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A Year’s Worth of Exchanges...

The first issue of the Extension Exchange was launched May 7, 2009. It only consisted of three articles, incorporated in a simple layout, and embellished with OSU’s renowned colors: black, white and orange.

Although you may have seen some modifications in our design over the past 12 months, our hearts still rest in the same goal: providing you with quality information you need to succeed in your professional role as extension educators.

Since our first issue, we have received consistent feedback and support from our readers, which encourages us to come up with fresh ideas and more ways to interact with our fellow Extension staff.

In this month’s issue, we invite you to join in the spirit of celebrating the Extension Exchange’s one year anniversary. We are delighted to see people still engaging in our articles, and hope you continue to share more of your exchanges with us.

See how far we’ve come in our Facts & Figures segment this month - a collective group of numbers that signify our progress over the last year. We will also offer some helpful information pertaining to sharpening your memory, as well as time management skills and an update on Windows 7. Lastly, a farewell from one of our team members, who has made a major contribution to our newsletter in the last year. We hope you enjoy this month’s issue of the Extension Exchange!

From Joyce, Krista and Dianne
The Staff and Program Development Team

May

May 11
◊ Current Issues in Agricultural Economics - CENTRA
◊ Long-term Care Planning Guide Training - CENTRA

May 12
◊ Oklahoma AgrAbility: An Overview of Assisting Farmers, Ranchers and Their Families - Oklahoma County Extension Office - North Classroom - OKC
◊ Marketing Tools at Your Fingertips - CENTRA

May 14
◊ Windows Movie Maker - CENTRA

May 19
◊ All About Switchgrass - 374 Ag Hall - Stillwater

May 26
◊ Oklahoma AgrAbility: An Overview of Assisting Farmers, Ranchers and Their Families - Tulsa County Extension Office - Tulsa
Harder to Remember Things These Days?

1. Write things down.
Group them in subcategories if you have to. Believe it or not, something as simple as taking note of whatever you need to remember, has turned out to be one commonly ignored alternative. If possible, stick your notes on objects that are familiar to you, such as your computer screen or mirrors.

2. Use your imagination and humor.
The reality is, the less interested we are in a topic, the more likely we are to forget about it. Thinking of a funny or absurd image to associate with an easily forgotten topic will definitely stimulate your ability to remember.

3. Associate it with a routine activity or something you regularly do.
Perhaps you always remember to make your bed in the morning, but regularly forget to bring your cell phone to work. Try placing your cell phone in your bag right after making your bed. Transform the forgotten aspects of your life into a part of your regular routine.

4. Create a visual hint.
For example, drawing a picture of a soccer ball somewhere visible around your office, will remind you of your child’s soccer game later. Visual hints are especially effective for those who learn better from hands-on activities.

5. Get a companion.
Asking another person to remind you of your task is normally effective, however, it does require trust. Choose the person carefully because they could act as your back-up memory.

**FOOD for THOUGHT**
*The right food makes for a good memory*

**Vitamin A and beta-carotene:** Carrots, spinach, cantaloupe

**Vitamin C:** Citrus fruits, broccoli, strawberries, tomatoes

**Vitamin E:** Nuts, seeds, vegetable oil, wheat germ

**Fish:** Some types contain omega-3 fatty acids that are helpful for the brain to perform at its peak performance.

**Blueberries:** Can improve both learning capacity and motor skills.

**Dark Chocolate:** It has been said that the small amount of caffeine in dark chocolate will help with concentration and focus.

Source: “Powerful Ways to Sharpen Your Memory” by Luke Jermay

**Lifestyle Choices that contribute to poor cerebral health**

**Chain Smoking:**
Places the person at a higher risk of impairing his or her memory.

**Excessive Caffeine and Alcohol:**
This may hinder information from effectively entering a person’s mind. Memory works best when we are relaxed and focused.

**Constant Stress:**
Although it is hard to avoid, there are measures we can take to relieve stress. Try meditating, yoga, drinking tea, taking a long bath, fishing, playing sports...whatever works for you.

**Inactivity:**
A sedentary lifestyle is never healthy. Something as simple as walking improves blood circulation, which is good for the heart and brain. Engaging in sport and leisure activities can not only be fun, but it improves your alertness and memory.

**Lack of Sleep:**
Being tired will dramatically decrease a person’s will to focus, which will also lead to memory blockage and a defect in remembering things in general.
The Extension Exchange’s Facts and Figures

IN THE PAST YEAR...

143 events have been posted on our newsletter calendar.

58 articles have been included in the Extension Exchange.

30 exchanges have been shared from readers of various occupations and counties.

66 quick tips have been provided to assist our readers in enhancing their professional development and abilities.

42 people from various departments have been featured in our articles.

28 events have been highlighted in our newsletter, including several New Educator Orientations, the Extension Conference, the Women’s Symposium and other training opportunities.

Dedicating a Warm Farewell to OCES

By: Dianne Tordillo

Dear readers,

This month, I will be graduating Oklahoma State University with a Bachelors of Science degree in Broadcast Journalism, and will be wrapping up my time as writer for the Extension Exchange newsletter. Having been a part of the OCES Staff and Program Development team since 2008, I am proud to say that I will carry all the valuable things I learned here, in my years ahead.

Working at OCES has taught me the importance of great service to communities, as well as professional development and cultivating an outstanding work ethic. I also appreciate getting the chance to connect with all of you through the newsletter. What started out as a small idea devised exactly one year ago has now developed into a huge creative success.

A special thanks to Joyce Martin who provided me with this opportunity to experience what OCES is all about. I also thank Krista Anderson for her collaborative effort in working with me to make our office environment and newsletter ideas fun and a great learning experience. And last but not least, thanks to all of you who have consistently supported the Extension Exchange. Best wishes to you all!

Sincerely,

Dianne Tordillo

Results to Last Month’s Poll

In April’s issue of the Extension Exchange, we asked our readers to take our poll: Which Type of in-service Do You prefer?

We received a great number of responses. 43.9% of our readers prefer CENTRA over face-to-face in-services, whereas, 56.1% of our readers prefer face-to-face in-services over CENTRA.

Were you surprised by the results? Tell us what you think!
Just wanted you to know that I enjoy your "Extension Exchange" and have found a lot of useful information in it and it has made me look at some things a little different (I have tried to become more organized). I am afraid I am one of those who let things stack up on the corner of my desk instead of filing or tossing - but I am doing better! Yea!

From Dotty Daniels, Craig County Program Assistant

I recently applied for graduate school thru OSU. I was curious how this works as a full-time employee and if there are any benefits being employed by OSU?

From Tracey Payton, Cleveland County Horticulture Educator

Great Question– in fact, we’ve received several questions this month about tuition-fee waivers from people on campus and in the field.

Tuition-fee waivers are one of the perks we receive as a full-time employee of OSU. We are eligible to receive the waiver on classes at any OSU campus including Tulsa and Oklahoma city. Classes at other universities are not eligible. Check with your specific department to see if distance education classes are academic for the waiver.

From the Staff and Program Development Team
It occurs all too often that at the end of the day, we cannot determine where our time went. Time wasters pop-up everywhere all day long. Some of these things are uncontrollable, while others we can avoid. Keeping a time log can help to determine exactly what we are spending our time on and how to adjust our behaviors to get the most out of our day. Moreover, we can determine what might have wasted other people’s time as well.

We challenge you to keep a time log. After you have kept your log for a week, or even just a few typical work days, rank the following activities in order of which takes the most time from your day. Then, send us your responses.

| Lack of objective, priorities or planning |
| Poor crisis management, shifting priorities |
| Attempting too much |
| Personal disorganization |
| Interruptions (drop-in visitors, telephone calls) |
| Inability to say no |
| Lack of self-discipline |
| Ineffective delegation |
| Meetings |
| Procrastination |

Let us know what takes up the majority of your time and your reaction to the results of your time log. You might be surprised!
Left: LaDonna Dunlop, Diana Romano, both Oklahoma County. Tour at Feria Latina Food Market

Recia Garcia, NW District Program Specialist and Association President

New association members L-R: Julie Staiger - Harmon Co., Andrea Williams - Roger Mills Co., Sonya Meier - Cleveland Co. and Janice Cranor - Osage Co.


Gloria King, SW District FCS Specialist and Vice-President Professional Development and guest speaker, Carey Sue Vega
How to Teach Adults in One Hour

When teaching adults in one hour sessions, it is crucial to get straight to the take-home message. In order to get to that point, you must know who your audience is. Getting this information can be done by contacting the person who asked you to present the teaching session. Draves suggests only asking the questions that will most drastically affect what you present. Additionally, finding out what the participants want to know will help.

By randomly sampling the audience, you can determine what will benefit them the most. This not only tells you who is in the audience, but also what information they already know. For example, a computer programmer must never forget to help a new customer learn how to turn on the computer. However, if you cannot determine the knowledge base prior to your presentation, prepare as if your participants know what you are talking about. Draves suggests that if they get lost, they will get you back to the basics. Once you have a better idea of who is in the audience, you can work on putting your presentation together.

When preparing your presentation, remember to make your key ideas general and then move into more details. This should be set up in an inverted pyramid style. This means the most important information is first, and the information that follows is less critical to the take-home message. This ensures the audience is alert and attentive for the information you want them to understand.

Read next moth to learn more about conducting one-hour teaching sessions!
For those looking at or wondering about Microsoft Windows 7, here are some answers to frequently asked questions.

**What is Windows 7?** It is Microsoft’s newest operating system that is presently on the market. It has several new features and was made to replace the aging Windows XP.

**How does Windows 7 compare to Vista?** It is vastly better! Windows 7 has lower hardware requirements than Vista, although it still requires more than XP. Several of the security and software problems within Vista have been fixed in Windows 7.

**How does Windows 7 compare to Windows XP?** Favorably. There are several new useful options included within Windows 7.

**When will Extension convert to Windows 7?** Microsoft is scheduled to stop supporting Windows XP on April 8th, 2014. Conversion to Windows 7 will need to be completed before that date.

**Which computers are affected?** All computers bought or rebuilt after June 30th 2010, will have Windows 7 installed on them. Older machines that are not capable of running Windows 7 will be rebuilt with XP until 2014.

**Will all computers be able to run Windows 7?** No. Some computers may not be able to run Windows 7 depending on their processor or Random Access Memory (RAM.) These computers must be upgraded or replaced to run Windows 7.

**What happens if the computer cannot be upgraded or replaced "soon"?** It will have to stay on XP; since XP support from Microsoft ends in 2014, counties will need to replace the last XP machines before then.

**When will the entire county office be converted?** We are looking at starting the conversion of the county offices to Windows 7 after September. We will be converting the offices by request and with emphasis on counties currently running on Vista.

**Will the 4-H database work on Windows 7?** Yes. We have tested the 4-H database program on Windows 7 and it operates the same as in Windows XP.
Will offices be able to share files and printers when running Windows 7 and XP? Yes. We have tested sharing files and printers between computers running Windows XP and Windows 7 and had no problems.

What can we expect out of Windows 7? In many ways, Windows 7 is similar to older Microsoft operating systems. However, it will look a little different. Microsoft has updated the start menu to increase its functionality and to add new features that will reduce the number of steps to do certain tasks. Overall the upgrade to Windows 7 will be useful and worth it.

If you have any questions or concerns feel free to contacting your support specialist at your convenience. Contact information along with other resources are available at www.support.dasnr.okstate.edu.

To our DASNR Support Specialists: we appreciate all your help!

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An Ode to Memorial Day

To Our Armed Forces: We Thank You

Unlearned Lesson

Memorial Day
Of every year
The little valiant
Flags appear
On every fallen
Soldier's grave--
Symbol of what
Each died to save.
And we who see
And still have breath--
Are we no wiser
For their death?

Better than honor and glory, and History's iron pen, Was the thought of duty done and the love of his fellow-men.

~Richard Watson Gilde

Wise Owl
Words of Wisdom

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

Until our next exchange!