

ALASBO News Link...



August 2014

A newsletter publication of Alaska Association of School Business Officials

ALASBO News Link
is published for the members of the Alaska
Association of School Business Officials
and its affiliate members.

BOARD OF DIRECTORS

2014

President

Jim Farrington, Anchorage

President-Elect

Robin Mullins, Fairbanks North Star

Past-President

Laurie Olson, Kenai Peninsula

Secretary

Mark Vink, Bering Strait

Treasurer

Jenny Myhand, Lake & Peninsula

Executive Director

Amy Lujan

Directors

Holly Holman, Unalaska

Rebecca Wright, Matsu Borough

Martha Morgan, Kuspuk

Cassee Olin, Sitka

Melissa Bell, EED

Carl Horn, Nenana

www.alasbo.org

For publishing information, contact:

Amy Lujan

e-mail: alasbo@gci.net

Editing and layout by

Edith Hildebrand, Galena City Schools

edith.hildebrand@galenanet.com

*Would you like to receive this newsletter in print,
rather than e-mail? Send a message to Amy Lujan at
the above address.*

President's Message

Jim Farrington, Anchorage School District

It is that time of year again, to open the doors and welcome the children of Alaska back to school. Many of your staff may have returned weeks ago or in some case never left. Let me be one of the first to welcome you back to another school year. As school business officials, our workload tends to be extra busy this time of year, with closing out one year, audits, budgets, retiring and new staff, not to mention starting up another school year. Remember there is a huge network of ALASBO members who can offer insight into how they have managed the workload over the years. Don't be afraid to make the call or to answer the call to/from a fellow school business official.

(Continued on page 2)

Contents

1-2	President's Message
2-3	Executive Director's Message
3	Photos Reminder
3	2014 Summer Leadership Conference
3	ASBO International
4	Pcard Update
4	ALASBO Website
5	Member Spotlight
5	Power Lunch Schedule
6	SBO of the Year Nomination
6	Come In From the Fringe
6	Upcoming Events
6-9	2014 ALASBO Liaisons & Mentors
9	How to Demoralize Others

(Continued from page 1)

This past July, I had the opportunity to participate in the ALASBO Summer Leadership conference, my sixth year attending. This year, we again were in Juneau and I was joined by a large group of colleagues from around the state. We started off our weekend with the continuation of the project we started on a year ago, the Management Review. We have made significant progress on this project over the past few months, with the help of Chad Stiteler. Chad picked up the reins and worked through a lot of the fine points, facilitating many teleconferences on different topics to keep the ball rolling along.

Chad joined us in Juneau to highlight some of the items he has spent numerous hours working on from his mobile office. We discussed many different aspects of the review project, including a naming or labeling convention for each of the different category ratings, next steps for testing the rubric at our own districts in teams, and finally a lengthy discussion on what we might name the project once completed. We plan to have more to share over the next few months on the progress of this project.

We followed this up with the planning process for our annual December Conference. President Elect Robin Mullins spent many hours compiling all of the proposed topics and we had the opportunity to discuss and make some decisions on topics to present in December. Many familiar topics are again included this year, including the School Business Academy for those new to the field, GASB updates, payroll topics and many others from the Department of Education & Early Development, just to name a few.



We closed out the weekend at Eaglecrest, flying through the trees on the Alaska Zipline Tour, or at least those of us brave enough to try it finished off this way! I was especially proud of Melissa Bell for braving the heights and making it to the end.

Finally, please consider, if you have not already registered, attending the ASBO International Fall Meeting and Expo to be held in Kissimmee, Florida on September 19-22. This will be my first year attending the meeting and I am excited to have the opportunity to attend and meet many others from around the US and other countries who deal with the same things we do every day.

Executive Director's Message

Amy Lujan, Executive Director

Others report in this newsletter on Summer Leadership in Juneau, and I concur that it was terrific! It's great to enjoy some summer FUN with ALASBO colleagues, while also getting real work done to move forward ALASBO projects and plan for the December annual conference. I hope you'll join us in the future, if you haven't already become a Summer Leadership regular!

We greatly appreciate the support of our vendors, who make Summer Leadership possible at a very low cost to our members: FrontlineTechnologies; American Fidelity; GCI SchoolAccess, SchoolDude.com and Horace Mann. All except Horace Mann had representatives at Friday night's opening dinner and also participated in Saturday and Sunday events.

The Dick Swarner family and National CooperativeRX played a role in sponsoring participation of ALASBO members as first-time attendees to the event this year, through sponsorship of the Shaping the Future Leadership grant. Recipients of this \$500 grant were: Nichole Wood, Fairbanks North Star Borough School District; and Judy Hankla, Hoonah City Schools.

As a follow-up to our work at Summer Leadership, I am pleased to announce that the ALASBO Board has selected a new name for our Management Review project:

ALASBO Improvement Model (AIM)

As many of you know first hand, a tremendous amount of work has gone into the rubric for AIM over the past six months. At Summer Leadership, we had very intense discussions of how we plan to complete the rubric to the "1.0" level and get it into use by our members, and what the future plan for use of the rubric will be. You'll be continuing to hear much more about AIM in the coming months.

I look forward to seeing many of you at the ASBO International conference in Florida, yet another opportunity to experience top-quality professional development and to network with your colleagues.

(Continued on page 3)

(Continued from page 2)

I know that ALASBO members are busy preparing for the new school year, and likewise ALASBO leadership is working on preparing to support you in the upcoming year through professional development and legislative efforts.

If you have questions about any ALASBO program, please do not hesitate to contact me at alasbo@gci.net, or 907-500-9086. You'll also find useful information at: www.alasbo.org.

Send us your pictures – anytime you're traveling around the district this spring, take a photo for ALASBO! Send them to yodean.armour@klawockschool.com.

2014 Summer Leadership Conference

Judy Hankla, Hoonah City Schools

Not thinking I had the time or budget to attend the ALASBO Summer Leadership Conference, I kept passing on the announcements about the event until, at Amy Lujan's urging, I decided that I'd like to become more involved with ALASBO. After all, it was a weekend in Juneau, which is a hop, skip and jump away from Hoonah, and I could apply as a first time attendee for the Swarner Shaping the Future Grant. I got the grant and can say with absolute certainty that the conference was well worth the time.

The ALASBO Summer Leadership Conference is a much more intimate setting than our December conference because just a small number of ALASBO members come together to work and plan for the upcoming year. Led by Chad Stiteler, we worked on the Management Review proposal further shaping and refining it towards the ultimate end product. We were visited by several vendors, providing us with overviews of services offered. The final action item was to help plan the December conference. This last piece of business resulted in several people being given follow-up "to do" lists to nail down the agenda.

The conference was great fun, great food, great accommodations, and a great bonding experience for me with my ALASBO colleagues. Having come from the corporate world of HR Management for 24 years, entering public school business has been a challenge to say the

least. The ALASBO members in attendance welcomed, valued, and included me at this conference. It felt good! I strongly encourage anyone who hasn't attended to take the leap next year.

Speaking of "leap" . . . I ziplined! This was one of the Sunday afternoon activities offered up to anyone brave enough to go. My arm was twisted strongly (just kidding) into signing up for the zipline. . . something about someone's 70-



year-old mother who loves to zip. Anyway, I'm extremely glad I went. It was thrilling and exhilarating. I show Amy's pictures of the "zipper" to anyone and everyone who walks into my office. Who knows, I might even take the Hoonah Zipline. It's the longest and fastest so, I might have to really think about it or have my arm twisted . . . ouch.



The ASBO International meeting is early this year, September 19-22. You can still register on-site, if you missed the pre-registration deadline. We will have a special ALASBO activity sponsored by American Fidelity, so contact Amy Lujan if you plan to attend the conference.

Also, ASBO members please VOTE! Participation of ALASBO members in the ASBO election helps keep ALASBO active on the political scene, in case we decide to support an ALASBO member for the ASBO board in the future.

P-CARD UPDATE

Amy Lujan, ALASBO Executive Director

In May 2014, the IASBO P-card program distributed \$2.9 million in rebates, and nearly \$250,000 of that went to the fifteen participating Alaska school districts!

Rebate amounts to five participants topped \$25,000 each: Fairbanks - \$54,482; Kenai - \$48,482; Matsu - \$38,513; NW Arctic - \$27,971; and Lower Yukon - \$26,913. It should be noted that Fairbanks School District participated in the program for only part of the year, and they got off to a fantastic start! Six other districts received rebates of \$4,000 or more. *This is not small change. Why should your district miss out?*

What's a P-Card?

P-card stands for procurement or purchasing card. Use of p-cards is increasingly being recognized as a best practice in the school business industry. In this program, the p-cards are Mastercards controlled by your school district that can be issued to a person or a department. The district administrator can also control the daily, weekly and transaction limits, and even the types of items that can be purchased on each card. This program is designed with school districts in mind, and it gives the program administrator much more control and many more options than a standard credit card program.



How is the Program Set Up?

Illinois ASBO (IASBO) originated this program and has allowed other state affiliates such as ALASBO to become involved. IASBO provides assistance with setting up the program and with issues that arise. Bank of Montreal, which owns Harris Bank in Chicago, is the card issuer.

By participating in the IASBO program, Alaskan districts take advantage of the negotiating power of a much larger group of districts. The rebates are larger than districts could receive on their own.

There are NO annual fees! Rebates come through IASBO annually, in the spring. They're currently 1.1% or more of transaction volume, depending on the billing cycle selected. ALASBO retains a portion of the rebate, which starts at 25% and decreases as district's purchasing volume grows.

District p-card administrators are trained in Details Online, a system that enables them to monitor card activity in real time. Since we've continued to grow our ALASBO user group, we're able to support training in Details Online during our annual conference, as well as a helpful Discussion Group session and sharing among our members to maximize the program.

What are the Benefits?

In addition to the rebates, the p-card program can save money. Management studies have shown that purchase orders and high check volumes are extremely costly. Many districts also struggle to deal with vendors that don't accept PO's, small dollar purchases and last-minute items for maintenance, travel, and special events. Properly managed p-cards can solve many of these headaches and save costs, with fewer PO's, fewer checks, and real-time monitoring of expenditures.

If your district already has a credit card, why not switch to a p-card, with no annual fees and a rebate? Alaskan districts that can pay utility bills and other large-volume vendors with the p-card can generate large rebates quickly, with even a limited program.

How Can I Sign Up?

Further information and links are at www.alasbo.org, under resources-downloads. The application process does require a Board resolution (since you are applying for credit) and several weeks for bank approval, so get started now! There will be several sessions at the Annual Conference in December for those interested in starting a p-card program.

The ALASBO website, www.alasbo.org, is a great source for the latest news and updates. Check here for ALASBO information, such as legislative reports and committee memberships, to register for an ALASBO or ASBO event or to download materials from a Power Lunch training you may have missed!

ALASBO



Member Spotlight

Carl Horn, Nenana City School District

Tell us about your school district

Nenana City School District is based in the small community of Nenana. The District operates a residential program for upwards of 100 students, which brings in students from all over the state to high school in Nenana, and our statewide correspondence program serving 700 students in 6 offices across Alaska adds to an effective mix of choices. Thus we provide a rich menu of opportunities and options to our students and their parents.

How long have you been in school business?

12 years.

How did you get into this business?

It began with getting my accounting degree from the University of Alaska in Fairbanks in 1980. I was an auditor with a Fairbanks firm and obtained my CPA certificate a few years later. I then moved overseas for 17 years beginning in 1986, first working for a time in the private profit sector with a luxury resort in St. Vincent, West Indies. In 1992 we moved to Israel and I served as Assistant to the Treasurer for an international religious nonprofit based in Haifa, Israel. Then in 2002 I relocated to Nenana with my family to help with my in-laws and began working for the Nenana City School District.

What do you like best about your job?

Being a bit of a geek, I enjoy making systems run efficiently and cutting out needless processes and procedures, yet at the same increasing control by providing useful information for more people inside and outside of the organization and empowering those who execute the core mission of the organization (teachers, principals and support staff) to be able to do their jobs. That is the head part. The heart is working for something that I can believe in, and what better job than to work for an organization which is tasked with educating children and young adults?

What advice do you have for those new to school business?

Never cut short time in your work schedule to improve yourself.

How have you benefited from membership in ALASBO?

I enjoy the annual conferences, to share and receive information and insights from fellow school business officials. That includes listening to others ask questions I didn't even know I needed to know.

What do you like to do for fun?

I enjoy competitive radio (amateur "ham") contesting. I have a river boat and I enjoy just discovering the next slough on the Tanana River.

If you could visit any place in the world, where would you go and why?

I have had the privilege to travel, visit and live in a lot of places in the world. If I had to pick one place it would be to revisit India for an extended trip. Oh, and climb Mt. Fuji in Japan and...

Tell us something about yourself that most people don't know?

I have a son who just graduated from high school and will be attending UAF this fall. When he was younger, people would mistake me for his grandfather.

What is your proudest accomplishment?

We have been able to draft our financial statements in house and for the first time last fiscal year, the district qualified as a "low-risk auditee".



Power Lunch Schedule

*11 AM to noon, usually the 3rd Tuesday of each month via teleconference;
call 267-507-0370, code 252726# (spells ALASBO!)*

Sep 16	Legislative Issues
Oct 21	Impact Aid
Nov 18	Indirect Cost Proposal
Dec 7-10	Annual Conference

School Business Official of the Year Nomination

The nomination form for the prestigious School Business Official of the Year award is no available on our website and an announcement will be sent to members via email. Nominations will be accepted through October 31.

The School Business Official of the Year award is a peer recognition program. Annually, a panel of previous recipients selects a deserving individual from the nominees submitted based upon their recognized outstanding service, innovative plan design and implementation, and the use of exemplary business practices within school business management.

The award recipient is announced at the ALASBO Annual Conference in December. Penair has agreed to sponsor the award for the 15th year! The recipient will receive two roundtrip tickets on Penair, a \$500 check, an engraved plaque, and well-deserved accolades from ALASBO colleagues and the general public.

Please consider nominating a deserving colleague for this award. Contact Executive Director Amy Lujan if you have any questions!

Come In From the Fringe

*Nichole Wood, Fairbanks North Star Borough
School District*

This will be my eighth year as an ALASBO member. I have been to the ALASBO conference seven times. I have been to three ASBO Annual Meetings and am coming up quickly on my fourth. After all of those years and all of those conferences I didn't really get a true picture of what ALASBO was all about until I attended the Summer Leadership Conference in Juneau this July.

Are you one of these members?

- Sit by yourself (or only with people from your own district) when attending the annual conference?
- Think that you don't have anything new to offer that someone from another district isn't already offering?

That was me, too! But oh! How wrong I was! When I was an "attendee" I just walked through the conference, enjoying the presentations and not really thinking about all the hard work and dedication that went into putting everything

together. As a parent, I've always subscribed to the "It takes a village..." philosophy to raising children – and really, ALASBO is not all that different! If everyone gives a little, then we end up with a lot!

It takes everyone's collective connections and efforts to put a conference together. And ALASBO can use all of your (and my) help! If you are new to school business in Alaska, I encourage you to apply for a Swarner Leadership Grant next spring and attend the Summer Leadership Conference. Get involved at the Annual Conference – join a committee; offer constructive suggestions on your conference evaluation; participate in the round tables; move out of your comfort zone and sit with different people each day; and for your benefit...and ALASBO's benefit...come in from the fringe. You won't be sorry.

Plus...there is ziplining.

Upcoming Events

- **September 19-22, 2014 – ASBO International Annual Meeting & Expo – Kissimmee, Florida**
- **December 7-10, 2014 – ALASBO Annual Conference - Anchorage**



ALASBO 2014 Liaison and Mentor Assignments

Liaison/Mentor match-up's are a two-way street; contact your match today!

Past-President –Laurie Olson

Kenai 714-8888 lolson@kpbsd.k12.ak.us

Robbie MacManus

Alaska Gateway Schools
883-5151x109 rmacmanus@agsd.us

Chelsea Sternicki

Aleutian Region Schools
277-2648 csternicki@aleutregion.org

(continued on page 7)

(continued from page 6)

David Nielsen

Aleutians East Borough Schools
383-5222 dnielsen@aebbsd.org

Mark Foster

Anchorage School District
742-4369 foster_mark@asdk12.org

Charlene Jimenez

Annette Island Schools
886-6332x2265
cjimenez@aisd.k12.ak.us

Mark Vink

Bering Strait Schools
624-4256 mvink@bssd.org

Secretary -- Mark Vink --- Bering Strait
624-4256 mvink@bssd.org

Sherry Kern

Bristol Bay Borough Schools
246-4225 skern@bbbsd.net

Teri Dierick

Chatham Schools
586-6806x235 terid@serrc.org

Adrienne Fleming

Chugach Schools 522-7400
afleming@chugachschools.com

Loreen Kramer

Copper River Schools
822-3234x225 lkramer@crsd.k12.ak.us

Verna Reedy

Cordova City Schools
424-3265 vreeedy@cordovasd.org

Cynthia Bennett

Craig City Schools
826-3274 cbennett@craigschools.com

Director Seat A -- Holly Holman --- Unalaska
581-3151 hholman@acsd.net

Kim Johnson

Delta/Greely Schools
895-4657x25 kjohnson@dgsd.k12.ak.us

Lorrie Terry

Denali Borough Schools
683-2278 lorrieterry@dbbsd.org

Lucienne Smith, Contractor

Dillingham City Schools
677-9263 lucienne.smith@akebs.com

Mike Fisher

Fairbanks North Star Borough Schools
452-2000x301 mike.fisher@k12northstar.org

Edith Hildebrand

Galena City Schools 656-1883x108
edith.hildebrand@galenanet.com

Judy Erikson

Haines Borough Schools
766-6725 jerekson@hbsd.net

Judy Hankla

Hoonah City Schools
945-3611x203 hanklaj@hoonahschools.org

Director Seat B -- Rebecca Wright ---Matsu
746-9260 rebecca.wright@matsuk12.us

Lucienne Smith, Contractor

Hydaburg City Schools
677-9263 lucienne.smith@akebs.com

Morganza Byrd

Iditarod Area Schools
524-1225 mbyrd@iditarodsd.org

David Means

Juneau Borough Schools
523-1770 david_means@jsd.k12.ak.us

Lonnie Cavanaugh

Kake City Schools
785-3995 lmcavanaugh@kakeschools.com

Antonia Moses

Kashunamiut Schools
858-7713 amoses@chevakschool.org

Dave Jones

Kenai Peninsula Borough Schools
714-8838 djones2@kpbsd.k12.ak.us

Adam Thompson

Ketchikan Gateway Borough Schools
247-2120 adam.thompson@k21schools.org

Director Seat C -- Martha Morgan--- Kuspuk
675-4250 mmorgan@kuspuk.org

Yodean Armour

Klawock City Schools 755-2220x232
yodean.armour@klawockschool.com

Marilyn Davidson

Kodiak Island Borough Schools
481-6209 mdavidson01@kibsd.org

Martha Morgan

Kuspuk Schools
675-4250x253 mmorgan@kuspuk.org

(continued on page 8)

(continued from page 7)

Laura Hylton

Lake and Peninsula Borough Schools
246-4280x310 lhylton@lpsd.com

Blair Alden

Lower Kuskokwim Schools
543-4820 Blair_Alden@lksd.org

Jenny Martens

Lower Yukon Schools
591-2411x220 jmartens@loweryukon.org

Luke Fulp

Mat-Su Borough Schools
746-9277 luke.fulp@matsuk12.us

Director Seat D – Cassee Olin ---Sitka
966-1254 olinc@sitkaschools.org

Carl Horn

Nenana City Schools
832-5400x230 chorn@nenanalynx.org

Paula Coffman

Nome Public Schools
443-6190 pcoffman@nomeschools.com

Tammy White

North Slope Borough Schools
852-9683 tammy.white@nsbsd.org

Karen Goodwin

Northwest Arctic Borough Schools
442-3472x232 kgoodwin@nwarctic.org

Royce Mattson

Pelican City Schools
735-2236 rmattson@pelicanschool.org

Karen Quitslund

Petersburg City School District
772-4271 business@pcsd.us

Dennis Niedermeyer

Pribilof Island Schools
546-3324 dennis@niedserv.com

Director Seat E --- Melissa Bell --- EED
465-8697 melisa.bell@alaska.gov

Davey Shields, Contractor

Saint Mary's Schools
245-0651 davey@acsalaska.net

Cassee Olin

Sitka Borough Schools
966-1254 olinc@sitkaschools.org

Cindy O'Daniel

Skagway City Schools
983-2960x2 busmgr@skagwayschool.org

Lucienne Smith, Contractor

Southeast Island Schools
677-9263 lucienne.smith@akebs.com

Ryan Ayars

Southwest Region Schools
842-8207 rayars@swrsd.org

Stefani Dalrymple, Contractor

Tanana Schools
479-9863 stefani@yukonac.com

Holly Holman

Unalaska City Schools
581-3151 hholman@ucsd.net

Director Seat F -- Carl Horn --- Nenana
832-5400 chorn@nenanalynx.org

Amber Cockerham

Valdez City Schools 835-4700
acockerham@valdezcityschools.org

Pam Roope

Wrangell City Schools 874-2347x250
proope@wrangellschools.org

Ricardo Tejada

Yakutat City Schools
784-3317x225 ricardot@yakutatschools.org

Andrew Leavitt

Yukon Flats Schools
662-2515x32 andrew.leavitt@yukonflats.org

Lisa Pearce

Yukon-Koyukuk Schools
374-9409 lpearce@yksd.com

Michele George

Yupit Schools
825-3603 mgeorge@yupit.org

School Business Academy Mentor Assignments

Mentor—Jenny Martens Director of Budget & Finance

Lower Yukon, 591-2411, jmartens@loweryukon.org

Therese Aston, Superintendent

Tanana Schools, 366-7203,
tashton@aktcsd.org

Mentor—Laurie Olson Director of Finance

Kenai, 714-8888, lolson@kpbsd.k12.ak.us

Virginia Durant, Asst Business Manager

Lower Yukon 591-2411
vdurant@loweryukon.org

(continued on page 9)

(continued from page 8)

Mentor—Jimmy Love Payroll Specialist

Kenai, 714-8888, jlove@kpbsd.k12.ak.us

Kathyn Gearhart, Personnel Officer

Copper River, 822-3234, kgearhart@crsd.us

Mentor—Lee Ann Andrew Dir. Of Admin Svcs

SW Region, 842-8207, landrew@swrsd.org

Jim Holien, Principal

Klawock, 755-2220,

jim.holien@klawockschool.com

Mentor—Jim Farrington Treasurer

Anchorage, 742-4397, farrington_james@asdk12.org

David Nielsen, Business Manager

Aleutians East, 383-5222, dnielsen@aebsd.org

Mentor—Holly Holman Business Manager

Unalaska, 581-3151, hholman@ucsd.net

Bernadette Villaroya Accountant III

Kodiak, 481-6116, bvillaroya01@kibsd.org

How to Demoralize Others

Nobody wakes up in the morning and announces, "Boy, I sure hope I have a rotten day! I want to bring down as many people as possible!" Although there are days when it seems that some irritating people begin the day with this resolve, not many of us are actually Grinches

To better understand negative people, step into their shoes to see what habits they have that affect your workplace. These suggestions are not meant to help you participate in this soul-sucking existence. My goal is to shed some awareness on the range of activities and attitudes cranky people perpetuate (knowingly or otherwise) . . . how it feels to be the demoralizer . . . and the perks negative people receive from being difficult.

Here are some Grinch-like tips that demoralize others:

1. **Never Smile.** Smiling is for nice people. You cannot be nice. It is best to walk briskly through the office with a look of anger and intimidation.
2. **Avoid Eye Contact.** Looking at people encourages engagement, and increased engagement equals more work for you. The more people loathe you, the more they will leave you alone and work without asking for your input or help. The more miserable you

are, the more people will disengage and let you sulk on your own.

3. **Go to the Sources of Enthusiasm.** Find those naturally committed and optimistic people and start to wear them down early. They have more will power than others so they will require more effort.
4. **Try Public Humiliation.** Publicly berating others is proven to create fear and loathing. Embarrassing people in front of colleagues they care about and respect will put you in their bad books.
5. **Hover.** Most people like autonomy and control over their work. Take this away from them. Show a lack of trust by continually breathing down their necks with a look of disapproval.
6. **Depress Energy and Add Doubt .** Carry that mantra everywhere you go. Undercut others' confidence by planting seeds of doubt anywhere there is optimism.
7. **Demonstrate that You Don't Care.** Show obvious disregard for others' success and contributions. Act like you have no idea what others do and don't care.
8. **Gossip.** One of the biggest morality buzz killers is spreading rumors and lies. Make them realistic enough to gain some energy but base them on false claims. False accusations breed confusion and doubt.
9. **Take Credit for the Work of Others.** If a good idea erupts, be sure to boast and claim it as your own immediately. Blame others if things go wrong; take credit when things go well.
10. **Be Negative and Complain.** A lot. All the time. Use phrases like, "That's a bad idea" or "That will never work." Shut down all ideas, good or bad – don't give them a chance. Knock the wind out of the sails of anyone enthusiastic.
11. **Avoid Do-Gooders.** Some people may wonder about your new sour attitude and try to comfort and console you. These people are close kin to the enthusiastic ones. Avoid them at all costs.

Hmmm... Did I forget anything? Some of these suggestions will make many people cringe, thinking "I could never do that" – and that's a good thing! However, standing for a moment in the shoes of the demoralizer will help you recognize the behavior, potentially laugh at it (and decrease stress!) and start to see the ridiculous things that Grinch-like negative people get away with at a high cost to others.

By Jody Urquhart, professional speaker; 1-877-750-1900, jody@idoinspire.com