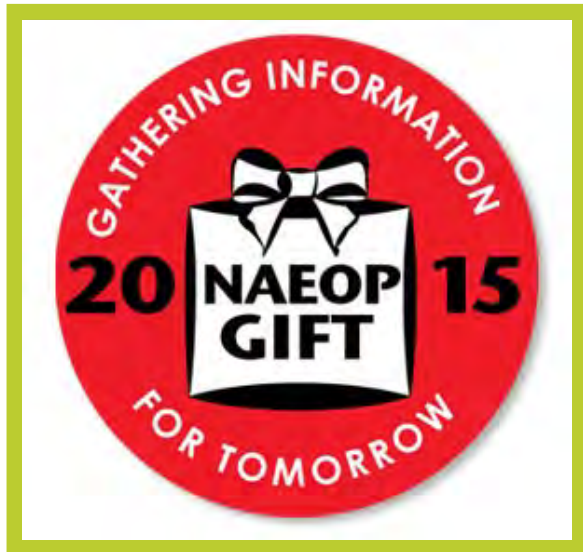




It's Almost Time to Go to Buffalo!

By Jill Averyhart, CEOE



**National Association of
Educational Office Professionals
81st Annual Conference and Institute
July 22-25, 2015
Buffalo, New York**



We hope to see you in Buffalo as together we Gather Information for Tomorrow!



Conference Chairman Wendy Heslink, CEOE
wheslink@fcsd.wnyric.org

Visit www.naeop.org
for additional information.



I can't believe the 2015 Annual NAEOP Conference/Institute is right around the corner. The schedule for the conference includes the Administrative Council Luncheon on July 24, 2015, from 12 noon–2 p.m. The Administrative Council Committee has been busy planning for the luncheon to include a professional development session. *Who Put a Lizard in My Lasagna?* is an engaging session that illustrates when you put your uniqueness into action with a positive attitude, great things happen. The session highlights four key points to provide memorable experiences and great customer service.

- Be Creative
- Remember What's Important
- Go Above and Beyond
- Have Fun

In this edition of *The Navigator*, Administrative Council members are sharing ways they relieve stress. I relieve stress by staying organized with To-Do Lists. I have my Conference To-Do List checked off and am ready to see you in Buffalo!

CONFERENCE TO-DO LIST	
✓	Conference Registration
✓	Hotel Reservations
✓	Airline Reservations
✓	Passport and Tour Reservations
✓	Bring down suitcase from the attic
✓	Look for updates on the NAEOP Website
✓	Look for information on the NAEOP Social Media Sites

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Benefits of Walking

By Melody Butler, CEOE

We all know that walking can burn calories, help ward off obesity and reduce the risk of heart disease. However, did you also know that walking can have stress relief benefits? With the arrival of spring, this is the perfect time to get moving and jump-starting a new walking routine. You do not have to run miles on end to enjoy the stress-busting benefits of exercise—a moderate walking pace can reduce tension and anxiety.

- **Put your brain in a meditative state.**
According to research, taking a walk in the park could actually shift your brain into a calmer state. Walking through the green spaces can put the brain into a meditative state. Give it a shot and go walking in one of your favorite parks to enjoy the health benefits of moderate physical activity, while also quieting the mind and increasing awareness.
- **Spending time outside reduces stress.**
Spending time in nature has been associated to stress reduction. Studies have found that spending time outside can relieve stress and also improve your memory and attention. Walking has also been linked to improving energy levels. Try walking outside for 20-30 minutes several times per week to alleviate stress and give your mind a boost.
- **Walking with friends can help relieve stress.**
Make your daily walk a group activity. Having strong social bonds are great for helping to relieve stress.
- **Walking boosts energy and reduces fatigue.**
You want more energy and less fatigue? Then get moving. In 2008, a study was done that revealed individuals that began an exercise program centered around walking experienced a significant boost in their energy level and decrease in fatigue.

So, whether it's a slow stroll in the park with friends or a brisk power-walk around the neighborhood, make walking a part of your daily routine to reduce tension and promote feelings of calm.



How Some Illinois Association of Educational Office Professionals Members Relieve Stress

By Ruth Burgess, CEOE
IAEOP President

During my last Executive IAEOP Board Meeting (April 17, 2015), I asked each of the Illinois NAEOP members how do they relieve stress. Most of us are retired, so some of the things I have listed you may have to do after a stressful day.

Myself, I like to spend time with my family and grandsons, do Sudoku puzzles, and play Solitaire on my computer. Here is a list of the things that the other Illinois NAEOP members have shared about how they deal with stress:

- Breathe in and out, take a walk, smile, and take an aspirin
 - Take "Me Time," read, go golfing, have lunch with a friend
 - Gardening, hiking
 - Yoga, deep breaths, stretches
 - Play games on computer: Solitaire, and other games
 - Water exercise
 - Work in the garden and flower beds
 - Line dancing, reading, watch TV
 - Traveling, gardening, cook, meditate, family and grandkids
 - Sewing
 - Cross Stitch and other hand crafts
 - Maybe "Yell"
 - Pray and read inspirational books
-

4 Stress-Reducing Tips for Admins

By Julie Perrine, CAP-OM, MBTI Certified



You're short staffed at work. The boss just asked you to work late on Friday. That looming deadline is fast approaching. You're late to the office ... again.

All these scenarios feed the vicious beast that is workplace stress.

Job-related stress is a growing epidemic in the U.S. According to a survey by the American Psychology Association, 52 percent of workers consider their work life more stressful than their home life, and 62 percent of American adults suffer from stress-induced chronic health problems. Given the alarming statistics, it's important for admins to be aware of their stress levels and know how to reduce them.

"Take a deep breath and relax." It's easier said than done for many admins. But it's also advice worth heeding, because prolonged, high stress at work -- and home -- can lead to serious health problems and even a shorter lifespan.

But, if deep breaths aren't going to cut it, give some or all of these stress-reducers a try.

Learn better time management.

Properly managing your time in the office can go a long way in lowering your stress level. Take time to plan out each day and make a to-do list of the tasks that need to be completed. Put up a "Do Not Disturb" sign when you're really busy. Avoid distractions such as social media and non-urgent emails and calls. Instead, delegate time to responding to emails, returning calls, and engaging with social media (if it's required for your job).

Eat well.

Many people seek comfort in food when their stress level increases. However, unhealthy foods and beverages high in sugar, fat, and caffeine increase the stress hormone cortisol. Instead of a candy bar, nibble a piece of dark chocolate -- one of the most potent endorphin-boosting foods on the planet. Or eat a

handful of nuts, which are packed with cortisol-busting magnesium. Foods rich in complex carbohydrates are also a good choice as they increase serotonin levels.

Schedule a massage.

A deep tissue massage can help reduce blood pressure by up to seven points, and decreasing your blood pressure can add six years to your life. It also helps to relax muscles, lower your heart rate, increase endorphins, and slow breathing -- all of which help decrease symptoms of stress.

Get active.

Go for a run, enjoy a swim, or just take a walk around your office building. According to the Mayo Clinic, just about any type of exercise acts as a stress reliever by pumping up endorphins, improving your mood, and allowing you to sleep better.

Regardless of what's stressing you out, take some time to try one of these tips or something else that relieves tension. Then consider making it a daily or weekly habit.

Stress might be a fact of life, but it doesn't have to overtake yours.

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Julie Perrine, CAP-OM, is the founder and CEO of All Things Admin, providing training, mentoring and resources for administrative professionals worldwide. Julie applies her administrative expertise and passion for lifelong learning to serving as an enthusiastic mentor, speaker and author who educates admins around the world on how to be more effective every day. Learn more about Julie's new book -- The Innovative Admin: Unleash the Power of Innovation in Your Administrative Career -- and request your free copy of our special report "From Reactive to Proactive: Creating Your Strategic Administrative Career Plan" at www.AllThingsAdmin.com.

DATES TO REMEMBER

June 10 – 12, 2015	South Dakota AEOP Conference – Valentine, NE
June 16 – 20, 2015	Texas ESA Summer Work Conference
July 22 – 25, 2015	NAEOP Annual Conference Buffalo, NY

Shoe Shopping To Relieve Stress

By Georgette Council, CEOE

We all have so many things going on in our lives these days that it is easy to get overloaded and overwhelmed very quickly. As women, we find it hard to say no to all of the “opportunities” that present themselves and as a result, we usually end up extremely frazzled from time to time. Now, we have no one to blame for this but ourselves, but we always find a way to justify putting ourselves at the bottom of the priority totem pole. Having to be employees, supervisors, managers, mothers, wives, sisters, daughters and friends – all at once – can really take its toll. So what do you do about it? Calgon is one solution, but my stress-reliever of choice is SHOE SHOPPING! Yes, the smell of new leather, the click of a stiletto heel on the hardwood floor, the look of a new shoe on a freshly pedicured foot – oh the joy it brings me...LOL.

Now, I know you are probably saying “but that will add more stress because you have to pay for those shoes,” right? Well, truth be told, I do a whole lot more window shopping than actual purchasing. But just looking at and trying on new shoes makes me happy. Now, if I never bought another shoe I think I would be fine. At last count I had almost 100 pairs of shoes/boots in my closet, but that’s beside the point. It is the endorphins that are released that lower the blood pressure when you find something that calms you and makes you happy that matters right? (That’s my story and I’m sticking to it!) Most of the time I am trying on shoes that I would never buy because honestly, they are not that practical for my life, but it is fun to play “dress up” sometimes and just imagine the what ifs.

Some people exercise, some people binge eat, some even meditate to relieve stress. For me, an afternoon in DSW, the Nine West store or the shoe department at Nordstrom trying on shoes does wonders...and if they are on sale, I might even bring a pair home with me.



2015 Summer Blockbusters

By Jill Averyhart, CEOE

Do you know what I do to relieve stress after a hard week at work? On the weekends I go see a movie. You can get so involved in the story on the screen you forget your own problems and just relax and enjoy, and if it’s a comedy, even better. Like they say, laughter is the best medicine. Eating the yummy popcorn doesn’t hurt either.

Listed below are some upcoming movies for the summer months. Looks like I am going to have a stress-free summer.

Jurassic World
Mad Max: Fury Road
Minions
Mission Impossible: Rogue Nation
Poltergeist
Terminator: Genisys
The Fantastic Four
The Man from U.N.C.L.E.
Tomorrowland



COMING SOON!
Administrative Council Luncheon
Who Put a Lizard In
My Lasagna?

If you have any questions about the upcoming Administrative Council Luncheon or the NAEOP Conference, please don’t hesitate to contact me.

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← Don’t forget to check out NAEOP’s social media platforms!