

CAPIP News

A newsletter for and about Carl Albert Public Internship Program Executive Fellows, Senior Undergraduate and Undergraduate Interns



CAPIP Spotlight

Borman Stell, Oklahoma Department of Corrections

A Publication of
the State of
Oklahoma
Office of
Personnel
Management

Volume 15, Issue 1

January 2011

Borman Stell is a recently converted Executive Fellow who currently works as a Human Resources Management Specialist for the Oklahoma Department of Corrections. In this article, you will find what he had to say about his CAPIP experience.



I first learned about the Carl Albert Public Internship Program while working on my Master's Degree in Human Relations from the University of Oklahoma. When I first heard about the pro-

gram I didn't fully understand it and I paid it little to no attention. Thankfully, the next semester one of my classmates, Emily Roberson was accepted into the program at the Department of Human Services and she began to talk to me about CAPIP. After a couple of weeks I decided to apply, but I was not expecting much.

I always wanted to enter the field of Human Resources, but I found it difficult to gain valuable work experience. I was working in another field and I felt I had gone as far as I could go. One day I decided to go back to school. I did not have any Human Resources experience, so I felt an education in a HR related discipline would help me break the ice and get my first job in Human Resources.

Once I made the decision to apply to the Carl Albert Program, the process began to happen much faster than I thought it would. A few days after I turned in my application, Denae Edwards called and spoke with me about being accepted to the program. During that conversation she also told about an opening at her agency with the Office of Personnel Management. The decision to apply with CAPIP has turned out to be one of the best decisions in my career.

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7 Essential Strategies For Unlocking Your Self Motivation

by: Michael Locklear

"Stop acting as if life is a rehearsal. Live this day as if it were your last. The past is over and gone. The future is not guaranteed."

-Dr. Wayne Dyer

What you occupy your mind with is of great importance to your physical and psychological health. When you learn to gain control of your mind, you learn self motivation and can begin to take control of your life. Here are seven things you can easily do to increase your motivation:

1. Write Down Your Goals

Sit down and write out what you are trying to accomplish. Be as specific, clear, and concise as possible. Why do you really need to complete this project? Knowing what is important to you and being able to take pleasure in accomplishing tasks is an essential success skill.

A study conducted at Dominican University found that people who write down their goals beforehand are much more likely to follow through with them.

2. Make Your Goals Known to Others.

Staying motivated is much easier when you have support from trusted friends and family. It can be difficult to keep on track without some kind of support network.

Telling people in your support network about your goals will help to motivate you. It will create a conflict in the way others see you if you don't make progress. This will create stress which will motivate you to live up to others' expectations.

The same study from Dominican University also found that those who were instructed to send their written goals to a supportive

friend were even more successful than those who just wrote down their goals without confiding in anyone.

3. Visualize Yourself Completing the Goal

Visualization is the process of creating a mental image or intention of what you desire to happen. By seeing yourself as happy and healthy, your mind and body will work together to make your image a reality.

Visualization can relieve pain, speed healing, and help the body subdue hundreds of ailments, including depression, impotence, allergies, and asthma.

In a Harvard study, a group of people were told to visualize performing simple tasks in advance. Another group did not visualize the tasks. The group who visualized before taking action had a 100% efficiency rate, whereas those who didn't had only a 56% efficiency rate. Another study, conducted at Yale, demonstrated that patients suffering from depression were helped by imagining scenes in which they were praised by people they admired, a clear boost to their self esteem.

4. Think About The Effects of Completing Your Goal

After you succeed, how will you have benefited? Imagine yourself in the future after you have achieved your goal. Imagine what your life will be like, and how you will feel, when the goal is completed.

5. Think About the Effects of Not Completing Your Goal

Fear can motivate you as well. People don't like to be considered failures and this can be a motivator, the fear of regret being the consequence.

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The Carl Albert program has given me the opportunity to work as a Human Resources Management Specialist at two agencies (OPM and the Department of Corrections). I have had the chance to work in many different aspects of HR such as recruiting, benefits and training. I have also had the pleasure of working with some outstanding people. I truly believe I would not have had these opportunities without the Carl Albert Program. I am thankful for the chance I have been given by CAPIP, and I try to tell as many students as I can about the program, just as someone took the time to tell me.

Borman Stell
Oklahoma Department of Corrections
Human Resources Management Specialist III
Carl Albert Intern 2008-2010

The CAPIP Online Application is now available!!!

The Carl Albert Public Internship Program application process just got easier.
Create a profile, upload your documents, apply online, and
update your information any time!



It's fast and convenient.

Visit www.capip.ok.gov and apply for the CAPIP today!



Don't forget to update your CAPIP file with

- ⇒ **Current semester enrollment**
- ⇒ **Grades from previous semester**
 - ⇒ **Training verification**
- ⇒ **Any changes to personal information**

You may fax or mail your information to the CAPIP office:

Oklahoma Office of Personnel Management
2101 N. Lincoln Blvd
Oklahoma City, OK 73105
(405) 522-1737 phone
(405) 521-6308 fax

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6. Take it One Step at a Time

If you try to do everything at once, you will be easily overwhelmed. Just relax. Keep your goal as clear and simple as possible. Being overwhelmed can paralyze you, keeping you from achieving your goals.

As with any major goal, the key to building self motivation is to start small. Every day, take a few steps toward recovery. As time goes on, your achievements will build up.

"Dream small dreams. If you make them too big, you get overwhelmed and you don't do anything. If you make small goals and accomplish them, it gives you the confidence to go on to higher goals."

-John H. Johnson

7. Challenge Your Negative Thoughts

Sometimes our inner critic can cripple our motivation. Whenever you have a negative thought, ask yourself these questions:

- a. Is this thought true?
- b. Do I have absolute proof that it is true?
- c. How do I feel when I have this thought?
- d. How do I feel when I don't have this thought?

Identifying and questioning your thought patterns is the key to overcoming negative thinking. Once you are in the habit of challenging your thoughts, self motivation will come much easier.

About The Author

Michael Locklear is a researcher and consultant with 30 years experience, studying health, nutrition, and human behavior. He has been president of the Global Peace Project since 1986, and he administrates the websites Natural Remedies for Depression and Quick Weight Loss Tips as part of the Global Peace Project educational outreach program.

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Recently Appointed CAPIP Interns



Executive Fellows

Jerod Gleason

Vocational Rehabilitation
Specialist
Langston University
Department of Rehabilitation
Services

Princiss Hill

Research Associate
University of Central Oklahoma
Health Care Authority

John Huggins

Public Information Officer
University of Oklahoma
Public Employees Retirement
System

Seana Petri

Vocational Rehabilitation
Specialist
Langston University
Department of Rehabilitation
Services

Traci Phillip

Vocational Rehabilitation
Specialist
Langston University
Department of Rehabilitation
Services

Terri Schrader

Vocational Rehabilitation
Specialist
Langston University
Department of Rehabilitation
Services

Lindsay Tuttle

Statistical Research Specialist
West Texas A&M University
Employment Security
Commission



Senior Undergraduates

Robert Givens

Social Worker I
Northeastern State University
Department of Human Services

Jessalyn Merritt

Personnel Officer
University of Oklahoma
Department of Human Services

Jacqueline Yoken

Personnel Officer
University of Oklahoma
Department of Human Services

“ It is not enough to take steps which may some day lead to a goal; each step must be itself a goal and a step likewise.”

~Johann Wolfgang von Goethe~

**Carl Albert Public
Internship Program**

Office of Personnel Management
2101 N Lincoln Blvd
Suite B-22
Oklahoma City, OK 73105

Phone (405) 522-1737
Fax (405) 521-6308
www.capip.ok.gov



Oscar B Jackson, Jr., IPMA-CP

*Administrator and Cabinet Secretary for Human Resources & Administration
Oklahoma Office of Personnel Management*

Denae Edwards, Editor

Carl Albert Public Internship Program Coordinator

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