August

Calendar of Events
August 5
- Horticulture Hot Topics 2009—Oklahoma Botanical Garden
August 7
- Print on Demand System: Overview of Advanced Features—CENTRA
August 10-12
- New Educator Orientation—Ag Hall 374
August 13
- 4-H Volunteer Core Competencies—204 4-H Bldg., Stillwater
- Master Cattlemen Summit—Animal Science Building
August 18
- Hazard Communication—Stillwater Campus 410 Ag Hall
August 20
- The Crockpot Method for Building a Strong Stepfamily—OSU Okmulgee
August 21
- Native Range & Stocking Rate Workshop—Osage County
August 26
- Hazard Communication—Stillwater Campus 410 Ag Hall
August 27
- Hazard Communication—Stillwater Campus 410 Ag Hall

Send us Your Exchanges
We’d love to hear from you! Please contact us with any feedback. All efforts will be made to include your ideas in The Extension Exchange.

Email: joyce.martin@okstate.edu
Phone: (405) 744-7969

In this issue...
Paper Clutter
Disability Accommodation
Safety Training
Solution for July’s ‘Can You Solve It?’ Question
HR Online Training
Some of YOUR Exchanges
Quick Tips for the Workplace
Wise Owl Words of Wisdom

We Can’t Help But Shudder at Paper Clutter

The most important thing to know is that you are not alone. One of the most common things we all cannot seem to avoid at the office is the pile-up of miscellaneous things. Among these things are the most common of them all: paper.

We live in such a paper-driven world. Receipts, bills, and statements practically dominate our everyday living. On top of that, the constant circulation of flyers, catalogs and the typical “junk mail” would lead anyone to wondering: are we ever going to be completely paper-free?

Surely there are plenty of alternatives to paper overall (email, Web pages, etc). Technology has given us the power to create, modify, view and distribute documents without having to consume a page or two. But at the same time, speedy laser printers and high-tech scanners have also allowed the printing of hundreds of pages at a time, and sometimes while doing multiple functions.

The Gartner Group teamed with the Association for Information and Image Management

(continue reading ‘Paper’ on pg. 2)
(AIIM) in research about the modern influx of paper consumption. The statistics were compiled and posted on the Relative Inc. Website. Relative Inc. is a company that applies “technology, non-traditional approaches and modern methods” to help its clientele solve problems (according to the company’s homepage). Below are some of the statistics that were listed on the site.

**Paper Statistics**

- 10-15% of an organization’s revenues are spent creating, managing and distributing documents.
- 60% of people’s time is spent with documents.
- 75-85% of business documents are in paper form.
- The average document is copied five times.
- The average worker has 36 hours of work stacked up and only 90 minutes to handle it.
- 90% of a business’ information is in documents, not databases.

Some of the information above may explain the paper accumulation on our desks, but the question is: how exactly do we handle it?

At the Staff & Program Development office, our shredder and the recycling bin are main places that a lot of paper ends up. But our first advice is to consider these two options last. The last thing we want is to let the mess give us stress, and throw away the files we actually need.

If you are one of those people who can not seem to find the time to get around to organizing the clutter, start out with a simple organizational approach.

**Tip #1:** Make two piles. One pile will be labeled “important papers” and the other will be “non-important papers.” The time will come when you have to find a document in the pile with important papers. As you look through, you are going to end up finding other important files that need to be stored, which leads us to the next tip.

**Tip #2:** Buy some folders and Sharpies and start labeling. This requires you to think outside the box and list all the categories that apply to your documents. For example, recently we finished sorting out years-worth of financial records. From being in one big pile, we managed to make 10 separate folders of all the contents from that one pile. Some of the labels included “Travel Vouchers,” “Equipment and Supplies,” and “Monthly Account Reports.” By doing this, we knocked out hours worth of throwing a search party for a document included in the enormous mix of papers.

**Tip #3:** Look through your “non-important” pile and see if they are in fact, not important. Getting rid of documents that reveal personal information should only end up in one place if you do not want to file them away: the shredder. As far as other papers that do not have personal information, and are unwanted at the office, toss them! Start a paper recycling bin if you do not already have one.

Different people have different approaches for organization. But if you constantly have problems in this area, then here are some questions that business-owner, Jennifer Furrier, compiled on her blog about organization, that may assist you in delegating papers to certain file folders, and which ones you could toss. We added onto the list ourselves, but the questions will basically start you off on what to ask yourself while organizing.

Good luck and tell us about your experience if you do end up trying this out!

**Things to Consider When Sorting Out Your Papers:**

- Is it information you can easily obtain again in the future?
- Can you define a specific reason why you would need the information again?
- Is the information even current anymore?
- Are there any legal implications or violation of job guidelines if you do not have the paper?
- Is the paper worth scanning and saving onto a hard-drive before you toss it?
- If you don’t need it anymore, do you know of anyone (a co-worker, a colleague etc.) who may need it?
- What is the worst case scenario if you get rid of the paper?
Last December, Michael Shuttic, Disability Services Coordinator, shared an informative presentation about the American Disabilities Act of 1990. In the presentation, which was titled “ADA: Civil Rights vs. Legal Headache,” he highlighted some of the key things to know about the act (whom it applies to, its requirements, who it protects etc.), as well as some myths about how aspects of society is structured to accommodate individuals with disabilities.

The presentation spurred the idea of providing a generic template that employees can use during conferences, workshops, and other meetings to identify the special needs of participants. We shared the idea with Shuttic, and he was kind enough to assist us in formulating a template using the guidelines he provided (given on the right). He immediately gave us a quick example of what could be included in materials for events, like registration forms for example, to identify the special needs of individuals.

Since then, we have started making sure to include this in all of our events. Having a standard set of requirements will promote the importance of supplying for the needs of people, and opening doors of opportunities instead of limiting them.

The growing diversity in our society is inevitable, therefore, we all need to work together to provide openness and awareness for the potential needs of individuals.

The example and tips on the right could be included in future meetings or conferences. Specific wording is open to change, but remember the basics for accommodating those with specific needs.

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**EXAMPLE**
[to include in forms, letters, applications etc.]

Re: Access & Accommodations

“If you plan to attend and have any particular needs or accommodation requests (i.e. sign language interpretation, wheelchair accessible seating, large print/Braille), please contact [NAME] by [DATE] in order for us to meet your needs. Late requests may affect our ability to adequately and effectively provide the accommodations.”

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**TIPS**

- Make sure to include a timeline or deadline to submit their requests (at least one week prior to the event). A sign language interpreter may require more advanced notice than other accommodations—do remember that with ANY request, regardless of the amount of notice, good faith and effort must be made to provide the accommodation.

- You may also consider providing a TDD/TTY number or an Oklahoma Relay Service number. These are services that provide a “full telephone interpreting service between people who can hear and those who are deaf, hard-of-hearing, deaf-blind or speech-disabled,” according to the Oklahoma Relay site. Communications Assistants (CAs) have computers that enable them to hear the voice users as well as read the signals from the TTY users. Visit [http://www.oklahomarelay.com](http://www.oklahomarelay.com) for more information.

- Consider accommodating needs for those who have severe allergies as well. Though it is an issue related to food, inclusion of food or diet shows a broader sensitivity to meeting needs of participants rather than accommodating needs specifically for individuals with disabilities.
Have you enrolled yet?

Recently, we added two additional CPR/First Aid training sessions. We encourage all educators and others to become certified in CPR/First Aid. We hope you will never need to use CPR. But if you do, these opportunities will give you the knowledge and skills to handle an emergency.

To enroll, please go to http://dasnr8.dasnr.okstate.edu:9090/Inservice/home.action

In October, several sessions of Fire Safety will also be offered.

All of these training sessions (listed below) meet the requirements for a Quarterly Safety Training.

Your Username and Password on the In-service Site

We received several calls and emails this past month about login information. Please remember that in order to log into the In-Service Web site, you will need your username and password. This is simply your OKEY Account information, which is the same information you use to log in for email. Usually the information is formatted as: yourfirstname.lastname@okstate.edu. Your password is the one you have self identified—OSU requires you to change this every 120 days.

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<th>Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
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**Solution for “Two Russians on a Plane”**

**The Original Problem:** (From Last Month’s Issue)

Two Russian mathematicians meet on a plane.

“If I remember correctly, you have three sons,” says Ivan. “What are their ages today?”

“The product of their ages is thirty-six,” says Igor, “and the sum of their ages is exactly today’s date.”

“I’m sorry, Igor,” Ivan says after a minute, “...but that doesn’t tell me the ages of your boys.”

“Oh, I forgot to tell you! My youngest son has red hair.”

“Ah, now it’s clear,” Ivan says. “I now know exactly how old your three sons are.”

How did Ivan figure out the ages?

**The Answer:**

There are only eight possibilities for the product of the three ages to equal 36.

<table>
<thead>
<tr>
<th>Son 1</th>
<th>Son 2</th>
<th>Son 3</th>
<th>Product</th>
<th>Sum</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>36</td>
<td>36</td>
<td>38 (3 ages added)</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>18</td>
<td>36</td>
<td>21</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
<td>12</td>
<td>36</td>
<td>16</td>
</tr>
<tr>
<td>1</td>
<td>4</td>
<td>9</td>
<td>36</td>
<td>14</td>
</tr>
<tr>
<td>1</td>
<td>6</td>
<td>6</td>
<td>36</td>
<td>13</td>
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<td>9</td>
<td>36</td>
<td>13</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>6</td>
<td>36</td>
<td>11</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>4</td>
<td>36</td>
<td>10</td>
</tr>
</tbody>
</table>

Since Ivan could not solve the problem when he knew the sum of the three numbers, which was the date of the encounter, that meant the sum must have been 13, for which there are two possibilities. The added information about the youngest son’s hair means that one of the possibilities—a nine-year-old and two 2-year-olds—can be ruled out, since there is no youngest son in that case.

That left Ivan with one solution: 1, 6, and 6.

Doesn’t matter what the date is because whatever the date is, if it adds to any number other than 13, Ivan will know the answer. The other seven choices have one possible answer. Only the sum “13” leads to two possible answers.

**Thank you to all of you who responded with answers. There were many who almost had it! See the exchanges page to reveal the person who sent us the correct answer.**
THANK YOU FOR ALL YOUR EXCHANGES!!!

Bill Geer of Oklahoma County did such an outstanding job in answering last month’s ‘Can You Solve It’ Problem. Way to go, Bill!!! We hope to hear from you in the future! Below was his answer for “Two Russians on a Plane.”

If you come up with the sums of all possibilities you can rule out the one that adds up to 38 (1,1,36) because there is not 38 days in a month. If you look at all the other possibilities (7 more) they all have a different sum except 2. Since he had to ask another question that means it had to be one of those 2 which are 1,6,6 and 2,2,9 both of which had a sum of 13. When he said his youngest was red headed then that tell you the answer is in my best guess… 1,6,6. Please don’t humiliate me if I am wrong! :) bill

From Bill Geer,
County Ext. Director; Oklahoma County

Congratulations!!!

Thanks for sending them! I enjoyed reading issue 3 and couldn’t imagine that I had deleted issue 1 and 2 without at least checking them out. Thanks to everyone who does such a great job putting it together!!!

From Shelli Gray,
Extension Secretary;
Pittsburgh County

Online Training Available

OSU Human Resources is very pleased to offer online training to faculty, staff and students with the provided convenience of working at your own pace. Go to http://hr.okstate.edu and click on Training Opportunities to utilize the online training programs.

All the HRStar Program courses are available in addition to past Executive Briefings and E-Verify Training. The direct link to online training is available at https://stillwater.sharepoint.okstate.edu/Training/default.aspx.

For more information, please contact Training Services at osu-trng@okstate.edu or call (405) 744-5374.
**Reminders**

**Staff and Faculty Fee Waivers**

Fee waivers for the fall semester 2009 are due on August 10, five business days prior to the start of classes at OSU. Detailed information about submitting a fee waiver was included in an email attachment sent on July 28.

**Office 2007 Tips Presentation**

The Technology Services and Support (TSS) group will be presenting “Office 2007 Tips” on August 14 at 10:00 a.m. during the monthly Cooperative Conversations session – [http://webconference.tamus.edu/main/oces](http://webconference.tamus.edu/main/oces). Mick Hoeltzel will be answering several questions that frequently come up in conversations such as “how do I recall an email message?” “how do I create a signature in Outlook?” and “how do I convert a Word document to PDF format?” If you have topics or questions that you would like covered in a future Cooperative Conversations, or if you have training session ideas for our Extension Technology Specialists, please contact Dwayne Hunter at dwayne.hunter@okstate.edu.

**Weekly Webinars**

The national eXtension group provides weekly webinars discussing a number of new and exciting opportunities for Extension personnel, including the use of Facebook, Twitter, and FriendFeed, Second Life, and using Moodle to develop online courses for the Extension audience. More information is available at [http://about.extension.org/wiki/Schedule_of_Professional_Development_Opportunities](http://about.extension.org/wiki/Schedule_of_Professional_Development_Opportunities) or contact Dwayne Hunter or Joyce Martin.

**Quick Tips for the Workplace**

**Lists Lists Lists**

Are you the type of person who has to jot everything down? Does your entire work station consists of note pads, post-its and random written-out agendas for your things to do for the day/week/month? If your habit of reminders and lists is accompanied by a substantial toleration for technological innovation, you would love the site, [http://www.tadalist.com](http://www.tadalist.com). Tadalist is a free online to-do list tool that’s perfect for organizing your tasks. Click off the tasks as you complete them and avoid the accumulation of random-note clutter on your desk!

**Staying Focused When You’re Tired**

If you are not a big fan of coffee or energy drinks, some of us here know how you feel. If you are tired and can not seem to focus, there are many things to do to liven you up. Get up. Walk around the building. Close the door and dance around, with or without music. Just do something that requires you to move. Laughter is even a great remedy for feeling tired. If you have any other great tips you do when you feel tired at the office, share it with us!

**Filing System**

Finding files in a big large cabinet may seem daunting. Remember not to over think your file names. Make the name simple so it can be easily remembered. Here, we even have our own filing system document that we add onto, created on Microsoft Excel. All of our files in our cabinet are documented so if we forget a name, we simply look on our Excel file and look through the alphabetical list to figure out the name of the file.

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**This month’s wise owl words of wisdom**

“Many ideas grow better when transplanted into another mind than in the one where they sprung up.”

-Oliver Wendell Holmes Jr., American Judge and Jurist

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**Until our next exchange!**