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Ohio Association of
Extension Professionals

Message From the President

Greetings Extension Educators,

WOW! What an exciting time to be an OSU Extension employee. With the unveiling of the Strategic Plan, our new Signature Programs, and plans for our next 100 years, it's invigorating.

At our June board and committee meetings, Keith and Linda from the Extension Administrative Team and Garee from the Human Resources Team participated in a dialogue with Extension Educators addressing the numerous questions you submitted. There were a total of thirty-six questions submitted. Unfortunately, our one-hour dialogue did not permit time for all of the questions to be addressed, thus, Keith plans to address those unanswered questions in upcoming issues of the Communiqué.

Additionally, at our June board meeting, the 1st Vice Presidents announced several regional and national winners from Ohio. Congratulations to all of our state, regional and national winners.

The State Extension Advisory Committee met on June 10th. Members of the Advisory Committee are exciting about the Strategic Plan and have vowed their support.

Happy Summer!

Cindy Shuster,
FCS, Extension Educator,

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Feeling stressed? Depressed? Frazzled? Anxious? Tense? Weary? You Bet I am. And you?

Cindy Shuster, Associate Professor, Extension Educator, FCS, Co-County Director

A 2005 study released by Families and Work Institute, *Overwork in America: When the Way We Work Becomes Too Much*, reports that one in three American employees are chronically overworked, while 54 percent have felt overwhelmed at some time in the past month by how much work they had to complete. The study of more than 1,000 wage and salaried employees identifies for the first time why being overworked and feeling overwhelmed have become so pervasive in the American workplace.

The leading persistent and pestering problem for tens of millions of Americans is being too busy. Being too busy plagues the best and brightest people in this country. While no one has total control over his or her life, most people have more control than they exert.

Here are 10 steps to take control over your life for a renewed Extension career.

- 1) **Rekindle your passion for Extension.** Think about what ignites your passion. Reflect on those times that you've burned the brightest – busy and excited, yet peaceful and harmonious. The happiest and most productive people are passionate about their life and career. They radiate an infectious enthusiasm that makes “busyness” a pleasure rather than a problem. Remember why you chose Extension as a career.
- 2) **Learn how to orchestrate your job's many demands.** Learn how to spot when you have reached your limit and need to slow down; learn to prioritize, delegate and set boundaries. When you put the needs of your job before your personal life, you put your life at risk. To become more productive and effective at work while enjoying a fulfilling personal life, you'll have to give up the juggling act and let a few balls drop. Learn and practice strategies that help you to “work smarter, not harder,” for example, use the O.H.I.O. technique – only handle it once in reference to mail, office memos, e-mails, items to be filed, etc.
- 3) **Focus on what you do best and stick with it.** If you are stubbornly persistent in trying to make a failed project succeed, consider how you could more effectively spend your time. Too often, people waste years trying to get good at what they're bad at instead of trying to do what they're good at. Don't try to do too much, or you will do nothing well. In today's great buffet of career opportunities, it is easy for the eyes to grow bigger than the stomach.
- 4) **Get ahead by letting go . . . letting things go is a good goal too.** People and organizations add activities, but they rarely subtract. When you bring in something new, throw out something old. Get rid of people and projects that drain you, while cultivating those that are replenishing. A “no” to one thing is a “yes” to something else. It may seem difficult at first, but if you get in the habit of cancelling what doesn't really matter, you'll be amazed at how much better you feel and how much more energy you have. When you eliminate what drains you, you make the space for what's really important.
- 5) **Take time to get organized . . . prioritize.** Plan how you use your time. Create structures and systems in your life that help you get organized. This might mean a new filing system, or a personal assistant you hire for five hours a week to do errands, or a part of an evening you set aside solely for conversation with your spouse, or a time you book into your schedule for exercise.

6) **Break out of solitary confinement.** Collaborate with colleagues. The benefits of collaboration are seen in Stacie Brice's view of team work: "Partnerships are the intentional co-mingling of talents and energies, the giving of all each partner has to offer, for the reaching of a common goal and the mutual benefit of all concerned" quoted in Richardson, 2000).

7) **Embrace change.** Change is a process, not an event. Technology is one of the biggest changes we've seen in the last two decades. Technology is both a blessing and a curse. In a recent *Fast Company* story, it was reported that the average United States office worker receives over fifty phone calls a day, thirty-five e-mails, and over twenty voice-mail messages, not to mention interoffice memos, faxes, and letters via regular mail. Learn how to use technology, rather than allowing it to use you, so that it improves our human connections, and does not replace them.

8) **Practice patience.** Patience is merely impatience stretched to its limits.

9) **Consciously and deliberately preserve time to connect with what matters most to you.** Preserve important connections. Unless you consciously and deliberately preserve time for, say family dinner, or lunch with a friend, or Sunday dinner at Grandma's, or golf or free time with your spouse, unless you consciously and deliberately preserve time to connect with what matters most to you, your connection with whatever it is will erode. You can be so busy that you don't even take the time to decide what actually does matter most to you, let alone make the time to do it. One way to put this into perspective is to calculate the number of Saturdays you have left in life. Based on the life expectancy for your gender (74 for men and 79 for women), take that number, subtract your current age, and multiply by 52. The end result is the number of Saturdays you have left in life (assuming you live to projected life expectancies)). How do you want to spend your remaining Saturdays? The more time you give away, the less you have for what matters most to you.

10) **Seize the Day . . . Embrace the here and now.** The greatest damage from being too busy is that it prevents people from setting their own temperature, controlling their own lives. It's like the story of frogs in water. If you put a frog in a pot of boiling water, he will try to jump out. But if you put a frog in a pot of cold water and heat it up slowly, you will end up with a boiled frog. Too often we don't realize that the temperature is rising until it's too late. Enjoy each day as if it were your last.

You have a choice about your Extension career. You can either continue with the ways things are and hope it gets better, or you can do something about the things that are draining your time and passion. This will only happen if you take charge. Taking charge can mobilize you with enthusiasm and visions for a renewed career. It may involve risks, but don't let the fear of risk keep you from exploring new horizons ... turning dreams into realities . . . build a dream and the dream builds you.

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eNEAFCS - Professional Development article, February 2008.





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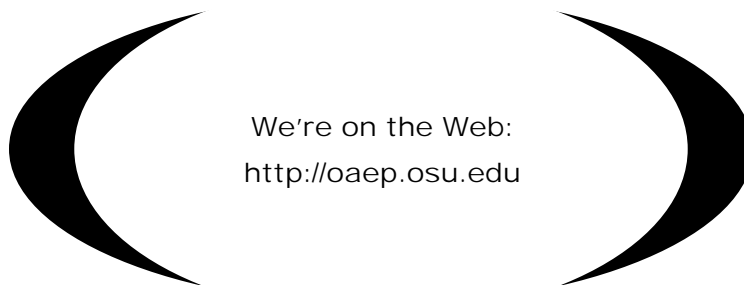
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Spring is here and the Public relations Committee is hard at work promoting OAEP. A newly revised OAEP brochure has been printed incorporating our new logo and Extension branding. The new brochures and accompanying table top display with content from the brochure were proudly displayed at the May 15th Extension Strategic Plan Event in Columbus and was very well received. We will be speaking with OSU Extension HR asking to include our new brochure in the information (briefcase) given to new employees. In the near future a downloadable version (PDF) of the new brochure will be available on the OAEP website. Other tasks for the summer will be the purchase of a new table top display and OAEP logo promotional items. Our next committee meeting is scheduled for October 20th via WebEx. New members are always welcome; please contact Jennifer Hartzler (Hartzler.36@osu.edu) or me (ordaz.1@osu.edu) if you wish to join us.



STRATEGIC PLAN

Stay up-to-date on the latest with our Strategic Plan, check out <http://extadmin-cms.ag.ohio-state.edu/leadership/osu-extension-strategic-plan/strategic-plan-home-page/>

PROFESSIONAL IMPROVEMENT COMMITTEE- Lisa Barlage, Extension Educator, FCS

Announcement of the OAEP Spring Professional Improvement Scholarship Winners and the NACAA First Timer Scholarship Winner

The OAEP Professional Improvement Scholarship Sub-Committee is pleased to announce the winners of the Spring Scholarships: Melanie Hart, Greene County, FCS Educator; Jonah Johnson, Clark County, Ag & NR Extension Educator; Cindy Bond-Zielinski, Guernsey County, FCS Educator; Steve Brady, Warren County, 4-H Educator; Shari Gallup, Licking County, FCS Educator; and Susan Colbert, Franklin County, Community Outreach Educator. They will each receive \$250 for Professional Improvement.

The recipient of the \$100 First Timer Scholarship for NACAA is Marissa Mullett from Coshoc-ton County.

Fall Professional Improvement Scholarship requests will be due in no later than September 30. First Timer Applications for Galaxy Conference are due in September 1. The Scholarship Appli-cations are found on the Association web site at <http://oaep.osu.edu/OAEPScholarships.htm>. Please email or call myself or Professional Improvement Chair, Sherry Nickles (nickles.1@osu.edu) with any questions.

Congratulations to our winners, we had many more applications than we have had the past sev-eral years! Thank you to the OAEP Professional Improvement, Scholarship Committee mem-bers: Brenda Young, Jerry Mahan, Mary Beth Albright, Judy Conrad, and Nancy Snook.

Lisa Barlage
Extension Educator, FCS
Ross County



Agriculture & Natural Resources Report

Ohio Already Winning Big at NACAA AM/PIC in July, 2008

Ohio will be represented well at this year's NACAA conference in July. Ohio has had host of individuals accepted to present posters and presentations. Ohio had nine North Central Region Finalists (Jonah Johnson, David Marrison, Marrison Mullet, Andy Kleinschmidt, Alan Sundermeier, David Goerig and the Ohio Ag Manager Team) and two national winners in NACAA Communications contest. All will be recognized in July at the conference. David Marrison has won the NACAA Communications Contest for Published Photo and Marissa Mullet was a National Finalist for Computer Generated Graphics. The Transition Team has been named as a National Finalist for the Search for Excellence Award in Farm and Ranch Financial Management Award.

Respectfully Submitted

David L. Marrison, OAEP 1st VP for Agriculture & Natural Resources

Julia Woodruff, OAEP 2nd VP for Agriculture & Natural Resources

2008 EXTENSION PRE-CONFERENCE AND ANNUAL CONFERENCE

This year's OSU Extension Pre-Conference will be held on Tuesday, December 16th with the Annual Conference on Wednesday December 17th and Thursday, December 18th. All three days will be at the Ramada Plaza Hotel and Conference Center on Sinclair Road in Columbus (formerly the Midwest Conference Center). Stay tuned for more details!



Ohio Association of
Extension Professionals

GALAXY III IS COMING! REMINDER!

Housing reservations opened on March 15 and the conference registration opens on April 15, with early bird deadline June 15. Don't forget to get your T-number.

The 1st and 2nd Vice Presidents for the various program associations and ESP would like to take this opportunity to invite you to share fun, fellowship and great food during the State's Night Out event to be held at the 2008 Galaxy III in Indianapolis, Indiana. This special evening that we will share together as a state delegation will be held on Tuesday, September 16 from 6:00 p.m. to 9:00 p.m. We will be dining at the Weber Grill Restaurant (www.webergrillrestaurant.com) located in downtown Indianapolis beside the Embassy Suites Hotel.

As it is attached to one of the designated conference hotels, we feel that you will find it to be in a very convenient location. The Weber Grill Restaurant is an upscale casual restaurant specializing in steaks and classic American barbecue prepared over authentic Weber kettle grills. The Weber Grill in Indianapolis is the fourth of its kind and the only one outside of the Chicago area.

The cost for the evening will be \$45.00 and includes the meal and listed beverages, applicable taxes, and gratuity. If you intend to bring a child with you, they can join us and choose a meal from the \$5.95 child's menu which includes items such as ribs, pizza, chicken, and hamburg-

The Ohio Association of Extension Professionals (OAEP) is the state professional association for Extension Professionals. Membership is open to any OSU Extension personnel with an Administrative and Professional (A&P) or Faculty appointment. Active membership of this association shall carry with it the privilege of holding any Board position in the association and of voting on all matters coming before meetings of the association. (Members of OSU Extension Administrative Cabinet and civil service employees are excluded from membership.) OAEP has two main objectives: One is the professional improvement of its members. The other is the improvement of the Extension organization as an educational delivery system for county, state and federal Extension Programs. There are six standing committees that give guidance and direction to the issues of interest to OAEP. The six standing committees are professional improvement, recognition, public relations, policy, personnel, and program.

For more information contact:

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