Greetings Professional Division Members!

Spring is always a busy time of year for FBLA-PBL, as members across the country gather for state conferences. It’s also a very exciting time of year as these members experience general sessions, attend workshops, and network with other members and guests. Many of them also participate in our competitive events program to earn recognition in their states and qualify to attend the National Leadership Conference (NLC).

These competitions are made possible in part by members of the Professional Division who give their time and resources. To those PD members who volunteered as judges or assisted with state conferences, we express a heartfelt thank you on behalf of all members. If you have not experienced the thrill of judging a competitive event, I would encourage you to do so.

This summer’s NLC is a great opportunity to jump right in. We are seeking volunteers to judge for PBL on June 24 & 25 and for FBLA on June 29 & 30. If you will be attending the NLC or know someone in the Baltimore area, visit fbla.org/judges for more information and to sign up.

If you are not able to join us for the NLC, you can still support our competitive events program by donating to our awards fund. This allows us to provide cash prizes to top winners in competitive events. To donate, click here.

In addition to competitive events, there is so much to do at the NLC. We have committees working on making a great experience for PD members and Baltimore has so much to offer in the area surrounding the conference venue. I hope to see you there!

Ryan Paul
Professional Division National President
pdpres@fbla.org
PD Members, We Need Your Help.

As FBLA-PBL continues to work toward having every competitive event at NLC sponsored, the PD set a goal of sponsoring one event at the FBLA and PBL NLCs. Our goal is to raise $5,000 to sponsor one event at each conference, and 100% of the sponsorship will go to the members in the events we sponsor. The 2015 NLC was the first time the PD challenged its members to sponsor a competitive event for FBLA and PBL, and we were able to sponsor an event at the PBL NLC.

To sponsor events at both NLCs, we need your support. No donation is too large or too small. Can you donate $100? If not, can you donate $50, $25, or $10? Every bit helps us reach $5,000. We encourage you to ask your employer if your company will match your donation. You can find the donation link on the PD Programs page of fbla-pbl.org or at fbla-pbl.org/pdgivingchallenge.

SPRINGTIME SAVINGS.

You could save even more money on car insurance with a special discount.

Simply tell GEICO you’re a member of the Future Business Leaders of America-Phi Beta Lambda and see how much more money you could save!

GEICO. #MemberDiscount

For a free quote 24 hours a day, visit geico.com/fbla-pbl or call 1-800-947-AUTO.
MILESTONES & MEMORIES

Dr. Jeanann S. Boyce passed away in July 2017. She was a local PBL adviser in New York and Maryland, where she mentored students as they prepared for careers in business and information technology. She served for many years as a competitive event judge, donated funds to sponsor students at the NLC, and participated in competitive event reviews. She was an active member of the Maryland FBLA-PBL State Advisory Council from 1990 to 2007 and a vocal voice on the state’s Board of Directors from 2008 until her passing. The Dr. Jeanann S. Boyce Business Plan Event in Maryland was named in her honor and a memorial scholarship was established to be awarded to one Maryland FBLA student each year to help offset NLC costs.

To honor a Professional Division member who has passed away, submit a Milestones & Memories article at: fblapbl.wufoo.com/forms/r1ga2xwj1x8wk1y/

ANNOUNCEMENT OF OFFICERS

Congratulations to the new professional division national officers who join National President Ryan Paul as part of the 2018-19 Professional Division National Officer Team:

Alan Rzepkowski, Shannon McConnell,
Vice President, Maryland Secretary/Treasurer, North Carolina

TELLER’S REPORT

2018 Professional Division Election Teller’s Report

<table>
<thead>
<tr>
<th>VICE PRESIDENT:</th>
<th>SECRETARY/ TREASURER:</th>
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<tbody>
<tr>
<td>Alan Rzepkowski: 359 (56.4%)</td>
<td>Shannon McConnell: 341 (53.8%)</td>
</tr>
<tr>
<td>Kelvin Hill: 277 (43.6%)</td>
<td>Eric Weinberg: 293 (46.2%)</td>
</tr>
<tr>
<td>No Candidate: 3 (0.5%)</td>
<td>No Candidate: 5 (0.8%)</td>
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FBLA-PBL JUDGES
2018 INCENTIVE PROGRAM

NATIONAL LEADERSHIP CONFERENCE
BALTIMORE, MD

The FBLA/PBL chapter will receive $10 for every judge recruited by one of their members who signs up online AND completes their judging assignment.

1,000 Judges Needed!

PBL (collegiate): June 24 & 25
FBLA (high school): June 29 & 30

Help Shape the Next Generation of Leaders

Sign Up Here
fbla.org/judges

Visit the FBLA-PBL website or contact Aric Mills
judges@fbla.org
Elevating Your Career, Employment Transition Tips
By Eric McGarvey, Professional Division Secretary-Treasurer

It is likely that most professionals begin considering options for promotion or switching jobs within just the first couple of years of their current employment. While there are varied opinions on how long one should wait to make a career move, there are some common reasons for making the switch. A recent article on the subject cites “boredom” or feeling like “you’ve done everything possible to grow and learn within the current role” as a top reason to move on (Fast Company, 2018). Lack of alignment with one’s values or priorities, issues with a supervisor’s leadership style, and constant stress or anxiety related to the role are additional reasons mentioned.

Regardless of why you may find yourself seeking a change of employment, it’s important to give thoughtful consideration to the transition itself. After recently having gone through this ritual myself, I was reminded of the important steps and protocols that should be followed. Why put so much effort into a job transition? Simply put—your reputation is on the line. In addition, you will feel so much better knowing that you have done everything possible to leave one role on good terms while moving on to your next opportunity. Circumstances may not always require or allow for these formalities, but certain steps should be considered when making an effort to transition in a thoughtful, professional manner.

Here are a few steps along with some tips:

1. **Timing**
   It is not always easy to make a clean break or find the right time to leave one job and begin another. Your new employer may want to establish a start date with a sense of urgency, while your current employer will likely expect a full two weeks’ notice or more. Other factors include how the organization’s fiscal year works or if peak service, sales, or program times are in play. One thought is to try and aim for the end of June or December when there are natural breaks in place for the holidays or when operations may be slower than normal. Regardless, try your best to pick a time that considers everyone affected and gives you a few days to take care of personal matters or mentally unpack and gear up for the new role.

2. **Breaking the News**
   This step goes hand in hand with timing. Naturally it is best to plan as far ahead as possible with your superior so that there is ample time for them to find a replacement for your role. This is particularly important for mid-level and upper management positions. You should first gauge the relationship you have with your employer to make sure giving more than the traditional two weeks’ notice will not put you in a vulnerable position to be released sooner than planned. No matter what, always try to give the minimum notice required to maintain a professional relationship with your employer. Failure to do so may have ramifications that could affect your reputation in the workforce community going forward.

3. **Ducks in a Row**
   As I began to plan for my own transition to a new role, one of my first concerns was to make sure my team would be in good shape without me. It’s important for your colleagues to feel valued and know that you are willing to help tie up loose ends before moving on. These are often individuals that have grown to count on you and it is important to leave them in the best position possible to continue working without you until your replacement is hired. If you are in a leadership role, consider taking the time to schedule individual and team meetings with your crew so that they have an opportunity to ask questions on outstanding projects and understand your intent to leave them well prepared with some level of closure. Additionally, focus on how you want your last day to go. Perhaps you’d like to have lunch with some co-workers, there may be individuals you want to acknowledge for their support, and of course, be sure that you are taking steps to clean out your workspace ahead of your replacement.

4. **Fresh Start and New Impressions**
   If you are able to take a few days between jobs, do so! This will allow you to set up for success as the new role begins. You may choose to tackle some of your personal goals while mentally preparing yourself for your next adventure. It might also be a great time to enjoy a mini-vacation. Regardless of how you spend this personal time, it’s important to also consider setting some goals for your new job. This is your opportunity to start with a clean slate, develop new working relationships, and approach professional challenges with an open mind and fresh perspective. How will you re-launch?

5. **Stay Connected to Your Past**
   In the spirit of lifelong learning, it’s important to reflect from time to time on past experiences or lessons learned so that you might apply them to new responsibilities and challenges. This may sound cliché, but these past experiences are like money in the bank. The wealth of information you carry forward should help you make intelligent, thoughtful decisions in your new role. Don’t waste this knowledge. In addition, look for ways to stay connected with your past colleagues and professional connections. You may consider this a progressive investment in your professional piggy bank. Idea sharing, lead generation, and good old-fashioned advice are all valuable assets that will be beneficial to you as you grow and maintain these professional relationships throughout your career.

Everyone’s situation is different and while some are lucky enough to experience a low-stress transition between jobs, it doesn’t work out that way for everyone. Whether you find yourself with plenty of time to plan or not, always look for ways to ease tension and maintain professional integrity. Your efforts will leave you feeling much better about your actions.
Great vacations begin with Alamo. Get a member discount on everyday low prices every time you rent. And, with self-serve check-in you can skip the counter, check in at the kiosk, and drive away. All you need is a valid driver’s license, major credit card, and an existing reservation. It’s that easy. To learn more and make a reservation, visit fbla-pbl.org/partner/alamo-rent-a-car.

*Discount applies to base rate only at participating locations. Discount varies by rental date, location, and vehicle type. Taxes, other governmentally-authorized or imposed surcharges, license and concession recoupment fees, airport and airport facility fees, fuel, additional driver fee, one-way rental charge, and optional items (such as CDW up to US $30 per day) are extra. In the United States, check your insurance and/or credit card for rental vehicle coverage. Renter must meet standard age, driver, and credit requirements. 24-hour advance reservation required. May not be combined with other discounts. Availability is limited. Subject to change without notice. Blackout dates may apply. Void where prohibited. Alamo and Drive Happy are trademarks of Alamo Rent A Car. ©2010 Alamo Rent A Car. All rights reserved.

Uber Alert—New Discount Code!
Uber is still providing new FBLA-PBL users a free ride (up to $15). Download the free Uber iPhone/Android/Blackberry 7 app (or sign up at get.uber.com/go/FBLAPBL). Use new discount code FBLAPBL2018 to apply $15 to your first ride.

MEMBER BENEFIT SPOTLIGHT
Office Depot and OfficeMax offer discounts on a wide selection of over 96,000 items to FBLA-PBL members and their families! Discounts vary by item. Shop for office supplies and back-to-school products like ink, toner, and technology goods. Members may print a free in-store purchasing card to use at any Office Depot or OfficeMax store or shop online with convenient FREE next day shipping on purchases of $50 or more. Shop Office Depot and OfficeMax here: www.officediscounts.org/fbla
How to Leave the Office on Time Every Day

By Dr. Rick Goodman

There’s a common misconception about working long, late hours. We tend to assume that the employees who burn the midnight oil are working hard and being productive—but actually, I find that the opposite is true. If you’re working late into the evening, it’s probably a sign that you weren’t as productive or as wise with your time during office hours.

And even beyond that, working late is no fun. We all want to get out and get home to have some family time, some personal fitness time, or simply some down time—all of which is vital for maintaining a sense of balance.

The question is, how can you cease working those late hours, and actually get out the door some time between 5 and 6 each afternoon? Here are a few tips I can personally recommend.

Schedule the Small Stuff

I’ve found that a lot of executives complete their “big” tasks promptly, but then get caught up answering emails, checking LinkedIn, and so forth—and that’s what keeps them in the office later than they’d like.

A simple solution is to schedule a block of time in the morning for all your small stuff—30 minutes on your daily schedule for emails and administration. A second small-stuff block on your afternoon calendar may also be necessary.

Tweak Your Deadlines

Deadlines and structure force us to focus our efforts and juggle our priorities. Use that to your advantage by setting some artificial deadlines for yourself. It’s a simple thing to do: If you have a big report due on Wednesday, put it in your calendar as a Tuesday deadline.

Why? Simple: Let’s say something unexpected comes up and you’re not able to complete the work by Tuesday afternoon, as you intended. That’s no big deal, because in actuality you’ve built yourself some flexibility. You don’t necessarily have to stay at work late; you have a whole other day at your disposal!

Set a Reminder

One more simple solution: Set a reminder in your phone to ding you 30 minutes before the end of each work day. Prevent yourself from simply losing track of time; when that reminder starts dinging, begin the process of gathering your stuff, shutting down your computer, and making your exit.

These are all simple tips, but they can be useful in getting you home at a reasonable hour each day. I’d love to talk with you more about time and attention management: Reach out to Dr. Rick Goodman at www.rickgoodman.com or 888-267-6098!