

# LINKS

## *Your Link to Lifelong Learning*

Vol.15 No. 2 Student Publication of the Bernard Kleiman JobLink Learning Center Dec, 2010

### **Making Time** *by Marlene Smith, Instructor*

Whether you are a working parent juggling the demands of a high-pressure job and raising kids, or a single person trying to make time for a social life, being organized allows you to make time for what's really important — to you.

Do you want to make quality time for family and friends? Time for a hobby? Time to grow a business that can allow you to retire? Or just get an overall sense of balance in your life?

In our fast-paced society which appears to move at warp speed, it is easy to feel that technology places too many demands on our time. It is easy to get bogged down with paper work, e-mail, facebook and other interesting, but time-consuming activities. It is possible to reclaim your life from your busy schedule if you are willing to look at internal and external forces that prevent you from organizing your life.

Being organized is a process based on the belief that you have the power to make choices, take ownership, and influence the course of your day. Being organized is not about buying a great calendar or having everything in your life neat. It's about creating a life that is meaningful and rewarding to you and feeling a sense of satisfaction in each and every one of your tasks. It's about knowing where to find items when you want them instead of spending time looking for things. "You only have to be organized enough", says Julie Morgenstern, the author of "Time Management from the Inside Out". This is the book I'll be using in my upcoming class, "Organization Skills". Hope to see you then.

*Morgenstern's book will be used in the class*

*"Organization Skills" taught by instructor Marlene Smith. Register now for that one-day class.*

*Monday, April 4, 2011,  
from 9:00 am to 12:00 pm  
or 4:00 pm to 7:00 pm .*

*Contact JobLink to register.*

***LINKS is 15 years old with this issue! 15 years - 30 issues.***

### **TIMELINING III**

*By Jerry Torres, Trainer*

Certain things had been changed  
his fate rearranged  
the story of his life had been swayed.

He wished to return  
to where he had been  
to a future which included today.

But that moment was gone  
His future redrawn  
The links of the chain had been bent.

He dangled in space  
Unable to place  
His presence back into the present  
His life he resigned.



To exist only in mind  
His physical presence was nil.  
The certainty of now  
is surely confused,  
if the flow of time is made to stand still.

The answers have past  
Solutions are present  
Only questions remain for the future.

These theories of time  
had boggled his mind  
but left him with these words to share.

If you go where you've been  
or where you've not seen  
you'll continue to be where you are.





## From Diane's Desk

*Diane Lentz  
JobLink Coordinator*

### Time stands still for no man (or woman)

This quote can be a positive or negative in your life. If you are busy and feel that you are living your life the way you want to, then the rapid passing of time is probably something that you wish you could slow down. On the other hand, if you are living your life for that mysterious **someday**... then maybe time is not moving quickly enough to get you to your future

#### Is there a right way or a wrong way to manage time?

We often associate being busy with being happy. However, you can fill your life with so many things that really do not make you happy, so many "have to's" that you really are not living the life you want. On the other hand, sometimes you have to prioritize and work and wait for the things that you hope to attain someday. Either one of these options can be a mine field.

So how is this relevant to JobLink? By now, I hope that you know the answer. At JobLink we hope you take the courses that you need for job security. We hope you take courses that enrich you as an individual and give you satisfaction,

*(Continued on page 3)*

## ...Viewpoints...

**Steve Wagner**  
*Local 1010 Representative*

As the great Jim Croce, wrote and sang in one of his biggest hits "Time in a Bottle", he touches on some things that we all face in our daily lives.

He sings about the desire to save time in a bottle, so that he may have the TIME to do the things in his and his partner's lives that he really wants to do!

He writes about saving everyday so that TIME can last forever or at least until he has the time to do the things he wants to do.

We need to look within ourselves to determine what we want to learn in 2011 and allow for the time to do it! It would be great to be able to put "Time in a Bottle" to save for upcoming years, but as we all know that is not possible. What we can do is make enough time to learn the things that we want to learn now; so that we may have our learning wishes come true as time continues to pass us by!

With great admiration and pride, I'm proud to have been associated with Joblink, since we negotiated the ICD language over 21 years ago. Because of Local 1010 Members, Joblink, our ICD workplace learning program has withstood the test of TIME. So as the song goes....as we approach the year 2011, let's "go through time with" JobLink.



**Roger Hughes**  
*Management Representative*

How many of you remember that old Rolling Stones' song lyric, "Time, time, time is on my side. Yes, it is"? If you've been watching Toyota car commercials over the last few weeks you'd know that, "Now is the Time!" If we combined both idioms together, we'd end up with, "Now is the Time because Time, Time, Time is on your side. Yes, it is!" Have you have been contemplating taking a course at JobLink, but haven't? NOW IS THE TIME – What are you waiting for – Christmas? (check your watch it will be here soon).

By acting now, you prepare yourself for the future which puts TIME ON YOUR SIDE!! All you need to do is pick up a course catalog or go on-line to see what kind of personal development or basic skills courses are being offered over the next few months.

Remember, "Time is of the essence, so register today! Three easy ways: 1) Online – [www.bkjoblink.org](http://www.bkjoblink.org); 2) By Phone - Monday through Thursday between 9:00 am to 5:30 pm or Fridays 8:00 am to 4:00 pm at 399-8135 or 399-8136; 3) Stop by before or after work during office hours.



***Links** is a student publication of the Bernard Kleiman JobLink Learning Center*

***Student Editor: Tom Zmigrocki   Editor: Marcia L. Taylor***

***JobLink Subcommittee: Diane Lentz, Roger Hughes, Steve Wagner***

*A big thanks to **Mark Taylor** for the clocktower photo the cover from Trogir Iskand, Croatia..*

## Need a Tutor?

Now you have one 24-7

# NetTutor®

By Carolyn Plummer, JobLink's liaison to NetTutor

JobLink now offers NetTutor, an online, one-on-one tutoring service that covers a range of subjects including math, English, sciences, foreign languages and more. Because NetTutor is available anywhere you have Internet access, it is a great fit for adults with busy schedules.

One of the most popular NetTutor services is the 24/7/365 math tutoring. Whether you are tackling College Algebra or running into Trigonometry in a Hydraulics class, the qualified tutors at NetTutor can get you "unstuck" – day or night.

The Paper Center is also a popular NetTutor service. English professionals are available to review and edit papers. Simply send the tutors your paper as an attachment, and English professionals will edit and review your work.

NetTutor differs from other online tutoring companies because our tutors work onsite in the Tampa, Florida facility. This ensures that there are no cultural gaps or lack of tutoring standards. It also gives tutors access to our library of textbooks and other materials, and creates a seamless communication channel between our team of professional tutors and the customer.

NetTutor is a great resource for anyone who needs an on-demand "study buddy" to answer questions and give explanations for a range of topics. NetTutor helps working adults succeed in their quest to meet training or educational goals.

**Editor's note:** To access NetTutor, you need to come in to JobLink and sign up. We will provide you with all the access information you need to get started. We think this is the perfect product for our participants, because help is always available with this product.



(Continued from page 2) Diane Lentz

confidence in yourself, and some quality time doing what you love. So if your life is full of things that really do not lead you to these same rewarding goals, maybe you need to cross off some of those "time fillers" and replace them with one of the Joblink classes that will help you have the life you want.

On the other hand, if you are waiting for that right moment, please look around you and see how life will always put some obstacle in your way. There is no right moment. *There is only the moment that you make right by filling it with what is important.*

The staff at JobLink is here for you in 2011. Whatever you decide you need, we will work hard to make that happen for you. Most importantly, don't just walk through life not realizing that time will slip through your fingers—in other words, Time does not stand still for anyone.

*Have a safe and wonderful  
Christmas Holiday.*



Ed Meissler's photo of his 25 year clock.  
It's here before you know it!

### ***Timely Tip #1***

Prioritize. Don't let minor tasks steal time from the important ones.

## Staff News: Who's Doing What at JobLink?

### Skip Chandler

By Barbara Tazbir, Plant 4

Skip Chandler is involved in helping his fellow steelworkers. He is both very friendly and approachable, and above all he is willing to share and pass his wealth of experience to the employees at JobLink by being involved in teaching the Remedial MTM class with Nick Nash.

What does he have to share? He's got over 40 years mechanical experience at Arcelor Mittal to share with his students. He's worked in three different departments as a mechanic and has been involved in the safety program, IESP (Inland Employee Safety Program). He's also been in the role of supervisor and union representative. He knows the issues facing MTM employees out on the shop floor, and the knowledge needed to survive as a successful



mechanic out in the mill.

Years ago when Skip hired in at Inland, he took the mechanical test, passed and has been a mechanic ever since. He worked at the 21" mill, the 76" Plate mill, the 80" mill, and the Cold Strip, the department he retired from. Skip was involved in the safety program for 12 years and knows what safety is all about at ArcelorMittal. He stresses it in his classes and makes sure his students understand safe work procedures.

However, the main purpose of the Remedial MTM class is to prepare students for taking the Ramsay test and passing it. Here's what Skip has to say about the class:

"The class came about when the union and company thought it would be a good idea to instruct in the knowledge of maintenance and (give students) the ability to be further trained in maintenance. The classes are geared for the Ramsay test, and we go over the material over and over again. We instruct and ask questions during the 10- week period. Nick and I try to pay attention to students

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### Timely Tip #2

**Make lists.** You don't need to be a senior citizen to do this one.

## TIME FOR JOBLINK

By Marcia Taylor



We decided to feature a participant who was both active on the job and at JobLink. One of the teachers suggested John Kilbourne (a switchman in the rail yard) in part because he scored extremely well on the Ramsay test for MTMs. Impressive, but particularly so because he is so active in other classes and aspects of his life. So of course, the question is how does

he do it?

John hired in ten years ago and then began taking classes four years later. Meanwhile, he had become active in the union. After becoming a steward, he figured he'd better learn more about the grievance process, so he took a class about writing grievances with Ruth Needleman.

"I really needed to understand grievances and how to write them. I learned a lot in the class and was able to ask the right questions at the union hall and with managers." But it wasn't until two years ago that John really stepped up to take more classes to advance his career in the mill—five to be exact - one of which was the MTM class. He passed and he's now waiting for a bid in the mill.

"I took home repair classes and I took an IV Tech welding class. All of it helped in taking the Ramsay. Unfortunately, with the welding I missed more classes than I wanted to because of "hold downs", a kind of swing shift where you don't know what you'll be working from week to week. But I still got a lot out of the class. I couldn't go

out and be a welder today; I'd need to learn more. But I've got the basics."

John's married and has a ten-year old boy. He does not live nearby – he's got quite a long ride to work. So the question remains, how does he do it all?

"I make time so I can take the classes, which means sometimes I have to rearrange my schedule outside of work. I don't watch much TV and I know it's not good but I probably don't sleep as much as I should. I usually work one or two days of overtime when it's available, and I probably have a day or two of classes after work. I used to go sometimes before work, but now I work straight days. I don't have to accept overtime. If I had to work and miss a class I'd call the instructor and he'd usually brief me on class work that I missed. Also the telecasting classes are great. If I don't make it to class, I'd just watch it at home on my computer."

John's got it down. He knows how to balance his learning with the rest of his obligations. And JobLink tries hard to make it possible for you, too

### Words To Remember!

An inch of gold may be found;

A lost inch of time—never...

~Confucius



## It's About Time

By Tom Zmigrocki, Retiree, Plt.1 Machine Shop



No matter how hard we try there never seems to be enough time to do all the things we want to do. Something always comes up to distract us or complicate our lives. That is why it is so important to develop good computer skills.

Mastering the basics of good computing greatly increases our ability to get more done on the computer. The more we know about the programs we use the more comfortable and efficient we become.

There are programs to help us with anything we wish to accomplish. Tax preparation, vacation planning, online banking and shopping, mapping, photo editing and staying in touch with family and friends are just a few of the things we can do on the computer. There are even programs to teach us how to use other programs.

- ☞ Tax programs like TurboTax and Tax Cut will not only ease the burden of tax preparation this year but also save time next year by remembering and inserting relevant data.
- ☞ The internet give you a fast and convenient way to plan almost all aspects of your vacation. Learning local weather and travel conditions, finding points of interest, making reservations for lodgings and entertainment are

just a few of the things you can do before you even start your vacation.

- ☞ All banks offer some form of online banking or bill paying. Using secure servers your information is safe from prying eyes. You have an instantaneous electronic record of your transaction saving you both time and effort.
- ☞ Programs like Google Earth give you an opportunity to visit far away countries and to see sights that you may never witness in your lifetime.
- ☞ Online shopping is one of the greatest time savers we have. Imagine shopping dozens of stores simultaneously finding the best deals and ordering online with just a few key strokes.
- ☞ Internet companies like Skype and Vonage makes it easy and affordable for us to stay in touch with family and friends—even with video calls.

Because computer hardware and software are constantly evolving, getting better, faster and more complicated, there is always something new and exciting to learn. New challenges and rewards are waiting for you at JobLink.

It is time to take your computer skills to the next level! Come to JobLink and start making the most of your computer time. The less time you spend on the computer the more time you have to devote to the more important things in your life like family and friends.

(Continued from page 4) staff news

who aren't fully understanding the information. We zero in on them with extra attention. They can ask all the questions they don't understand and if we don't have an answer we get back them on the next session. We have invited other teachers to enhance training for math and test taking skills.

Students say the test is hard because they have to qualify with a specific score to be eligible to take the class. The class prepares them for the test; they get more training after they have passed the Ramsay. A career as a mechanic can be rewarding."

Skip and Nick are very successful because after taking the class, their students understand the maintenance concepts and theory well enough to pass with high scores. Quite an accomplishment for the students and quite an achievement for Skip and Nick. We are fortunate to have them with us.

## Thanks for the flowers!



Congratulations to Pat Humphrey!  
our window box winner this year.  
Thanks to Jerry Torres, Yolande Sobkowicz,  
Ronnie Rogers, and Paulette Mezo.  
We enjoyed the beauty of flowers for many months.  
We appreciate your efforts.

### Timely Tip #3

Nancy Reagan was right,  
"Just say no!" In this case,  
**say no** to activities that will  
take too much of your time.

## Happy Holidays!

### Joblink Reminder



JobLink will be closed from  
Monday, December 20 through  
Sunday, January 2.  
See you on the 3rd!

## Bernard Kleiman **JobLink** Learning Center

ArcelorMittal Indiana Harbor East  
3210 Watling Street (7-200)  
East Chicago, IN 46312

### **JobLink Friends:**

Rick Barna	[3 C/S E 80" Tandem]
Ken Bogucki	[Utilities 5A/C]
Jaime Calderon	[#2 Cold Strip]
Tom Christman	[80" Hot Strip]
Julian Gonzales	[MHSH]
Bob Guevara	[Plt. 4.]
Kevin Kelly Sr.	[IN Harbor Coke]
Ed McHaskell	[Coke Energy]
Mike Nelson	[4BOF Mech Turn]
Lawrence Person	[Internal Logistics]
Gail Richardson	[3 Cold Strip West]
Phillip Rodriguez	[5 AC/Utilities]
John Shultz	[3 Cold Strip West]
Genfu Tai	[R & D]
Jerry Torres	[MEU]
Nick Valle	[Union Hall]
John Walker	[#4 S.P.]

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## Turning **Time Wasters** Into **Time Savers**

**Think about how we all waste time.  
It's frustrating and unnecessary. Here are a  
few solutions to common time wasters:**

1. Always looking for your keys? *Install a key rack near the door and get in the habit of using it.*
2. Do you spend too much time watching television? *Record your favorite programs to watch at a later date, skipping the commercials and repetitive parts.*
3. Don't always have time to cook dinner. *Partially cook several meals at once and freeze them for finishing as needed.*
4. Does it seem like you spend too much time shopping? *Make a list of what you need and plan your trips to minimize travel time.*
5. Is it getting harder and harder to find time to read books by your favorite author? *Start listening to audio books. They are fairly inexpensive and most libraries have a large selection to choose from. The only cost to you is the price of a library card.*

## *Timely Tips*

Look for tips throughout  
this issue.  
See if you find  
all four!

### Inside this Issue: ***It's About Time!***

- ☞ Resolved to be more organized? Check out Marlene Smith's article on the cover.
- ☞ Waxing poetic? Philosophical about time? Read Jerry Torres' poem also on page 1.
- ☞ Words of wisdom from the JobLink Subcommittee on page 2.
- ☞ Don't sit and ponder, ask a tutor. Check out a new online program for your convenience Page 3.
- ☞ Faces of JobLink—student and teacher page 4.
- ☞ Save time on the computer by learning to use software efficiently. See the article on page 5.

### ***Timely Tip #4***

Write **a time inventory**.  
Just how *do* you spend  
your time? Write it  
down & learn.