



National Association of Purchasing Management
Northwest Indiana



NEWSLETTER



www.napmni.org

May 2007

www.ism.ws

Calendar

May 16, 2007 Wednesday

**Educational Meeting- Chicago Board of Trade
Elections- Marty Harper Award**

T. J. Maloney's (Holiday Star & Radisson Hotel)
I-65 & US 30 800 E 81st Ave.
Merrillville, IN 46410

September 17 or 24, 2007 Monday

**Scholarship Golf Outing
Educational Meeting to follow**

Valparaiso Country Club
2501 Country Club Road
Valparaiso, IN 46383

October 17 & 18 2007 Wednesday Thursday

C.P.M. Review Modules 3 & 4

Dr. Russell Morey

October 17, 2007 Wednesday

Educational Meeting- Dr. Russell Morey

Strongbow's Inn
2405 E US 30
Valparaiso, IN 46385

December 7, 2007 Friday

Christmas Gala

T. J. Maloney's (Holiday Star & Radisson Hotel)
I-65 & US 30 800 E 81st Ave.
Merrillville, IN 46410

January 16, 2008 Wednesday

Joint Educational Meeting AWWI/NAPM-NI

Center for Visual & Performing Arts
1040 Ridge Road
Munster, IN 46321

February 20, 2008 Wednesday

Educational Meeting- NWI BP Expansion

Phil Schmidt's
1205 Calumet Ave
Whiting, IN 46394

March 19, 2008 Wednesday

Educational Meeting

Strongbow's Inn
2405 E US 30
Valparaiso, IN 46385

April 16, 2008 Wednesday

Plant Tour-

Task Force Tips
2800 E. Evans Ave
Valparaiso, IN 46383

Educational Meeting

Popolano's
225 S. Calumet Ave
Chesterton, IN 46304

May 21, 2008 Wednesday

**Educational Meeting- Election- Marty Harper
Award**

T. J. Maloney's (Holiday Star & Radisson Hotel)
I-65 & US 30 800 E 81st Ave.
Merrillville, IN 46410

2008

CPSM Bridge Exam Review

Dr. Russell Morey



President's Pen

NAPM-NI Members,

Another season has come and gone. This year has been a challenging one for our organization. Membership has stayed somewhat the same, but meeting attendance has dropped significantly. At our May meeting the Board will be elected in for the 2007-2008. My comment is HELP – we desperately need new volunteers. This up-coming year we do not have a 1st or 2nd Vice President. Also, this year will be my final year as President. Remember, this is your organization. The smallest amount of help you can give, we will take gladly.

Charlie Ward has agreed to do the NAPM-NI golf outing another year. It will be either 9/17 or 9/24 at Valparaiso Country Club. Charlie has requested that we review/revise our Golf Outing mailing list. So it will be sent to our members and reviewed at the May meeting. We will delete people who have not attended in years. In addition, hopefully we will add new people based on comments from our members. The flyer will be revised and mailed in June/July. Remember, this is our fundraiser for the scholarship fund. So please support it by promoting it within your organization and your friends. To go along with the above event, I need at least 3 members to volunteer for the Scholarship Committee NOW, so the small amount of work can be done early. This task will start early September and end early November, with a minimum amount of time involved from those 3 volunteers.

I want to thank Bob Stratton, Lisa Campbell, Jeff Pawlak & Joe Ross. The Monosol presentation and tour was very interesting. I learned something new. THANK YOU MONOSOL. ☺

Last item – don't forget to pay your NAPM-NI dues on time. Donna will be sending out the invoices later this month. See you at the May meeting. Take care. Have a wonderful summer. **Pam**

I read the article shown below the day after our April meeting. I learned something new - multitasking – doing too many things at once is not only unproductive; it can actually make you sick. I'm not sure if reading that article was good for me. I almost always multitask. After reading that article, either it affected me psychologically or unconsciously because later that week I made more mistakes multitasking than ever before. I still multitask, but I try to keep it to a minimum. So it is up to you to decide what is best for you.

Multitasking and Stress

- Chris Woolston, MS, is a contributing editor at Consumer Health Interactive. He is coauthor of Generation Extra Large, Rescuing Our Children from the Epidemic of Obesity (Perseus paperback, 2006).

In this high-tech, high-pressure age, multitasking has become a national pastime. No matter where we are or what we're doing, we can always add one more ball to the juggling act. Many people regularly check emails on their Blackberry while talking on the cell phone, pausing only to yell at other drivers.

"Because of all of the new electronic gadgets like cell phones, Palm Pilots, and other personal digital assistants, multitasking has exploded in the last 10 years," says David Meyer, PhD, a professor of psychology at the University of Michigan.

Doing two or three tasks simultaneously may seem like the height of efficiency -- and it would be, if a person had more than one brain. In the real world, multitasking actually wastes time and reduces work quality, Meyer says.

Missed deadlines and shoddy work may get a person fired, but they're not the most worrisome consequence of multitasking. According to Meyer, juggling tasks can be very stressful. In the short term, stress makes you feel lousy. In the long term, it can become a serious threat to health -- and that's not even counting the dangers of sending a fax while changing lanes.

One brain, one task

Meyer sees three major types of multitaskers. Some people do it out of desperation. In their minds, talking to a client while doing research on the Internet is the only way to keep up. Other people multitask impulsively. They'll abandon a report in mid-sentence to check email without thinking about the consequences. The third group multitasks with pride. "Many people delusionally believe that they're good at this," he says.

Some people's jobs, like air traffic controllers and emergency room doctors and nurses, virtually demand multitasking under pressure. But in reality, nobody can effectively do more than one remotely complicated thing at a time. "The brain is not equipped to do heavy-duty multitasking," Meyer says. "People are being asked to do multiple things, but they would need superhuman abilities."

Multitasking is especially futile if the different activities use the same part of the brain, Meyer says. For example, the brain only has one language channel. If a person tries to read while talking, one or both tasks will get short shrift.

Multiplying stress

Whenever demands exceed abilities, stress is bound to follow. Multitasking is especially stressful when the tasks are important, as they often are on the job, Meyer says. The brain responds to impossible demands by pumping out adrenaline and other stress hormones that put a person "on edge." These hormones provide a quick burst of energy, but energy won't make multitasking easier, he says. An old pickup can't go 150 miles per hour no matter how much fuel you put in the tank or how hard you step on the gas.

Over time, the stress of multitasking may even become dangerous, Meyer says. A steady flow of stress hormones can strain the body and threaten health. As recently reported by the National Institute for Occupational Safety and Health, numerous studies have found that on-the-job stress can cause headaches, stomach trouble, and sleep problems. Chronic work-related stress can lead to chronic problems, including back pain, heart disease, and depression.

Wrong way to work

Not only is multitasking risky, it's counterproductive. In 2001, Meyer and colleagues published a report in the *Journal of Experimental Psychology: Human Perception and Performance* that exposed a major pitfall of juggling tasks.

The researchers studied young people who were attempting to quickly shift from one job to another. Without exception, the shift took time -- time where absolutely nothing productive happened. In many cases, the lag was only a half second or so. But Meyer notes that's a long time to be lost in space, especially if one of your tasks involves operating a steering wheel. Even if you're multitasking at the office, all of those half-seconds can add up to a serious waste of time.

It's worth noting that these subjects were in a laboratory setting, and they were trying their best to move quickly from one task to another. In an office setting, shifting gears can take much, much longer. Gloria Mark and colleagues at the University of California at Irvine recently observed how actual office workers handle interruptions, whether it's a phone call, an incoming email, or a visitor to their cubicle. As reported in 2005 at a conference for the Association for Computing Machinery, the average worker needed a staggering 25 minutes to return to their original task after the interruption was over.

To make things worse, Meyer says, multitasking can interfere with short-term memory. "Anytime you're trying to multitask, you have less attention available to store memories," he says. For example, a person who tries to read email while talking on the phone will have a hard time retaining any of the information. And if the phone rings while a person's in the middle of a thought, it will take a while to find that thought again -- assuming it can be recovered at all.

Short-term memory loss isn't always a short-term problem. The flood of adrenaline and other stress hormones unleashed by trying to do too much at once can actually cause permanent damage to the brain cells that store memories, Meyer says. After years of multitasking, a person might eventually have trouble doing just one thing at a time.

So what should a person do when the phone rings and the email pings? Meyer urges people to organize their work life to cut down on multitasking as much as possible. That means ignoring the phone and turning off your email alerts while you're working on an important project. You can always check your messages later. When that task is over, take a break to clear your thoughts and refresh your mind.

No matter how demanding your job is, you can take steps to protect yourself from stress. Meyer recommends meditation, regular exercise and a healthy diet. Just don't try doing it all three at once.

NAPM-NI APRIL RECAP

The sun was out and it was finally a bit warmer than it has been as we toured Mono-Sol in Portage. Thanks to Bob Stratton and Lisa Campbell NAPM-NI members we learned all about how this thin water soluble plastic film is made and the varied uses it has. MonoSol has manufactured film products based on water soluble polymers since it's founding in 1953. As the world's leader in water soluble film, MonoSol strategically invests in people and equipment to expand the limits of technology in water soluble polymer based films.

They manufacture soluble film systems designed for packaging, waste source reduction, composite and sheet goods fabrication, edible applications and are continuously developing new products for innovative environmentally friendly applications. Their products are supported globally by a network of dedicated professional marketing partners.

Jeff Pawlak & Joe Ross from Monosol led the informative plant tour for our members.

MAY- NAPM-NI ELECTIONS

With our annual meeting in May also comes our elections of officers. This year the slate of officers is as follows:

Pam Hale, C.P.M.- President
Mary Palmer- Secretary
Donna Meeks, C.P.M., A.P.P.- Treasurer
Timothy Timm, C.P.M., A.P.P.- Communications & Newsletter/Web Chair
Patty Grove, C.P.M., A.P.P.- International Chair
Debra Cavey- Pro-D & Programs Co Chair
Sharon Duracz, C.P.M.- Membership & Programs Co Chair
Charlie Ward- Golf Outing Chair

Our meeting will be May 16 at T. J. Maloney's at the Holiday Plaza in Merrillville. We will also present the 2007 Marty Harper Volunteer Award for NAPM-NI.

Summer Leadership Workshops

ISM Leadership Training Workshops provide the opportunity for affiliate leadership to learn the skills necessary to perform the tasks required for their ISM affiliate leadership position as well as invaluable networking opportunities with leadership from other ISM affiliates. A link to the 2007 Leadership Training workshop registration information is listed below.

Ultimately, the affiliate's membership will be the beneficiaries of the training and tools their leadership brings back from this year's workshop.

2007 Leadership Training Workshop Registration Packets can be accessed from <http://www.ism.ws/MembersOnly/content.cfm?ItemNumber=15674>. Representatives from your affiliate may attend any of the three workshops. Please feel welcome to send as many affiliate representatives as necessary to a Leadership Training Workshop. ISM will award \$300 per attendee for up to five (5) workshop attendees from each affiliate.

Each of the Leadership Training Committees has planned a Spirit Award event. Please see complete details on page 2 of each of the registration packets. 2007 Spirit Awards will be presented at lunch on Saturday.

Please note the following dates of importance:

St. Louis Leadership Training Workshop

June 22-23, 2007 ISM St. Louis Leadership Training Workshop. The workshop will begin at 11:30 a.m. on Friday, June 22nd to allow for Friday morning travel. If you plan on being in St. Louis on Friday morning, the Leadership Training Committee has scheduled four pre-workshop sessions. Please see the workshop registration packet at <http://www.ism.ws/MembersOnly/content.cfm?ItemNumber=15674>, for details.

May 24, 2007 Early bird registration (\$150) deadline. Registrations submitted after this date will be \$165. Register online at <http://www.ism.ws/go?page=279>.

May 24, 2007 Hotel registration deadline. All reservations are processed on a space available basis, so please make your reservations early. Hotel reservation information can be found on page 13 of the registration packet.

Las Vegas Leadership Training Workshop

July 6-7, 2007 ISM Las Vegas Leadership Training Workshop. The workshop will begin at 11:30 a.m. on Friday, July 6th to allow for Friday morning travel. If you plan on being in Las Vegas on Friday morning, the Leadership Training Committee has scheduled seven pre-workshop sessions. Please see the workshop registration packet at <http://www.ism.ws/MembersOnly/content.cfm?ItemNumber=15674>, for details.

June 1, 2007 Early bird registration (\$150) deadline. Registrations submitted after this date will be \$165. Register online at <http://www.ism.ws/go?page=201>.

June 21, 2007 Hotel registration deadline. All reservations are processed on a space available basis, so please make your reservations early. Hotel reservation information can be found on page 13 of the registration packet.

Baltimore Leadership Training Workshop

July 20-21, 2004 ISM Baltimore Leadership Training Workshop. The workshop will begin at 11:30 a.m. on Friday, July 20th to allow for Friday morning travel. If you plan on being in Baltimore on Friday morning, the Leadership Training Committee has scheduled three pre-workshop sessions. Please see the workshop registration packet at <http://www.ism.ws/MembersOnly/content.cfm?ItemNumber=15674>, for details.

June 26, 2007 Early bird registration (\$150) deadline. Registrations submitted after this date will be \$165. Register online at <http://www.ism.ws/go?page=172>.

June 26, 2007 Hotel registration deadline. All reservations are processed on a space available basis, so please make your reservations early. Hotel reservation information can be found on page 13 of the registration packet.

IMPORTANT REQUEST

Dear NAPM-NI Member,

Please excuse the interruption, however NAPM-NI needs your important input and feedback. First I would like to apologize for not being in contact as much as we should have this year. There have been so many changes in people's places of employment, responsibilities, hours and contact information that we have lost track of many of you.

The first thing I would like to do to try to reconnect with you and improve this is to verify how and where you would like to receive correspondence.

Would you like us to return to a paper version of the NAPM-NI Newsletter mailed to you?

_____ yes _____ no

Would you prefer the current electronic version which is e-mailed or web accessible?

_____ yes _____ no

Where you would like this information sent? Home or work, and what is the current contact information for you?

NAME _____

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE- WORK/ HOME _____

e-mail- WORK/ HOME _____

With this information we are going to make an attempt to keep you better informed on your affiliate happenings.

Each ISM member is also responsible for updating your own information on the ISM web site. Keeping this information current is important as it allows ISM to keep in contact with you, and allows us to mirror our information against theirs to stay in touch. Please take a few moments and go to the ISM web site, <http://ism.ws/>, log into MEMBERS ONLY, MEMBER INFORMATION AND ONLINE TOOLS, ADDRESS UPDATE FORM, and update your information there also.

If you could return this information to me by mail, or e-mail it would be appreciated!

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Thanks
Tim