



January 2008

Utah Purchasing News



<http://www.napmutah.org>

Happy New Year!

January NAPM Meeting

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Thursday, January 10, 2008 – 4:30 p.m.
Tour the *new* SmithOptics facility in Clearfield.

Smith Sport Optics, Inc.
Freeport Center, Bldg. F-13
Clearfield, UT 84016

Park in south parking lot, enter at middle of building (look for bright yellow/black entrance) RSVP to be added to list, check in as you enter, visitors badges will be given out as you arrive.

Directions: Take I-15 north out of Salt Lake City. Take Clearfield exit, this is the exit just after the Layton Hills Mall, (which you will see on right of freeway) then left (will be heading west.) Continue west past Kmart and up over railroad, enter main entrance (south gate) into Freeport Center (on right) as you enter south gate, you will be headed north. Stay on that road and just go north until you see Bldg. F13. Park in the south parking lot near F13. Building has black/yellow stripes on end of building, easy to see.

Dinner, questions and answers to follow the tour.

Term of the Month

FIXED PRICE

Definition: A contract term that indicates that the price is set at a certain amount and is not subject to change (unless the purchaser requests a change in specifications, delivery or terms.)

A different term of the day is posted on the ISM Home Page (www.ism.ws) each day.

President's Message

Our Christmas party, an all-you-can-eat buffet and Hunt's Mystery Theatre, was full of dancing, laughter, and good food. The Hunt Mystery actors got the audience involved, and it was delightful to see our members' acting and dancing talents. What good sports they were. Thanks to our many volunteers for helping with the social. You did a great job. Congratulations to Lori Peterson for guessing the killer and motive to win the prize!

The coming year has many opportunities to expand your professional growth. Take some time to evaluate where you are and where you want to be. We at NAPM Utah wants to help you reach your goals. Please pass along your suggestions to any of the board members, and we will do our best to accommodate you.

Our Wish to You...

In the coming year – may you have –
Enough happiness to keep you sweet,
Enough trials to keep you strong,
Enough sorrow to keep you human,
Enough hope to keep you happy,
Enough failure to keep you humble,
Enough success to keep you eager,
Enough friends to give you comfort,
Enough wealth to meet your needs,
Enough enthusiasm to look forward,
Enough faith to banish depression,
Enough determination to make each day a better day than yesterday.
(author unknown)

Looking forward to an eventful and prosperous year!

Julia Tumanuvao, A.P.P.
NAPM Utah Chapter President



VP Corner

Happy New Year!

As you read this newsletter, 2008 has arrived or is just around the corner! Many of us consider this time of the year as an opportunity to look back at the previous year and look forward to a new year ahead. Some of us set new goals or resolutions for the upcoming year. Often these include items directly or indirectly related to our careers. Following is an article I found on-line by Ms. Randi Bussin, a career coach. Notice how several points specifically address professional association, education and mentors, all relative to NAPM-UTAH! I was also pleased because it confirms the true value of NAPM/ISM. I hope you find this plan as interesting as I did.

How do you know when it's time to start down the path toward a new career? Perhaps your current career no longer reflects your skills and achievements, or maybe you no longer find your work fulfilling or interesting.

When you decide to move on, be sure you fully plan your next step before you take it. All too often individuals seek out change before they know what they really want. Here are some suggestions to help you figure out what you want to do and how you can make it happen.

1. Free Associate

Take out a piece of blank paper and write out everything you enjoy in life. Don't leave anything out; even things like walking the dog or cooking should go on the list if you enjoy them. Your list should not be restricted to things related to work or your career.

Then -- you guessed it -- take out another piece of paper and write out everything you don't enjoy doing. Do you see a common theme on each of these lists? Ultimately, your ideal job will incorporate some version of the activities you enjoy while minimizing the activities you dislike. Easy, right? Hang on to these sheets -- they'll help you along the way.

2. Be Your Own Detective

Research every type of career that incorporates the activities you've listed on your "enjoy" sheet, even if they seem like a stretch at first. Read up on those careers and talk to people who are working in the field. If possible, take a day to tag along with someone who successfully pursues the career path you're interested in learning more about.

3. Build a Vision of Your Life

Based on your detective work, start to think about how your values and goals might line up with a particular career. For example, if your vision includes a more balanced lifestyle, you might have a goal of transitioning into a career that supports a healthy lifestyle while incorporating the activities you enjoy most in life. Write your vision and goals down and keep them with your free association lists. Think of this collection of free association papers as your planning documents.

4. Focus on Skills and Education ***

So, now you've developed a vision for your life and researched the type of career you're interested in pursuing. If you look carefully at your professional history, you'll most certainly find skills that are transferable to your new career. As you review your skills, note those skills that you'll need to learn in order to excel in your new career. Once you have your list of needed skills, research classes or conferences in your new field to refresh and build on these skills.

5. Join Professional Associations ***

What's one step farther than attending a conference in your new field? Joining a professional association. This is a great way to stay current on the trends in your potential new industry and to network with your future colleagues. In fact, professional associations quite often sponsor conferences, networking sessions, and educational opportunities for their members. In many cases, online services will accompany your membership privileges. Take

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advantage of these services. Too much information on your new field is never a bad thing!

6. Build a Relationship with a Mentor ***

Mentors play a unique role in your career development, well beyond the transition leg of your journey. In fact, as you network you can begin to develop several mentoring relationships. Meet and network with as many people as you can because each mentor will bring a unique perspective to your new career.

7. Coach Your Future Along

Working with a professional career transition coach provides a structure to your journey. It also provides you with ongoing feedback about the choices and decisions you make along the way.

8. Get Your Foot in the Door

If possible, get involved in volunteer or part-time employment in your new field. Small opportunities build experience and provide networking and mentoring opportunities.

Patience and realistic expectations are the keys to successfully embarking on your career change. You inevitably will encounter obstacles and challenges along the way. But, if you're committed to making the career change and continue to seek out help, your persistence will pay off.

For additional information, see Randi Bussin <http://www.aspireforsuccess.com/aspire-bio.php>, founder and president of Aspire!, is a career coach and counselor with 25 years of business, entrepreneurial, and career counseling expertise.

Here's to a Healthy & Prosperous 2008!
Tracey K. Stevens, C.P.M.



Computer Tip of the Month

Here's a quick computer article.....

Computer Monthly by Steven Cherecwich

Did you know there is more than one way to skin a cat? Let's cover a simple function that I use on a daily basis...cut and paste. Remember this will work within virtually ANY program...at least, any program written halfway decently. So you have your data in front of you want to copy. First, you need to highlight it. Our first cat to skin:

- 1) Simplest way is to take your mouse and left click and drag to highlight all the text.
- 2) Another option (if in word or some other document program) is to left click multiple times. A double click will highlight the word. A triple click highlights the sentence. A quadruple click will highlight the paragraph.
- 3) Your mouse is twitchy, or just plain broken you say? Hold down the shift button and use your arrow keys...they work wonders for nailing down that last portion.

Now that it's highlighted, you can skin this next fur ball a few different ways:

- 1) Hover the mouse cursor over the highlighted text, right click and choose "cut" (or "copy")
- 2) Up on the toolbar, click 'edit' and then choose "cut" or "copy".
- 3) Mouse still broken? Option one: hold down the control button and press the "c" for copy or the "x" to cut.
- 4) Mouse still broken? Option two: tap the "alt" button and use your arrow keys to navigate the menu – move right to the 'edit' and then push down to access the menu.

Almost there! Your third cat is similar to the last one, with the same choices, just choose "paste" at the menus, or if using the keyboard hold down "CTRL" and hit the 'v' for paste.

One last tip. Hold down the ALT button, and then tap the TAB button a few times. You can switch windows! So the scenario works like this:

Hold the shift button and move the arrow keys to highlight text. Press CTRL-C to copy. Press ALT-TAB to switch from Outlook to Excel. Press CTRL-V to paste! Wow! You just saved, like, ten minutes and never touched your mouse!

Please email me with any questions you may have on how to work with the computer @ steven.cherecwich@us.usana.com or steve@napmutah.org

**Thanks,
Steven**