



Welcome!

Look for new and exciting happenings within your area from the Mid South Area Council of Office Professionals. The Council should be more visible in your area and we would like all of you, as office professionals, take a more active roll.

This newsletter is sent out semi-annually and we would like to hear from you. If you have an article you would like to submit or if you have a topic you would like to know about, please contact any MSA Council Member (listed at the end of this newsletter) and we will get right on it!

This is your newsletter; all of us working together will make it better and more informative.

KINDNESS IN THE WORKPLACE

Definition of Kindness: Disposed to do good and confer happiness; Averse to hurting or painning; Benevolent; Gracious. Synonyms are: Compassion, Gentleness, Kindheartedness, Thoughtfulness; Consideration; Helpfulness. Antonym: Cruelty.

Benefits of Kindness in the Workplace: (1) Excellent productive relationships, (2) Kindness encourages intuition and sensitivity, (3) Harmony in the workplace, (4) Promotes leadership qualities, and (5) Inspires trust and confidence.

As Office Professionals, we should promote kindness in the workplace. One of the synonyms as listed above – helpfulness – certainly defines a major role in our profession. It is important to remember that not everyone has the knowledge office professionals have about how to accomplish a task. Helpfulness is the key when someone asks, maybe even for the second or third time, about a “procedure” or a “form”. The individual requesting the information is most likely not involved in the process on a daily basis, and it is not commonplace to the individual. Also, temptation is such that often our comment to an inquiry is “didn’t you see your E-mail”. Try to bear in mind many, many E-mails are received on a daily basis. Most often, if a person is not involved in the particular subject matter of the E-mail when it arrives, it is not something that is readily cataloged for future reference. On the other hand, office professionals keep abreast of administrative “procedures” on a daily basis. Therefore, we should be kind and helpful. Office professional expertise frees up research time for scientists, therefore contributes immensely to the mission and goals of the Agency. Indirectly, kindness is a cornerstone in accomplishing Agency milestones.

Kindness is important on a personal basis as well as a professional basis in the workplace. A person may just need a sympathetic ear one day, a question about his/her family that shows you are interested, a ride to the mechanic shop, etc. Interest in the personal well-being of

an individual promotes trust and confidence.

To sum up the merits of kindness, it demonstrates strength of character, encourages fairness and confidence, identifies you as a leader, teaches patience, and teaches enjoyment of the actions of giving and receiving.

Let us strive to be an office professional leader by being **helpful, gracious, and patient.** (Submitted by: Linda Fulton)

Rethink, Reuse, Recycle

Wondering what to do with some of those empty cans at home? Cover clean and empty tuna, coffee and soup cans with wallpaper remnants to make a pretty matching desk set that will neatly hold paper clips, pens, scissors, rulers, etc. Also, consider initiating a recycling program both at work and home in order to help preserve our natural resources. (Submitted by Tammy Dorman)

OP Highlights:

Each issue we will feature an Office Professional.



Our first is Anne McGee, a Secretary (OA) for the Cotton Ginning Research Unit at Stoneville, MS. Ann joined ARS in January, 2004.

Ann is married to Ralph McGee, II and has three children, Ralph, III, Lucy, and William.

Ann attended graduated from Washington School and has attended Mississippi Delta Community College and Delta State University.

Ann has worked for Delta Community Mental Health, North Sunflower county Hospital's Alcohol and Drug Unit, and the Greenville Arts Council.

Ann enjoys playing lots of tennis, making jewelry and reading.

And the Winners Are!

Each year, nominations are submitted to the Mid South Area Office for the MSA Office Professional of the Year Award. Nominations can come from co-workers or your supervisor and can be for any Office Professional classification.

There are two categories that you can be nominated for, GS-06 and above and GS-05 and below. A monetary award is given with the honor.

We are pleased to announce this years winners of the MSA Office Professional of the Year. They are:

GS-06 and above: **Marlene Coley**, Program Assistant, Application and Production Technology Research Unit, Stoneville, MS.

Citation: *For providing dedicated and exceptional administrative support in the Mid South Area.*

GS-05 and below: **Lucienne B. Savell**, Office Automation Assistant, National Sedimentation Laboratory, Oxford, MS.

Citation: *For creating and maintaining the web site for the Mid South Area Office Professionals, thereby providing information which assists all office professionals in our Area.*

Please join us in congratulating these winners. (Submitted by Drusilla Fratesi)

New Office Professionals:

Sydney Beaumont, Formosan Subterranean Termite Research Unit, SRRRC, New Orleans, LA.

Dianne Burchfield, Crop Genetics & Production Research Unit, Stoneville, MS.

LaTonya Hurskin, Southern Insect Management Research Unit, Stoneville, MS.

Wendy Smith, Biological control of Pests Research Unit, Stoneville, MS.

Donna Signa, Application & Production Technology Research Unit, Stoneville, MS.

Websites

There is some very interesting material on the International Association of Administrative Professionals website. It gives you an Office Technology Time Line that dates from the 1870's to 2000 and beyond. I found this website to be very informative. When you have some spare time, trying logging onto www.iaap.hq.org. You might find it interesting. (Submitted by Alice Redditt)

The Office Professional's Prayer

Dear Lord, help me to do my work well, to have the memory of an elephant (supposedly elephants never forget), and by some miracle be able to do five things at once - answer two telephone calls, greet a guest, find a file, all while typing a letter that "must go out today," when that letter doesn't get signed until tomorrow. Please give me the strength to keep my mouth shut.

Dear Lord, never let me lose my patience, even when the boss has me searching files for hours for a report that is later discovered on his desk. Give me the intelligence of a university professor, although my education is limited to only a diploma or a university degree lower than my boss's, and even if I have not had any formal office professional training.

Help me to read his mind, to decipher his handwriting, and to carry out all his instructions, which are often given without any explanation. Let me always know exactly where my boss is and when he'll be back, even though he may never tell me where he is going. And please, let him keep his mobile phone or pager on.

And Lord, when the year ends, please give me the foresight not to throw out records that will be asked for in a couple of days, even though I was told emphatically, "destroy these - they are cluttering up the place."

I ask these blessings, in the name of office professionals everywhere. Amen.

This "prayer" may be a bit of an overstatement, and is only meant to bring a smile to your face. *Author Unknown* (Submitted by Janell Becker)

How to Transfer an Email Address or Saved Group

To export addresses from your address book to someone else can be as easy as 1-2-3, just follow these steps.

1. Open the address book from which you want to export names or a group that you have saved.
2. Select the name(s) or group(s) you want to export. (If you want to export an entire address book, you don't need to select any names.)
3. Click File > Export.

4. A pop-up box will come up and ask if you want to export selected files or entire address book, click the selection.
5. Another pop-up (Address Book Export) will come up that allows you to save the file. Name your file and remember what folder you save it in. The file extension will be *.NAB.

Now you are ready to send the information. Prepare your email to the person you are sending the exported file to. Attach the file as you normally would and send to the individual.

The individual will receive the email with the attachment. When they double click on the attachment, a pop-up box (Select Target Address Book) will come up showing their address books. They can select which book they want to put the names or group list in, i.e. Frequent Contacts, Personal, or the Groupwise. Select one and click OK. They can then go to that address book and the name(s) should be there (filter for groups if the exported file was a group).
(Submitted by Marlene Coley)

101 Ways to Cope With Stress

Get up 15 minutes earlier * Prepare for the morning the night before * Avoid tight fitting clothes * Avoid relying on chemical aids * Set appointments ahead * Don't rely on your memory...write it down * Practice preventative maintenance * Make duplicate keys * Say no more often * Set priorities in your life * Avoid negative people * Use time wisely * Simplify meal times * Always make copies of important papers * Anticipate your needs * Repair anything that doesn't work properly * Ask for help with the jobs you dislike * Break large tasks into bite size portions * Look at problems as challenges * Look at challenges differently * Unclutter your life * Smile * Be prepared for rain * Tickle a baby * Pet a friendly dog/cat * Don't know all the answers * Look for the silver lining *

Say something nice to someone * Teach a kid to fly a kite * Walk in the rain * Schedule play time into every day * Take a bubble bath * Be aware of the decisions you make * Believe in you * Stop saying negative things to yourself * Visualize yourself winning * Develop your sense of humor * Stop thinking tomorrow will be a better today * Have goals for yourself * Dance a jig * Say hello to a stranger * Ask a friend for a hug * Look up at the stars * Practice breathing slowly * Learn to whistle a tune * Read a poem * Listen to a symphony * Watch a ballet * Read a story curled up in bed * Do a brand new thing * Stop a bad habit * Buy yourself a flower * Take stock of your achievements * Find support from others * Ask someone to be your "vent-partner" * Do it today * Work at being cheerful and optimistic * Put safety first * Do everything in moderation * Pay attention to your appearance * Strive for excellence NOT perfection * Stretch your limits a little each day * Look at a work of art * Hum a jingle * Maintain your weight * Plant a tree * Feed the birds * Practice grace under pressure * Stand up and stretch * Always have a plan "B" * Learn a new doodle * Memorize a joke * Be responsible for your feelings * Learn to meet your own needs * Become a better listener * Know your limitations and let others know them too * Tell someone to have a good day in pig latin * Throw a paper airplane * Exercise every day * Learn the words to a new song * Get to work early * Clean out one closet * Play patty cake with a toddler * Go on a picnic * Take different route to work * Leave work early (with permission) * Put air freshener in your car * Watch a movie and eat popcorn * Write a note to a far away friend * Go to a ball game and scream * Cook a meal and eat it by candlelight * Recognize the importance of unconditional love * Remember that stress is an attitude * Keep a journal * Practice a monster smile * Remember you always have options * Have a support network of people, places, and things * Quite trying to "fix" other

people * Get enough sleep * Talk less and listen more * Freely praise other people * P.S. Relax, take each day at a time...you have the rest of your life to live. (Submitted by Telecia Burton)

Quote:

As you become more clear about who you really are, you'll be better able to decide what is best for you - the first time around.
Oprah Winfrey



Chuckle Corner:

A young executive was leaving the office at 6pm when he found the CEO standing in front of a shredder with a piece of paper in hand.

“Listen,” said the CEO, “this is important, and my secretary has left. Can you make this thing work?”

“Certainly,” said the young executive. He turned the machine on, inserted the paper, and pressed the start button.

“Excellent, excellent!” said the CEO as his paper disappeared inside the machine. “I just need one copy.”

Windows Tip: Turn Off Word's Automatic Hyperlinking

Get rid of that automatic hyperlinking 'feature' in Word.

We've all had it happen to us. You're typing a URL in Word, and all of the sudden it changes into a link, making the text smaller and underlining it.

Word automatically formats URLs into hyperlinks, but chances are you don't want your text to be automatically hyperlinked.

You can turn off this often-annoying feature by following the steps below.

Kill hyperlink autoformatting:

1. Go to Tools, then AutoCorrect.
2. Choose the AutoFormat As You Type tab.
3. Uncheck the box next to "Internet and network paths with hyperlinks."
4. Click OK.
5. Word will never change your links again. (Submitted by Janice Boyd)

How Does Cack Do That!

Travel Authorizations and Vouchers on One Page?

Have you ever wondered how when you print your travel authorizations and travel vouchers, they all use 3 pages of paper? But yet, when you receive these documents from the Area Office, they are all on one page? When I realized that Cack was able to get the three pages condensed down to one page, I set out looking and trying to figure out how she did this. After many trials and tribulations, I finally broke down and asked Cack how she did this. So here's her secret.

You must have Adobe Acrobat 6.0 Professional (not Adobe Acrobat Reader) in order to be able to condense the pages down to one.

To begin condensing the 3 pages down to one page select the “TouchUP Object Tool” which is located under the “Tools” menu then “Advanced Editing”.



Advanced Editing Toolbar

Click on the first line to be moved and a blue box will outline that line. Which will make it look something like this. To

select more than one line, continue to hold down the shift key while selecting all the lines on the page. You can move the words by Edit, Cut, then move to the page where you want the information placed and select Edit, Paste. Continue to go through these steps until you have successfully moved all the information to the one or possibly 2 pages.

Warning! This can be tricky. One little slip and you can mess up the lines and have a line of words too close to the one above. Also sometimes, when you've been doing this for no reason (that I can determine) the TouchUp Object Tool has selected a larger area than what you wanted. If this should happen, **Do Not Save** the document. Instead, exit and then reopen the file and start all over. *(Submitted by Lucienne Savell)*

Take the Credit You Deserve and Project a Positive Attitude!

Based on excerpts from the book "Power Phrases! The Perfect Words to Say it Right and Get the Results You Want" by Meryl Runion

According to Meryl Runion, women are much more likely to avert compliments and credit for their accomplishments than men are? I am not suggesting that you should go around bragging, this does not impress anyone, but neither does false modesty! When you turn aside a compliment, you are refusing a gift. The next time you are complimented, embrace it and don't refuse a gift! See the table below for examples:

Avoid	Replace With
I got lucky.	I worked hard.
It was nothing...	Thanks for noticing.
This old thing?	Thank you.
Anyone could have...	I'm pleased with the outcome too.

Also, be careful about the use of negative phrases. Do not get so focused on what you do not want that there is no room for what you do want! Your mind absorbs the positive more easily than the negative. Talk in terms of how you will solve a problem rather the problem itself. Draw attention to your strengths, taking the focus away from your weaknesses. See the table below for examples:

Avoid	Replace With
Everything went wrong...	I learned from some setbacks...
I'll have to...	I'll be glad to...
I can't...	What I can do is...
I am spending time...	I am investing time...
I'm no good at...	I'm getting better at...
You'll have to excuse...	Here it is...
If only I had...	Starting now I will...
This is bad...	What good can we get out of this?
I can't get to this until...	I can get to this by...
Don't forget to...(log off of your computer.)	Be certain to...(log off of your computer.)

(Submitted by Jennifer Roberson)

National Biological Control Laboratory Dedication

Dedication ceremonies for the Department of Agriculture (USDA), National Biological Control Laboratory (NBCL) was held on March 31, 2005, at the NBCL on the grounds of the USDA, Jamie Whitten Delta States Research Center at Stoneville, Mississippi.

The Keynote Speaker for the event was U.S. Senator Thad Cochran. He was introduced by USDA Research, Education, and Economics Under Secretary, Joseph Jen. Several hundred people attended the event, including Stoneville personnel employed by the State of Mississippi and USDA, as well as community leaders and elected officials. The agenda for the event included remarks by Agricultural Research

Service's Administrator, Edward B. Knipling. Dr. Charles Lee, President, Mississippi State University, commented on ARS's partnership with Mississippi State University at Stoneville and elsewhere in Mississippi. U.S. Congressman Bennie Thompson also spoke at the ceremony.

Opened in late 2004, the NBCL provides an interdisciplinary team of scientists with facilities for fundamental and applied research towards developing practical methods of mass propagation, storage, and delivery of beneficial organisms, as well as targeted release strategies for integrated pest management. The NBCL is the first facility in the world to have the combination of scientific specializations for fully integrated research in biocontrol technology. Only organisms that have been approved by Federal and State officials for release in the United States will be propagated and researched in the NBCL.



Council Members:

Janell Becker, Food and Feed Safety Research Unit, SRRG, New Orleans, LA, **Ex. Officio.**

Kay Bolen, Animal Waste Management Research Unit, Bowling Green, KY.

Janice Boyd, Commodity Utilization Unit, SRRG, New Orleans, LA, **Recorder**

Telecia Burton, Channel and Watershed Processes Research Unit, NSL, Oxford, MS, **Senior Chair.**

Marlene Coley, Application & Production Technology Research Unit, Stoneville, MS.

Tammy Dorman, National Soil Dynamics Laboratory, Auburn, AL.

Drusilla Fratesi, Mid South Area Office, Stoneville, MS.

Linda Fulton, Crop Science Research Laboratory, Mississippi State, MS, **Second Chair.**

Alice Redditt, Southern Weed Science Research Unit, Stoneville, MS.

Jennifer Roberson, Mid South Area Office, Stoneville, MS.

Lucienne Savell, National Sedimentation Laboratory, Oxford, MS, **Web Master.**

Emily Willis, Forage-Animal Production Research Unit, Lexington, KY.

Madeline Hall, Soil and Water Research Unit, Baton Rouge, LA, Technical, **Advisor.**

Dr. Deborah Brennan, Associate Area Director, Mid South Area Office, Stoneville, MS, **Sponsor.**