

Perspective



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President's Message

I hope each of you had a great holiday season. I sure appreciated having time to enjoy family and friends and smell the roses.

We have a very big year ahead of us! My perspective of the 2004 meeting became more focused as I wrote a check and dated the stub 2003. Then it hit me! Oh my, we only have a year to pull this off.

It is going to take each and every member of our association doing their best to make it all happen. As I think about all the committees in which I have served, I recognize some functioned well, while others weren't so good.

Sometimes working in committee can be frustrating. But committees are necessary to making everything happen for the national meeting. Committees and sub-committees must work individually as well as a collective with the whole. 2003 is upon us! **It is time to act** so we host a great conference in 2004!

One of the most positive things that can come from the 2004 conference is getting to know our own team of educators. I look forward to getting to know many of you better. We all have talents and traits that make us different and that is what is so wonderful about our association.

As your committee or team works toward their goals, I encourage you to use the personal traits of each team member for the benefit of the whole. Get to know your team members and strive to build lasting friendships with lots of laughter along the way.

Ladd Hudgins' motto for SW district staff was **"Together Everyone Achieves More."** Remember, we are all on the same team.

Radonna Sawatzky
OAE4-HA President

Special Points of Interest:

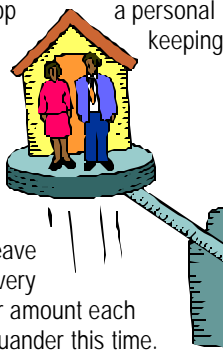
- Professional Development:
Time Management
Teamwork
- 2002 OAE4-HA Awards Winners
- NAE4-HA Message Board

Fall Issue—Time Management for the Professional and Volunteer

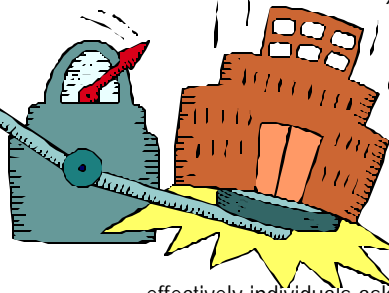
Twenty-one Ways to Manage Personal Time

Rulon D. Skinner suggests the following steps will assist one in managing personal time and will help each individual to more effectively use time.

1. Set clear, specific priorities in writing.
2. Prioritize your priorities.
3. Select or develop a personal method of track (in writing) of your priorities.
4. Don't over schedule your priorities. Remember to leave personal time every day and a larger amount each week – don't squander this time.
5. Start early in the day.
6. Make yourself work. Tackle each priority with enthusiasm, drive and determination to complete it as soon as possible, even though it may be an undesirable task. Endurance is the key to success.



7. Get others to help.
8. Work on things that count. Through proper selection of meaningful priorities, through delegation of tasks others can do, through skillfully refusing to accept priorities that won't benefit set short or long range goals, people can concentrate on spending their time on tasks that count.



effectively individuals ask questions to clarify that which they do not understand, thus avoiding the wasting of time. By listening effectively individuals know if those they assign or delegate tasks to have clearly received

9. Listen effectively. By listening effectively people need only receive instructions or messages once. By listening effectively individuals ask questions to clarify that which they do not understand, thus avoiding the wasting of time. By listening effectively individuals know if those they assign or delegate tasks to have clearly received

10. Do creative work early in the day.
11. Make the telephone work for you and not against you. Have another screen calls and answer questions, which do not need your direct attention. Once business is completed skillfully and tactfully excuse yourself from the call.
12. Don't let drop-in visitors destroy your control of time.
13. Save time while traveling.
14. Do the unpleasant job first.
15. Do only necessary paperwork.
16. Do routine work when tired, later in the day.
17. Don't waste time on television, idle visiting, or daydreaming.
18. Make it a practice to get to bed at a reasonable hour.
19. Learn to say "No!"
20. Look for ways to consolidate.
21. Plan a day now and then for larger projects (away from the routine).

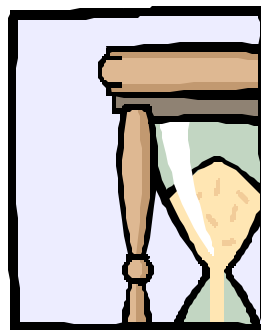
Ten Ways to Manage the Group's Time

R. D. Skinner, in *22 Leadership Principles*, suggests this method will require the "leader" giving leadership to the group or organization.

1. Delegate as much as you can to others.
2. Provide a job description to each person recruited to help.
3. Train key people.
4. Commit key people. Without committing key people you will not get results. Commit people in writing, not verbally. People are more highly motivated through commitment.
5. Keep people informed. All players need to be kept informed of progress or the lack of it.
6. Have key people take the initiative to report back.
7. Follow-up on assignments made.
8. Utilize leadership resources, both

inside and outside the group or organization.

9. Show appreciation for accomplishment.
10. Utilize only the time needed for successful completion of the group project, event or activity. Too little time provided for successful completion of a group project, event or activity is a waste of time because of inefficiency. On the reverse, it is equally bad to waste the time of members in unnecessary preparations and meetings that accomplish nothing nor contribute to the success desired.



"To Make the Best Better"

The *Perspective Newsletter* is published quarterly by the Oklahoma Association of Extension 4H Agents, 205 4-H Youth Development Bldg, Stillwater, OK 74078, (580) 332-2153 (Becky), (405) 744-8891 (Karla).

Information for the news letter will be due the first Friday of the following months: Oct., Jan., April, and July. Issues will be published in Nov., Feb., May, and Aug.

E-mail information to rlw@okstate.edu or kknoepf@okstate.edu. Articles may be edited for content and space.

The *Perspective* is one way of communicating educational information and updates to members and friends of 4H.

The OCES offers its programs to all eligible persons regardless of race, color, national origin, gender, religion, age, disability, or status as a Vietnam-era veteran and is an equal opportunity employer.

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Committee : Tara Taylor Mary Peck David Nowlin Gena Alexander Lisa Hamblin Mary Selk Jody Whisenhunt

Winter Issue—Teamwork for Professionals and Volunteers

Teamwork Image

Over the past sixty years the word teamwork has changed in our society. Prior to this time, the word "team" was associated primarily with beasts of burden. Many individuals were driven much the same way as work animals.

In the past the head of an organization would run it single-handedly through the medium of overseers who kept employees in an invisible harness enforced by the fear of losing their jobs. There could be no deviation from the course they steered. This "horse-and-buggy" style leadership brought "horse-and-buggy" productivity.

The best results are obtained from a group or team when people work together with a sense of commitment to one another as well as to the organization. A unity of purpose characterizes a strong group that experiences success and accomplishment.

Characteristics of a Team

A team does not merely exist because a group of people are put together. Certain characteristics must exist within the group before it becomes a team.

1. **A team is organic.** It is made up of human components who are each individuals within the group. These components come together to form a cohesive whole that is greater than the sum of its parts.
2. **A team is interdependent.** Members of a team realize that they need the others on the team. Each understands that they cannot perform individually and complete the job at hand. Each member of the group supports the others. If the team succeeds, they all succeed. If the team fails, they all fail.
3. **A team is stimulating.** The actions and attitudes of individual members of the group spur the others on to greater effort and achievements. Because of team stimulation, the individual's achievement is greater

than that possible with their personal abilities. The team causes them to stretch their abilities.

4. **A team is civilized.** Even though as individuals they may have their personality clashes and differences of opinion, they have learned to interact and to share. Members of a team submerge their individual aspirations in a greater objective. When the common goal is reached, they find that their individual goals are satisfied too.
5. **A team is enjoyable.** People get a thrill from being a member of the team. They like the comradeship, the sense of belonging, the friendship, the love, the sheer fun of being with the group. It's a warm feeling inside that you want to keep forever. Its afterglow causes you to yearn for the time the team will be together again.

Source: *22 Leadership Principles*, Rulon D. Skinner.

Stimulate Teamwork with...

- v Honorable motives.
- v A shared desire to accomplish a goal.
Building the assignment, job or goal as an opportunity, privilege, or adventure is one way that the leader can be successful in accomplishing a goal.
- v Each member understands the team's goal.
Give clear and complete instructions in writing for better communications.
- v Friendship, understanding and love among team members.
No one should feel threatened, a person should be able to freely express their ideas and suggestions and still be a member in good standing.
- v Effective team leadership.
The role of the team leader will heighten or weaken the development of teamwork. The leader must display enthusiasm for the team's goal in a positive and aggressive (not overbearing) manner.
- v Each team member has meaningful

responsibility in goal achievement.

A person will not be interested or active if they are not directly involved with a meaningful responsibility.

- v Team members help make the decisions.
- v High self-confidence among team members.
- v Strengthening the skills of individual team members.
- v Good communication within the team.
The leader can keep communications within the team effective by informing each one about his/her responsibilities, expressing confidence and appreciation, and talking out disagreements. Listen for both the spoken and unspoken messages of the group members.
- v Competition.
- v Recognition.



- v Pressure from team members.
Pressure from a team member that is positive creates a team spirit hard to match. But negative pressure from team members weakens, rather than strengthens, the team's spirit. No member must become the team "scapegoat."
- v Pressure from the team leader.
Team leaders must be willing to submit him/herself to the same pressure he/she is putting on the team. The leader must make it known that no one member is more valuable than another.
- v Pressure from someone outside the team.
- v Good attitude.
- v Team members feel needed.
- v Fear of causing the team to fail.
The thought of "letting the team down" can be a motivating force toward teamwork.
- v Circumstances prevailing at the time.
- v Urgency of the job, task or goal.

Are You a Good Example?

Skinner says that the following eight behaviors contribute to an individual being viewed as a "Good Example." by their peers.

1. Good attitude
A person's attitude sets either a positive or negative example. People who display a good attitude, invite confidence, trust, loyalty, enthusiasm and interest. A positive attitude reflects an optimistic outlook.
2. Follow instructions
Strong leaders and teachers do those things recommended by the organization. They are the first to obey. Their obedience is genuine and complete. Their compliance is because of understanding and acceptance, not blind obedience.
3. Work hard
Doing more than what is required.
4. Know your job
A person who knows his/her job is like a great tree – a strength to all those around him/her. People respect and follow those who know their job thoroughly. Leaders/teachers learn their responsibilities and understand their job descriptions. Good leaders and teachers are willing to learn from the experience of others who have or have had their job.
5. Show initiative
Be anxious to get the job done. Be creative. Be innovative. Be a "now" person. Do what has to be done without waiting to be told or commanded. Be a problem solver, not a problem pass-it-on-er.
6. Be sincere
7. Act mature
Act according to your potential. The mature individual doesn't "clown" or "horse around." A mature individual is like a magnet – consistent, always pulling in the same direction, never letting go, a force that is felt.
8. Be sensitive
The individual who is sensitive is like the wind in the trees or the moonlight on a clear night. He/She gets beyond the surface of the situation. He/She understands and is perceptive. He/She is in tune with the one being led or taught.

I took a piece of plastic clay
And idly fashioned it one day -
And as my fingers pressed it, still
It moved and yielded to my will.

I came again when days were past;
The bit of clay was hard at last.
The form I gave it, still it bore,
And I could change that form no more!

I took a piece of living clay,
And gently pressed it day by day,
And molded with my power and art
A young child's soft and yielding heart.

I came again when years were gone:
It was a man I looked upon.
He still that early impress bore,
And I could fashion it never more.

-Author unknown

Avoid Destruction

The following forces or situations can destroy teamwork.

1. Lack of understanding of what is to be done.
2. Not accepting other team members.
3. Lack of confidence, which causes a fear that one can not do what is expected.
4. Lack of skill or knowledge.
5. Apathy towards the job to be done.
6. Lack of available resources.
7. Domination of the team by one or more members.
8. Resentment of the team leadership.
9. Resentment of the leadership in the organization beyond the group.
10. Social pressures on team members from within or outside the team.
11. Previous individual or team failures.
12. No interest in the task, job or goal.
13. Distractions.
14. Lack of leadership.
15. The task, job or goal may be low on the priority list.
16. Incorrect motives.
17. Bad attitudes.
18. Selfishness on the part of team members.
19. Not enough challenges to meaningfully involve each team member.
20. Poor communications within the team.

Manage Meetings Effectively

Meetings can be managed effectively using the following pointers:

1. Conduct meetings only when they are necessary.
2. State the purpose of the meeting at the beginning.
3. Begin the meeting on time.
4. Use a printed agenda.
Send agenda a week in advance, it serves as a reminder of the meeting and who will be reporting on what.
5. Allow only one person to speak at a time.
6. Keep the meeting moving.
7. Stop aimless discussion by recommending committee study.
When a meeting becomes bogged down because of differences of opinion, lack of adequate information to make decisions, or a participant becoming too vocal on the issue, the chairman should stop the aimless discussion by recommending committee study.
8. Keep a written record of assignments made and when they are to be accomplished.
9. Take time to get feedback on assignments and instructions.
10. End the meeting on time.

2002 OAE4-HA Association Awards Announced



Submitted by Brenda Miller, Awards Committee

SERVICE AWARDS

Clover Award

Cara Bigger, Pottawatomie County

Achievement in Service

Greg Owen, Pittsburg County

Distinguished Service Awards

Dea Rash, Payne County
Tomas Manske, Canadian County
Ida Fay Winters, Jackson County

Meritorious Service Award

Kevin Hackett, Northwest District

Outstanding County Award

Alan Van Deventer, Comanche County

Outstanding Program Assistant

Connie Wollenberg, McClain County

SPECIAL AWARDS

Army Youth Development Project Award

Alan Van Deventer, Comanche County

Diversity Award

Cara Bigger, Pottawatomie County

Educational Technology Award

Karla Knoepfli, State 4-H Office

Excellence in 4-H Club Support

Susan Meitl & Tomas Manske,
Canadian County

Professional Development Award

Tomas Manske, Canadian County

Search for Excellence in Teen

Programming Award – Individual

Ida Fay Winters
Jackson County

Search for Excellence in Teen Programming Award – Team

Janice Cranor, Lori Dillon, Brenda Miller, Lori
Johnson, Travis Battles, Dea Rash, Brett
Morris, Northeast District

COMMUNICATOR AWARDS

Educational Piece - Individual

Jeff Sallee, Pottawatomie County

Exhibit

Tomas Manske & Susan Meitl,
Canadian County

Feature Story

Ida Fay Winters, Jackson County

Media Presentation

Karla Knoepfli, State 4-H Office

News Story

Melody Durant, Hughes County

Periodical Publication - Team

Tracy Lane & Charlotte Richert,
Tulsa County

Personal Column

Lisa Hamblin, Oklahoma County

Promotional Package

Becky Walker, Oklahoma State University

Promotional Piece - Team

Tomas Manske & Susan Meitl,
Canadian County

Published Photo

Ida Fay Winters, Jackson County

STATE AWARDS

Promotion & Visibility

Todd Branson,
Caddo County

Outstanding News Media Award

Southside Community World
Tulsa County

REGIONAL AND NATIONAL RECOGNITION

Distinguished Service Awards:

Tom Manske
Ida Faye Winters
Dea Rash

Meritorious Service:

Kevin Hackett

Professional Development Opportunity Award

Tom Manske

Achievement in Service

Greg Owen

Army Regional Award

Alan VanDeventer

Regional Promotional Package Individual

Becky Walker

Regional Educational Technology Adult

Karla Knoepfli

Regional Individual Piece

Jeff Sallee

Regional Communications Award for Personal Column

Lisa Hamblin



Submitted by David Sorrell, Executive Director, Oklahoma 4-H Foundation

Are you a member of the Oklahoma 4-H Alumni Association?

Have you shared the information about the association through your county newsletter, alumni groups, etc.? If you

haven't, I encourage you to do so!

The purpose of this association is to provide an opportunity for former 4-H members to stay connected with old 4-H friends and become involved with current 4-H activities.

The fee for an annual single membership is \$20. The membership fee for a couple is \$30 per year. A life membership is \$200, which can be paid through \$50 installments. High School graduates will receive their first year of membership free.

Members joining the Oklahoma Alumni Association will receive a membership card, an alumni window sticker, quarterly issues of Foundation News, and invitations to 4-H Alumni events.

A portion of the membership fees fund current 4-H members' trips and education expenses.

Sixty percent of the fee can be designated by the alumni to be used to fund educational trips and activities for a specific 4-H member.

The remaining forty percent is used by the Oklahoma 4-H Foundation to provide additional financial support for trips, scholarships, and alumni services.

Please assist in informing 4-H members and volunteers of the Alumni Association. It is critical we maintain a relationship with those who are a part of our rich 4-H tradition.

Oklahoma Association of Extension 4-H Agents

OAE4-HA Perspective
205 4-H Youth Development Bldg
Stillwater, OK 74078



2004 NAE4-HA Message Board

Follow-up on Mailing—The finance committee mailed letters to all of the county offices shortly before the Christmas break for use with 4-H clubs and HCE groups, encouraging them to consider being a donor and also suggesting that they consider being volunteers for the conference.

2004 Exhibitors—Cara and Roger also did a mailing to all of the exhibitors from this past year. They just told them "thanks" for being an exhibitor and provided our dates. As a result we already have two booths spoken for in 2004! Good Job!

Budget Requests—Most of the committees still have not submitted budget requests, however, we will be proceeding with seeking donors, especially large corporate ones for large group functions. If you would like to be involved in making a local contact, please work through the finance committee, so we do not hit the same folks up more than once.

The **4-H Game Day** is an easy way to help support the conference. Please

promote the event to your volunteers, members and families. The Cowgirls and Sooners are both having some good nights and bad nights, so the potential is to have a really close game. The new coach is also committed to making it a good event for 4-H. But you are key to the success.

Charles Cox, Fund Raising Committee

Orange OCES and 4-H Shirts

Custom order your shirt and design preference. Any style—only \$25.

Two shirt Options, 100%

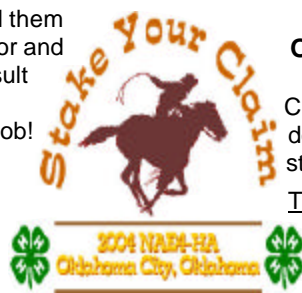
cotton:

1. Long-sleeved button-down dress shirt—*Men's sizes only*
2. Short sleeve Polo—*Men's and Women's sizes*

Three design Options:

1. OCES
2. OCES/4-H Youth Development
3. 4-H Osage Shield

Promotion and Visibility Committee



2004 Planning Meeting

January 29, 2003
Oklahoma County Extension Office
10 am

Agenda

10 am	Revised Conference Schedule
10:15a	Committee Reports*
11:15a	Committee work –complete/revise action plans
Lunch	We plan to bring in lunch so committees can work through lunch. Cost approximately \$3.00 per person.
1 pm	Leave Oklahoma County Office – carpool downtown
1:30p	Meet with hotel reps and CVB staff Finalize event locations within facilities

Each subcommittee should bring:

- v A written report/action plan that includes decisions made during the November planning retreat.
- v Budget request and wish lists
- v A list of everything you might need volunteers for (when, where, how many, etc.)
- v Any details another committee might need from you.
- v A list of information that you need from other committees.