

APICSacramento

The Educational Society for Resource Management

Issue 8 Volume 15

www.apicsacramento.com

February, 2000

This Month's Presentation is Co-Sponsored by the NAPM

“Make Time Work For You – How to Handle Time Wasters at the Office”

Wednesday, February 9, 2000

Mr. Irwin Karp, Capital Organizing Solutions

Did you ever get to the end of the day, after you've been working really hard, and feel that you really didn't accomplish your most important tasks? Chances are that time wasters have stolen your priority time. In this presentation, Mr. Karp will address some of the major time wasters we experience at the office:

- telephone interruptions
- unproductive meetings
- desktop clutter and disorganization
- drop-in visitors
- procrastination
- failure to properly plan and schedule
- management by crisis

He will provide examples of each time waster, review some of the reasons we allow them to interfere with our work, and present practical strategies to handle these time traps and achieve our priorities every day.

ABOUT THE Irwin Karp is a time management and organizing consultant with Capital Organizing Solutions in Sacramento. He is also an attorney and was previously the managing partner of a small environmental law firm representing business for 17 years. For the past two years, Mr. Karp has been consulting with Capital Organizing's business and government clients on organizing and time management to increase productivity. He conducts regular time management seminars for the Sacramento Metropolitan Chamber of Commerce. Mr. Karp conducts in-house customized workshops as well as one-on-one individual coaching on paper flow, work flow, project management & time management. Mr. Karp is a member of the National Association of Professional Organizers and the National Study Group on Chronic Disorganization. Organized on the natural, he delights in helping others become more productive with a bit less stress.

Registration Information

RSVP by Friday, February 4, 2000

To RSVP for this dinner meeting, please call 916-650-8660 or email Ed Mercado at Ed.Mercado@StarBuildings.net and provide the attendee's name, company and telephone number or fax/email address

5:30	Registration	\$22.00 Members
6:00	Dinner	\$25.00 Non-members
7:00	Membership meeting	\$18.00 Full-time students
7:20	Presentation	\$5.00 Speaker only

Presentation will be held at the Hungry Hunter Restaurant on Bercut Ave. Sacramento.
Please call the Hungry Hunter at 916-441-2844 for directions.

President's Message

It's a dot.com world out there.

Funny, six years or so ago, there were a few people proclaiming that soon we would be linked so tightly to the internet that life as we knew it then wouldn't exist. I can recall thinking that these people were nuts, expecting a society to react that fast to a new technology.

Now everyone is having to sit up and take notice. With myself, I've noticed that I rely on the internet for all types of information and services that I would have poo-poo'd a couple of years ago. In my work and even my family, the new breed of dot.com businesses are changing how things are done. And if time ever waited for anyone, it certainly isn't now.

Want to read the newsletter but left it at home? Get it at www.apicsacramento.com

Need to update your skills and prepare for certification? See www.csus.edu/rce or get there via the link in our page. Can't make the class schedule? Jump onto <http://wsuonline.weber.edu/> and register for online CPIM courses through Weber State University.

Changed jobs and need to update APICS with your new info? Get to it via www.apics.org or directly by adding "/change.htm"

It's a "you want it, you got it" environment right at your fingertips. At APICS, we might not be in the forefront but we're definitely not in the backstretch. And, I think that speaks well for APICS as a society to be so closely linked in to the information superhighway, even at the local level.

If there's something you want on the net from APICS, why don't you let me know?

karen_apics@yahoo.com

Karen Hess, CPIM, CIRM
President

APICSacramento Calendar

February

- 8 Board meeting at Lyons on I-5 & Richards Blvd.
- 9 Professional development meeting to be co-sponsored by the NAPM. Speaker to be Mr. Irwin Karp who will present, "Make Time Work For You - How to Handle Time Wasters at the Office"

March

- 7 Board meeting at Lyons on I-5 & Richards Blvd.
- 22 Professional development meeting. Speaker and topic TBA.

April

- 4 Board meeting at Lyons on I-5 & Richards Blvd.
- 21 Professional development meeting. Speaker and topic TBA.

CSUS Materials Management Certification Class Schedules

The 2000 Spring and Summer classes for the Certificate program are as follows:

- Master Planning - January 10-February 9 (no class Jan 17)
- Inventory Management - February 28-March 29
- Production Activity Control - April 10-May 3
- Just In Time - May 15-June 12
- Systems and Technologies - July 10-August 2
- Purchasing - August 14-September 11

Classes are held at Hewlett-Packard in Roseville Mondays and Wednesdays 6-8:30 pm.

For additional information, please contact Jackie Branch at (916) 278-4433 ext. 115.

Help Wanted

If you are an APICS member and interested in making an impact with the APICSacramento chapter, now is your chance! We are looking for a new Director of Publicity to publish the monthly newsletter. If you're interested in volunteering, please contact Adam Thomas at falcon@jps.net.

Newsletter Editor: Adam Thomas CPIM, CIRM

APICS Individual Membership Application

Member Profile

2. BUSINESS ENVIRONMENT (Circle one)
 a. Manufacturing b. Service c. Consulting d. Academic e. Government

3. INDUSTRY TYPE OF YOUR DIVISION (Circle all that apply)

- a. Automotive
- b. Aviation/aerosp.
- c. Communications
- d. Defense
- e. Distribution
- f. Education
- g. Electrical
- h. Electronics
- i. Healthcare/med.devices
- j. Food/beverages
- k. Furniture
- l. Glass
- m. Graphic arts
- n. Mining
- o. Transportation
- p. Retail
- q. Maint./repair & oper.
- r. Metal fabrication
- s. Pharm./chemicals
- t. Plastics/rubber
- u. Textile/apparel
- v. Lumber/paper
- w. Software
- x. Utilities
- y. Other

4. INDUSTRY CLASSIFICATION OF YOUR DIVISION (Circle all that apply)

- a. Job shop
- b. Process
- c. Remanufacturing
- d. Assembly
- e. Repetitive
- f. Discrete
- g. Nonmanufacturing

5. IS YOUR DIVISION INVOLVED IN GOVERNMENT CONTRACTING?

- Yes No

6. KEY AREAS OF RESPONSIBILITY (Circle all that apply)

- a. Distribution
- b. Inventory control
- c. Operations
- d. Materials mgmt.
- e. Engineering
- f. Sales/marketing
- g. Finance/acctg.
- h. Professional services
- i. Shipping/receiving
- j. Production control
- k. Purchasing
- l. Quality/service
- m. Human resources
- n. MIS
- o. Research & dev.
- p. Training/education
- q. Supply chain
- r. Self-employed
- s. Planning/scheduling
- z. Other

7. YOUR ROLE IN PRODUCT ACQUISITION (Circle all that apply)

- a. Recommend b. Specify c. Authorize d. Buy e. None

8. YOUR JOB TITLE/FUNCTION (Circle one)

- a. Top-level management (CEO/VP/General Mgr./Plant Mgr.)
- b. Middle management (Materials Mgr./Operations Mgr./Director)
- c. First-level management (Systems Analyst/Scheduler/Planner)
- d. Other resource management professional

9. NUMBER OF EMPLOYEES AT YOUR LOCATION (Circle one)

- a. Under 100 b. 100-249 c. 250-499 d. 500-999 e. 1000+

10. WHY ARE YOU JOINING APICS? (Circle all that apply)

- a. Networking
- b. Career enhancement/professional development
- c. Certification
- d. Recommended by
- e. Discounts on educational offerings
- f. Keeping up with industry developments
- g. APICS publications/magazine
- h. Chapter activities
- i. Recommended by employer
- j. All of the above
- z. Other

11. MEMBERSHIP INVOLVEMENT (Circle all that apply)

- a. Education c. Programs e. Employment g. Treasurer i. Newsletter
- b. Publicity d. Membership f. Seminars h. Secretary

Member Information

To join APICS, please complete all sections.

1. MEMBER INFORMATION (Please print clearly)

Are you a former APICS member or have we assigned you an ID number?
 Yes No Member/ID number: _____

Today's Date: _____

Please print your name and address as they should appear on a mailing label

Mr. Mrs. Ms.

Last Name CIRM CPIM CPIM CPIM

First Name _____ Middle Initial _____

The following information is requested for ID purposes only.

Gender M F Date of Birth _____/_____/_____
 Month Day Year (Personal)

Social Security Number: _____

Please check your preferred mailing address. work or home.

Job Title _____

Company Name _____

Business Address _____

City _____

State _____ ZIP+4/Postal Code _____

Country () _____

Business Phone () _____

Business Fax _____

Home Address _____

City _____

State _____ ZIP +4/Postal Code _____

Country () _____

Home Phone _____

Please do not include my name on any rented or traded APICS mail lists. Telemarketing use of APICS mail list by sources other than APICS is strictly prohibited.

Return to: APICS Membership Dues • P.O. Box 75381 • Baltimore, MD 21275
 APICS accepts membership applications by phone or fax (703) 354-8556 with a major credit card. Purchase orders are not accepted.

Membership Dues

12. CHAPTER AFFILIATION

APICS policy requires that all members be affiliated with a local chapter. Call APICS Customer Service at (800) 444-APICS (2742) or (703) 354-8851 for chapter locations and dues.

13. ANNUAL DUES (includes Society dues and your selected chapter dues)

Society membership dues \$ 95.00
 Plus place me in the chapter (dues required) _____ + \$ _____

A. Dues Subtotal \$ _____

14. SIGs

Expand your knowledge by joining one or more of APICS SIGs. Circle all SIGs you wish to join (SIG names and dues are subject to change):
 a. Complex Industries (CI) e. Small Manufacturing (SM)
 b. Remanufacturing (REMAN) f. Textile & Apparel (TA)
 c. Process Industries (PI) g. Constraints Management (CM)
 d. Repetitive Manufacturing (RMG) h. Service (SVC)

B. \$15 for each SIG (per year) \$ _____
 I wish to join APICS for 1 year 2 years 3 years 5 years

TOTAL A + B \$ _____ X No. Years _____ = \$ _____

* A portion of your dues supports your subscription to APICS—The Performance Advantage—a \$24 value.

15. PAYMENT (in U.S. dollars only) Please note: Purchase orders are not accepted.

a. Check enclosed for \$ _____ (made payable to APICS)

b. Charge to: MasterCard VISA American Express Discover

Account Number _____

Expiration Date _____/_____/_____

Name as It Appears on Card _____

Signature _____

APICS dues are not deductible as a charitable contribution for federal tax purposes, but may be deductible as a business expense.

APICS USE ONLY (DO NOT WRITE IN THIS SPACE)

Batch # _____ Check # _____

Check Amt. \$ _____ Dues Amt. \$ _____

99APP

APICS® THE EDUCATIONAL SOCIETY FOR RESOURCE MANAGEMENT

APICSacramento Board Members

PRESIDENT	Karen Hess, CPIM,CIRM	916/748-9346	karen_apics@yahoo.com
VP MARKETING	Melanie Hoots, CPIM	916/785-7751	melanie_hoots@hp.com
VP EDUCATION Seminars	George Cusack, CPIM	916/684-5200x3224	gcusack@alldata.com
VP EDUCATION Cert.	Michele Vitaich	916/446-2610	mstkty@yahoo.com
TREASURER/SECRETARY	Beverly Paul	916/984-9554	bpaul@apicsacramento.com
DIR at LARGE	Glen Lewis	209/466-9011x442	glen.lewis@delmonte.com
DIR at LARGE	Bill Lodholz	530/666-2493	lodholz@dcn.davis.ca.us
DIR of PROGRAMS	Ed Mercado, CPIM	209/727-5504 x13	Ed.Mercado@StarBuildings.net
DIR of PUBLICITY	Adam Thomas, CPIM,CIRM	916/351-9416	falcon@jps.net
DIR of TECHNOLOGY	Randy Beck	916/783-5267	beck@garlic.com
DIR of N. VALLEY ACTIVITIES	Jerry Sanders	530/879-3165	jsand65192@aol.com
CSU CHICO FACULTY LIASON	Raymond Boykin, Ph.D.	530/898-5895	
STUDENT CHAPTER PRES.	Charles Norris	530/891-0986	cnorris@ecst.csuchico.edu
CSUS RCE	Jackie Branch	916/278-4433 x115	

APICS SOCIETY: 800/444-APIC
 SOCIETY WEB SITE: www.apics.org

CHAPTER VOICE MAIL: 916/650-8660
 CHAPTER WEB SITE: www.apicsacramento.com

APICSacramento
 PO BOX 13249
 SACRAMENTO CA 95813

