



INTERAGENCY CONNECTION

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Chair's Corner



Summer is nearly at an end and autumn is right around the corner! So much has happened at the Oklahoma Federal Executive Board over the past few months.

At the end of June, Federal Agencies gathered to celebrate the retirement of LeAnn Jenkins after 42 years of federal service and 25 years as Executive Director of the Federal Executive Board.

The retirement event, held at the Oklahoma City National Memorial Museum on June 28th, attracted a large crowd of well-wishers including her family and personnel from many of the agencies she worked with. Photos appear on page 2.

The Federal Executive Board is the focal point for coordinating and sharing information and expertise among the federal agencies in Oklahoma.

LeAnn will be succeeded by Chris Hooper, who previously was the FEB Executive Director in the St. Louis area. I understand Chris is a big Sooner fan!

I also want to acknowledge and appreciate the great work of interim Executive Director Sarah Musler and Lisa Smith-Longman during this transition period.

July took me to the National FEB meeting in Washington, D.C. Representatives from 25 of the 28 FEBs across the country shared lessons learned and discussed upcoming initiatives. Chris and I hope to share information we obtained, that may be useful to field agencies, in a future newsletter.

The month of August passed by in a whirl of preparations for the new Executive Director, who will report for duty at the end of September. A fresh coat of paint on the walls is just the beginning.

With Chris' arrival, we begin a new chapter with a new, yet seasoned Executive Director, who will continue the Oklahoma FEB legacy of excellence and service to the community. I look forward to telling you more about him soon.

Basharat Siddiqi, Chair



4 Self-Limiting Statements You Must Stop Saying Today

#1. Stop saying, “I didn’t have time.”

Everyone has enough time. Refusing to accept reality is belligerent insanity.

Two reasons you say, “I didn’t have enough time.”:

You over-estimate your talent and abilities. A dose of humility might help your tendency to over-commit.

People-pleasing drives you to say yes when you should say no.

Tip:

Set appointments with tasks.

The next time you say yes to a task, open your calendar and schedule dates and times when you’ll work to complete that task. Treat a task-appointment like an appointment with a person.

#2. Stop saying “We,” when you mean, “You.”

“We” is inclusive and humble when it reflects sincere intention. But “How are WE going to get this done?” is manipulative when you don’t plan to help.

“What could WE do about that?” is evasive and weak when the accurate response is, “What could YOU do about that?”

Warning: “We” opens the door to reverse delegation.

#3. Stop saying, “What do you think?” when you aren’t seeking input.

“What do you think?” engages others when it’s sincere but creates disillusionment when you don’t listen.

Protect yourself from obligation by generating three options. Three options is a decision. One option is an obligation.

#4. Stop saying, “I’ll do it myself.”

Two-year olds say, “I’ll do it myself,” to affirm their identity, but it’s deadly for leaders.

The more you work alone, the less successful you are as a leader.

Learn to say, “Yes,” when people offer help. You tell people they don’t matter when you reject their help.

Do it yourself when:

You are the ONLY person with the authority to complete the task. If this happens regularly, it’s time to delegate authority.

The task rarely comes up, you know how to do it quickly, and it’s not worth training someone else to do it.



<https://leadershipfreak.blog/2019/05/13/4-self-limiting-statements-you-must-stop-saying-today/>

Spotlighting Information in Public Service

Did you Know?

Are you here for a replacement Social Security card?

Are you a U.S. citizen age 18 or older with a U.S. mailing address?

You may be able to request a replacement card online with a **my** Social Security account if you:

- Are not requesting a name change or other change on your card; and
- Have a valid driver's license or a state-issued identification card.

Avoid waiting in line at the Social Security office.

Visit www.socialsecurity.gov/ssnumber today to find out how to get a replacement card easily and securely.



The Key to a Happy Retirement



Preparing for retirement isn't just about financial planning. It's about getting ready mentally for a big transition.

I don't write about the mental transition to retirement very often since my expertise is in the financial area, especially federal retirement benefits. Also, it's hard to find good resources or inspiring references on the subject.

That changed this week when I attended a NARFE Florida meeting in Orlando. The Florida federation is the fourth-largest in the [National Active and Retired Federal Employees Association](#), serving about 12,000 members.

One of the presenters was Marc Middleton, a media entrepreneur and TV journalist. His book, *Growing Bolder*, is about changing the notion that aging is all about taking it easy, managing chronic conditions and avoiding risks. I read the book and found it to be as

inspirational as his presentation at the conference.

Middleton and his associates interviewed hundreds of people who are in their 80s, 90s and 100s to find out what keeps them going. These "rock stars of aging," as he calls them, are doing things like bowling regularly at 108, playing in a ukulele concert at 103, and buying a new Chevy Camaro at 101.

Middleton said one of the keys to dispelling prevailing cultural beliefs about aging that can lead to mental and physical illness is to learn to say yes to new adventures. He has found that the rock stars of aging can teach us three things:

- Longevity is 30 percent a product of your genes and 70 percent determined by your lifestyle.
- Most active centenarians don't suffer from chronic illnesses commonly associated with aging until shortly before dying.

The Key to a Happy Retirement (cont'd)

- They've taken the initiative to make positive changes to their lifestyle.

I've known a few rock stars of aging. My friend Edie Bierley sold real estate well into her 80s and went to the gym regularly until she passed away from a short illness at 93 in 2018. She was such an inspiration to me because of her attitude and wit. She had a passion for other people and a knack for telling a story that was engaging and honest with a healthy dose of humor to keep the listener engaged.

Millie Parsons is another rock star of aging. She worked at the FBI from 1939 to 2002--that's right, more than 62 years. She was the longest continually serving employee in the history of the FBI, working for more than two dozen bosses as secretary to the special agent in charge of the agency's Washington field office. She also was a regular at the dances held at Glen Echo Park in Maryland. Parsons never took a sick day. Even when she broke her wrist after a fall on her lunch hour, she returned to work the next day.

It's important to understand new ways to think about aging, because we're halfway through seeing the baby boom generation turn 65. Census Bureau data shows that 76 million Americans were born between 1946 and 1964. According to the [Population Reference Bureau](#), nearly 11 million baby boomers had died by

2012, leaving some 65.2 million survivors. But when the effects of immigration are factored in, the number of boomers swells to more than 76 million again. That represents almost one-fourth of the estimated 2012 population of the United States.

The Census Bureau projects that the baby-boom population will total 61.3 million in 2029, when the youngest boomers turn 65. By 2031, when the youngest boomers reach age 67 (the age at which persons born in 1964 can receive full Social Security benefits), the baby-boom population is projected to be lower, at 58.2 million, but will make up 20 percent of the population, up from 14 percent in 2012.

Marc Middleton's stories of people like Grandma Moses, who began painting at age 76, and Jean Calment (the longest-lived human on record at 122 years, 164 days) who rode her bike every day until she was 100, kept the NARFE Florida audience engaged and inspired. My takeaway from the event was that retirement can be a time to reinvent yourself and try new things that you've never had the chance to do before.

<https://www.govexec.com/pay-benefits/retirement-planning/2019/05/key-happy-retirement/156884/>

10 Common Time Management Mistakes (Avoiding Common Pitfalls)

How well do you manage your time? If you're like many people, your answer may not be completely positive! Perhaps you feel overloaded, and you often have to work late to hit your deadlines. Or maybe your days seem to go from one crisis to another, and this is stressful and demoralizing.

Many of us know that we could be managing our time more effectively; but it can be difficult to identify the mistakes that we're making, and to know how we could improve. When we do manage our time well, however, we're exceptionally productive at work, and our stress levels drop. We can devote time to the interesting, high-reward projects that can make a real difference to a career. In short, we're happier!

Mistake #1: Failing to Keep a To-Do List

Do you ever have that nagging feeling that you've forgotten to do an important piece of work? If so, you probably don't use a To-Do List to keep on top of things. (Or, if you do, you might not be using it effectively!)

The trick with using [To-Do Lists](#) effectively lies in prioritizing the tasks on your list. Many people use an A – F coding system (A for high priority items, F for very low priorities). Alternatively, you can simplify this by using A through D, or by using numbers.

If you have large projects on your list, then, unless you're careful, the entries for these can be vague and ineffective. For instance, you may have written down "Start on budget proposal." But what does this entail? The lack of specifics here might cause you to procrastinate, or miss key steps. So make sure that you break large tasks or projects down into specific, actionable steps – then you won't overlook something important.

You can also use [Action Programs](#) to manage your work when you have many large projects happening at once. (Action Programs are "industrial strength" versions of To-Do Lists.)

Mistake #2: Not Setting Personal Goals

Do you know where you'd like to be in six months? What about this time next year, or even 10 years from now? If not, it's time to set some personal goals!

[Personal goal setting](#) is essential to managing your time well, because goals give you a destination and vision to work toward. When you know where you want to go, you can manage your priorities, time, and resources to get there. Goals also help you decide what's worth spending your time on, and what's just a distraction.

To learn how to set SMART, effective goals, read up on [Locke's Goal Setting Theory](#). Here, you'll learn how to set clearly defined goals that will keep you motivated.

You might also enjoy our Book Insight into [Long Fuse, Big Bang](#) by Eric Haseltine. This book teaches you how to focus on your long-term goals without overlooking your short term priorities.

Mistake #3: Not Prioritizing

Your assistant has just walked in with a crisis that she needs you to deal with right now, but you're in the middle of brainstorming ideas for a new client. You're sure that you've *almost* come up with a brilliant idea for their marketing campaign, but now you risk losing the thread of your thinking because of this "emergency."

Sometimes, it's hard to know how to [prioritize](#), especially when you're facing a flood of seemingly-urgent tasks. However, it's essential to learn how to prioritize tasks effectively if you want to manage your time better.

One tool that will help you prioritize effectively is the [Action Priority Matrix](#), which will help you determine if a task is high-yield and high-priority, or low-value, "fill in" work. You'll manage your time much better during the day if you know the difference.

You might also want to go through our Bite-Sized Training session [How to Prioritize](#), to further enhance your skills.

Mistake #4: Failing to Manage Distractions

Do you know that some of us can lose as much as two hours a day to distractions? Think how much you could get done if you had that time back!

Whether they come from emails, IM chats, colleagues in a crisis, or phone calls from clients, distractions prevent us from achieving [flow](#), which is the satisfying and seemingly effortless work that we do when we're 100 percent engaged in a task.

If you want to gain control of your day and do your best work, it's vital to know how to [minimize distractions](#) and [manage interruptions](#) effectively. For instance, turn off your IM chat when you need to focus, and let people know if they're distracting you too often. You should also learn how to [improve your concentration](#), even when you're faced with distractions.

Additionally, our article on [managing email effectively](#) teaches you how to gain control of your email, so that it doesn't eat up your entire day.

Mistake #5: Procrastination

Procrastination occurs when you put off tasks that you should be focusing on right now. When you procrastinate, you feel guilty that you haven't started;

10 Common Time Management Mistakes (Avoiding Common Pitfalls) cont'd

you come to dread doing the task; and, eventually, everything catches up with you when you fail to complete the work on time.

Start by taking our [procrastination quiz](#) to find out if procrastination is a problem in your life. If it is, then learn the strategies you need to [beat procrastination](#).

For instance, one useful strategy is to tell yourself that you're only going to start on a project for ten minutes. Often, procrastinators feel that they have to complete a task from start to finish, and this high expectation makes them feel overwhelmed and anxious. Instead, focus on devoting a small amount of time to starting. That's all!

You might also find it helpful to use [Action Plans](#). These help you break large projects down into manageable steps, so that it's easy to see everything that you need to get done, and so that you can complete small chunks at a time. Doing this can stop you from feeling overwhelmed at the start of a new project.

Mistake #6: Taking on Too Much

Are you a person who has a hard time saying "no" to people? If so, you probably have far too many projects and commitments on your plate. This can lead to poor performance, stress, and low morale.

Or, you might be a [micromanager](#): someone who insists on controlling or doing all of the work themselves, because they can't trust anyone else to do it correctly. (This can be a problem for everyone – not just managers!)

Either way, taking on too much is a poor use of your time, and it can get you a reputation for producing rushed, sloppy work. To stop this, learn the subtle art of [saying "yes" to the person, but "no" to the task](#). This skill helps you assert yourself, while still maintaining good feelings within the group. If the other person starts leaning on you to say "yes" to their request, learn how to [think on your feet](#), and stay cool under pressure.

Mistake #7: Thriving on "Busy"

Some people get a rush from being busy. The narrowly-met deadlines, the endless emails, the piles of files needing attention on the desk, the frantic race to the meeting... What an adrenaline buzz!

The problem is that an "addiction to busyness" rarely means that you're effective, and it can lead to stress.

Instead, try to slow down, and learn to manage your time better.

Mistake #8: Multitasking

To get on top of her workload, Linda regularly writes emails while she chats on the phone to her clients. However, while Linda thinks that this is a good use of her time, the truth is that

it can take 20-40 percent more time to finish a list of jobs when you multitask, compared with completing the same list of tasks in sequence. The result is also that she does both tasks poorly – her emails are full of errors, and her clients are frustrated by her lack of concentration.

So, the best thing is to forget about [multitasking](#), and, instead, focus on one task at a time. That way, you'll produce higher quality work.

Our Expert Interview with Dave Crenshaw, looking at [The Myth of Multitasking](#), will give you an enlightening look at multitasking, and will help you explore how you can manage simultaneous projects more effectively.

Mistake #9: Not Taking Breaks

It's nice to think that you can work for 8-10 hours straight, especially when you're working to a deadline. But it's impossible for anyone to focus and produce really high-quality work without giving their brains some time to rest and recharge.

So, don't dismiss breaks as "wasting time." They provide valuable down-time, which will enable you to think creatively and work effectively.

If it's hard for you to stop working, then schedule breaks for yourself, or set an alarm as a reminder. Go for a quick walk, grab a cup of coffee, or just sit and [meditate](#) at your desk. Try to take a five minute break every hour or two. And make sure that you give yourself ample time for lunch – you won't produce top quality work if you're hungry!

Mistake #10: Ineffectively Scheduling Tasks

Are you a morning person? Or do you find your energy picking up once the sun begins to set in the evening? All of us have different rhythms, that is, different times of day when we feel most productive and energetic.

You can make best use of your time by scheduling high-value work during your peak time, and low-energy work (like returning phone calls and checking email), during your "down" time. Our article, [Is This a Morning Task?](#) will teach you how to do this.

Key Points

One of the most effective ways of improving your productivity is to recognize and rectify time management mistakes.

When you take the time to overcome these mistakes, it will make a huge difference in your productivity – and you'll also be happier, and experience less stress!

<https://www.mindtools.com/pages/article/time-management-mistakes.htm>

7 FACES OF DISTRUST

A reader asks, “Maybe a post on how to proceed when relationships have been eroded among team members? With a small team, I find it especially challenging.”

Trust is the engine of team performance.

7 faces of distrust:

1. Tearing down the people you should build up.
2. Wishing failure on people instead of celebrating their success.
3. Viewing team members as enemies instead of allies.
4. Self-protection and defensiveness.
5. Surprises during performance reviews.
6. Planning-meetings that exclude input from the people who are impacted by the plans.
7. Constant rule-making. Distrustful teams use rules to protect themselves from each other.



Bonus: Hidden agendas.

10 traits of trustful teammates:

1. Know, honor, and celebrate the top three strengths of everyone on the team.
2. Talk openly about weaknesses. (A person who has no weakness is self-deceived and untrustworthy. They will blame you to protect their image.)
3. Enjoy playful mischief. One organization gives the “Duck Butt” award. This year it went to a

person who hit the overhang of a drive-through with a company vehicle.

4. Ask forgiveness. “I was wrong,” builds trust.
5. Express sincere enthusiasm for another’s success.
6. Speak about others as if they are in the room, when they aren’t.
7. Assume others have good intentions. Trust gives the benefit of the doubt.
8. Protect each other’s best interests. Self-protection weakens relationships.
9. Examine personal responsibilities before finger-pointing.
10. Open their mouths to build-up.

3 ways to rebuild eroded trust:

1. Define trust. It’s impossible to build trust if you haven’t defined it in theoretical, practical, and emotional terms.
2. Describe trustworthy behaviors. You need to know the actions that express trust and the unacceptable behaviors that violate trust.
3. Extend trust before it’s earned.

Distrust is earned. Trust is given.

We are all trust-givers.

Trust is given every time you drive on the freeway or walk down an airbridge to your seat on a plane.

<https://leadershipfreak.blog/2019/05/08/7-faces-of-distrust/>

Business Writing Tips for Professionals

Effective business writing skills can help you win that million dollar contract, earn a promotion, resolve a dispute, or generate a significant increase in new business leads. Poor business writing, on the other hand, can never be undone; it can cause you to lose business to your competition and could even cost you your job.

Here are 10 easy ways to improve your business writing skills:

1. Before you write a word of copy, make sure you know who your target audience is and what specific result you want to achieve. Take a few minutes to visualize yourself in the shoes of the recipient and to imagine what this person's world is like.

What does his typical day look like? What are his unique needs, goals, and challenges? What problem is keeping him up at night? The more thought and research you invest in defining your target audience and how you can help them, the more powerful your written communications will become.

2. Avoid using your company acronyms and buzzwords. While these words might seem clever to you, a busy executive may find them annoying. Also avoid academic language like "ergo" or "henceforth" and technical jargon. Keep it simple. For example, choose "use" instead of "utilize," "send out" instead of "disseminate," "fair" instead of "equitable."

3. Use a strong, active voice instead of the impersonal, passive voice. "The meeting agenda could be discussed further" is passive. "Let's discuss the meeting agenda" is active. Express confidence and decisiveness in your business communications. Instead of writing, "I intend to write a report on sales performance measures," which comes across as weak and indecisive, write: "I'm currently writing a report on sales performance measures for completion before the end of the second quarter."

4. Write in a conversational tone. Don't alienate your readers by being too formal and bureaucratic—unless you're writing to a bureaucrat or someone who prefers formality. Know your audience!

Even if you are writing a marketing communications piece that will be read by several thousand potential readers, make your writing as inviting and personal as possible. Write as though you are having a conversation with one specific person—your ideal customer. Keep this one person in mind and you will positively engage thousands of readers who will feel that you are writing directly to them!

5. Replace hyperbole with solid facts and reputable testimonials. Phrases like, "We're #1," "We're the leader in

our field," or "We provide the best service," aren't going to get you anywhere. Instead, use glowing testimonial, for example: John Jones, president of Acme Inc., ranks our company #1 for quality out of 500 certified companies.

6. Convert product features into benefits to engage your customer emotionally. Here's an example of benefit-oriented copy: "Our automatic domain name renewal service will provide you with the added security and comfort, knowing that your domain names will never be hijacked by your competitors while freeing up your administrative time to focus on growing your business."

7. Don't rely on on-screen editing. Print out your document and read it aloud. If you encounter any awkwardness in speech you need to rewrite your piece to make it more conversational and to flow better. By reading your document aloud, you will also be able to spot typos and errors that your computer spelling and grammar check program might not have detected, for example, "eco friendly" when you really meant "eco friendly."

8. Always write from your customer's perspective. Start off praising your customer's company. Describe the specific attributes you like about the company instead of bragging about how wonderful your company is. Overuse of "I," "me," or "our company" is a sure sign of ego getting in the way of business. Make sure to generously use "you" and "your" in your business copy if you want to make more sales.

9. In business, you're not writing poetry or literature, so don't meander or get carried away with flowery language. Determine your most important point and state it up front, in the very first sentence. If you are writing a sales letter, you can significantly increase sales by simply including a powerful P.S. at the end of the letter that summarizes the main point in a fresh way, creates a sense of urgency, or adds further credibility. Here's a powerful example: "P.S.: I've been invited to speak at your association's annual conference this coming Friday and hope to see you there."

10. Be clear, concise, and get to the point. Guide your reader by including a specific call to action, that is, "Click on this link to receive your special report" or "Call me to set up a no-cost, 15-minute consultation."

<https://www.amanet.org/articles/business-writing-tips-for-professionals/>

Stop Playing it Safe

Have you ever heard a successful person describe their path to success in terms of taking the safe route?

I don't know about you, but I haven't.

If playing it safe has not allowed you to achieve your goals, perhaps it's time to adopt a new strategy. Don't get me wrong, playing it safe in some areas makes sense, but only taking the safe route for everything in life is the quickest path to mediocrity.

If you're not going to step out of your comfort zone now, when will you?

People tell themselves stories all the time about why they shouldn't take action, and it all boils down to fear.

I don't have the money.

I don't have the time.

What if I lose everything?

Stop it! In one form or another, these statements and questions all stem from fear; and they are inhibiting your ability to take action and achieve your goals.

"Safeway is a grocery store, not a way to live your life!"

Let's examine some of the overused stories we tell ourselves.

1. *What will others think?*

No matter what you do, people are going to judge through their lens—whether they like it or don't; so get used to it. The best form of feedback comes from within. So get your mind

right, commit, and take action.

2. *What if I fall short and don't make it?*

It is true you might get rejected or not make it, but if you are telling yourself that story, then you haven't *made it* yet anyway. So what harm is there in trying and being rejected?

If you're struggling to overcome fear, here are three steps you can take:

1. Reframe fear. Fear and anxiety are living in the future. Think about something you fear, like spiders, losing money, death, etc.; whatever you come up with, it's probably not present as you read this post. Fear is about a future event

happening. In reality, you don't fear spiders; you fear being bitten by one.

2. Bring your heart and spirit to things you want. When your heart and spirit are genuinely committed to achieving your goals, fear will fade into the background because of what it means to you and how you will feel once you get there.

3. Have a strong "why." Why is this goal important to you?

What purpose does it have? If you can't answer either of these questions or your "why" isn't strong enough, you will likely quit when it gets hard.

You can dabble in a *What's Going Well* mindset, or you can immerse yourself entirely. Much like learning a foreign language, total immersion works best for training your brain quickly and thoroughly. Intention to lead a more positive life does not occur because time passes—you have to want it, and take action to make it happen.

<https://www.gregbellspeaks.com/blog/stop-playing-it-safe>



SOS on ECQs

Most people would rather eat ground glass than write essays for job applications. Nevertheless, if you apply for senior executive service jobs, you will have to answer odious essay questions—called Executive Core Qualifications and Technical Qualifications.

Granted, writing application essays takes considerable time and effort. And any essays will probably be outcompeted by a more sacrificial applicant. But even when ruining a weekend, essay writing need not be so excruciating; the following guidance can help defang the process:

Emphasize in essays your academic qualifications, professional qualifications and success stories that most closely parallel demands of your target job and had the highest impact (think big).

Hit with your best shop up top. Just as people best remember the first items in a list, hiring managers will probably read most closely your first essay, so position your top credentials in there, if possible. Also consider starting your first essay with some variation of this sentence: “I am qualified to succeed as a [title of target job] for the following reasons,” then write in short sentences and paragraphs.

Organize essays logically. Bulletize relevant academic achievements under one heading, and then relevant work experience under another

heading. Cover one or more success stories in an essay. Consider grouping the stories under these headings: “My goal and why it was important to my organization”; “My actions”; “Special obstacles I conquered”; “My results”; and “Evidence of my success”.

Evidence of your success may include positive annual evaluations; praise, both written and oral, from managers, colleagues, clients or attendees of an event; improved metrics; time or cost savings; evidence that your work impacted large numbers of people; publications; and press coverage.

Identify other types of relevant evidence of success by asking yourself questions, such as “How do I know I am successful?”

Be understandable to hiring managers outside your group. Define acronyms and “inside baseball” terms.

Article written by Lily Whiteman, author of “How to Land a Top-Paying Federal Job.”



Article taken from Spring/Summer 2019 edition of Federal Times, Career Matters column

HOW TO BECOME A WISE SAGE

A wise sage has failed enough to be humble and succeeded enough to inspire confidence.

The birth of a wise sage:

You become a wise sage in the dark. There is no sagacity in easy wins. Success is a platform that's built

on courage, struggle, failure, and success. You move toward sagaciousness when you:

1. Stand for principle when tempted to compromise.
2. Confront arrogance and practice humility.
3. Try, fail, own it, and learn. Finger-pointers never learn and grow.

A wise sage courageously exposes struggle, but fools hide the struggle and snarl like lapdogs.

Explain the pain of failure with personal language. Avoid generalities. Painful struggle makes you inviting and trustworthy.

Pain teaches empathy and openness – if you have the humility and courage to listen.



You cannot close your heart and be a wise sage.

A wise sage looks for growth in others not sympathy for herself. The reason to explain the lessons from pain include:

1. Connection.
2. Humility.
3. Honesty.
4. Encouragement.

You're an encouragement to others when they realize

you found success on the other side of failure. Maybe they can too.

There's more to becoming a wise sage than moving through darkness to light, but this is a beginning.

<https://leadershipfreak.blog/2019/05/29/how-to-become-a-wise-sage/>

UPCOMING EVENTS

September 2019

- September 10** **Leadership Series**
All Day *Managing Change*
POC: FEB Office, 405-231-4167
- September 11** **Leadership Series @ FAA**
All Day Mike Monroney Aeronautical Center
- September 19** **Pre-Retirement Seminar**
All Day POC: FEB Office, 405-231-4167
- September 24** **Leadership FEB**
All Day Army Fires Center of Excellence
Ft. Sill
POC: FEB Office, 405-231-4167

INSPIRATION CORNER

If we push people away because of work, then when we're finally free there will be no friends left...only plenty of time for more work.
—Simon Sinek

Power consists in one's capacity to link his will with the purpose of others, to lead by reason and a gift of cooperation.
—Woodrow Wilson

Let no man imagine that he has no influence. Whoever he may be, and wherever he may be placed, the man who thinks becomes a light and a power. —Henry George

When the leadership is right and the time is right, the people can always be counted upon to follow—to the end and at all costs.
—Harold J. Seymour

Your Federal Executive Board

“Federal Executive Boards (FEBs) are generally responsible for improving coordination among federal activities and programs in...areas outside of Washington, D.C...FEBs support and promote national initiatives of the President and the administration and respond to the local needs of the federal agencies and the community.” (GAO-04-384)

We applaud the efforts of the Oklahoma FEB Executive Policy Council members who ensure information is provided to direct our activities and efforts:

- David Andra, Meteorologist-in-Charge, National Weather Service Forecast Office, Norman
- Dr. Lee Denney, State Coordinator, USDA Rural Development
- David Engel, Chief Administrative Judge, Social Security Administration, Tulsa
- John Fox, Warden, Federal Transfer Center
- Joe Gallagher, Deputy to Commanding General Army Fires Center of Excellence, Fort Sill
- Julie Gosdin, District Director, U.S. Postal Service, Oklahoma City
- Johnny Kuhlman, US Marshal, US Marshals Service, Western District
- Dottie Overall, Director, Small Business Administration
- Rose Roberson, Superintendent, BIA-Anadarko Agency

Officers

Chair: **Basharat Siddiqi**
Division Administrator
Federal Highway Administration

Vice-Chair: **Kevin Stamey**
Executive Director
Air Force Sustainment Center

Ex-Officio: **Michelle Coppedge**
Director
FAA Mike Monroney Aeronautical Center

Director: Staff
Vacant
Assistant: Lisa Smith-Longman



Full-Day Pre-Retirement Training Seminars-2019



Be sure you are financially prepared to do all the things you've planned for your retirement!!



Topics to be covered:

- Overview of CSRS
- Survivor Benefit
- Thrift Savings Plan (to include Roth TSP)
- Voluntary Contribution Program (CSRS)
- Federal Employee Health & Life Insurance Programs
- Social Security
- Federal Long Term Care Program
- Flexible Spending Accounts
- Annuity Calculation
- Phased Retirement

DATE: Thursday, September 19, 2019
TIME: 8:00 a.m. - 4:00 p.m. (each day) Registration will begin at 7:30 am
LOCATION: Remington Park, One Remington Place, Oklahoma City, OK
COST: \$75.00 per employee, spouses are an additional \$25 (must share materials)
INSTRUCTOR: Instructor is contracted by First Command Educational Services and paid by the FEB; these sessions are educational ONLY. The instructor holds neither license nor affiliation with any financial products.

[] Sign me up for the session on Thursday, September 19, 2019

[] I am also covered by a special retirement provision (Firefighter/Law Enforcement/Air Traffic Controller)

If you are covered by FERS or are covered by a special retirement provision, you will want to identify so the instructor can be sure to cover retirement provisions involved in your plan.

Seating is limited to 100 per session. Once a session is filled, future registrants will be notified and provided the opportunity to be placed on a waiting list for the next Pre-Retirement session.

Payment must be made in advance [] Check [] Credit Card—Phone #:

NAME(S): _____
Spouses are welcome to register, as well, this form can be used to register both; adjust the registration fee.

AGENCY: _____
Please list your agency, organization and office symbol.

ADDRESS: _____

PHONE: () _____ EMAIL: () _____

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|---------------------------------|---|
| Mail this registration form to: | Oklahoma Federal Executive Board 215 Dean A. McGee, Suite 349 Oklahoma City, OK 73102 |
| Fax to: | (405) 231-4165 |
| Email to: | FEBOklahoma@gsa.gov |

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through September 12, 2019. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!