Greetings! We hope you all enjoyed this holiday season. We welcome you back to a refreshing start of another new year.

This is usually the time when many of us become fascinated with the idea of making changes. Whether subtle or drastic, we tend to embark on these year-long missions to increase the value of our lives through goals and resolutions.

As you can see, even we have participated in this sudden urge to make readjustments. The Extension Exchange Newsletter has undergone a slight facelift, in which you, of course, are welcome to share your thoughts and feedback on its newly constructed layout.

"Change is good," they say. But as for actually keeping up with our goals and maintaining them by the end of the year — even better!

So make your list, and follow it effectively, aiming for a more positive and healthier 2010.

We have many things to look forward to this year.

As we have announced several times during the last couple of months, the 2010 Extension Conference will be held later on this month. The time has finally arrived, folks! Last minute preparations are still in effect, as we introduce the new year with such a huge event.

We are also still deciding on the date for the next New Educator Orientation. We are shooting for some time in February, so stay posted for our announcement.

Last but not least, we are taking suggestions or thoughts about the Extension Exchange newsletter, in hopes to attract more opinions and ideas from its readers. Expect new segments and new layouts. Or, if you wish to express your love for the original layout, and would not like to see any changes at all, let us know!

To make your reading experience the most enjoyable, informational, and helpful to your career is still our goal!

We hope you all have a wonderful new year, and enjoy this issue of the Extension Exchange.

From Joyce, Krista and Dianne
The Staff and Program Development Team
An Extension Educator’s New Year’s Resolutions

Don’t know what to write on your list this year? Perhaps these will give you some idea. Try choosing at least five below, and then add your own personal flair to the rest of your list.

1. **Get your monthly reports in on time**
   This includes any travel claims, monthly program activity reports, and other reports.

2. **Follow your Plan of Work**
   Most of you have probably already turned in your Plan of Work, but do remember to keep it handy and follow it throughout the year. Aim for about 60% (or more) of your program plans to stay as consistent as possible with your original Plan of Work, and allow about 40% of your time for flexibility to accommodate sudden changes that might pop up during the year.

3. **Keep up with you mentor-mentee relationships**
   Meet all the requirements in this assignment. For example, a total of four face-to-face visits should be accomplished by all mentor-mentee relationships, starting from the date of the assignment.

4. **Consider being an informal mentor**
   Many of you have talents and expertise to help new educators. Although we usually organize official mentoring assignments, experienced educators are welcome to volunteer their knowledge informally to any newcomers who would like a mentor for guidance.

5. **Follow through on important dates**
   Once you are signed up for a program or activity, you ARE committed. If, for some reason, you cannot attend, contact the appropriate people. Only do this during emergencies. For in-services for example, be considerate and contact the state specialists, district directors and Joyce Martin if you are unable to participate.

6. **Communicate with the decision-makers**
   County commissioners, excise board members, state legislators, and program advisory committee members are all very important people. Keep these folks informed about your programs and activities on a regular basis.

7. **Office clean Up and organization**
   Make this one of your priorities. Some people tend to make this an occasional task that is only accomplished when all other tasks are out of the way. The problem with the previous method is that it does not always guarantee that this crucial task will get done. Try to dedicate at least a few hours one day a week to do all the sorting out, and cleaning up to avoid massive pile up that will only hinder your productivity on regular days. Remember your options: file it or toss it.

8. **Try new things (great for Career Ladder)**
   Perhaps develop a program or activity that you have not tried before. Being active in professional associations is always encouraged. And remember, it will be good for your Career Ladder portfolio, which does require educators to have significant involvement in professional associations. At home, try a new hobby or a special interest activity.

8. **Be creative and aim for diversity**
   Sure, there may be some programs that are typically traditional, such as the county fair and the 4-H Share the Fun. But for future activities, initiate a creative activity that would welcome a more diverse crowd.

(continue reading “Resolutions on page 3”)
9. Consider lists your best friend
Wish lists, grocery lists, to-do lists—why do people make lists? It has actually been proven that once written down, tasks are more likely for people to attain. Lists are simple, organized and straight to the point. You can make it as general or as specific as you want, about any topic.

10. Balance family time and work by writing events on one calendar
Although family time and work are two separate entities, seeing the time each one requires in one calendar is a great way to see how much time is left to do other tasks, as well as dedicating specific time for each without missing or accidentally leaving something out. This can make juggling tasks easier.

11. Start or expand your ‘glory file’
In our July issue of the Exchange, we introduced the idea of a Glory File, which is basically a collection of a person’s achievements, awards, praises, and other documents that have shown or proven what he or she has done well. It may include professional association awards, performance appraisals or other honors and awards. This is also perfect to use as Career Ladder materials.

Are there any more things you could think of to add on to this list?
Send us your top choices and tell us why you chose it.

The 2010 Extension Conference
Some things you should know if you plan to attend

- **Parking**
  Please remember to bring and use your state-issued campus parking plaque, or you can stop by the parking services located at the Multimodal Transportation Terminal on the corner of Monroe and Hall of Fame. They can provide a visitor parking permit.

- **OSU Men’s Basketball Ticket**
  Fans can take advantage of $10 walk-up tickets for Cowboy Basketball this season. Starting at 8am for weekday games, or two hours prior to tip-off for weekend contests, fans can visit the box office windows on the north side of the Athletics Center to claim their discounted ducats (admissions ticket). ($10 ticket not available for Texas, OU or KU).

- **Retirees Luncheon**
  Several OCES retirees plan to attend the ESP luncheon on Wednesday, January 20. They will host an informal meet-and-greet session from 10 AM to 1:30 PM at the Student Union French Lounge. Stop by for a visit!

- **Silent Auction**
  The fund raising committee for the 2010 NACAA Annual Meeting and Professional Improvement Conference will be sponsoring live and silent auctions during the Extension Conference. The money raised from the auction will be used to help host the National Agriculture Agents meeting in July 2010. We are asking members of the OAEAA, and anyone else wanting to help to donate items for the auction. Those persons donating items are asked to contact Stan Fimple or Ron Vick with information regarding their donation by January 15th. We are also hoping to, once again, feature purses designed and constructed by Mrs. Trapp that were so popular in 2008. If you have a special request for certain sizes, please let us know ASAP, and we will see if we can get them made. Any and all donations would be greatly appreciated.

- **Student Union South Elevator**
  The south elevator in the Student Union, which is located closest to the parking garage, is for “construction use only” and is NOT available for public use. Guests are asked to use either the north elevator, the Atrium elevator (for floors one through three), and the escalators or stairwells located throughout the building. For more information on the Student Union Renovation Project, please visit http://union.okstate.edu/renovation.

- **Dress Warm**
  The Student Union has a reputation for being too cold or too warm, so dress in layers if possible. Also, professional business attire should be worn on the first day of the conference, and business casual (no jeans) will be appropriate on the second day. OSU orange is always in style on campus, so show your Orange Pride on game day—January 20!
Southeast District Secretary Training
Pictures were taken during a session titled “Making the Most of Your 9-5.”
(Instructor: Shannon Cowen, Fresh Perspective Organizing Services)
November 17, 2009
If you have any pictures or stories to share about any programs or events that you have been a part of, send them to Staff & Program Development at joyce.martin@okstate.edu
“We will open the book. Its pages are blank. We are going to put words on them ourselves. The book is called, *Opportunity* and its first chapter is New Year’s Day…”

-Edith Lovejoy Pierce, Author

**Wise Owl**

*Words of Wisdom*

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**Toon of the Moment**

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**Reminders...**

- Faculty & Staff Fee Waivers and Educational Leave Requests are due **January 4**.

- There will be a Career Ladder Training on **February 11** via CENTRA for those who are interested in attending. More details on this coming soon.

- The deadline for submitting a Career Ladder Portfolio is **March 4**. Please let the Staff and Program Development office know if you are interested in submitting a portfolio.

- The 2010 Career Ladder Guidelines have been posted on the Staff Development Intranet site at [http://intranet.okstate.edu/staffdevelopment](http://intranet.okstate.edu/staffdevelopment). If you would also like a copy, contact Joyce Martin for a PDF version via email.

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**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*.

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**Until our next exchange!**