



CHANGING FACES

Lori Burma (Ames, IA) is the new Secretary/OA at the National Swine Research Information Center. Lori grew up on a farm in Boone, IA, graduated from DMACC with an associate degree (legal secretary), and has been employed as a legal secretary for the past 25 years. Lori and her husband, Jeff, have three children: Jared (22), Haylee (18) and Cade (9). Lori enjoys shopping, being outdoors, biking, and spending time with her family.



THE GIFT OF LIFE

By **Marcia Jenkins, Peoria, IL**

So it is time for you to renew your driver's license and you come to the question... "I hereby make an anatomical gift, effective upon my death," of any organ or tissue; or only the following... what will you do?

Let me tell you my story. In early 2006, I began to have serious health problems leading to a series of tests and doctor's visits that led to a final diagnosis of "Cholangiocarcinoma," a growth blocking my bile duct. After a hospital stay in Peoria, IL, and at University of Illinois-Chicago Hospital, my husband and I decided to get a final consult with Mayo Clinic in Rochester, MN. They confirmed the diagnosis; I began a series of pinpoint radiation treatments and slow infusion chemotherapy in the fall to treat the growth.

I was put on the national organ transplant list in late October 2006 and on February 2, 2007, while preparing to leave my office I received the liver offer call from Mayo. My transplant surgery

was performed on February 3 and on the sixth day I was released to go 'home' to the Gift of Life Transplant House in Rochester.

Staying at the Gift of Life House was a blessing for me as I personally saw many patients who were very ill from all kinds of cancer and leukemia and needed a variety of transplants from heart to lungs, livers, kidneys and stem cells. That first week back at the Transplant House was very emotional as well – I thought about the liver donor and what the family may be feeling at that time. I was so thankful to this donor and to God that I was given a second chance at life. I was released to go home to Illinois after three weeks and am now scheduled for a four-month checkup in early June.

I am doing very well; all the blood work is coming back nicely and so far there is no rejection of the new liver. Since my operation my progress is remarkable. What a blessing. I've truly been given a Gift. I plan to contact the donor family through a group called "Life Source." My letter would be forwarded and it would be up to the donor's family if they choose to contact me.

I am a true advocate for organ donation. It has been an unforgettable journey and a journey that begs to be shared. Please donate if you are able and remember what a gift it could be. YOU could save a life.

E-MAIL ETIQUETTE REMINDERS

By **Melissa Stiefel, East Lansing, MI**

Since most of us already have been migrated to Outlook or will be doing so very soon, here are a few reminders for e-mail use.

Know when to use e-mail (and when not to). Evaluate the complexity of the subject you wish to discuss. Many times, you can save time by *conversing* (phone or face-to-face) with your recipient rather than sending a long, complicated e-mail.

Respond to your sender in a timely fashion. If you are unable to provide the needed information to your sender within a respectable amount of time (for instance, one business day), let your sender know that you've received their message and will get them the needed information as soon as possible. Don't let them dangle...

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Handle attachments efficiently. Although e-mail is a quick and easy way to transfer files, remember that they tend to consume a large amount of space on the server. Remember that your new Outlook mailbox allows for 100MB of memory (you'll get a warning when you reach 85 MB!), and that you may receive up to a 10MB attachment from an external address and a 50 MB attachment from an internal address.

Your e-mails are not private. Don't put anything in an e-mail that you wouldn't want posted on a billboard on the nearest Interstate. Do not send confidential, sensitive, personal, or classified information via e-mail. (Example: Social Security Numbers)

Properly use CC and BCC. Before you carbon copy others, ask yourself whether or not this person truly needs to receive this information. If you should decide to use the BCC feature, please read the first tip again.

Compose effective subject lines. Your goal here is to summarize your message without being too wordy or ambiguous.

Compose professional messages. While composing your e-mail, make sure you use proper grammar, sentence structure, and spell-check. If your message is rather lengthy, break it up into short paragraphs for readability. Reread your entire e-mail before clicking the Send button—you may be surprised at what you find!

TIME MANAGEMENT

By Karen Burianek, Ames, IA

Time management is critical in today's hectic lifestyles. One important time management tool is organization. Organization will help you be more productive, provide improved results, reduce stress, and in turn, save time.

One way to become organized is by making a daily "To Do List." Such a list will provide a constant reminder of things that need to be completed, thus freeing your mind to concentrate on the task at hand. It can bring order to an otherwise life of constant chaos.

Once you develop a To Do List, you need to prioritize the items into categories such as Needs Immediate Attention, Needs Attention in the next day or next week, and those that can be eliminated

or put on the back burner indefinitely. *Failing to make a daily To Do List will result in work overload, inability to concentrate, or even inability to perform—resulting in time wasted.*

Keep in mind that you need to be flexible enough to recognize when priorities need to be altered due to unforeseen circumstances such as emergencies or special projects that arise.

Even prioritized tasks on a To Do List can be overwhelming. *Determine what steps need to be taken to complete a priority task and break those steps down into smaller, more manageable pieces by importance and priority.* As each step is accomplished, check it off the list to give you a sense of achievement. Maintain focus on the end result, and before you know it, the whole task will be completed. Tackle the most important steps first; don't waste time on trivial items. Complete unpleasant tasks early in the day when your energy is high. Reward yourself when they have been accomplished.

Delegate or ask someone else to assist with the completion of routine activities. However, remember that delegation is not abdication—you are still responsible for the completion of the task and for managing the delegation process.

Recognize other common time wasters such as idle talk, phone calls, e-mail, distractions, perfectionism, inability to say no, indecision; procrastination; fear of failure; etc.

Block off periods of time to process e-mail. Avoid checking it frequently. File e-mails in folders as you would paper copies. Keeping all mail in your In Box and Send Box will slow down the server. Sort incoming mail by subject, key word, or author so you can process related e-mail together. Delete all unnecessary mail, including old and duplicate e-mails to free up space for incoming mail. Delete documents after you save them to your hard drive.

Use your To Do List to keep focused when surrounded by distractions if you are unable to move to another location to work.

Block time for specific tasks and set deadlines for accomplishing the tasks. Share deadlines with others. This will make you more accountable. Break tasks into smaller sections, making the task easier to accomplish.

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Time management is a round-the-clock process. *Time management is really life management.* If you waste time, you are really wasting life. Unless you respect your time, no one else will either.

Information obtained from:
 Working Smarter: A Time Management Guidebook for Secretaries
www.couns.uiuc.edu www.mayoclinic.com
www.getmoredone.com/tips www.dartmouth.edu
www.businessballs.com www.imnewswatch.com
www.mindtools.com

HELPFUL FILE MANAGEMENT TIPS

By Heather Lewandowski, Columbia, MO

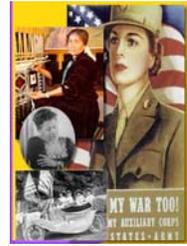
The following tips should not replace the File Management Guidelines found on the PASTG website.

- Make sure your filing system clearly separates active from inactive files. Having to search through inactive files to find what you need just adds unnecessary time to your search.
- If you decide to use color file folders, remember the color tabs that come with them may be difficult to read. Use clear tabs.
- Use a color coordinated filing system.
- Categorize your e-mails and drop them into "electronic folders" for easier searching and retrieval.
- Place tabs on the front of files so that by grabbing the tab you will open the desired file. This will reduce the chance of filing documents in the incorrect file.
- Label all binders stored on shelves, and label them in the same direction whenever possible.
- Consider organizing your filing system into three related, but separate parts: action or current files, reference files and historical files.
- A straight line system for folder tabs (all tabs in the same position, one after another) is gentler on the eyes and not as easily disrupted when you add or delete a file.

From: "The Little Book of Big Ideas - 50 Ways to Increase Productivity" by Eldon, Center for Office Solutions.

CELEBRATING WOMEN'S HISTORY MONTH

By Stephanie Brennan, West Lafayette, IN



In 1978, the Education Task Force of the Sonoma County Commission on the Status of Women in California began a "Women's History Week" celebration. The week was chosen to coincide with International Women's Day, which was first celebrated March 8, 1911, in Europe.

Three years later, the United States Congress passed a resolution establishing National Women's History Week, which was expanded to a month in 1978 at the request of the National Women's History Project. Every year since then the U.S. Congress has issued a resolution for Women's History Month.

The history of women in U.S. agriculture reveals a fundamental contradiction: women's work has always been integral to farming, yet women have been excluded from controlling farms.

Enslaved African American women who labored on plantations producing crops sold on the world market had different experiences from white women who worked on family farms. Planters required women to labor as field hands, regardless of whether they were pregnant, nursing, young, or old. Sometimes women worked together, but often they worked in mixed groups. Many women could keep pace with men in the tobacco, rice, and cotton fields.

Emancipation led to significant changes in African American women's work, although the Southern economy was still based on plantation agriculture, and ex-slaves were not granted the "forty acres and a mule" that they believed would bring economic independence.

Refusing contracts that required them to do wage labor in gangs, African Americans insisted on farming in family groups as tenants and sharecroppers. Freedwomen spent more time raising food for their families and less time cultivating staple crops than enslaved women did.

Native American women alone enjoyed a social status commensurate with their centrality to the economy. Before the European invasion,

farming yielded the bulk of most peoples' subsistence. Women cultivated corn, beans, and squash, crops known as the "three sisters." Women usually worked together and controlled both access to land and the distribution of produce. Men helped to clear new fields and participated in rituals to ensure the soil's fertility.

Agriculture was a male-dominated industry then, and so was the FFA. Over time, many of the state associations allowed girls to become members, but the national organization didn't. In fact, in 1930, at the 3rd National FFA Convention, the all-male delegation amended the organization's constitution to restrict membership to boys only.

Although girls were allowed to participate in chapter and state FFA activities, they were not admitted to membership in the national organization. Therefore, they could not compete in contests, attend national leadership seminars and programs, nor become national FFA officers. In 1967, a resolution was presented at the FFA National Convention to allow girls into the organization. It was defeated. Efforts also failed in 1968, when a "parliamentary procedural trick" prevented a vote from even taking place

In 1969 the national FFA constitution allowed full membership rights and benefits to women.

Colorado's Florissant Valley lies 35 miles west of Colorado Springs on the flanks of Pikes Peak. To the north and east, the Rocky Mountains dominate the skyline. To the west lies high meadow land with large expanses of undulating native grasses so beautiful that early fur trappers to the area referred to it as a park. In the center of this lush valley stands the Hornbek homestead complex, the home of a strong, determined woman who came to the area with her four children in the 1870s. Claiming land under the Homestead Act, Adeline Hornbek defied traditional gender roles to become the owner of a prosperous ranch.



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