



# The Staff Scoop

January 2011

No Meeting In January...HAPPY NEW YEAR!

Editor: Judy Ford

## RISING MASTERCHEF?



Jessica Morgan, daughter of Carla Bowen (*Education*), has made it to the final round of interviews and try-outs for the television cooking show *Masterchef with Gordon Ramsay*, which is reported to be the “*American Idol*” of cooking shows.

Jessica has made it through three rounds including interviews with the producers. She can’t announce whether she makes it on the show or not, but if she does, look for Jessica Morgan from Amarillo, Texas. Married, mother of three, and a bio-chemistry major in her senior year of college, she loves to cook and try new ethnic recipes. “She also has an attitude that just might rival Gordon Ramsay’s,” shares Carla. *Masterchef with Gordon Ramsay* is on Fox Network and should start to broadcast the new shows in February. Congratulations, Jessica, and good luck!

## SUCCEED IN THE NEW YEAR WITH THE RIGHT GOALS

Is this the year you’re going to lose that weight, finish that novel, or get that promotion? It can be. January is the perfect time to re-examine and renew your goals.



Here’s how to get on track and stay there:

**Explore your motivation.** How will achieving your goal make you happy, or satisfy your needs? Dig deep. A promotion may mean more money, but what does that do for you? Other related rewards may provide greater motivation to succeed.

**Know what you really want.** Don’t assume that losing weight will change your personality

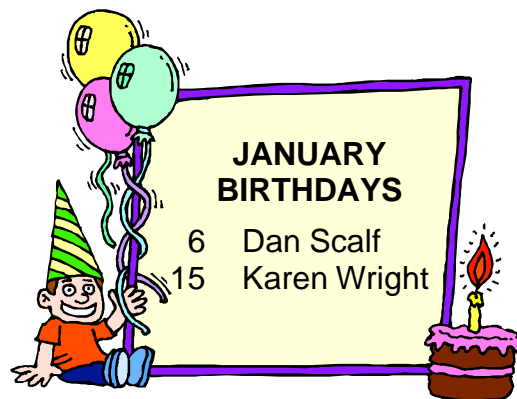
or make you magnetically attractive to the opposite sex. Be realistic about the pros and cons of getting what you think you want so you won’t be disappointed.

**Focus on just one factor.** Instead of a complete makeover, try to improve in one area at a time. Give yourself enough time to make real, sustainable progress. You may not be able to change your personality overnight, for example, but you can become a better listener over time. Then move on to something else.

**Hang out with the right people.** Make connections with people who support your goals, but challenge you to do more. Or who offer new insights and perspectives. You need to have inspiring people around you.

**Take risks.** Don’t stay in your comfort zone. If your goals are really worthwhile, you’ll need to push yourself to try new things. Accept that you’re going to feel uncomfortable, at least in the beginning, but get into the habit of challenging yourself.

**Take charge of your life.** You don’t have to do what you’ve always done, or what everyone else expects. Think about what you really want to achieve, and why. Question your assumptions. You don’t have to necessarily reject everything in your life, but start with what’s really important to you and go from there.



### JANUARY BIRTHDAYS

- 6 Dan Scalf
- 15 Karen Wright

## JANUARY IS NATIONAL GET ORGANIZED MONTH

One of the top five New Year's resolutions every year is "getting organized." If getting organized was one of your resolutions for 2011, why not begin this month during National Get Organized Month? Start with a small project, something you know you can accomplish and that will inspire you to tackle more and larger organizational goals...like getting rid of pens that you don't need or no longer write. Mark Shead shares twelve quick desk organization tips from [www.productivity501.com](http://www.productivity501.com) to help you get started on organizing your office space.

1. **Get rid of pens and pencils you don't need.** Most of us have one type of pen we like to use, but end up with a desk full of random writing instruments. If you aren't going to use it, throw it out. It is just clutter. The less clutter you have, the closer you are to having an organized desk.
2. **Have a place for pocket stuff.** Your keys, phone, PDA, wallet, Bluetooth ear piece, etc. should have a home. The ideal setup is to keep them in a drawer with wires already run for charging the various items. If your desk doesn't have drawers, set aside a small amount of space to put them.
3. **Proximity based on frequency of use.** If you use it every day, it should be closer than something you use only a few times each week. This is common sense, but it is easy to arrange your desk for aesthetics instead of usefulness. If they are located closer to you, fewer items will need to be moved around and become disorganized.
4. **Move electronics out of sight.** Your cable modem, wireless router, firewall, battery back up, etc. shouldn't be on your desk. Even if you have enough room, it introduces visual clutter.
5. **Easy to access files.** Without moving your chair or getting up, you should be able to grab an unused manila folder, label it and put it in your file cabinet. Easy filing is one cornerstone of good organization. The more effort it requires, the more difficult it will be to stay organized.
6. **Scanning documents.** If you have a scanner, turn important documents into PDFs and keep them on your computer.
7. **Cleaning supplies.** Keeping an organized desk clean can help you maintain the organization. If you clean your desk with Windex and a paper towel, make sure you have some nearby. This will help encourage you to wipe down your work surface which will encourage you to clean it off more often. It is all about making things as easy for yourself as possible.
8. **Scratch notepad.** During the course of the day, you will have telephone numbers, names, addresses, etc. If you can keep these all in one place, you'll be far more productive if you need to look something up later. Keep a notebook specifically for these types of items.
9. **Organize those wires.** It is easy to have half your desk covered with wires for various pieces of electronics. Moving some stuff off your desk can help. Some pieces of Velcro wrapped around wires can go a long way toward cleaning things up. Make sure you have wires that are long enough to tuck out of the way. It is hard to keep an organized desk work surface when you are looking at a rats nest.
10. **If you don't have enough drawers.** Try using a bookshelf filled with storage boxes with lids to add more drawer-like storage, or find an old dresser or storage chest to use.
11. **Lighting.** Make sure you have enough light on your desk. A bright work area is easier to keep clean than a dark one.
12. **Organize as you go.** It is more efficient to stay organized as you work instead of trying to do it all at the end. You should be constantly working on keeping your desk neat. If it gets disorganized in the middle of a big project, take small steps. Clear a 1' x 1' area before you leave for the day.

Making a small effort toward organization may not seem like much, but if you do it everyday, it will keep things headed in the right direction for you.