

The NAACOP Reporter

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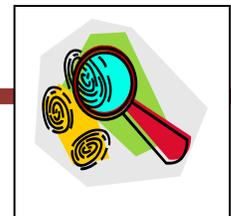
“Making an Impact Together!”

As you probably know, this is our slogan. We are still working on a logo. We offered a contest for submittals but haven’t received approval on a design. We will keep you posted when we have a new and approved logo to display.

Stay tuned...

‘Whew!’ 2013 was Busy & Big ...

The ‘new’ North Atlantic Area Council of Office Professionals (NAACOP) had a busy & very successful startup 1st year.



The North Atlantic Area Council of Office Professionals began in the fall of 2012 and at its Annual Meeting in December 2013, this is what was discovered had been accomplished and/or addressed by the NAACOP members:

- ***Charter** – established/ signed & approved.
- ***Website** – developed & regularly maintained.
- ***Leadership Conference** – members were on Planning Committee & instrumental in agenda formulation.
- ***Monthly NAA OP Calls**

– members started monthly conference calls with all NAA Office Professionals.

***Administrative Professional Recognition** –certificates & bookmarks were given to all NAA OP’s.

***The NAACOP Reporter** – first issue developed & distributed.

***AFM Communication Flowchart** – NAACOP represented need for Office Professional inclusion in information dissemination via flowchart proposal.

***NAACOP Scrapbook** – pieced together OP history and started a

documentary of progress.

The Council members hope that all North Atlantic Area Office Professionals have felt included and represented by NAACOP...that has been our objective in all that has been and will be undertaken.

Note:
 A more comprehensive report of these accomplishments was prepared and given to Dr. Dariusz Swietlik who is our gracious and most accommodating ‘Sponsor.’
Thank you, Dr. Swietlik .

Wanted: “Office Prof of the Year”

For many years, the North Atlantic Area has been without a nomination for the “Office Professional of the Year” Award. We cannot let this happen anymore. There are so many highly

deserving and tremendously qualified professionals at work every day in the North Atlantic Area. NAACOP is committed to making sure that the information about this nomination is

distributed this year to those who will be able to provide nominations for their professionals. NAACOP will follow through on this process in order to make sure that the North Atlantic is represented.



Managing Interruptions: Maintain Focus; Keep Control of Your Time

This looks like my desk!

This time of year is very busy for Office Professionals, especially with Performance Awards due on such a tight turnaround and in addition to the many other duties we are responsible for. We thought it might be helpful and useful to present some tips and hints for managing the many interruptions we encounter on a daily basis. These interruptions at work can be a key barrier to managing our time effectively and, ultimately, can be a hindrance to our success.

Think back to your last workday, and consider for a minute the many interruptions that occurred. There may have been phone calls, emails, hallway conversations, scientists, technicians, and other co-workers stopping by your office, or anything else that unexpectedly demanded your attention and, in doing so, distracted you from the task at-hand.

Because your day only has so many hours in it, a handful of small interruptions can rob you of the time you need to achieve your goals and be successful in your work and life. More than this, they can break your focus, meaning that you have to spend time re-engaging with the thought processes needed to successfully complete complex work.

The key to controlling interruptions is to know what they are and whether they are necessary, and to plan for them in your daily schedule. The tips that follow will help you do that, and so prevent interruptions from frustrating you and jeopardizing your success.

If interruptions consistently rob you of time and energy, or if they frequently push you off schedule and cause delays, it might be a good idea to keep track of them and then analyze the information, who are the people interrupting you, the dates, times they occur, what is the interruption, was it valid, urgent, etc.

Could someone have avoided interrupting you by waiting for a routine meeting? Or was it something they should have asked you about at all?

If not, deal with this politely but **assertively**.

A little bit of planning can go a long way in working to control telephone interruptions, which many people experience all day long. If you are on a deadline or your focus needs to be intense (and not interrupted), use your voice mail to screen calls, or have an assistant deal with messages for you. This way, you can deal with calls by priority, and at times that suit you. In fact, this telephone time can be planned into your schedule, and so become a normal part of your working day.

It's often acceptable to say "no" to requests or tasks if you are busy when someone else can handle it, if it is not an important task, or if it can be done later. When this is the case, saying "no" in a courteous and sincere way, followed by a short explanation is the best course of action to take: "I am working against a very tight deadline on an important project right now so, I am sorry, but I cannot jump in and help".

Simple yet effective: Let people know when you are available and when you are not. Make sure that people know that during your "unavailable time", they should only interrupt you if they have to.

You and your co-workers can also agree on a signal that everyone in the office can use when unavailable, like turning the nameplate on the door around, or simply closing the door. This alleviates interruptions and can avoid hurt feelings.

There are interruptions that, no matter how hard you try, you simply cannot control.

Most people are happy to schedule a more convenient time, but when this does not work, quickly set the parameters by saying something like, "I only have five minutes to talk about this right now," and stick to it.

Article submitted by Joanne Murphy

The Faces of Leadership

*North Atlantic Area
Administrative
Officers and Program
Support Professionals
on the steps of the
NAA Offices/Center
in Wyndmoor, PA*

We wanted to mention a little bit about the "North Atlantic Area Leadership Conference" that was held in April 2013. As mentioned earlier in this edition of *The NAACOP Reporter*, the NAACOP members were instrumental in making sure that the needs of Office Professionals were incorporated into the agenda for the Leadership

Conference.

It was felt that the Leadership Conference agenda reflected one of integrated curriculum that incorporated work toward a cohesive advance in communication.

It is with that intention that we wanted to share some of the pictures that were taken during the Leadership Conference.

While we know that no one picture of a group can portray all subjects in his/her most perfect pose, we hope that you will enjoy the spirit of the moments.

It is also at this time that we are reminded once again of the privilege that was granted in order to attend this event.

'Thank you,' NAA
Leadership.



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We're on the
Web!

<http://www.ars.usda.gov/Services/docs.htm?docid=22807>

Our Logo will go
here.

It's almost ready.

"Making an Impact Together!"



NAACOP Members at Annual Meeting in Ithaca, NY

Front Row: Tiffany Fisk & Joanne Murphy
Back Row: Melody Scheffler, Brenda Holmes, Allison Mowery,
Rebecca Crawford

'Welcome,' Allison...

New NAACOP Member!

Please join us in welcoming Allison Mowery to the NAACOP Council. Allison is a Program Support Assistant for the Pasture Systems & Watershed Management Research Unit at University Park.



Allison brings a special talent for website maintenance and development so we are very fortunate to have her working with the Council and for all Office Professionals.

This is !!!



Beauty.