Laboratory Director, Crop Science Research Laboratory; and Research Leader, Genetics and Precision Agriculture Research Service. And above all, he has more than 51 years of service with ARS!

Dr. Jenkins reiterated the necessity of a team in the ARS workplace and that Office Professionals are part of the ARS Team. Expectations of the Office Professional (Secretary) and Research Leader were identified as follows:

What the RL should Expect from Office Professional (Secretary):

- * To know your job including regulations or P&Ps.
- * To meet ARS or Area deadlines for all things RL is responsible for.
- * To know other RL secretaries in the Location and Area.
- * To trust the judgment of the RL.
- * To accept the responsibility of confidentiality.
- * To understand that the RL is expected to do research and write manuscripts as well as RL duties.
- * To follow ARS regulations or P&P's for correspondence and the filing of documents.
- * To be able to retrieve documents for the RL when the RL does not know exactly what he or she wants.

- * To teach the RL what you can do for him or her.
- * To keep up with the RL's official appointments.
- * To remember that the main job of ARS is research.
- * To understand and help the RL to understand that ARS has regulations and requirements that must be followed and neither you nor the RL can change these.
- * To develop a working relationship that does not require that you each do the same job.
- * To prioritize for the RL what needs to be done when the RL has been out of the office for one or more days.
- * To bring to the RL's attention what needs to be known regarding personnel in the Unit.
- * To have a knowledge of RL's additional responsibilities in ARS and professional organizations.
- * A professionally organized and run office.

What the Office Professional (Secretary) should expect from the RL:

- * To be allowed to do your job.
- * Loyalty and support for you and your work.
- * Courtesy, respect, and good work environment.
- * An understanding, shown through actions, that you are a valuable member of the Team.
- * Fair and equitable treatment.
- * Confidentiality.
- * Support for proper equipment and training.
- * Flexibility in your schedule of work.
- * To never be asked to do anything unethical, illegal, or immoral.
- * To seek your advice on things relating to the administrative part of the RL job.
- * To be allowed to manage your time and work during the day without micromanaging.
- * To recognize that the RL cannot do his or her job without your support.



Week 1: Goal Setting/New Year's Resolution/Marathon

Brian Ott, a Fish Biologist with the Catfish Genetics Research Unit at Stoneville, recently submitted the following as the 1st in a 4-part series to the Delta Democrat Times newspaper in Greenville. While written for marathon running, the information can certainly be applied to other aspects of our work and personal lives.



Happy New Year! With Greenville's first marathon, the Mississippi River Marathon, looming in the near future I have been asked to write a few articles about fitness, running, and health in general. The Inaugural Mississippi River Marathon will be held February 9th and consists of a full marathon (26.2 miles), half marathon (13.1 miles), and the United Health Care Community Run (1 mile). The race has over

1000 participants with the majority of those people coming from out of state, and 350 people running from Mississippi.

Most of you are probably asking yourselves, *who is writing this column and why should I listen to him?* My story started when I moved to the Delta almost six years ago, weighed 270lbs, couldn't run farther than one quarter mile, and purchased size 42 pants for my job interview here. With the encouragement and example provided from of my wonderful wife, I became active in the local YMCA, improved my eating habits, joined our local running club, Delta StrYders, and began coaching the masters swim team at the YMCA. Over the course of five years I've lost 90lbs, finished multiple marathons, a half ironman, and can now squeeze into size 32 pants. I am not a gifted athlete and I still get a little too excited about food, but I wanted to share some of my methods, tricks, and secrets that I have been successful with.

With the New Year upon us, everyone is renewed with a sense of hope and optimism for their upcoming year. *This is the year that I eat right! This is the year I exercise! Nothing can stop me!* With so much excitement and confidence for the year ahead, it only makes sense to make a New Year's Resolution, right? Here is the problem with resolutions: they are easy to break, there are no repercussions for breaking them, and there is no one holding you accountable but yourself. If you are trying to make a positive change to your health or fit-

ness consider setting a few goals instead of making a resolution. Goals are never "broken" like a resolution. Goals are there to serve as a constant reminder that you're aiming for something better: lowering your body weight, improving your 5K race time, or simply exercising for the first time. What's the best thing about goals? They're malleable, expandable, and they *love* to be defeated. Here are five tips for setting and reaching your health and fitness related goals:

- 1. Create meaningful goals.** If you don't care about what you're striving for, it makes the journey far more difficult. Set your sights on something you will proud of and willing to work towards every day.
- 2. Set goals that are attainable.** Reaching goals generates excitement and provides encouragement. Don't beat yourself up over something that is extremely difficult to attain. Savor the sweet taste of victory and move to the next milestone.
- 3. Set long- and short-term goals.** Short-term goals are those that you have a realistic chance of meeting in the next few days or weeks. Long-term goals may require months or years to attain. Dream big for your long-term goals, but make sure you are rewarded with successes along the way.
- 4. Start now.** The longer you wait the harder it becomes to start and be successful. Some health and fitness objectives may take years to conquer, why delay getting where you want to be? Start the process now.
- 5. The big secret.** You rarely read about this, but I learned this a while ago. Losing weight, learning how to run and changing your eating habits is *hard*. *It's not fun*. It takes a lot of patience, discipline, and desire to reach these goals. You might as well get over that now and get on with it. You'll thank me later.

Set clear, achievable goals and start your New Year the right way. Check back next week and get some ideas on how to stay on the right track!



OFFICE PROFESSIONAL HIGHLIGHT PROGRAM

This is the MSACOP's way of getting to know each other and recognizing each other! Each month a different OP will be "TAGGED" by the previous month's Highlighted OP!

Also, visit our new website - <http://www.ars.usda.gov/msa/msacop> - to get current information and to access our SOP with tons of information that will make your job easier.

A
U
G



Kay Richardson began her career with ARS 9 years ago as the PSA for the Animal Waste Management Research Unit. Previous government employment includes serving two years in the US Army as a teletype repair person and working as a temp for the government in Germany. She Kay has been with the Federal Government for almost 30 years!

Kay is married to Mike. Between them, they have two sons, Donny and DeWayne David and a daughter Andrea. She has 9 grandchildren and 2 cats. Her hobbies: reading and just about anything connected with arts and crafts She loves traveling to Southern Indiana to visit her grandchildren!



S
E
P

Tammy Dorman began her career with ARS nine years ago as the PSA for the Soil Dynamic Research Unit in Auburn, Alabama. Previous government employment includes having worked as a lab technician at USDA/ARS through an Auburn University grant for 13 years. She attended Southern Union State Community College in Opelika, Alabama.

Tammy is married to Barry and they have two daughters, Wendy and Emily, and a son, Thomas. She also has a "Rotten Poodle" and a cat. She loves to spend time with family playing games and going on outings! She enjoys reading and collecting cookbooks. Tammy is very involved in her church and teaches the children's church and missions for girls as well as the Girl Scout Leader for her daughter's troop.



O
C
T

Lucienne Savell began her career with ARS eleven years ago as Library Technician/Office Automation Assistant organizing the National Sedimentation Laboratory Library among other duties. She is now the PSA for the Watershed Physical Processes Research Unit. She holds a BS in Business Administrative Services from the University of Mississippi. She worked with the MSACOP's first website setting it up, early maintenance, and updating.

Lucienne is married to Ron and they have two sons, Christopher and Stephen. She has been a member of the Tallahatchie Toastmasters Club since 2003 & is currently an Advanced Communicator Silver & an Advanced Leader Bronze. She is a member of the Ole Miss Red Hat Society. She reports her newest interest is being involved in Oxford's Community Theater. She also loves to play bunco!



N
O
V

Stephanie Pitts began her career with USDA in 2002. She is the PSA at the Corn Host Plant Resistance Research Unit in Mississippi State, Mississippi. She has worked with the Forest Service and before that Mississippi State University for 12 years.

Stephanie has been married to Vick for 26 years and they have one son, Zach. They have 4 dogs & 5 horses! She enjoys everything outdoors – hunting, fishing, yard work, and hiking in the woods. She is an avid bow hunter. Each fall and spring, they go to the Midwest to hunt trophy whitetail and turkeys. She also enjoys rodeo, (her son has participated in for the past 15 years). They are building a hand hewn dogtrot log cabin. using trees from their property taken to a sawmill.



D
E
C

Wendy Smith began her career with USDA nine years ago. She is currently the PSA at the Cotton Ginning Research Unit in Stoneville, Mississippi. She earned her Bachelor's degree in Travel/Tourism from Brigham Young University.

Wendy is married to Rusty, an ARS scientist. They have four children: Jennifer, Rick, Bridget, and Sabra. She has 5 grandchildren. Wendy loves traveling, digital scrapbooking, reading and/or listening to audiobooks. She also enjoys exercising to include walking, classes in weightlifting and Zumba.

OFFICE PROFESSIONAL HIGHLIGHT PROGRAM continued



Lisa Wiggins began her career with USDA 22 years ago. She is currently the Office Automation Clerk at the Genetics & Precision Agriculture Research Unit in Mississippi State, Mississippi. She earned her Bachelor's degree in Paralegal Studies from Heritage Academy and Mississippi University for Women.

Lisa reports being the “godmother” to her mother’s two cats named Wayne and Wanda. She loves both league and tournament bowling, golf, knitting and reading. She enjoys reading her Bible, biographies, autobiographies, mysteries, and American history. She enjoys nature photography, road trips, playing the dulcimer and keyboard. Lisa dabbles in writing music and enjoys listening to bluegrass, swing, big band, jazz, classical, pop and rock from the 1950’s to 1990’s and contemporary and traditional Christian music! A few of her favorite television programs: Swamp People, Pawn Stars, Ice Road Truckers, Antiques Roadshow, and Flip Men.

Tag...you're it!



Best Practices - Helpful Hints

The National Advisory Council for Office Professionals (NACOP) intends to periodically send out information that you, as office professionals, might find helpful in the course of a work day. This is our first endeavor in this direction. Below you will find websites, you are most likely familiar with, but hopefully will be a reminder to you of resources available.

Of course, we will begin with the NACOP website:

<http://www.ars.usda.gov/AboutUs/docs.htm?docid=21071>

The next website is the USDA, ARS, Administrative & Financial Management (AFM) website which is known as the AFM Launch Pad that points you to a multitude of information:

<http://www.afm.ars.usda.gov/>

The USDA Home Page:

<http://www.usda.gov/wps/portal/usda/usdahome>

The USDA Ethics website:

<http://www.usda-ethics.net/science/index.htm>

The NFC Website:

<https://www.nfc.usda.gov/>

The next three websites are not USDA or ARS websites, just websites that are helpful with travel and U. S. mail.

City/County Search (sometimes we need to know what County a city is located in for GovTrip purposes):

<http://www.naco.org/Counties/Pages/CitySearch.aspx>

World Clock (to help with time zones for foreign travel):

<http://www.timeanddate.com/worldclock/>

U.S. Postal Service Calculator:

<http://ircalc.usps.gov/>

Most importantly we would like to hear from you on some best practices you utilize that may be of benefit to all office professionals and would like to share. Please send these to linda.fulton@ars.usda.gov. Office professionals continue to provide a multitude of services, and we need to know the most efficient ways to go about this so the wisdom and common sense ways of accomplishing our tasks are shared with all.



Seven (7) Tips: Dealing with Workplace Conflict/Issues

Submitted by: Donna Signa

It has happened to almost all of us at one time or another—a clash with a coworker. But when a minor disagreement turns ugly, it can turn into desk rage. According to a recent article in Human Resource (HR) Magazine, “Desk rage is a real issue with serious implications.” Overworked employees are “burned out” and “stressed out.” When a supervisor or coworker punches one too many buttons, some people can come “unglued.” From yelling and verbal abuse to throwing tantrums or punches, knowing how to cool a coworker’s anger before it reaches the boiling point may be a vital workplace skill.

1. When a clash occurs, take control of your emotions.



Resist the urge to keep an active argument going. If anyone is going to behave badly in your workplace, let it be your opponent. Rarely has an employee been disciplined for not responding in an argument or other emotionally-charged situation with a colleague.

2. Take the time to consider what happened that prompted your colleague to “fly off the handle.”



Did you make an unwelcome suggestion about a project for which she/he was responsible?

Did you ask a question in a manner that she/he may have found condescending? If the disagreement that occurred was a result of something you did, admit it and apologize. A sincere apology goes a long way toward creating a harmonious workplace. Avoid confrontations in the future by taking any comments or questions about a project being led by your “fly-off-the-handle” colleague to a supervisor rather than approaching him/her directly.

3. Encourage everyone to breathe deeply.

Help your coworker calm down by suggesting he/she take a deep breath and discuss the situation calmly. If you are both standing, offer him/her a chair. If he/she is sit-

ting and leaning into your space, back up your chair, take a deep breath and pause. Many times people will mirror your actions and body language. When you engage your opponent in conversation rather than confrontation, he/she is likely to calm his/her anger.

4. If the feud has been going on for a while, take it outside the office.

Invite your rival to lunch or for coffee to discuss the situation. Oftentimes, leaving the workplace to discuss an issue with a coworker is helpful. Denise and Lucy had worked together for about two years when Denise was promoted, leaving Lucy behind. The issue erupted between the two coworkers one afternoon when Lucy told Denise that she was more deserving of the promotion. To make matters worse, Lucy added a few demeaning remarks that really hurt Denise’s feelings. Denise kept her cool and tried to show empathy for her colleague. A week later, Denise invited Lucy out to lunch where they talked through their feelings and patched things up.

5. If a colleague’s attitude seems particularly nasty on a given day, ask him/her if there’s something you can do to help.



She/he may be overloaded with work and need assistance. Your offer may be the relief she/he needs to calm down and get back on track.

6. Keep your tantrum-throwing colleague or associate at arm’s length.

If you know a coworker or client is prone to losing his/her cool, steer clear whenever possible. You don’t need to tiptoe around him/her, and by all means, don’t outright ignore him/her. Just limit your contact for those “need-to-” vs. “nice-to-” situations. Jack was a talented and highly emotional sales manager with a staff of 12 reporting to him. When his staff failed to meet their quotas for a given month, everyone in the office knew trouble was brewing. Jack probably didn’t even realize it, but everyone—from the office manager to the custodial staff—stayed as far away as possible until he settled down. He eventually resigned his high-stress position and joined the clergy—totally true!!

7. If you see a coworker yelling at a colleague or calling fellow employees names, his/her behavior should be considered bullying and must be reported.



Don’t interject yourself into the argument, or you could end up on the receiving end of the rage. Head straight to your human resources department and report what you saw and/or heard. This behavior is inappropriate in the workplace—or any place—and must be stopped.

Declutter Your Mind

www.realbuzz.com

Submitted by: Valerie Reed



Decluttering your mind is about clearing your head so you can focus on the important things. Here are 10 ways to clear your mind and get you focused.

Sometimes you can have days or even weeks when you have so much on your mind that you're never quite able to get focused. It's at times like these that you'll need to do some serious decluttering! The following realbuzz.com top 10 tips aim to help you clear your mind of any 'excess baggage', so that you will be able to focus more on the things that are of the greatest importance.

Clear your mind tip 1: Make a list of tasks

If you've got a particularly large number of things to remember, then write them down in a list rather than keeping them all stored in your head. Doing this will help to declutter your mind by allowing you to 'empty' all your ideas out onto the page — meaning you won't have to remember all the items. Making a list on your computer is a good idea, as you'll be less likely to lose your list and will be able to add or delete items easily — plus you can set your computer up so that it will give you a reminder message when you need to complete a particular item on your list.

Clear your mind tip 2: Write a diary or keep a blog

If you have lots of anxieties and worries, then writing them down in a diary or start a blog can help you put them into some kind of perspective. Writing all your thoughts down clears up space in your head, so that you will be free to use your mind for more satisfying and meaningful reflections. Simply set aside a certain amount of time each day for your writing session in order to regularly declutter your mind. Your diary or blog will also act as a good source for when you need to look back and find out when you did specific things.

Clear your mind tip 3: Get organized

Your mind will often be full of thoughts such as 'Where did I put my wallet?' or 'Do I need to do a food shop today?', which can sap your mental energy if they build up too much. To avoid this you should always be as organized as possible. There's nothing more annoying than misplacing an item — your keys probably being the worst culprits — so always put important items in the same place. Also, if you plan ahead you won't have to think about whether



or not you need to do a certain activity — such as going to the supermarket — on the day itself; instead, you will already know for certain whether you need to do it or not.

Clear your mind tip 4: Let go of negativity

It's you and you alone who is in charge of what goes through your mind — but somehow many of us allow ourselves to become bogged down with negative thoughts. If you go around thinking negatively all the time, then you're never going to be in a particularly good mood — so it's best to let go of negative thoughts whenever possible, as it will relieve your mind of excessive stress. After all, if something has made you mad, what good is there in stewing over it all day?

Clear your mind tip 5: Learn to say 'no'

Some people just can't say no, and always say 'yes' when they have been asked to do favors for others or have been offered an invitation. If you've already got enough on your plate then don't be tempted to add to it. So, if a work colleague asks you to do something, always think about whether or not it's practical for you to take the task on board. And there will surely be one or two things that you can say 'no' to in other areas as well. Sometimes if you just keep saying yes to something, it becomes a habit, and you very often get stuck with doing it — so train yourself to say 'no' when you need to.



Clear your mind tip 6: Avoid interruptions

If your head is swimming with things to be done and you're getting interrupted frequently, you'll probably be getting nowhere and feel like your mind is in overload. Interruptions can cause your productivity to plummet, so try to avoid them whenever possible. For example, if you've got something particularly important to do for work, then consider working from home if you're allowed to do so, as you'll be able to avoid the majority of interruptions that may usually occur in your workplace. Simple things such as closing your office door — a sign to people that you don't want to be disturbed — will also help you to avoid interruptions.

Clear your mind tip 7: Just do it - don't put things off!

One of the worst things for cluttering up your mind is putting off tasks that you have to do. They just sit there in your head and niggle away so you can never quite concentrate on another task that you are doing at the time. So, our advice is to just do whatever it is you need

to do as soon as possible — so you can get it out of your mind and focus on the next task. If you don't do this, you'll often put more energy into thinking about doing something than actually doing it! And remember: it's amazing how quickly you can do something once you finally commit yourself to doing it.

Clear your mind tip 8: Seek help

Sometimes you just miss the obvious. A solution to a problem can sometimes be staring you in the face, but for some reason you may be unable to see it — and the more you wrestle with a problem, the more your mind will get bogged down and cluttered with potentially unproductive thoughts. If you feel this starting to happen, enlist a friend to help out. Their perspective on the problem may be different and more useful, and so you may be able to find a solution and lighten your load quicker than you otherwise would have on your own.

Clear your mind tip 9: Take a break

Some people just seem unable to give themselves a break — and by doing so they become more and more bogged down, so that eventually they can't think straight and end up making mistakes. Taking a few minutes away from your current task or activity will help you to clear your thoughts and then come back more refreshed and with a greater clarity of thinking. A short break between tasks will make you far more productive than if you just attempt to wade through one consecutive task after another.

Clear your mind tip 10: Be honest

Telling lies, even with the best of intentions, can only add to the workload on your mind. One lie often leads to another — and so you'll end up having to remember what lies you've already told so that you don't get caught out. Our advice is to be honest about your feelings with people and situations instead. For example, if you are put out or frustrated for any reason, then sharing it — rather than lying and saying you're okay — can help you to offload some of the strain on your mind.

Taking control of your mind...

If you follow some of these tips then you'll soon find yourself back in control of your own mind, and your head will no longer be full of extraneous clutter and excessive information. By writing things down as they come up, and by taking action as soon as you can, you can successfully declutter your mind — and you'll then have more opportunities to think more productive thoughts!



MID SOUTH AREA COUNCIL OF OFFICE PROFESSIONALS

The **Mission** of the MSACOP is to provide a resource for the Area Director's Office and all levels of management for matters relating to office professionals.

The **Goal** of the Council is to enhance office professions through training, networking, mentoring, and recognition of office support employees. It is the desire of the Council to work with all levels of management to assure that office support staff are highly skilled and motivated professionals and to assure that the clerical and administrative needs of the Mid South Area and ARS are met.



Back Row (L) : Virginia Harmon, Ann McGee, Kelli Adkins, Drusilla Fratesi, Donna Signa, Wendy Smith
Front row (L) : Brenda Aysenne, Linda Fulton, Valerie Reed, Tammy Dorman

Have you been to the website lately??

Below are the SOP's that are available to use as a resource.

Agreements Correspondence Files, Retention and Disposition ARMPS
US Bank CATS Personnel Property RPES Travel

We're on the web:

<http://www.ars.usda.gov/msa/msacop>



Recipe Corner

Do you have a great dish you would like to share?

This is your corner... your recipe will be printed in the next News Notes.



Beef Stew (Easy and Wonderful)

1 lb. stew beef cut in small pieces (do not brown)
Potatoes (peeled or unpeeled and cut into bite-size chunks)
Carrots (cut into bite-size chunks)
Onions (cut into bite-size chunks)
1 package dry onion soup mix
1 can cream of mushroom soup
1 can cream of celery soup (I have used cream of chicken when I did not have the celery)
½ cup water or wine



Layer beef and vegetables in a foil-lined casserole dish. Mix soups and water or wine and pour over top of casserole. Cover with foil and casserole lid and bake at 250 degrees for 5 hours.

Chicken Noodle Soup (Easy)

10 cups water
8 chicken bouillon cubes
1 package wide egg noodles
2 cans cream of chicken soup
1 large can chicken chunks (Or use chicken you have cooked cut into chunks)
Margarine, if desired
Salt and pepper to taste



Combine water and cubes. Bring to a boil. Add noodles. Heat to boiling again and add soups. Heat to boiling again and add chicken. Add margarine, salt, and pepper. Heat thoroughly.

Is It Time To DeClutter?

Three-Minute Desk Test

How to score: For each of the following statements, figure out which answer best describes you and write the corresponding number in the blank line next to the statement. Then add up the numbers and total them for your score!

- 5= Always
- 4= Nearly Always
- 3= Sometimes
- 2= Almost Never
- 1= Never



Score Results:

- 55-40:** You can feel good about yourself. It won't be long till your promotion!
- 39-40:** You're an average, over junked American.
- 29-20:** You're not setting a good example. Stop misrepresenting the hard worker you know you are and clean up your act!
- 20-11:** Are you sure you still have a job? There's still a flicker of hope for you.

Submitted by: Virginia Harmon

- ___ My desk is clear and unobstructed.
- ___ I can find anything I need on it, in seconds.
- ___ Others can find what they need there, in my absence.
- ___ All the paperwork on my desk is current.
- ___ I have no excess duplicates of anything.
- ___ All fileables are filed.
- ___ There's plenty of room in my workspace for new projects.
- ___ I use everything, I have on, in and around my desk.
- ___ All broken or inoperable things are gone.
- ___ Everything on my bulletin board is current.
- ___ I feel totally in control in my workspace.



A Woman's Spin on Stress

Submitted by: Ann McGee

A young lady confidently walked around the room while leading a presentation explaining stress management to an audience with a raised glass of water. Everyone knew she was going to ask the ultimate question, 'half empty or half full?'

She fooled them all.... "How heavy is this glass of water?" she inquired with a smile.



Answers called out ranged from 8 oz. to 20 oz.

She replied, "The absolute weight doesn't matter. It depends on how long I hold it. If I hold it for a minute, that's not a problem. If I hold it for an hour, I'll have an ache in my right arm. If I hold it for a day, you'll have to call an ambulance. In each case it's the same weight, but the longer I hold it, the heavier it becomes."

She continued, "And that's the way it is with stress. If we carry our burdens all the time, sooner or later, as the burden becomes increasingly heavy, we won't be able to carry on."

"As with the glass of water, you have to put it down for a while and rest before holding it again. When we're refreshed, we can carry on with the burden - holding stress longer and better each time practiced. So, as early in the evening as you can, put all your burdens down. Don't carry them through the evening and into the night... Pick them up tomorrow."

1. Accept the fact that some days you're the pigeon, and some days you're the statue!
2. Always keep your words soft and sweet, just in case you have to eat them.
3. Always read stuff that will make you look good if you die in the middle of it.
4. Drive carefully...It's not only cars that can be recalled by their Maker.
5. If you can't be kind, at least have the decency to be vague.

Source: "The Office Clutter Cure" by Don Aslett

6. If you lend someone \$20 and never see that person again, it was probably worth it.
7. It may be that your sole purpose in life is simply to serve as a warning to others.
8. Never buy a car you can't push.
9. Never put both feet in your mouth at the same time, because then you won't have a leg to stand on.
10. Nobody cares if you can't dance well. Just get up and dance.
11. Since it's the early worm that gets eaten by the bird, sleep late.
12. The second mouse gets the cheese.
13. When everything's coming your way, you're in the wrong lane.
14. Birthdays are good for you. The more you have, the longer you live.
15. Some mistakes are too much fun to make only once.
16. We could learn a lot from crayons. Some are sharp, some are pretty and some are dull. Some have weird names and all are different colors, but they all have to live in the same box.
17. A truly happy person is one who can enjoy the scenery on a detour.
18. Have an awesome day and know that someone has thought about you today.
19. Save the earth.....It's the only planet with chocolate!
20. Be the kind of woman that when your feet hit the floor each morning the devil says~~ "Oh Crap, She's up!"



Did you know...?

.... that you can install a PDF into Excel?

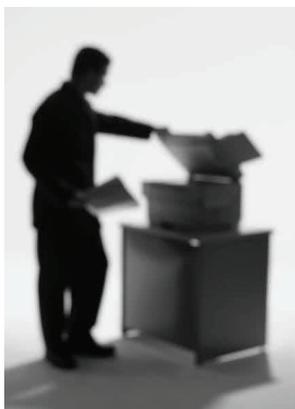
Submitted by: Wendy Smith

Here are the instructions for Excel 2010:

1. Open Excel 2010.
2. Select "Insert" Tab
3. In the Text group, select "Object" (Object dialogue box will appear)
4. Select "Create from File" tab
5. Select the "Browse" button and locate the PDF file that you plan to insert
6. Check the "Display as icon" box
7. **OPTIONAL:** Click "Change Icon" if you want to change the icon or caption
8. Click "OK"
9. Excel inserts the PDF into your document as an image.
10. When you double-click on the icon, the PDF will open

Manuscript Name	Author(s)	Journal	Log #	Year Published	Electronic Reprint
Electricity use patterns in cotton gins	Hardin Funk	Applied Engineering in Ag	274186	2012	 \\Ms02-gl-serv01\ public\Manuscripts\ ALL manuscripts\
Differences among cotton genotypes for fiber-seed attachment force	Boykin Bechere Meredith	ASABE	270295	2011	 \\Ms02-gl-serv01\ public\Manuscripts\ ALL manuscripts\
Investigation of fiber maturity effect on saw-type lint cleaner fiber damage and yarn	Byler Delhom Sassenrath Krita	2011 BELTWIDE	263443	2011	 \\Ms02-gl-serv01\ public\Manuscripts\ Bvler\2011\

Submitted by: Virginia Harmon



.... that it is illegal for a merchant to photocopy your Federal Government ID?

[US Code Title 18, Part 1, Chapter 33, 701](#) states: Whoever manufactures, sells, or possesses any badge, identification card, or other insignia, of the design prescribed by the head of any department or agency of the United States for use by any officer or employee thereof, or any colorable imitation thereof, or photographs, prints, or in any other manner makes or executes any engraving, photograph, print, or impression in the likeness of any such badge, identification card, or other insignia, or any colorable imitation thereof, except as authorized under regulations made pursuant to law, shall be fined under this title or imprisoned not more than six months, or both.

Source: <https://smartpay.gsa.gov/about-gsa-smartpay/tax-information/state-response-letter>

MSACOP Training Workshop held In Stoneville, MS November 28th & 29th, 2012



Patricia "Tricia" Brown showing the love for Auburn University.



Mr. Archie Tucker



Virginia Harmon and Regina Hamberlin welcome the OPs to the Workshop.



Drusilla Fratesi...talking correspondence.



Wendy Smith is sharing an OP Tip.



Kelli Adkins and Tammy Dorman.



Marlin Womak and Sydney Dean gave a great presentation on "Working Smart".



Donna Signa, Joan Fabick, and Patricia Maugh.



Mother Time...our timekeepers for the workshop to keep us all on schedule.



Dr. Jian Chen sharing an SY's perspective on ARIS 115's.



Cack Norquist covered the meeting spreadsheets and a little about the new travel system Concur.



Wendy Smith, Dr. Lawrence Young, and Dr. Jian Chen provided information on ARIS



Carlean Horton sharing information on the AO/OP relationship.