



WEEK of MARCH 28, 1993

STATION NOTES

TIME MANAGEMENT. MIND MANAGEMENT

Do you ever feel like you can never get caught up? Are the events and circumstances of your life constantly changing? Does it seem you are being asked to do more with less?

If you answered YES to any of these questions, this workshop is for YOU!!!!!!!

Participants in this workshop will learn:

- *Positive self-talks that will allow you to respond with confidence, FOCUS, and prioritize.*
- *Avoid time killers such as interruptions, double handlings and loss of concentration.*
- *Understand the importance of the 80/20 rule.*
- *Reduce stress and anxiety resulting in better decisions, better health and a lot more energy and productivity.*

This workshop will be presented in Geneva on April 7 by Ellen Ely, Office of Human Resources Services. To accommodate the needs of the majority of interested employees I am polling to see if a morning or afternoon session is best. Please sign up and return the registration form below. All people signed up will be notified of the exact time and place of the workshop.

TIME MANAGEMENT . . . MIND MANAGEMENT WORKSHOP

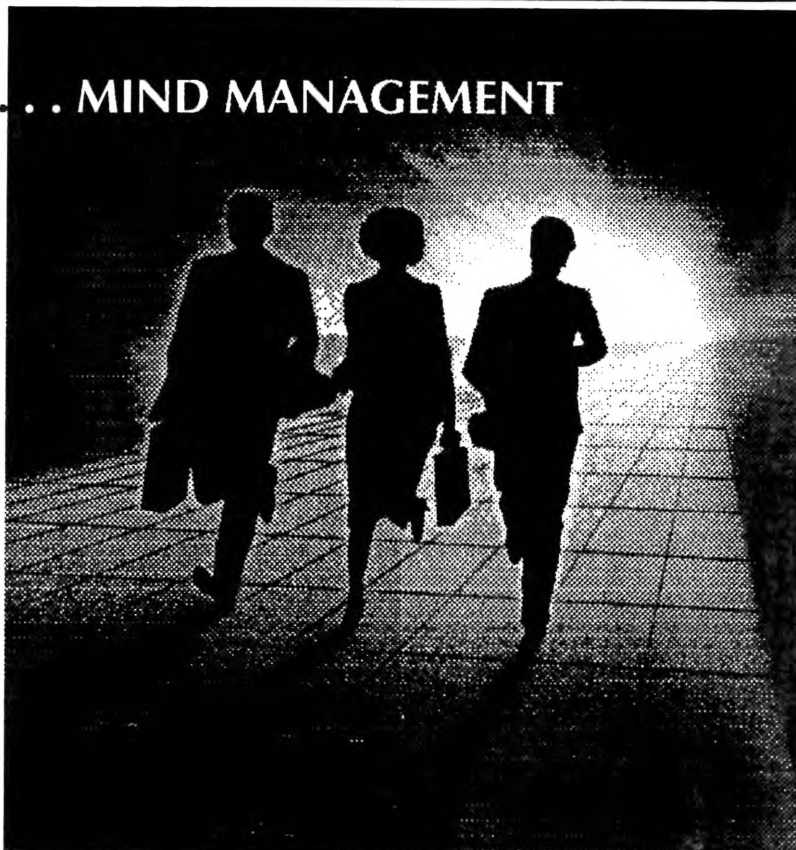
Name: _____ Department: _____

Circle One: Morning Afternoon Either

Supervisor's Signature _____

Approving Request to Attend

**Return to: Personnel, Jordan Hall
by Wednesday, March 31**



CALENDAR of EVENTS

Monday, March 29, 6:30 pm
Staff Room, Jordan Hall
English as a Second Language

Tuesday, March 30, 9:00 am
Auditorium, Jordan Hall
22nd Annual New York Wine Industry Workshop

Tuesday, March 30, 9:00 am
Room A133, Barton Lab
Respirator Seminar with Jim Grieger from Environmental Health

Wednesday, March 31, 8:30 am
Auditorium, Jordan Hall
22nd Annual New York Wine Industry Workshop

Wednesday, March 31, 6:30 pm
Staff Room, Jordan Hall
English as a Second Language

Thursday, April 1, 9:00 am
Auditorium, Jordan Hall
22nd Annual New York Wine Industry Workshop

WINE INDUSTRY WORKSHOP

The 22nd Annual Wine Industry Workshop will be held March 30, 31, and April 1 in the Jordan Hall Auditorium.

Employees of the Station are welcome to attend the talks free of charge. If you would like to take part in the tastings, there is a charge of \$10 per day due to the high cost of the wines.

To obtain a copy of the program, contact Elizabeth Baroody at x272.



RESPIRATOR SEMINAR SCHEDULED

Does your respirator fit properly? Do you need parts for your respirator? Do you need a new respirator? Do you need any disposable clothing to be used when applying pesticides, or goggles, or special gloves?

If you do, then please plan to come to Room A133 in Barton Laboratory on Tuesday, March 30, 1993 sometime between 9 a.m. and 3 p.m. Jim Grieger from Environmental Health will be here that day to help you with any respirator problems. Among other things, he will fit test respirators for anyone who needs to have this done.

If you need to order disposable clothing, goggles, or gloves, please call Environmental Health at 8-5-4862 in advance of the meeting on March 30, and Jim will bring those supplies with him.

This is an important session for those who use respirators. Please attend if you have any questions or need for replacement parts.

DEADLINES



• Wednesday, March 31

All bills incurred by Empire Health Insurance participants for 1992 must be submitted by March 31, 1993. All claims for 1992 must be made to Medical Reimbursement Accounts and Dependent Care Accounts by March 31, 1993.

• Friday, April 23

Pre-registration for Pesticide Training Program to be held on May 4, 1993 is due by Friday, April 23, 1993. To pre-register, contact Pat Krauss at x201.

CLASSIFIED

AVAILABLE FREE: 1 steel mail rack. Can be seen in Seed Processing Building. Please contact Sue Dwyer, x244.

FOR SALE: 1978 Chevy Monte Carlo, new tires, new gas tank, new exhaust system, needs starter. \$500 or best offer. Phone 789-2734 anytime.

FOR SALE: Westinghouse electric oven, 5 yr. old, almond color: \$175. GE refrigerator/freezer, 15 cu. ft., 5 yr. old, white, \$280. GE electric dryer, 4 yr. old, white, \$250. GE washer, top-loading, 4 yr. old, white, \$250. Call x361 or x325 days, or 789-1426 nights.

SEMINARS

HORTICULTURAL SCIENCES

Date: Monday, March 29
Time: 11:00 am
Place: Room A133, Barton Lab
Speaker: Marcia Eames-Sheavly
 Extension Support Specialist,
 Fruit and Vegetable Sciences,
 Ithaca
Topic: Radishes to Riches—Urban
 Gardening in Russia

Date: Wednesday, March 31
Time: 10:30 am
Place: Food Science Conference
 Room
Speaker: Mr. Douglas Burmeister
 Department of Horticulture,
 Michigan State University.
 Mr. Burmeister is a candidate
 for the Fruit & Vegetable
 Science post harvest faculty
 position.
Topic: The use of Mg++ induced
 bitter pit like symptoms to
 study the bitter pit disorders
 of apple

ENTOMOLOGY

Date: Wednesday, March 31
Time: 3:30 pm
Place: Room 310, Barton Lab
Speaker: Dr. N. S. Talekar
 Visiting Fellow, Asian
 Vegetable Research &
 Development Center
 Tainan, Taiwan
Topic: Breeding Vegetables for
 Resistance to Insect Pests in
 Tropics

Social interaction with speaker at 3:00.
 Coffee and cookies to be provided.



**BOOKS and TAPES AVAILABLE
from GENEVA PERSONNEL OFFICE**

The Personnel Office now has the following books and audio cassette tapes available for employees to borrow:

Books:

The Working Parent Dilemma
How to Manage Conflict
The One Minute Manager
Putting the One Minute Manager to Work
The Power of Ethical Management
Coping with Difficult People

Tapes:

The Power of Ethical Management
The One Minute Manager & Putting the One
Minute Manager to Work
Winning Against Stress
Assertiveness: The Right Choice
The Psychology of Achievement
Becoming the Promotable Woman
Focus on Leadership
Focus on Stress Management
How to Supervise People

Please contact Personnel at x203 for further information.

AREA CODE CHANGE

The Bronx is now part of area code 718 and that means some changes in how you dial. From now through May 15, 1993, calls to the Bronx will be completed whether the caller dials 212 or 718. On May 16, 1993, calls to the Bronx must be dialed as 1+718+7 digits.

RACQUETBALL LADDER

The Racquetball Ladder will be ending on Wednesday, April 7. Plan your matches now, play to win, and you could end the season "King of the Racquetball Ladder".

Matches played 3/18-3/24: Lewis def. Evangelista

Chris Hayes	HS	x246
Matt Lewis	CS	x251
Bob Evangelista	B&P	x200
Warren Lamboy	PGRU	x359
Curt Petzoldt	IPM	x206
Jim McFerson	PGRU	x393
Tom Burr	PP	x315
Phil Forsline	PGRU	x390
Joe Kovach	IPM	x209
Walter Wolf	ENT	x362
Peter Schroeder	ENT	x342
Matt Roberts	FST	x280

If interested in joining or to report playing results, contact Matt Lewis at x251.

FIRST AID/CPR CLASS

It has been recommended by GEC that another First Aid/CPR class be presented for Station personnel. The sessions will be held in the Food Science Conference Room on April

6, 7, and 8, from 1:00 pm - 5:00 pm. To become certified in First Aid and CPR employees must attend all three classes. There is no charge to employees. Departments/Units will

cover the expenses. There is a minimum of six (6) to present the class. If you are interested in taking this class please fill out and return the following by Friday, April 2.

FIRST AID/CPR CLASS

Name _____ Dept. _____ Phone ext. _____

Supervisor's Approval _____

Return to: PERSONNEL, JORDAN HALL