Holiday break and the beginning of the New Year seemed to fly by. The month of January is half over and the snow and ice continue to be a nuisance. I would like to remind everyone that many wonderful events are planned for UNOPA members this upcoming spring.

Since I’m on the topic of awards, just a reminder that the Rose Frolik Award will be presented in April, so you will want to start thinking of that special someone who demonstrates the attributes of UNOPA’s founder and first president, Rose Frolik. Go to the UNOPA website for nominating information about this award.

The UNOPA Nominating Committee is fast at work sending out letters requesting you to consider running for an office or nominating someone you think would be interested in being an officer for 2008-2009. I encourage you to run for an office and get involved on a committee as either a member or Director. Please contact Donette Petersen, 2-5623, if you are interested in running for an office.

(Continues on Page 2)
UNOPA’s spring workshop will be held on Thursday, February 28 from 1:00-4:00 pm at the East Campus Union. M. Colleen Jones, Assistant to the Chancellor for Organizational Development and Assistant Professor of Management, UNL, will be the featured speaker. Her topic will be “Let’s Talk Business! Finding One’s Voice During Life’s Transitions.”

Further information can be found on Page 4 of this newsletter. You may go to the UNOPA website to register.

I look forward to seeing everyone at the February 12th meeting!

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UNOPA GENERAL MEETING
FEBRUARY 12, 2008
11:45 a.m., Nebraska City Union

JOIN YOUR UNOPA FRIENDS FOR THE February 12th UNOPA General Meeting at 11:45 a.m. The Silver Pen & Outstanding Staff Award will be presented! Musicial entertainment will be provided by guitarist, Bryan Becker.

Please get your registration forms to Dora Dill by February 5.

Forms available at: http://www.unl.edu/unopa/

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UNOPA NOTES CONTEST WINNER

Congratulation goes to Kathy Thompson. Kathy found “Sara Weixelman, Filley Hall Business Center” out of context on Page 5 of the December UNOPA Notes and her name was drawn. Kathy will receive a free lunch at the February 2008 General UNOPA meeting. Congratulations, Kathy!

Thank you to all who entered. Next month is another chance for you to enter to win! Happy hunting.

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Due to the rise of printing costs, the UNOPA General meeting minutes will be posted on the UNOPA website: www.unl.edu/UNOPA.

Please call Janice Kohler at 472-1103 if you would like a hard copy and do not have access to the website.

Thanks for your understanding.
Are you getting stressed-out just thinking about everything you have to get done? If so, here’s a simple system to help you go from chaos to calm.

1. Stop what you’re doing
If you’re super-busy and find yourself getting overwhelmed with all the tasks and projects you have to do, the best thing to do is stop what you’re doing—at least for a few minutes. It’s vital to take a deep breath and a step back to be sure (a) you’re working on the right things and (b) you’re working as efficiently as possible.

2. Be realistic
The other day, someone asked me if I would volunteer my time for an event. I quickly glanced at my busy schedule and graciously declined the offer. I realized immediately that if I took on this additional project, that I would be in a major time-crunch. While others may expect you to be super-human, the truth is that everyone has limitations. Know yours and be realistic about how much can actually be completed -- accurately -- in any given day.

3. Keep a running record
There are always going to be things that need to be done. Always have a Master List so you can jot these things down. This running list serves as a memory tool, so you can free your mind to concentrate on the task at hand.

4. Take your pick
Once you have a Master List, use it to write up a Daily To Do List. Wisely choose four (or five or six--whatever you can handle each day without getting overwhelmed) things from your Master List, and put those items on your Daily To Do List. Work on those four items, and don’t put another four on that list until those initial four are completed.

5. Make your environment more pleasant
Are you surrounded by papers and mail? Clear your work area, even if you have to put everything to the side for now. Are your kids interrupting you? Give them a project to do to keep them occupied. Not enough light? Add a lamp, or paint the room a lighter color. Put on some pleasant music. Light a scented candle. The bottom line is, the more pleasant your environment is the more relaxed you are going to feel.

6. Sandwich in rewards
After we did a bunch of yard work the other day, my husband and I went out on the front patio and relaxed with some lemonade while we flipped through our favorite magazines. After I write my organizing columns for the media, I often take a refreshing walk around my neighborhood. Sandwiching these enjoyable rewards in between my work, makes my day both productive, stress-free and fun.
2008 SPRING WORKSHOP —February 28, 2008

LET'S TALK BUSINESS!
Finding One's Voice During Life's Transitions

M. Colleen Jones

[biography]
Assistant to the Chancellor for Organizational Development
Assistant Professor of Management
University of Nebraska-Lincoln

STOP! REFLECT!

Ever Asked Yourself:
- How Do I Go On?
- Why should I change?
- How do I make sense of nonsense?
- Why am I being tested like this?
- What forces guide my behavior?
- How do I maintain balance?
- How do we retain a sense of “self” as well as a sense of “us”?

Participants may walk away with more questions than answers, but will feel empowered . . . .

Registration Deadline: Wednesday, February 20, 2008 –Pre-Workshop Packet will be distributed

Name
Department (if applicable)
Day Phone
Questions? Contact: Betty Jacobs 402-472-8784
Street or Campus Address
City/State/Zip:

Please specify: □ UNOPA Member [Free annual Career Development workshop] □ Nonmember — $10 [fee for materials]

Make check(s) payable to UNOPA; or include your UNL departmental cost object for billing, if applicable________________________

Return registration to: Shirley Horstman, Univ. of Nebraska, 312 N. 14th ALEX West, Lincoln, NE 68588-0408 402-472-9417 (FAX: 2-6048)

□ YES! I’d like to visit a UNOPA meeting 2ND TUESDAY/Mo. (through May 12, 2008) 11:45-1:00PM. Contact: Betty Jacobs 2-8784

UNOPA Membership information: Membership Directors, Cathy Leazer, 472-4879 or Karen Randall, 472-5233.

UNOPA meets monthly, September through May. Meetings feature interesting speakers, and programs. Other benefits include an award winning website, newsletter, career enhancing workshops, networking, mentoring and professional growth opportunities. UNOPA Website: http://www.unl.edu/unopa/index.htm

1:00-4:00 P.M. – FEBRUARY 28, 2008 – EAST CAMPUS UNION/GREAT PLAINS (short vita, page 2/over)
M. Colleen Jones, D.B.A.
Clinical Assistant Professor of Management
Assistant to the Chancellor

Areas of Specialization: Leadership development; organizational learning; diversity in organizations; group processes; conflict management; and spirituality.

- Professor Jones is currently the First Vice Chair of the Board of Directors of the National African American Women’s Leadership Institute (NAAWLI), and is on the Board of Leadership Lincoln; the Nebraska Jazz Orchestra; Friendship Home, and is a Trustee for the Nebraska Art Association. Previously, she has served on the Editorial Board of the Journal of Management Education; the board of directors of the Association of Black Women in Higher Education; the Organizational Behavior Teaching Society; and on the editorial board of the Journal of Educational Opportunity.

- Dr. Jones is a certified administrator of the Myers-Briggs Type Indicator (MBTI) which she incorporates in her teaching, research, and consulting.

- She is an entrepreneur with an interest in Preston Industries, LLC, dba Kenny’s Dry Cleaners (2760 South), serving as the CFO, and Director of Marketing.

M. Colleen Jones earned her degrees from: The University of Iowa (B.B.A. in Accounting and Quantitative Methods); M.B.A. The University of Southern California (Management and Finance) and finally, a D.B.A. from The George Washington University, Organizational Behavior and Development.

REMINDER TO UNOPA MEMBERS REGARDING PSP CREDITS:
submitted by Lorraine Moon, CEOE, PSP Co-Director

When you take a course or attend a workshop here at the University that is not sponsored by UNOPA, you may still be able to obtain PSP credits. The course or workshop should be in a field of study that can be considered inservice. You will need a signed certificate or letter that contains the following: 1) name/organization of presenter; 2) title of presentation; 3) your name; 4) date and hours of course/workshop; and 5) signature of presenter/instructor/sponsoring organization. Include this certificate or letter in your PSP application materials that you submit to NAEOP for approval. Most likely, Debbie Hendricks, Vice Chancellor Student Affairs, you will receive PSP credits for these hours.

If you have questions feel free to contact me at 472-6082.

What the world really needs is more love and less paper work.
- Pearl Bailey
February 2008 Calendar

February 12 ......... UNOPA General Meeting
            City Campus Union  - 11:45 A.M.

February 15 ......... UNOPA Notes Deadline for Submission of Articles

February 20 ......... Registration Deadline 2008 Spring Workshop

February 28 ......... 2008 Career Development Spring Workshop
            East Campus Union  - 1:00-4:00 P.M.

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Editors
Circulation 178

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