Keeping Scrapbooks

Remember when you were a kid and scrapbooks were "in"? I believe they still should be—particularly if you work in Extension. Administrators continue to clamor for concrete examples of your impact. This "proof" of your effectiveness is many times nonexistent, or at best found in widely differing forms that aren't in a cohesive form.
I’ve found that the bits and pieces describing what and how I’m doing fit nicely into a scrapbook that becomes an efficient tool to evaluate my work. Included in the scrapbook are: newspaper articles I’ve written, been quoted in, or were written about a program I did; letters of thanks from co-workers; and notes from clientele about material presented in newsletters or at schools.

Only the imagination limits what can be included in a scrapbook. Besides being tangible evidence of what you’ve done, regularly consulting the book can keep you up-to-date on how programs are progressing. It will also be a reminder to solicit letters of appreciation from your audience and other evidence of your efforts. They’re not only good for your morale, but essential for evaluation.

So consider keeping a scrapbook. Pasting in proof of your accomplishments is a nice way to remind yourself on those inevitable down days that you and your job do make a difference.

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