



# NACOP Notes

May 2012

## Message from the Co-Chairs

**By: Jackie Kelly, Sr. Co-Chair, HQ**  
**Linda Fulton, Jr. Co-Chair, MSA**

Administrative Professionals Week has recently been celebrated. Below is a brief history of this week that recognizes our chosen profession. “National Secretaries Week” first began in 1952 (60 years ago). This all came about because, at the time, there was a shortage of skilled office workers; therefore, this effort began as a public relations campaign. In 1981 the name was changed to “Professional Secretaries Week” and then changed to “Administrative Professionals Week” in 2000 (Wikipedia website). Over time duties and the manner in which we carry out these duties have changed, but as in 1952, we continue to be the first point of contact, thereby setting the tone for our workplace as well as the efficiency level. Office Professionals continue to have the opportunity to lead by promoting a pleasant, cooperative, and supporting workplace for all.

### See interesting quotes below:

“Always be nice to secretaries. They are the real gatekeepers in the world.” **By Anthony J. D’Angelo.**

“Someday, people who know how to use computers will rule over those who don’t. And there will be a special name for them: Secretaries” **By Scott Adams**

“Responsibility without power, the fate of the secretary through the ages.” **By Ariel Dorfman**

“The trouble with doing something right the first time is that nobody appreciates how difficult it was.” **Author unknown**, but probably a secretary!

“People will forget what you said, people will forget what you did, but they will never forget how you made them feel.” **Author unknown**

If you have concerns or suggestions for the National Advisory Council for Office Professionals (NACOP) please share by emailing or calling: Jackie Kelly - [jacqueline.kelly@ars.usda.gov](mailto:jacqueline.kelly@ars.usda.gov) - (202) 720-4421 or Linda Fulton - [linda.fulton@ars.usda.gov](mailto:linda.fulton@ars.usda.gov) - (662) 320-7387. Together we can make Office Professionals even stronger – Thanks for your support.

## Office Professionals and Office Integrity

I have held my job as Office Professional for 34 years. I am the main point of contact when an employee calls in sick, needs to leave the office for a bit, or will be out for sick leave or vacations. As Office Professionals, we wear many hats. We are responsible for knowing so much about the location and the various projects that our scientists and their technicians are working on, all the activities going on at our location, who is having issues with this employee or that employee, and many times, we are confided in by our peers in confidence. After so many years in one location, it has become like a second family to me. I know almost as much about their families as I do their duties at the office. I feel that we are entrusted with this information and

what they share with me should be between us. I believe that I have earned their respect or they wouldn't come to me with their concern or private issues. Our supervisors also confide in us on various levels. Though it may not be in our position description or one of our performance elements, I believe it is our duty to take these conversations and keep them in confidence. As Office Professionals, I feel that our title sums up our roles accurately, we are to be professional as well as trustworthy. I recently read the following poem by an unknown author that I think sums up how we, as Office Professionals, should handle our role as office confidant and friend.

### **Nobody's Friend**

My name is Gossip.  
I have no respect for justice.  
I maim without killing.  
I break hearts and ruin lives  
I am cunning and malicious and gather strength  
with age.  
The more I am quoted the more I am believed.  
My victims are helpless. They cannot protect  
themselves against me because I have no name  
and no face.  
To track me down is impossible. The harder you  
try, the more elusive I become.  
I am nobody's friend.  
Once I tarnish a reputation, it is never the same.  
I topple governments and wreck marriages.  
I ruin careers and cause sleepless nights,  
heartaches and indigestion. I make innocent  
people cry in their pillows.  
Even my name hisses. I am called Gossip.  
I make headlines and heartaches.  
Before you repeat a story, ask yourself:

- Is it true?
- Is it harmless?
- Is it necessary?
- If it isn't, then don't repeat it!

### **How to get rid of negative thinking for good**

*By ASAPorg.com Staff*



We all suffer from negative thoughts at one time or another. In fact, we often use these thoughts to talk ourselves out of tackling tasks with which we're uncomfortable. In this way, we trick ourselves into believing that our negative thinking can "protect" us from failure.

Sadly, negative inner dialog also protects us from success. For example, if you always find something to object in a work assignment, you might find yourself being given routine tasks that don't challenge you - because the boss finds that easier than risking your oh-so-many objections.

If you always dwell on past failures ... ignore the good things that happen... believe that everyone sees you in a bad light... call yourself names when you've made a mistake... then your negative thoughts may well be holding you-and your career-back!

### **How to turn around negative thinking**

What we all must realize is that we can choose not to repeat these ineffective patterns of thinking and behavior.

First, monitor your negative thoughts. Notice how often they occur and how they influence you.

If you shy away from projects because you're afraid of failing, ask yourself if your feelings are reasonable. Tell yourself, "Just because I'm worried about accepting a new and unfamiliar assignment doesn't mean I'm not capable of handling it." Focus on the strengths you bring to the project, not the weaknesses.

As you pay more attention to your negative thoughts, you'll find yourself recognizing them sooner. Some negative thinking "trigger" words include "always," "must," "never," and "should-have."

### **Start a positive mental dialog**

If your inner conversation sounds like this: "I'm hopeless - I left an important section out of the last marketing plan," turn it into this: "I made a mistake this time, but I'll do better next time." When you think, "I can't", think instead, "I can."

Tell yourself that you are a strong, capable person with unique abilities and talents. Remind yourself that you're willing to take risks to grow and change, and if something goes wrong, you'll handle it. Repeat to yourself, "I am a worthwhile individual, no matter what my mistakes."

Make a concerted effort to stop negative thoughts as they occur and to focus on your strengths and the good things in your life. See if you're not able to replace negativity with positive feelings, beliefs, and actions.

## **American Society of Administrative Professionals April 2012**

### ***A Short Guide to Getting the Appreciation that You Deserve***

What can you do to get the encouragement, reinforcement, and appreciation that you'd like at work? You have all the bases covered: you're reliable, competent, take on extra work, and work well with others. But you just don't feel acknowledged. Here's how to start attracting recognition and appreciation.

Start with yourself. The way that you see yourself sets the standard for how others see you. Keep your good qualities, your strengths, your areas of expertise, and what makes you unique clearly in mind. This boosts your confidence; your confidence shows and influences others.

Give what you want to receive. Be known as someone who helps out without being asked.

Encourage, praise, and share credit. Take a personal interest in your co-workers; know what matters to them. (And remember, your boss is a co-worker.)

Focus on the positive. People in the workplace often articulate what's wrong more than they talk about what's right. Don't fall into this trap. You want others to think positively when they think of you.

Keep the boss up-to-date. You don't need to brag or ask for praise but it's OK to let people know what you do. Document your achievements, and don't be afraid to share your ideas or the results of your work.

Reinforce an appreciative atmosphere, not just by appreciating others, but also by thanking someone when you do get recognition or praise. Let them know that it means a lot to you.

Be visible. Too many Admins take a backseat and expect that their good work will just be naturally rewarded and recognized. It doesn't happen that way. Go out of your way to participate, interact, and grow your network.

Appreciate what you do have. Are complicated projects assigned to you? Do people seek you out? What may seem like interruptions or extra work just may be one way that value is recognized in the workplace.

### **10 Myths about being organized**

We all can benefit from being more organized, especially since being organized is one of the keys to being more productive. Many of us are blocked from getting organized because we believe some common myths about the organizing process. Realizing that you're operating in the mindset of a myth can change your thinking and get much better results in the end. Ten examples of unproductive thinking:

1. "Some people are born organized." No. Some people may take to it more naturally

but organizing is a skill that requires time, practice, and a willingness to do things in new ways.

2. *"There is a right way to organize."* No. The right way to get organized is the way that works for you. You can use basic ideas, systems, and tips from others, but you have to find the system and methods that work for you.
3. *"I'll get that broken item fixed someday."* Or use the thing that you haven't opened in a year. No. If you haven't, it's because you don't need it. Time to toss or give away.
4. *"The right system, planner, and storage containers are what I need."* No. Organization aids can help you to get and stay motivated, but they aren't magic. Finding the right tool or shopping for attractive organizers isn't the first step to take.
5. *"I can find anything in my piles."* Sure you can - if you look long enough and go through everything a few times.
6. *"You should only handle things once."* No. It's good practice to try to act on any item right away, whether it is digital or hard copy. But it is unrealistic to think that you should sandwich a lengthy project in between loads of things you could batch and get done.
7. *"I might need this."* And you might not. When you have too many things, you end up losing track of and storing them. De-cluttering will give you more time to focus on important things.
8. *"I don't have time to get organized."* No. If you don't have enough time in general, then you can't afford to stay unorganized.
9. *"Everything needs to be in perfect order with everything in its place."* Here's a surprise: some very organized people waste

time and lose productivity by spending too much time and focus on the organizing instead of the work.

10. *"There, I've done it."* No, sorry. Being organized is an ongoing journey, not a destination. You'll need to set aside some time each week to maintain your system. But, it's worth it in the long run!

There are unexpected benefits: when you mindfully approach the need to get organized, you'll become more aware of your priorities and what's important at work, plus you'll have more time and energy.

### **Resource Assistant List**

An updated list of volunteers has been posted to our website. Follow this link to the [Resource Assistant List](#) to add it to your favorites

### **Current Council members include:**

- Jackie Kelly (**HQ**), Sr. Co-Chair
- Linda Fulton (**MSA**), Jr. Co-Chair
- Linda Parnell (**NPA**), Recorder
- Brenda Holmes (**NAA**), Webmaster / News Editor
- Kathleen Parker (**PWA**), Historian
- Mary Dailey (**BA**), Member
- Sherry Dewald (**SPA**), Member
- Cathy Lonaberger (**HQ**), (Technical Advisor)
- Missy Stiefel (**MWA**)
- **Vacant (SAA)**
- Pat Berry (**HQ**), (Technical Advisor)

