Extension S.O.S.
(Spark Our Space)

The county showing the greatest “spark” from changes in their office space will receive special recognition at the MU Extension 2012 Fall Conference.

How does it work?
1. Look around your office as if you were a visitor. What would improve the look and feel of the space? Consider getting input from staff in other counties, volunteers or council members.
2. Make a list of specific things to be done.
3. See if funds are available for improvements (be creative—low cost changes can have a big impact!).
4. Take “before” pictures.
5. Complete the work, then take “after” photos.
6. Send “before” and “after” photos to Lynda Zimmerman, zimmermanl@missouri.edu by September 24, 2012.

First impressions count!
Surroundings affect mood and productivity!
Is the office clean, orderly and in good repair?
Are extension events and services showcased?
Do the walls need a fresh coat of paint?
Is it time to declutter?

Brought to you by the Team Spirit self-directed work team