

DES NEWSLETTER

The Division of Enrollment Services Newsletter
Southern Methodist University
An Electronic Newsletter of
Undergraduate Admission, Financial Aid, Student Financial Services, and the University Registrar

Volume III, Issue X December 2004



STAR ACHIEVEMENTS

December Graduation

CONGRATULATIONS

Angie Flores - promoted to Student Account Specialist

NEW STAFF

Mark Gomez - Financial Aid Advisor

Paulette Caraway - Student Account Specialist

Annette Rodriguez - Financial Aid Advisor

ANNIVERSARIES

Lorinda Lamb - 13 years

Monica Cordero - 10 years

Marc Peterson - 6 years

Jenny DeMasi - 4 years

Shannon Grandberry - 4 years

Alan Bordelon - 1 year

BIRTHDAYS

Darrah Rippy - Jan. 5

Peggy Boykin - Jan. 23

If you are not on the list and should be, this is produced from the Employee Roster on the V drive. Let Kathy know if

VIPs - Very Important Ponies



Some of our **VIPs** this month are:

Sharla Roderick - has worked tirelessly for the past three weeks to ensure the Federal Pell Grant electronic Disbursement File has been correctly transmitted to the Department of Education. The Federal Pell Grant is a very important part of the student's Financial Aid package, and an even more important Financial Aid program for SMU. This year marks the first for SMU being a COD Full Participant, which meant many setup changes in the PeopleSoft database. Sharla has worked on getting SMU up and running this year working at home after hours, on weekends, and during her busy schedule as the Financial Aid Module Lead. I would like to commend Sharla for her significant role in the Division of Enrollment Services.



Time Management/Organization Skills

Common Myths about time:

No one ever has enough time (Everyone has all there is)
There are many ways to save time (Time passes -- it can't be saved)

The longer you work, the more you accomplish (The smarter you work, the more you accomplish)

Productive people work harder than others (Productive people work smarter than others)

There are 5 techniques that Top Achievers have

- Record Control
- Calendar System
- Team Orientation
- Vendor Management Plan
- Personal-Development Strategy

Small changes in your work habits can make a big difference. There are 6 steps for developing good time

DON'T FORGET NO Division Meeting in January

- Dec 20-24 - University Holiday
- Dec 31 - University Holiday
- Jan 5 - Residence Halls Open
- Jan 12 - First Day of Class
- Jan 17 - MLK Holiday
- Jan 19 - Last day to enroll or drop without penalty
- Mar 12-20 - Spring Break

Quotation of the Month

I am beginning to learn that it is the sweet, simple things of life which are the real ones after all.
Laura Ingalls Wilder



SMU Trivia

Question

What did the 706 students who enrolled at SMU the fall of 1915 represent?

Answer

This was the largest opening enrollment of any college or university in the United States (except for University of Chicago) at that time in US history.

there is an error.

managements habits.

Recognize Time Robbers - telephone interruptions, crisis management, lack of planning, drop in visitors, ineffective delegation, attempting too much, meetings, personal disorganization, inability to say no, lack of self-discipline.

Develop a better way

Build a new, more effective habit into your daily management

Involve others in your solutions

Focus on your effective actions

Allow no exceptions to your planned effectiveness

Save time by self-examination of your personal barrier of perfectionism and reduce perfectionist tendencies.

Think progress, not perfection

List advantages, and disadvantages of trying to be perfect

Strive for good performance, instead of best performance

Tackle tasks in small increments

Set up your systems to be functional, not perfect

Give your self a break, delegate when possible

LEARN TO LAUGH

Keep track of notes/discussions

Increase your time utilization by knowing and using your peak productivity time. If you are going in the wrong direction, speeding up doesn't help.

Once you know your peak productivity time

Respect it - plan important activities during this time

Protect it - block off your calendar and minimize interruptions

Schedule the three things you least want to do during your first hour of work

Schedule the most creative/important work during your personal best time of day

When priorities collide

Treat others with respect, clarify and discuss problems with the person involved, ask for what you want, say no without feeling guilty or selfish, maintain your dignity, ask for information, make a request of another person as long as you realize the other person has the right to say no.

Conquering Interruptions

Schedule regular meetings with frequent interrupters

Be assertive

Say "I am busy now, can we meet at . . ."

Say "I have a couple of minutes, how can I help you. . ."

Say "Let's meet in three hours and please have two possible solutions we can talk about."

Position a clock in the visitor's line of sight

Stand to talk to visitors

Managing your workspace

Clean off your desk at the end of every day

Schedule time each day to do paperwork

Throw away outdated or things you no longer need

File, Image, or put away items that you need to keep but are no longer using

At least once a month, clean out your files -- paper and computer -- tossing old versions of information or materials no longer needed.

This was taken from a workshop attended by Damon Wilkins.



STAFF DEVELOPMENT