

Thanks to all those who took time to respond to the survey included with the November issue. I am grateful for the kind words and also appreciate the suggestions (many of which I've already started to implement) for how I can make the newsletter even better. The majority voted to keep it monthly, rather than biweekly, so that will remain the same. The vote also indicated support for all the sections, so no sections will be eliminated.

If you think this newsletter is useful, please share with others.

## IUPUI HRA Work/Life E-News – January 2011

### Quote of the Month

*Optimism is essential to achievement, and  
it is also the foundation of courage and of true progress.*

Nicholas Murray Butler (1862-1947)  
Philosopher, Nobel Peace Prize winner

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## HRA Work/Life Events/Programs/Activities

### Spring Yoga Starts January 10th

HRA Work/Life, Intramural & Recreational Sports and the Student Wellness Coalition offer two levels of ongoing lunch time yoga classes. The spring classes start Monday, January 10th. Registrants pay the semester recreation fee (\$83-staff/faculty; \$30-students who might also have paid when they earlier registered for classes) and may then attend the 12:05-12:45 classes. FMI and the registration form, visit <http://www.hra.iupui.edu/WorkLife> under News & Upcoming Events. Reduce your stress, get fit; do yoga!

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## 21<sup>st</sup> Century Management/Leadership Cues for Current & Aspiring Leaders

### Plan Now to Pilot Flexible Work Schedules

The Service with Distinction initiative is in the process of being rolled out on campus. Materials shared by Dawn Rhodes, Vice Chancellor of Finance and Administration, at a recent Staff Council meeting included a list of barriers to service distinction. The failure to empower employees “by encouraging/supporting flexible start/end times and modified scheduling” was one of the nine potential barriers listed.

Given that, I invite all managers and supervisors to be proactive in addressing this identified barrier by visiting [www.hra.iupui.edu](http://www.hra.iupui.edu), clicking on “WorkSmart” (near bottom of center column on home page), learning about the tools we provide to support flexible scheduling efforts and then planning to pilot flexible scheduling this summer or before. Be sure to click on the FWA site map link and click on “Starting a Flexible Work Arrangement” for a suggested piloting method. The productivity-enhancing, financial, environmental, disaster preparedness/business continuity, layoff-minimizing, tardiness/absenteeism-reducing, engagement-building, retention-maximizing and customer service benefits of work/life flexibility are now well documented. To learn more about the business case for flexibility, visit <http://www.workfamily.com/Work-lifeClearinghouse/UpDates/ud0043.htm>

<http://www.awlp.org/awlp/library/html/businessimpact.jsp?nodeid=827305&vernum=0>

and

[http://worklifefit.com/sites/default/files/Flex\\_Rightsize\\_Tool.pdf](http://worklifefit.com/sites/default/files/Flex_Rightsize_Tool.pdf) .

I encourage each and every supervisor and manager at IUPUI to consider how to make their office a best-place-to-work by examining what they do to build employee trust and then giving flexible work arrangements some serious thought. Remember that when it comes to work/life flexibility and who wants/needs it, the research indicates that the majority of women and men; those with and without children; older, younger and middle age employees; singles as well as those with children all rate flexible work arrangements as much desired. Consider also that, with cross-training, even front-line employees can potentially enjoy some flexibility. See article at <http://www.gneil.com/library/cross-training> .

I personally have a flex schedule as do many others in HRA. Though I still give as many hours (or more) as I always did, having flexibility has made my life much easier. It has added to my satisfaction with my job and personal responsibilities and has, I believe, made me more productive because I'm less preoccupied about personal things I need to take care of. In my view, flexibility is one of the great benefits of where I work and certainly makes moving to a nonflexible workplace much less attractive.

See related article on the employee's role in Career/Professional/Personal Enrichment/Recognition/Funding section below.

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## **Work/Life Partner Activities & Information of Interest**

*Work/Life programming is about wellness, career/personal enrichment, dependent care, education on things that affect your personal life (finances, home maintenance, legal issues, etc.), information for families/singles, ideas for better balancing your work and life and more. In a nutshell, it's about providing information that you, as a whole person need/want. Since HRA's Work/Life office cannot meet all these needs, we are happy to let you know of work/life-related opportunities that other organizations on and off campus are offering, along with other general information.*

**Health, Wellness & Safety** (Always check with your doctor to learn what's appropriate for you before altering health-related habits.)

### **Wellness Tip of the Month (from Fit City Indianapolis – [www.fitcityindy.org](http://www.fitcityindy.org))**

Do elevator push-ups. Touch wall with flat hands shoulder width apart, arms straight. Tighten abs and bend arms into L shape. Push back. Repeat.

### **Entry Forms Available for Intramural 5-on-5 Basketball**

The Office of Intramural and Recreational Sports (IRS), is accepting team entry forms for 5-on-5 basketball. They offer the following leagues: Intramural (highly competitive), Recreational (fun and competitive), Women's and Co-ed. Entry forms are available online at <http://www.iupui.edu/~iupuirec> and in PE 043. Team entry fee must accompany entry form. All entries are accepted on a first-come, first-served basis and must be received by Tuesday, January 18, 4:00 p.m. in PE043 (Natatorium basement).

### **Pregnancy, Motherhood and Smoking**

Cigarette smoke contains more than 4,000 chemicals including cyanide and lead; at least 60 cancer-causing compounds, as well as nicotine and carbon monoxide. Dr.

Robert Welch, an OB-GYN says, "Smoking cigarettes is probably the number one cause of adverse outcomes for babies."

If you did not succeed with your past cessation efforts but are now pregnant or are planning a pregnancy, this would be a great time to give it another shot. Call 1-800-QUITNOW. You'll sleep better at night knowing that by quitting (and staying away from secondhand smoke) you've (1) increased the amount of oxygen your baby will get (2) decreased the chances of miscarriage and stillbirth (3) increased the chances that your baby's lungs will work well (4) lowered the risk that your baby will be born too early (5) increased your chances of having a normal-weight, healthy baby (6) decreased the chances of miscarriage, stillbirth, sudden infant death syndrome and other problems. As a bonus, you'll have more energy, be able to breathe more easily and have more money for other things.

Sources of information: <http://www.helppregnantmokersquit.org> ,  
<http://www.cdc.gov/Features/PregnantDontSmoke> ,  
<http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1071357> ,  
<http://www.cdc.gov/reproductivehealth/tobaccoUsePregnancy/index.htm> ,  
[http://www.marchofdimes.com/Pregnancy/alcohol\\_smoking.html](http://www.marchofdimes.com/Pregnancy/alcohol_smoking.html) and  
<http://www.webmd.com/baby/smoking-during-pregnancy> .

### Older Than 9? Girls and Calcium

It is important for both men and women to get enough calcium throughout the lifespan, but it is especially important for girls and young women to do so because bone mass needs to be built up during those years to sustain their bodies as they age and prevent osteoporosis. Here's information for parents - <http://www.bestbonesforever.gov/parents> and girls/young women over age 9 - <http://www.bestbonesforever.gov/bbf> .

### Tang Soo Do on Fridays at Noon

Intramural & Recreational Sports is continuing the Tang Soo Do class in the spring semester on Fridays at Noon in the Main Natatorium gym. Payment of the semester recreation fee (\$30 for students, \$83 for faculty/staff) is required and can be made using JagTag, check, cash or credit card, at the service desk in the Natatorium pro shop (Natatorium basement). Bring your JagTag or other university ID. Students may have already paid when they registered for the semester; if not they can pay starting January 10<sup>th</sup>; faculty and staff can pay starting January 3rd. FMI, call 274-2824.

### 2011 Mini Marathon Training Program: Having Fun Going Thirteen Point One

NIFS Mini-Marathon Training Program is a 14-week program (6:00 on Wednesdays, January 26th - May 11th) for runners/walkers, beginners/seasoned racers (older than 16 years of age), who are training for the 2011 Mini Marathon on May 7<sup>th</sup> (Geist Half Marathoners welcome, too). Weekly meetings, at NIFS (downtown) and Cherry Tree Elementary School (Carmel), consist of group runs/walks, stretching and refreshments. All participants receive training schedules, a program shirt, educational sessions, 50% off the *Absolute Beginner's Guide to Half-Marathon Training*, a discount at Runners Forum, and a celebration pasta dinner. Fee: \$60 NIFS members (\$70 non-members), \$70 NIFS members with the *Absolute Beginner's Guide* book (\$80 non-members). To register, contact Cassie at 274-3432, ext. 222 or visit the NIFS Web site at [www.nifs.org](http://www.nifs.org)

### Lite 'N Up

NIFS' (our neighbor on the south edge of campus) Lite 'N Up series will be held each Thursday, 6-7:30 p.m. from January 13th to March 3rd. It is designed to provide tools

that support a healthy lifestyle. Cost is \$165 for NIFS members and \$195 for nonmembers (which includes full NIFS membership for 10 weeks and can be paid in three installments of \$65 each). FMI or to register, call 274-3432 x 239.

### [Narcotics Anonymous](#)

Abuse of legal and illegal drugs is a problem throughout Indiana. If you know someone who needs the help of Narcotics Anonymous, visit <http://www.naindiana.org>.

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## [Personal/Home/Family/Financial Life](#)

### [Post-Holiday Recycling Event](#)

On Saturday, January 8, from 10 a.m. - 2 p.m., bring your real Christmas trees, old electronics, gift boxes, magazines, catalogs, cardboard boxes, mail, school/office paper and molded white Styrofoam to Broad Ripple Park, 1550 Broad Ripple Ave; Ellenberger Park, 5301 E. St. Clair St; Garfield Park, 2354 Pagoda Dr; or Krannert Park, 605 S. High School Rd. for recycling. FMI – 327-4932, [Ashlee.Kilpatrick@indy.gov](mailto:Ashlee.Kilpatrick@indy.gov) or [www.SustainIndy.ORG](http://www.SustainIndy.ORG).

### [Make an Online Commitment to Reach Your Goals](#)

You can make a commitment for weight loss, smoking cessation, etc. and set your own punishment (\$100 to a political party or cause you don't agree with, for example) for not meeting your goal at [www.stickK.com](http://www.stickK.com). A related article can be found at [http://www.boston.com/news/local/massachusetts/articles/2008/04/15/a\\_web\\_contract\\_f\\_or\\_personal\\_goals](http://www.boston.com/news/local/massachusetts/articles/2008/04/15/a_web_contract_f_or_personal_goals).

### [Scam Alerts](#)

Indiana residents are being targeted by phony debt collectors and bank representatives. Read more at <http://indy.bbb.org/article/phony-banks-and-debt-collectors-target-indiana-residents-23098>.

Lottery scams used to ask for thousands of dollars up front. Now that they ask for small amounts, they've been able to reel more people in relying on the "Oh, what do I have to lose" mindset. Problem is, responding lands you on sucker lists to receive even more scam offers. FMI, read [http://www.aarp.org/money/scams-fraud/info-12-2010/scam\\_alert\\_phony\\_sweepstakes.html](http://www.aarp.org/money/scams-fraud/info-12-2010/scam_alert_phony_sweepstakes.html).

### [Find your Ride in Real Time with Jags Express GPS](#)

Getting around campus is now easier and smarter. Jags Express provides convenient, reliable transportation around the IUPUI campus, including pick-ups every 10 minutes from the Indiana Avenue and Bush Stadium lots, and, starting January 3<sup>rd</sup>, the shuttles will be equipped with GPS. To locate your shuttle in real-time, visit the Parking Services Web site at [www.parking.iupui.edu/gps](http://www.parking.iupui.edu/gps) or send a text to 414-11 with "iupui\_" and the name of your shuttle stop. Either option will tell you when the next two shuttles will arrive at your location. Visit [www.parking.iupui.edu](http://www.parking.iupui.edu). You can also get parking updates and space availability reports by following on Twitter or Facebook.

### [Jags Express Wants to Know. What's Your Favorite Color?](#)

With six convenient, color-coded shuttle routes, Jags Express gives you a rainbow of options, helping you get to where you need to go—safely and on-time. So, what is your favorite color? Is it Brown or Purple—the lines that start at Bush Stadium and operate every 10 minutes? Or is it Pink or Gray—both of which start at the Campus Center, with

Pink traveling to the east side of campus and Gray to the west? Or maybe it's Teal which stops at Park Place and the Campus Center or the Olive, which serves the HITS building on 10<sup>th</sup> Street. Not sure which color best suits you? No worries. The Jags Express trip planner at [www.parking.iupui.edu/shuttle.html](http://www.parking.iupui.edu/shuttle.html) will help you choose the right line.

### [Carmel and Fishers ICE Bus Routes to Continue](#)

Although the federal grant that funded the ICE routes from Carmel and Fishers to downtown Indy expires 12/31/10, Miller Trailways has agreed to continue the routes. Buses will depart the Carmel park-and-ride location (Meijer at corner of West Carmel Drive and Pennsylvania St.) and the Fisher's park-and-ride location (Fisher's Station, northeast corner of Allisonville Road and 116<sup>th</sup> St.) at 6:30 a.m., 7:10 a.m. and 7:45 a.m. The Carmel bus will make 10 downtown stops and the Fishers bus will make eight downtown stops. The Carmel buses will depart downtown at 4:00 p.m., 5:05 p.m. and 6:00 p.m., while the Fishers buses will depart downtown at 4:05 p.m., 5:10 p.m. and 6:05 p.m.

Initially fares will be \$5 each way, and riders will pay on the bus (exact change appreciated). Soon, though, riders will be able to purchase and print tickets online and acquire discounted frequent rider cards. The commuter service will offer Wi-Fi Internet access soon after the new year.

### [Free and Fun/Interesting](#)

#### Local

["Big Friendly Giant" performed by Young Actors' Theatre](#); Saturday, January 8, 11:00; Central Library Clowes Auditorium.\* FMI – 275-4100 or [http://www.imcpl.org/events/detail/?event\\_id=2657&schedule\\_id=22463](http://www.imcpl.org/events/detail/?event_id=2657&schedule_id=22463).

[Performing Arts Academy \(instrument instruction vocal coaching, dance, drama for ages 8-17\)](#); Saturdays, January 8-May 21, 10-2:00; Christian Park Family Center, 4200 English Ave. FMI – 327-7163.

["The Witches" performed by Young Actors' Theatre](#); Saturday, January 8, 3:00; Central Library Clowes Auditorium. \* FMI – 275-4100 or <http://www.imcpl.org/events/index.php?action=search> .  
[http://www.imcpl.org/events/detail/?event\\_id=2657&schedule\\_id=22463](http://www.imcpl.org/events/detail/?event_id=2657&schedule_id=22463) .

["1984" performed by Young Actors' Theatre](#); Sunday, January 9, 3:00; Central Library Clowes Auditorium.\* FMI – 275-4100 or <http://www.imcpl.org/events/index.php?action=search> .

["Snow Angel" performed by Young Actors' Theatre](#); Tuesday, January 11, 7:00; Central Library Clowes Auditorium.\* FMI – 275-4100 or <http://www.imcpl.org/events/index.php?action=search> .

[Birding Adventures in Cuba](#), January 11, 7:30-9:00 p.m.; Holliday Park Nature Center, 6363 Spring Mill Road. FMI - 327-7180.

[Meet the Nature Center Animals](#); January 23, 1:30, Holliday Park Nature Center, 6363 Spring Mill Road. FMI - 327-7180.

[Classical Concert](#); Sunday, January 23, 2:00; Central Library. \* FMI - <http://www.imcpl.org/events/index.php?action=search> .

[Religious Violence: Myth or Global Reality](#); Wednesday, January 26, 7:00; Butler University's Clowes Hall, 4600 Sunset Ave. Free admission; ticket required. FMI - <http://www.cloweshall.org/calendar/event.lasso?-KeyValue=1790&-Token.Action=>.

[Registration for IndyParks Summer Day Camps](#) at Broad Ripple, Ellenberger, Riverside, Douglass, Holliday, Southeastway, Eagle Creek, Krannert and Windsor Village parks begins January 31. Call 327-PARK.



[After-School Program \(homework help, games, field trips for ages 6-12\)](#); ongoing Monday-Friday, 4-6:00; Douglass Park Family Center, 1616 E. 25<sup>th</sup>; FMI – 327-7174.

[After-School Program \(homework help, snack, instruction\)](#); ongoing Monday-Friday, 3-6:00. Windsor Village Park Family Center, 6510 E. 25<sup>th</sup> St. FMI – 327-7162.

[Homework Assistance](#); ongoing Tuesdays and Thursdays, 6:00; Watkins Park Family Center, 2360 Dr. Martin Luther King Dr. FMI – 327-7175.

[Salsa Dance Classes \(ages 18+\)](#); ongoing Mondays, 6:30-8:00; Washington Park Family Center, 3130 E. 30<sup>th</sup>. FMI – 327-7473.

[Computer Classes \(age 50+\)](#); ongoing Tuesdays and Thursdays, 11:30-12:30; Douglass Park Family Center, 1616 E. 25<sup>th</sup>; FMI – 327-7174.

[Karate \(ages 3-12\)](#); ongoing Tuesdays/Thursdays, 6-7:00 p.m.; Pride Park Community Center, 1129 S. Vandeman St. FMI – 327-7164.

[Steppin' Class \(ages 18+\)](#); ongoing Tuesdays, 6:30-8:00; Washington Park Family Center, 3130 E. 30<sup>th</sup>. FMI – 327-7473.

[Girls Volleyball](#); ongoing Wednesdays, 6-8:00 p.m.; Rhodius Park Family Center, 1720 W. Wilkins St.; FMI – 327-7191.

[Thankful Friday & Movie](#); ongoing Fridays, 4-6:00; Watkins Park Family Center, 2360 Dr. Martin Luther King Dr. FMI – 327-7175.

[Tae Kwon Do \(ages 6+\)](#); ongoing Saturdays, 1-2:30; Riverside Regional Park Family Center, 2420 E. Riverside Dr. FMI – 327-7171.

[Nature Discovery Class for all Ages](#); ongoing Saturdays and Sundays, 1:30; Eagle Creek Park Earth Discovery Center, 7840 W. 56<sup>th</sup>. FMI – 327-7110. Class is free, but must pay park admission.

[Youth Kayaking \(ages 18+\)](#); first Wednesday of month, 7-8:00 p.m.; Thatcher Park Family Center and Pool, 4649 W. Vermont. FMI – 327-7390. Must register at least two weeks before attending.

\*I list only Central Library events. For *branch* library events, visit <http://www.imcpl.org/events/index.php?action=search>.

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## [Becoming More World/Culture Wise](#)

[Tip of the Month](#) (from 101 Tools for Tolerance, Tolerance.org) – Shop at ethnic grocery stores and specialty shops. Get to know the owners.

[Selected Holidays of Note](#) (Source: University of Kansas Medical Center Web site)

- January 1 – Emancipation Day (African-American)
- January 1 – Feast of St. Basil (Christian, Orthodox)
- January 1 – Japanese New Year
- January 1 – New Year's Day (U.S.)
- January 5 – Guru Gobind Singh's Birthday (Sikh)
- January 6 – Epiphany or 12<sup>th</sup> Day (Christian)
- January 6 – Three Kings' Day (Puerto Rico, Dominican Republic)

## [Ethnic/Cultural Festivals/Events/Classes](#)

*Note: I gather information from a variety of sources. Some sources include contact information, cost, etc. and others don't, so please excuse the sometimes less than comprehensive information.*

## IUPUI

[Gray's of Achill Island: 175 Years in the Life of an Irish Guest House](#), presentation by Gail Grainne Whitchurch, professor of communication studies at IUPUI; January 14, 4:30 p.m.; Campus Center 268.

## Local

[Fundraiser for Haiti](#); January 7, 6-9; Athenaeum, 401 E. Michigan St. FMI - <http://www.provocate.org/?p=12083>

[Haiti: One Year after the Earthquake \(William Canny\)](#); Thursday, January 13, 7:00; Marion College Library Auditorium, 3200 Cold Spring Road. [Register Online](#)  
[Bilingual by Choice: A Global Advantage](#); January 20, 5-7 p.m. International School of Indianapolis, 4330 North Michigan Rd. FMI and to make a reservation, [Rosaleen Crowley](#), 574-0630; deadline January 19th. Featuring Virginie Raguenaud, author of *Bilingual by Choice: Raising Kids in Two (or More!) Languages*, and Margriet Lacy, Professor Emeritus and retired Dean, Butler University.

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## Work/Life Balance Tip

### Get Your Hair Cut at Lunch Hour on Campus

If every minute counts, maybe getting your hair cut during lunch hour or right after work at Ray's Salon in the IUPUI University Place Hotel is the ticket. Call 274-8518 to make an appointment. All forms of payment are accepted, including Jagtag.

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## Miscellaneous

[View 2010-11 IU Budget](#) - <http://www.indiana.edu/~budu/bc/obud>

### Greening IUPUI Grants for IUPUI Staff, Students and Faculty

Have an idea for how to reduce IUPUI's environmental impact? You can earn cash if your idea is the winner in the Greening IUPUI contest. The deadline for preliminary (i.e., quick and easy) applications is January 18<sup>th</sup>. Sustainability principles, Greening IUPUI Grant Fund details and application forms in menu on right at <http://newscenter.iupui.edu/4953/Greening-IUPUI-Grant-Fund>.

### Women's Studies 26th Annual Undergraduate Essay Contest

If you are/were an IUPUI undergraduate enrolled at IUPUI during the past year who wrote a paper or papers about women, women's studies or a topic of special interest to women in an undergraduate IUPUI class between January 2010 and the present, you are eligible to submit up to three papers for the essay contest. The winner will receive up to \$250, and submissions are due by Monday, February 7 at 4:00 p.m.

All submissions must (1) be submitted electronically to [ndcollin@iupui.edu](mailto:ndcollin@iupui.edu) (2) be typed and double-spaced (3) include a reference/works cited list in any recognized format (if references are used) (4) include the author's name, address, e-mail address, phone number, course # and name, department, instructor's name, semester taken and title of essay on a separate cover sheet. Do not put identifying information in/on the essay itself. Questions? Contact Dr. Catherine Dobris, Women's Studies Program, at [cdobris@iupui.edu](mailto:cdobris@iupui.edu).

## Anne Donchin Graduate Essay in Women's Studies 11<sup>th</sup> Annual Contest

If you are/were an IUPUI graduate student enrolled at IUPUI during the past year who wrote a paper or papers about women, women's studies or a topic of special interest to women in a graduate IUPUI class between January 2010 and the present, you are eligible to submit up to three papers for the essay contest. The winner will receive up to \$250, and submissions are due by Monday, February 7 at 4:00 p.m.

All submissions must (1) be submitted electronically to [ndcollin@iupui.edu](mailto:ndcollin@iupui.edu) (2) be typed and double-spaced (3) include a reference/works cited list in any recognized format (if references are used) (4) include the author's name, address, e-mail address, phone number, course # and name, department, instructor's name, semester taken and title of essay on a separate cover sheet. Do not put identifying information in/on the essay itself. Questions? Contact Dr. Catherine Dobris, Women's Studies Program, at [cdobris@iupui.edu](mailto:cdobris@iupui.edu).

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## Get Involved in the Community: Volunteer Opportunities/Civic Engagement

*Comment: You might wonder why I include a section on volunteerism. I believe that partnering with the community we work and live in is a win/win. The organization you work with gets the value of your services. It potentially allows you, the volunteer, to network and build relationships with other people, explore one of your passions, learn a new skill, experience a leadership role, get the great feeling that you get for making a contribution and have fun. Plus, civic engagement is part of IUPUI's mission. Reason enough to include this section? ☺*

### Volunteer Opportunities

Christel House Academy needs volunteers to do research, marketing, social networking, serve as Lunch Buddies and more. Visit <http://www.christelhouse.org/donate/get-involved.html>.

Special Olympics' Polar Plunge 2011 - Join Special Olympics and Team IUPUI for the Polar Plunge at Eagle Creek Reservoir. Raise a minimum of \$75 then plunge into Eagle Creek on February 6. Register at [www.firstgiving.com/soindiana](http://www.firstgiving.com/soindiana). FMI - [www.soindiana.org](http://www.soindiana.org).

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## Career/Professional/Personal Enrichment/Recognition/Funding

### The Employee's Role in Work/Life Flexibility

If you read the article about work/life flexibility in the supervisors'/managers' section above, you might have gotten the idea that implementing this is all on the shoulders of the supervisor/manager. In reality, the employee has an important role, too. It takes preparation, flexibility, personal responsibility and openness on the part of both employees and supervisors/managers to make work/life flexibility work effectively for both parties.

A trusting employer/employee relationship, which is a two-way street, is an important foundation piece. Do you, as an employee, strive to do your job and do it well? Are you dependable at showing up on time and meeting deadlines? Do you exhibit energy, a cooperative "can-do" attitude and freely contribute your ideas and efforts to build the success of your organization and the satisfaction of its internal and external customers?



Do you work at improving your skills? Do you avoid gossip and negative remarks knowing that it can harm morale? Are you independent enough to get your work done without constant questions to your supervisor/manager? If you answered, "No," to some of those questions and instead, "game the system," make excuses instead of progress and/or are simply a pain to others in the workplace, you've got some work to do. Flexibility is not something that employees are automatically entitled to, but it is an effective tool for supervisors and manager to use to keep exemplary employees.

If you, as a trusted performer, are ready to do your part to let your needs and a solution be known by proposing a flexible work schedule for yourself (1) use one of the proposal forms you'll find by visiting [www.hra.iupui.edu](http://www.hra.iupui.edu), clicking on "WorkSmart" (near bottom of center column on home page), then clicking on the FWA site map link (2) fully addressing how you plan to get the work done, because that is a major concern of the supervisor/manager/coworkers (3) working out coverage with your coworkers rather than expecting your supervisor to do that and (4) addressing any other concerns you know your supervisor/manager might have. Then, once you are operating in a flexible manner, be dedicated to being a good example of how to use flexibility by keeping coworkers informed of your whereabouts, maintaining good communication with coworkers, meeting deadlines, avoiding excuses, doing your fair share and anything else to make it "work" so that you can retain your flexible schedule and increase chances that others can attain a flexible work schedule, too. There is nothing worse than a "bad" flexible worker to kill the mojo of flexible work implementation.

### [Master Gardener Program](#)

Given the economy and concerns about eating healthy foods, many people have started or returned to gardening. The Purdue Extension Master Gardener Program can give you the knowledge you need. There is a fee. FMI - <http://www.ag.purdue.edu/counties/marion/Pages/CurrentMasterGardenerClasses.aspx> or call 275-9286.

### [Fulbright Awards Programs for Staff, Students and Faculty](#)

The prestigious Fulbright Awards, offer a variety of short- and long-term programs for faculty, administrators, artists and other professionals. FMI - <http://fulbright.state.gov/grants/which-grant-is-right-for-me>.

### [Book Club Featuring Themes about Women](#)

The IUPUI Office for Women (OFW) has started a book club, and all staff, faculty and students are invited to participate. The next discussion will be held in University Library 1116 from Noon-1:30 on Wednesday, January 19th. The book to read is *Women Lead the Way: Your Guide to Stepping Up to Leadership and Changing the World* by Linda Tarr-Whelan. To register, visit <http://ofw.iupui.edu/Events/eventsCalendar.asp>.

### [Scholarships](#)

[AGDE Scholarship](#) – Those who are enrolled as a junior or senior for the upcoming academic year at an accredited Indiana college or university and maintain at least a 3.0 GPA are eligible to apply for the Alpha Gamma Delta Eta Alumnae Scholarship. Intellectual and social commitment; scholastic ability; extracurricular achievements; and ability to articulate a career plan that shows motivation, initiative and commitment are the criteria used to evaluate candidates for the scholarship. Deadline is March 15<sup>th</sup>. FMI - [http://www.pcfoundation.org/scholar\\_apps\\_forms.html](http://www.pcfoundation.org/scholar_apps_forms.html) or 765-653-4978.

[Scholarships for Boone County HS graduates](#) - The \$400 Honorable Allen F. Wharry Scholarship is for a graduate of a Boone County high school, who is a Boone County

resident, has completed at least one year of law school at IU School of Law at the Indianapolis location and has a minimum of a 2.5 GPA out of 4.0. Apply by March 1 by (1) providing an up-to-date resume (2) providing a letter of explanation describing how the scholarship will help you complete law school and (3) sending resume and letter to: Community Foundation of Boone County, P.O. Box 92, Zionsville, IN 46077 or faxing to 317-873-0219 or e-mailing to Barb Schroeder at [barb@communityfoundationbc.org](mailto:barb@communityfoundationbc.org) . Questions? Call 317-873-0210 or 765-482-0024.

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## Notes

If someone forwarded this Work/Life e-newsletter to you, you picked it up via the Web or link or received a paper copy and want to subscribe to receive online, just send a note to [mstimmin@iupui.edu](mailto:mstimmin@iupui.edu).

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Maggie Stimming M.A., CWPM  
Work/Life Effectiveness  
IUPUI Human Resources Administration  
620 Union Dr., Suite 340  
Indianapolis, IN 46260 - 5168

Ph: 317-274-5466  
Fax: 317-274-5481