Organization by personality type

Manage your job search

Interview toolkit essentials

A life... organized

Michelle Hubbard, MM-I '10
Owner, I'm Organized... Are You?
San Diego, California
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Organize your life

What does your Tupperware drawer say about you?

Often the little things in life say the most about people.

Take, for instance, your Tupperware drawer. One of my colleagues believes the state of someone’s food storage container cupboard reveals a lot about their professional style—so much so that she asks every job candidate about it when she’s interviewing them for a position on her team.

Maybe she’s onto something. My own Tupperware drawer is organized by how I use those plastic tubs, with the containers I need most located front and center. It’s also accessible to anyone else who may need it—including my kids—so they can pitch in and take care of storing any leftovers themselves. Similarly at work, I keep the files, tools and supplies I use most out in the open and within reach. And I am a big delegator, encouraging my team members to dig in and take the lead whenever possible.

If you’re contemplating the state of your surroundings this spring, take a look at your Tupperware storage space. It just might give you clues about your organization style that you can apply to your career and to the rest of your life.

Enjoy!

Nikki Sandoval, MBA, Class of 2003
Executive Director, Alumni Association
University of Phoenix
alumni@phoenix.edu

Nikki’s Career tip of the month
You have hundreds of great career contacts, but how do you manage all of their contact info and boost your network? Check out some cool apps to get started at http://bit.ly/5AppsNetwork.

P.S.
Everyone has a story to tell.
Share yours and you could be in an upcoming issue of Phoenix Focus.

phoenixfocus.com/share-your-story

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- Fresh start
- Entrepreneurs
- Courage

Kerrie Kelly | MBA '02
Ask Nikki

Each month, I receive dozens of emails inquiring about resources available to alumni through University of Phoenix. Here are a few of the more frequently asked questions.

Q: I have enjoyed reading additional career advice in the In Focus blog, but I forget to check for new posts. How often is it updated, and can I get reminders?

A: I’m so glad to hear you are enjoying In Focus, the weekly career blog found at phoenixfocus.com/blog. We recently added a complimentary subscription option to the blog, so you can receive an email each time it’s updated. To subscribe, visit phoenixfocus.com/blog and click “Subscribe to In Focus” at the top of the page. Then just sit back, and the reminders will come to your inbox.

Q: I am interested in joining an alumni chapter. Is there a chapter in my area, and how often do they meet?

A: The Alumni Association has launched 22 chapters across the country and more are coming later this year. See page 45 for a full list of cities. Chapters are alumni-led clubs that meet quarterly. For more information about upcoming events or to find out how you can help launch a chapter in your area, email alumnichapters@phoenix.edu.

Results from our recent online polls

Your Tupperware cabinet is organized by:

- 60% Size
- 29% You’re supposed to organize it?
- 10% Use
- 2% Color

Being organized is:

- 86% Both a state of mind and a physical state
- 12% A state of mind
- 2% A physical state
- 1% None of the above

Take our poll
Visit PhoenixFocus.com and take interactive polls to see what your fellow alumni have to say.
Organization by personality type

Given how widely personalities can vary, it’s no surprise that there isn’t a one-size-fits-all method of organizing for everyone. Discover which method of organization works best for you.

The new world of order

Now that you know what your organization personality type is, check out tools that can help you manage your life.

On the cover: A life... organized

Michelle Hubbard, MM-I ’10

Michelle Hubbard traveled the globe looking for her next career move only to end up where she started, but with a world of knowledge to help her organization business.
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It jumps out at us from the glossy pages of lifestyle magazines at the grocery store, window displays at the mall and our TV screens at home. But it’s not the newest gossip on the latest “it” celebrity or this week’s fad diet. What’s catching our collective eye is the image of a pristine home and office, an idealized place where order reigns supreme.

The business of being organized has become a thriving industry, with the home organization product market alone expected to increase 3.6 percent annually to $8.6 billion in 2015, according to international business research company The Freedonia Group. Add to that a steady stream of books, magazines, television shows and consultants dedicated to helping people get it together, and the sky’s the limit.
Driving force
But what are we really striving for when we clean out our closets or label the shelves in our pantries? For expert Julie Morgenstern, author of *Organizing from the Inside Out*, the answer is pretty simple. “People crave a feeling of control in their lives,” she explains. “When people don’t feel their space is organized, there can be a certain anxiety. They don’t feel ready. I think, ultimately, being organized makes you feel like you are ready for anything.”

It’s getting to that “organized” state that can prove challenging. Some people effortlessly go through life with a clean car and clutter-free counters and desks while others are surrounded by a big mess wherever they set foot. So, is being organized inherent or learned?

“It’s both,” asserts Louise Kurzeka, member of the National Association of Professional Organizers and owner of Everything’s Together. “Some of us are born natural organizers. [We] see space relationships, structure and sequence easily, making organization a simpler process. Others lack those natural abilities but can improve their skills by learning how to create and use good organizational systems.”

Furthermore, people have an individual sense of what constitutes order, and some are just more comfortable with the chaos than others. “I think people have different tolerances for [disorganization], says Morgenstern.

Organizing styles
Given how widely personalities can vary, it’s no surprise that there isn’t a one-size-fits-all method of organizing for everyone. “You have to find something that works for you,” says Morgenstern.

Some experts such as Lanna Nakone, owner of Organized World and author of *Organizing for Your Brain Type*, believe that your organizing style corresponds to your general style of thinking. Her model includes four styles: maintaining, harmonizing, innovating and prioritizing.
Those with the maintaining style thrive in order and predictability, where there’s a place for everything and everything has a place. “Organization for them is very structured and rigid,” she says. On the job, these are the people you can depend on for anything.

In contrast, people who fall into the category she refers to as a harmonizing style are social and sentimental. “Their purpose is to achieve harmony in all aspects of life,” says Nakone, “and their surroundings need to be very personal and comfortable.” These are the co-workers who adorn their cubicles with photos of their children and pets and plan the monthly potluck lunches.

People with Nakone’s innovating style are the visionaries, and they like to store everything out in the open because if they don’t, they might forget about it. At work, they’re “always on to 10 different things, and they tend to be sporadic organizers,” she says.

Those with the prioritizing style are the power players and decision makers. “These are the workaholics,” Nakone says. “They’re too busy to tend to the details, so they’re inclined to outsource their organizing, along with just about everything else.

Whatever your organizing style, in the end there’s only one way to tell if you’ve got it together, whether you’re operating as an individual or part of a greater team. “My test is, if you can find what you need when you need it in order to achieve your goals, you are organized,” sums up Morgenstern.
THE NEW WORLD OF ORDER

Tools for your organizing type.

By Julie Wilson

If you’re not blessed with inherent organizing skills, don’t sweat it. Experts agree that you can learn them. It’s just a matter of finding out which tools work for you. “If you are not naturally organized, [you] need this scaffolding of reminders and routines to keep everything flowing and to stay on top of things,” says Dana Rayburn, author of Organized for Life!, adult ADD/ADHD coach and owner of Effortless Living.

Here are some of today’s top tools for getting it together, whatever your natural inclinations may be.

Organizing tools: Electronic calendars, apps and websites

Who they work for: Workaholics, multitaskers, auditory learners who need out-loud reminders, forgetful people. “Using a planner [or] calendar is superior to trying to just remember appointments and commitments,” says Louise Kurzeka, member of the National Association of Professional Organizers and owner of Everything’s Together.

Best bets: Outlook, iCalendar and Google Calendar are all great tools for keeping your schedule in order. Apps can take your electronic organizing one step further. Try Cozi Password Vault or eWallet to securely store your passwords in one place, Todolist for a streamlined way to manage your tasks and Remember the Milk if you’re a chronic list maker. You can organize your email inbox, too, by visiting theswizzle.com and unsubscribing from unwanted messages in one fell swoop.

Organizing tools: Open storage bins, files and containers

Who they work for: Creative thinkers, easily distracted people, hyper-focused individuals, children. “How many steps does it take to do something?” asks Rayburn. Open storage streamlines the organization process, “making things as easy as possible” and increasing the likelihood that you’ll actually stay organized.

Best bets: The key is to put everything within reach and within sight. Wall-mounted pocket organizers, open shelving and baskets, hanging and color-coded file folders and white magnetic boards make it easy to quickly identify and grab what you need—and then put it back where it belongs when you’re done.
**Organizing tools:**
Beautiful storage pieces

**Who they work for:** People who value aesthetics over function, and visual people who are most comfortable with consistency and beauty in their surroundings. “If things can be uniform, it can make them feel more in control,” says Lanna Nakone, owner of Organized World and author of *Organizing for Your Brain Type.* “And it needs to look good.”

**Best bets:** Big-box office supply chains are getting in on the good-looking storage act. Lifestyle maven Martha Stewart has a line of office storage items at Staples, and organization guru Peter Walsh has his own line at OfficeMax. And of course, Ikea offers a wide range of reasonably priced organizing implements, whether your tastes run traditional or more contemporary.

**Organizing tools:**
Organizing classes and consultants

**Who they work for:** People who don’t know how to get started, individuals who learn better face-to-face, busy people who like to outsource. “People learn in different ways,” says Julie Morgenstern, author of *Organizing from the Inside Out.* “Some people learn best in the classroom. They want to hear other people’s stories and they want a teacher there clarifying. Some people learn best from a consultant who guides you through the process.”

**Best bets:** If you’re looking for a consultant or workshop to help you in your quest to find order, you can search for professional organizers and events in your area through the National Association of Professional Organizers (NAPO) website, napo.net.

Whatever you’re preferred approach, Kurzeka reminds us that “finding the right choices is often a case of trial and error. The ‘right’ way to be organized is to get organized by choosing tools and processes that work for you.”
ORGANIZE YOUR JOB SEARCH

How being organized can improve your chance of getting hired.

By Julie Wilson

The phone rings. It’s Bob at XYZ Enterprises inviting you to come for a job interview tomorrow. That’s great news, right? The only problem is you can’t remember who Bob is, what XYZ Enterprises does, or which position you applied for.

Bob, unimpressed by your scattered response, quickly says his goodbyes and—just like that—the opportunity is lost.

That depressing scenario is just one of the hazards of being disorganized in your job search. Whether you’re sending multiple resumes to the same person for the same position, losing a valuable networking contact or forgetting about an interview, the price of your chaos may be the very job you want and need.

On the flip side, though, getting your act together can make you shine in the eyes of prospective employers. “How well you manage your job search in many ways indicates to the employer how well you can manage the job,” explains Wendy Enelow, executive career consultant and co-author of *Insider’s Guide to Finding a Job: Expert Advice from America’s Top Employers and Recruiters*. In short, if you’re trying to find a job, you have to get organized.

**Organizing your approach**

“People need to realize that everything, including a job search, must have a plan and process,” stresses Enelow. While it’s essential to have a system in place to manage all of the details involved in your job search, you first need to organize your plan of attack for finding that job.
“The most important thing is that you engage in enough activity that you need a tracking system,” says Martin Yate, career coach and author of more than a dozen books in the Knock ‘em Dead series, including Knock ‘em Dead Secrets and Strategies for First-time Job Hunters.

According to Yate, you should consider the following big-return actions when you’re searching for a job: researching and responding to job postings, posting your resume and social media profile in places where they will be seen by hiring managers, contacting headhunters, building your professional network and directly approaching potential employers with your resume. Then, organize your week around them.

“Take these five activities and do them twice a week each,” he advises, for optimal impact. At the end of the week, evaluate what worked and what didn’t, and create your schedule for the next seven days. Yate says that this well-planned and integrated approach will help yield the greatest results.

Dan Schawbel, personal branding expert and author of Promote Yourself: The New Art of Getting Ahead, agrees. “If you do your homework and then organize the work you have done, you’ll be much more prepared.”

**Tracking the details**
Once you’ve organized the way you’ll spend your time looking for a job, it’s time to manage all the data that comes along with it: company contact information, job descriptions, a log of your activities related to specific job postings, networking connections and any other useful information you find along the way.
Whether you want to go low-tech or high-tech with your job search management system is your choice. “You have to find what is the easiest and most efficient way for you,” says Enelow. “This will differ from person to person.”

For those inclined to use technology to keep it together, websites like JibberJobber.com and Huntsy.com will help you consolidate all of your job search and networking data in one place for a fee. Other people might prefer to use a combination of electronic tools they already have to stay organized, such as an Excel spreadsheet to track where you stand with submitted resumes and job interviews, LinkedIn to manage professional contacts, and Outlook or any other electronic calendar—with automatic reminders—to keep your schedule in order.

“I use the iPhone calendar,” says Schawbel, who also recommends trying the mobile app Evernote, which captures names, numbers and other information you encounter while you’re on the move and makes them available on all your computers and devices. He likes LinkedIn’s CardMunch app, too, which enables iPhone users to automatically turn a picture of a business card into a contact.

Enelow swears by good old-fashioned index cards, filed by the name of the company or the recruiter. She includes the company name, contact information, job title and description, when you sent your resume and any follow-up action you took or impressions you had. “Index cards are really old school, but they are tangible,” she says. “They are right there.” Hers live in a box on her desk.

Regardless of which tools you use to organize your job hunt, have them handy so you’re prepared when opportunities present themselves—and the phone rings. Then, “Push everything aside on the desktop and pull up the job posting,” says Yate, so you can respond with the confidence and capability you want to convey to prospective employers.

Whatever your preferences are, find a method that works for you—and use it. “If you put a plan and process in place, the rest of your job search will be about forward momentum instead of trying to remember the who, what, when, where and why,” says Enelow.
How to use University Marketplace

1. Set up your account at uopxalumnimarketplace.com.
2. Shop alphabetically, by category or by current deals negotiated just for alumni.
3. Once you have accrued a minimum of $20 in cash back, you can request your cash back via PayPal or check.

Student and alumni deals may vary.
YOUR INTERVIEW TOOLKIT

Three steps that can tilt the hiring scales in your favor.

By Paula Boon

What is an interview toolkit? An interview toolkit is something everyone needs to bring to job interviews. It’s like first-aid for your job search, and like a first-aid kit, there are standard necessities that belong in each one.

A basic kit should always include the following: a notepad and pen; questions for your interviewers—ones that show you’ve done your homework on the company; copies of your sparkling resume; a list of references and possibly a portfolio. But to really stand out, there’s one extra thing you should tuck into your interview toolkit—something that can tilt the hiring scales in your favor.

The trick is, that one extra thing is different for every person and every position. It’s something that will demonstrate how perfect you are for the job by showcasing your skills, knowledge or ability to fit into the company’s culture. Figuring out what that one thing is will take research, intuition and creativity. Once you’ve got it, you’ll be a clear choice.

Step 1: Shift your focus
Martin Yate, bestselling author of Knock ’em Dead 2013: The Ultimate Job Search Guide, says, “The big mistake most job hunters make is not thinking about what the customer wants. The first business lesson everyone learns is the customer is always right. Yet when it comes to resumes and interviews, people just push ahead trying to show how great they are.”

The key to a successful interview, according to Yate, is to get into the employer’s head. He says every job is about identifying potential problems and either preventing them from occurring or solving them as quickly and effectively as possible. Interviewers want to see that you are aware of the problems you’ll face in your new job and will be able to deal with them effectively.

“The most important thing is to show the manager how you are going to take her headaches away rather than giving her headaches,” Yate says.
Step 2: Do your homework
How can you know what an organization wants and needs? Research.

Yate suggests collecting six job postings for similar positions and deconstructing them. “Find out what they have in common. Know what employers think is important,” he says.

Dr. Angela Massey, author of Interview Skills: How to Get Hired NOW, emphasizes that your research should be about pinpointing ways you can help move the company forward. What is their mission, and what can you contribute to help accomplish it? “See yourself as a consultant,” she suggests. “A good consultant comes to a meeting with information. Notice holes the company should fill and offer solutions.”

Step 3: Find that one extra thing
Next, based on your research, find something you can bring to the interview that will make your unique attributes tangible. It may illustrate your understanding of the company’s needs, the unique
“See yourself as a consultant ... notice holes the company should fill and offer solutions.”

Dr. Angela Massey, author of *Interview Skills: How to Get Hired NOW*

Yate recommends making your one extra thing seem like something you just happen to have with you. “Think, ‘What can I guarantee they’re going to ask me about, and what can I take that would illustrate that?’” he says.

For example, he once hired a personal assistant because when he asked about her ability to multitask, she showed him the organizer she used to keep her entire family running smoothly. He was impressed by her system and could see she had what it took to keep his office organized, too.

**Leave the bunny at home**

Whatever you choose as your one extra thing, be sure it’s professional. “Cutesy doesn’t win jobs,” Yate warns.

As head of human resources for a Silicon Valley company, he once saw an engineer come to the interview with a bunny rabbit. “Not a stuffed bunny, a live one,” he says. “And when she left, we saw the bunny had left presents. We did not hire her.”

The point isn’t to show how different you are, says Yate. It’s to illustrate your ability to deliver on the requirements of the job and to play well with others.

**Get ready to shine**

By all means, prepare for an interview by picking out the best possible outfit and gathering all the items an interviewer will expect you to have. But to ensure success, put some time and energy into finding that one extra thing to slip into your toolkit. Then, go get that job.

Paula Boon is a freelance researcher, writer and editor whose work has appeared in publications in the United States and Canada.
Find your next career opportunity on the Phoenix Career Services portal.

Top U.S. companies are interested in University of Phoenix graduates.

The portal features:

- Thousands of potential job opportunities
- Companies who value an educated workforce
THE 360° REVIEW

Get a complete picture of employee performance.

By Lori K. Baker

Most employees are curious about what their co-workers think of them. But what happens when you actually receive their disarmingly frank feedback—in writing, with your boss privy to their complimentary and unflattering evaluations? It can be a real wake-up call, as David Bakke, an editor at Money Crashers, a personal finance website, discovered.

For Bakke, like a growing number of employees nationwide, his job performance review wasn’t the standard private, behind-closed-doors meeting with his boss. Today, companies increasingly call on co-workers, customers and even subordinates to provide “360-degree feedback” to gain more accurate readings of employees’ performance lags. “Just about all Fortune 500 companies now use 360-degree surveys,” says Manuel London, dean of the College of Business, Stony Brook University, and co-author of Maximizing the Value of 360-degree Feedback: A Process for Successful Individual and Organizational Development. Meanwhile, countless smaller organizations are following their lead.

Bakke felt confident heading into the meeting to discuss his 360-degree survey results. He considered himself to be a strong editor who admittedly did struggle with consistently meeting deadlines, which he viewed as “being rather loose.” Imagine his shock when he discovered his supervisors were far more dissatisfied with his deadline difficulties than he realized, and his freelance writing team criticized his editing as too heavy handed. “I immediately got to work on improving my performance,” Bakke says. “The last thing I wanted to do was lose my position.”

The good, the bad and the angry
When 360-degree reviews are done well, they provide employees an opportunity to improve job performance. As a result, “companies can get more self-aware, emotionally grounded employees who are in charge of working on their management style and making it better,” says Deborah Keary, SPHR, vice president of human resources for Society for Human Resource Management. The net gain? “Higher employee engagement and better management communication,” she says.

But there’s a downside risk. When done poorly, 360s can fuel mistrust, anger and conflict within the workplace and undermine employee morale. “It can backfire,” warns London, who stresses the importance of constructive—not destructive—feedback. He says employees also need positive guidance on how to turn the survey results into behavioral changes that boost job performance. “If that doesn’t happen, people can be crushed by the feedback,” he says. “Or they may ignore the feedback, making it a wasted effort.”

Going full circle
To reap the most benefits from 360-degree reviews, follow these ground rules. If your organization chooses a do-it-yourself approach versus hiring a consultant specializing in 360-degree feedback, the first step is to develop the survey, which both numerically ranks an employee’s performance in key areas and elicits comments, which are kept confidential. Meanwhile, countless smaller organizations are following their lead.

Bakke felt confident heading into the meeting to discuss his 360-degree survey results. He considered himself to be a strong editor who admittedly did struggle with consistently meeting deadlines, which he viewed as “being rather loose.” Imagine his shock when he discovered his supervisors were far more dissatisfied with his deadline difficulties than he realized, and his freelance writing team criticized his editing as too heavy handed. “I immediately got to work on improving my performance,” Bakke says. “The last thing I wanted to do was lose my position.”
For a more informal approach, Scott K. Edinger, president of Edinger Consulting Group and an expert in organizational performance, recommends asking team members, colleagues and a supervisor four simple questions: What are my strengths? What are my fatal flaws? Which of my strengths is most important to my company? Which of my strengths is most important to you?

Next, your company must decide who will give the feedback, which may set off emotional fireworks. To defuse the conversation, Edinger says an employee’s supervisor should not break the news. Instead, he recommends using a human resources specialist or leadership development coach who understands the survey’s strengths and weaknesses.

There are two schools of thought on whether employees should preview the survey results before the meeting. London recommends the preview approach, which allows the presenter to begin the meeting with the question, “What did you think of the results?” On the other hand, Keary believes it’s best for the employee to be presented with the results in a fair and balanced way during the meeting to avoid them jumping to—and sticking with—negative conclusions, and making up their minds about what the results mean before they can be discussed. Companies can decide which approach works best within their workplace dynamic.

**Words to the wise**

Edinger stresses that it’s important for organizations to keep in mind the 360 “is not a silver bullet.” “The information should only be used for development purposes, and not for promotions, raises or performance management because it’s only anecdotal data,” he says.

And what should you do if you’ve been 360’d? “Brace yourself and prepare for the inevitable desire to reject, ignore and disagree with things you don’t like,” Edinger says. “Not every bit of feedback is valid. But you should take a look at the overall messages and feedback and ask yourself: ‘Are there consistent themes in the way I behave?’ ‘Are there consistent themes in the way I respond?’ Where there are consistent themes, that’s where you want to pay attention.”

After Bakke received his 360-degree review, he sprang to action. “I reached out to all the writers I work with to let them know that I’d be doing a better job of trying to keep my edits in line with their messages,” he says. “And I’ve implemented many time management strategies to meet my deadlines.” While he admits, “the results of my first 360-degree review weren’t what I expected,” he knows he’s already reaping the benefits by boosting his job performance. And who knows? Maybe that next performance review will come with a raise.

Lori K. Baker is an award-winning journalist who specializes in human-interest profiles, business and health. Her articles have appeared in dozens of national and regional publications, including _Ladies’ Home Journal, Family Circle, Wild Blue Yonder, Arizona Highways, Vim & Vigor_ and _Johns Hopkins Health_.

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Michelle Hubbard, MM-I ’10
Owner, I’m Organized ... Are You?
San Diego, California
Michelle Hubbard traveled the globe looking for her next career move only to end up back where she started, but with a world of knowledge to help her organization business.

When Michelle Hubbard returned to California from her post-college travels, she noticed something about Americans: We sure do love our stuff. And stuff tends to multiply, filling corners and crannies and entire rooms until there’s so much of it we run out of places to pack it away.
She has turned that revelation into a business called I’m Organized ... Are You? Companies hire her to organize their offices for more efficient workflow.

“It’s easy to get overwhelmed when you have more things to look after and things to do than [you have] time in the day,” says the 32-year-old, San Diego-based entrepreneur. “I’ve combined my international business experience with my organizational skills to help people prioritize and reduce their workload to manageable size.”

Finding her way
Hubbard grew up in a middle-class family near Sacramento. Her dad worked in the lumber business and her mother was a teacher. After graduating in 2004 from San Diego State, Hubbard worked as a substitute teacher while finishing a second degree, this one in American Sign Language interpreting from San Diego Mesa College.

“I couldn’t wait to graduate and move overseas,” says Hubbard. “I wanted to live a different lifestyle and see what I could learn.”

She spent time in Rimini, Italy, helping friends run a restaurant; in Barcelona, Spain, she earned a certificate qualifying her to teach English as a foreign language; and in Thailand, she spent a year teaching at a private school. But she was beginning to feel the pull toward a new career. “I have natural leadership ability and thought I could better use it in business,” she says. “In 20 years of schooling, I never learned a thing about business.”

The master’s program in international management at the University of Phoenix offered Hubbard what she was looking for. She enrolled in 2007, beginning the work in California before taking a teaching job on Hainan Island, off the China coast, in 2008. But the Internet on Hainan was notoriously unreliable. She paid for two online services and still had to run to the neighborhood café, sometimes at 2 a.m., to send in her homework.
After taking time to travel across Southeast Asia, Hubbard moved to modern Hong Kong and became the director of a startup school there between 2009 and 2010, all while finishing up her master’s degree. Hubbard knew she wanted to get into management, and that desire led to jobs as an administrator for a shareholder’s nightclub and as a business development officer for a wine and beer wholesaler. In these jobs, Hubbard saw the high cost of disorganization to growing companies. She began to think strategically to learn both the fundamentals and the fine points of organization.

After returning to San Diego in 2011, she contemplated what to do next. During a visit, her sister Laura suggested Hubbard start a business, noting Michelle’s knack for organizing. Hubbard had helped Laura move, remade their parents’ workshop, and friends were calling asking for organization help. “I’ve always been creative and a problem solver,” says Hubbard. “And as a teacher, I practiced organization and results tracking. As an ex-patriot in Europe and Asia, I developed a talent for living minimally and efficiently. It was a natural fit.”

A new start
Hubbard started I’m Organized ... Are You? in October, 2011. She knew she had hit a nerve by the volume of calls her Craigslist ads drew in the first few months. “I think people are yearning for simplicity,” says Hubbard, noting her apartment in Hong Kong measured 15-by-15 feet. “I didn’t have a quarter of the things I had even as a college student, and I had a wonderful time there.”

With her newly perfected business model, Hubbard goes into businesses after hours with her team of employees to perform office organization and business organizing services—from cleaning, removing clutter and sorting paperwork, to helping businesses organize their business processes. That can include everything from creating standard operating procedures and job descriptions to helping the company develop a customer relations management system.

When it comes to basic office organization, Hubbard says one of the most common problems she sees is too much clutter unrelated to business. Her first recommendation is to clean the workspace and limit the personal items each employee has, with an eye toward maintaining a professional image. Another problem: With reams of paper coming in daily and no system to handle it, workers say, “I’ll just stick it on the side of the desk,” until the pile becomes overwhelming. Hubbard teaches techniques for separating paperwork into digestible categories, from ones that require immediate attention to those that can wait.

Hubbard then looks for potential bottlenecks, which might be a broken machine or a work process in which one employee has to wait on the production of another. “I team-build so employees can function to their fullest,” she says. “A poorly run office suppresses enthusiasm and costs money.”

Most importantly, Hubbard believes that being organized is a learned skill. “I teach clients how to control their environment long term, and many have epiphanies after we work at it,” she says. And by the time she leaves a job, the client has learned how to maintain a comfortable and efficient work environment.

Leo W. Banks is a writer in Tucson, Arizona.
Planning for success

By Julie Wilson
Photos by Bruce Racine

Michelle Fields’ passion, planning and patience are paying off as she takes her technology career to new heights as director of E-Retail for Ashley Furniture.

When Michelle Fields wrote her life goals on 10 blue cards during graduate school in 2002, it was a simple experiment, a leap of faith. During the course of her work in accessories planning for Nike, she had stumbled upon a book about attracting what you want out of life by putting it down on paper. Would it work? She intended to find out.
ALUMNI PROFILES | Michelle Fields

Michelle Fields, MBA/TM '03
Director of E-Retail, Ashley Furniture
La Crosse, Wisconsin
Charting her course
Fields, a planner by nature, carefully considered what she wanted for her future and then jotted it down. Time passed—her days filled with work, school and a personal life—and Fields swept those cards into a box and forgot about them. That is, until she and her family moved to Wisconsin in 2012 after she accepted a dream position as director of E-Retail at Ashley Furniture Industries, the largest furniture manufacturer in the United States. While she was unpacking, she unearthed those forgotten blue cards in one of her boxes.

“Eleven years later, I had achieved over half of those goals,” says Fields. “The other four I hadn’t, but I’m on my way to achieving them.”

The most notable one? To work in the field of technology. Fields, who had earned her bachelor’s degree in communications from Augustana College in South Dakota, started her career in customer service for Nike in 1999. As she worked her way up the ranks there, she quickly realized that she would need to continue her education if she wanted to get ahead. “The only way to be really successful is to: a) know somebody; or b) get an advanced degree and learn the skills the executive team and senior executive team [have].”

Technology beckons
Fields enrolled in the MBA program at University of Phoenix where she discovered which industry excites her most. “I really enjoyed learning technology management,” she explains. “That really sparked a full-on passion and love for technology.” She earned her MBA in Technology Management in 2003.

Though she continued her customer service role at Nike for a few more years, she eventually transitioned into a planning analyst position where she implemented new process enhancements and reporting tools in support of company goals. She got married, and then, “I had the opportunity to move to Seattle and work for Eddie Bauer,” she says.

Two years later, she got her foot in the door in her field of choice as the marketing manager for Classmates.com. “I was able to work in technology, and that’s where I really learned online marketing,” she says. “I really enjoyed the fast pace and the ever-changing [environment].”

She and her husband then moved to Los Angeles where she became the director of marketing for the music subscription company Napster. In L.A., she found herself surrounded by likeminded people who were thrilled by innovation, too. “I think L.A. really is starting to rival the Silicon Valley for technology,” she asserts. “There are a lot of really great, inspiring
individuals there who are very entrepreneurial. I had the opportunity to intermix with a lot of people on the cutting edge.”

Fulfilling a dream
Fields was buzzing with that sense of excitement when she was offered the opportunity to join Ashley Furniture in Wisconsin. Wanting to be closer to her family in Minnesota, Fields, along with her husband and young daughter, made their way to the Midwest.

“Ashley is really in the process of ramping up its e-commerce,” Fields notes. “I jumped at the opportunity to help lead its tactical and strategic direction to be able to sell online.”

Fields joined Ashley Furniture while its electronic retail plans were in their infancy, and she has been able to work on this project from the very beginning. Her dual role at the company includes strategic planning for e-commerce, as well as hands-on management of the team that is creating the company’s four new major websites, which will launch later this year. This includes working with internal IT and development teams as well as with outside agencies for design and programming, to name a few of the project’s key players.

“It’s a huge job, and it is very exciting,” she says. “I’m very thankful to have this opportunity to build the e-commerce portion of the Ashley business from the ground up. Any decision you make will affect the outcome [of the project] for years. There’s pressure to make the right decisions, but it’s also a really great feeling to know that people trust your opinion and experience.”

Adding to the stack
Now that Fields has achieved—or is well on her way to achieving—her original goals, she’s adding to her stack of blue cards. “I have some different goals, not necessarily career-wise, but for life,” she explains. “I’ve started to map out the rest of my life.”

Her new goals include finding balance between her career and her family, as well as aiming even higher than she did before. “Looking back, maybe I set my goals too low,” she reflects. “If you do set goals, you need to shoot really high. Even if you don’t make them, you’ll make them halfway and still be really successful.”

Michelle’s time-saving tips
This busy executive and mother, who’s held key positions with Nike, Napster and Ashley Furniture Industries to name a few, manages everything life throws at her. Here are some of her top tips for creating order amid life’s chaos.

At work:
• **Schedule everything:** “I block off time on my calendar to get some work or presentations done days before the due date. This allows me some wiggle room on the deadlines and [requires] me to think about the project ahead of time.”

• **Tame the inbox:** “I organize all of my emails by the person who sent me the email. This allows me to keep my inbox uncluttered and makes old emails easily searchable. The only items in my inbox are emails that I have not read or emails that I still need to act on.”

At home:
• **Be prepared:** “I pack my lunch the night before, I have my daughter pick her outfit for the next day the night before, and then I leave what I can (backpacks, work laptop, etc.) by the door. This saves time and reduces my stress level in the morning.”

• **Keep it clean:** “When my house is clean, I tend to do my best thinking, so I try and keep it fairly clean all of the time. I am usually doing random cleaning tasks that take 10-15 minutes per night. One night I will do bathrooms. One night I may vacuum. By making cleaning tasks seem small and isolated, they never seem very daunting.”
By Julie Wilson
Photos by Bruce Racine

Suzie Sandoval has created a fresh start for herself by helping others find calm amid chaos.

What do a piggy bank, a map, a cup of tea and a tennis court have in common? They’re all featured prominently on an old vision board of Suzie Sandoval’s. She put them there in 2007 in an exercise designed to help her uncover her greater purpose and passion.
Since she began focusing on finding her path six years ago, she’s discovered that she gets a thrill from helping others find calm amid clutter—and that she can make a living while she’s at it.

Organizing guru

Today, Sandoval is a professional organizer with her own growing company, OrganiZEN. It’s her business to help others live a more peaceful life by guiding them to create order, efficiency and productivity in their surroundings. “OrganiZEN is about having more functionality and simplicity in your life so you can have more peace in your life—and enjoy that peace,” she explains.

Sandoval specializes in helping entrepreneurs, busy women, kids and teens get their act together so they can live without the stress that chaotic surroundings can provoke. “I organize according to lifestyle,” she says of her personalized approach to the process.

As a property manager, “you have so many roles,” she says. Sandoval found it interesting and challenging to hire and manage employees, keep the property owner and management company happy, all while ensuring community residents enjoyed living there. Eventually, Sandoval moved to a corporate role in the company, becoming a computer support trainer.

In search of new challenges, Sandoval moved on to other property management firms before accepting a job as the West Coast trainer for a property management company with a national presence. She thrived in her role until she was laid off when the company downsized in 2008.

Back in the classroom

Sandoval turned what could have been a devastating experience into an opportunity for self improvement. “Getting laid off from being a trainer was so momentous,” she admits. “It allowed me to bring things back into my life that I didn’t think I had the confidence to do. One of those things was the courage to go back to school.”

She enrolled at University of Phoenix, earning her Bachelor of Science in Business Management in 2012.

“I believe that moms have the most difficult job in the world. Moms are the people I want to support as much as possible.”

Suzie Sandoval, BSB/M ’12
It was during her degree program that she began building her business plan for OrganiZEN. She was inspired by the joy that helping others brought her and the sense of satisfaction she got from coordinating and structuring things. “When I did [a project] in marketing class, I would do it on my business,” she says. “That’s what really helped [build] the momentum.”

**Vision of the future**
Sandoval has spent the past couple of years creating her professional organizing company from scratch, and this year she is focusing on growing it. “I put in a lot of time to build this business,” she says. “Now it’s really the fruits of my labor coming together to drive in enough revenue to allow it continue to grow and support my living.”

She’s also embracing for herself the calm she brings to others every day. “It took me a while to go back to valuing simplicity,” she reflects. “Now that I have, I understand that the less I have in my home, the more creative I am.”

In January, Sandoval created a new vision board for herself. On it, there’s an image of a hot air balloon floating high above the earth. “That’s something I will do someday, the whole idea of reaching toward the sky and dreaming big,” she says. “The fact is that I am making my dreams come true. We have the ability to create the life we desire. Truly anything is possible.”

WEB EXCLUSIVES Visit phoenixfocus.com to explore additional content related to this article.
Extra! Extra!

Must-reads and online resources to find organizational bliss.

By Paula Boon

BOOKS

1. Getting Organized in the Google Era: How to Stay Efficient, Productive (and Sane) in an Information-Saturated World
   By Douglas Merrill and James A. Martin
   This easy-to-read guidebook describes new digital tools that can help you rethink how you manage the information in your life and create a flexible organizing system suited to your own unique circumstances.

2. What’s a Disorganized Person to Do?
   By Stacey Platt
   A professional organizer offers hundreds of easy-to-navigate solutions, large and small, for putting and keeping your things in order. Includes plenty of attractive diagrams, links and full-color photos.

3. Does This Clutter Make My Butt Look Fat?
   By Peter Walsh
   Organizational consultant Peter Walsh, best known from his years on TLC’s Clean Sweep, offers tips, worksheets and quizzes to help you change your relationship with both food and clutter, which he says are intimately related.

4. One Year to an Organized Financial Life
   By Regina Leeds and Russell Wild
   A professional organizer and financial planner team up to offer a week-by-week plan for getting your finances organized so you can save time, money and stress, creating a solid financial future in the process.

5. One Small Step Can Change Your Life: The Kaizen Way
   By Robert Maurer, Ph.D.
   Whether you want to organize a drawer or your entire workflow, you’ll be inspired by UCLA psychologist Dr. Robert Maurer’s classic explanation of how taking small actions to solve small problems leads to big results.

   By Francine Jay
   Instead of helping you organize the stuff you’ve got, this handbook invites you to evaluate your relationship to your belongings and free your time and space by getting rid of everything that’s not essential.
MAGAZINES and ARTICLES

7. Success magazine, Sept. 8, 2009
“Take Control of Your Time”
By Stephen Covey
The author of The 7 Habits of Highly Effective People describes how to organize your time so you can accomplish what’s important, not just what’s urgent.

8. Getting Organized Magazine
The only print magazine dedicated to helping people organize their homes and workspaces, Getting Organized Magazine also has a website with lots of videos and organizing tips.

ONLINE RESOURCES

9. Organize to Revitalize
http://dallisonlee.com/blog/
A professional organizer’s blog packed with organizing-related tips, challenges and information. You can also sign up for a free newsletter.

10. Things Organized Neatly
http://thingsorganizedneatly.tumblr.com/
A Tumblr site offering images of all kinds of things organized in beautiful and surprising ways. The perfect place to go for inspiration.

11. Brian Tracy–Organize Your Life
http://bit.ly/BrianTracy-Organize
In this 4.5-minute YouTube video, success expert Brian Tracy describes the key to organizing your life. Hint: It has to do with being clear about your priorities.

Zen Habits, one of the top blogs in the world, offers productivity and organization tips every Monday. This post lists ways to bring some organization to your life.

Paula Boon is a freelance researcher, writer and editor whose work has appeared in publications in the United States and Canada.
The BUZZ

We want to celebrate you in our alumni announcements. Share your story and be part of “The Buzz.” Email us at alumni@phoenix.edu.

Published by alumni

A Fighting Chance
By Jonathan C. Johnson

In his autobiography, Jonathan C. Johnson, MBA ’11, reflects on his life from birth to present day. Born to a teenage mother, adopted at the age of 2 and the recipient of a kidney transplant, Johnson designed his book to inspire others to overcome any obstacle.

The book is available through amazon.com.

The Six Sided Box: Fast and Easy Cooking
By AJ Richards

After desperately seeking dairy-free kid friendly recipes for months, AJ Richards, BSB/RM ’08, started to create her own recipes, which ultimately resulted in publishing her first cookbook. The book features healthy, simple microwave recipes that are designed for college students, people with small cooking spaces and families on a shoestring budget.

The book is available through amazon.com.

The Fatherless American
By Jeannie Ferrara

Through her experiences as a child care provider and personal experiences with her own children author Jeannie Ferrara, BS/COM-MS ’09, discusses a growing problem for American families—absentee fathers. The book focuses on fatherless families and calls for change.

The book is available through amazon.com.

NuBiAh
By Tommy A. Jones

Tommy A. Jones, MBA/MKT ’05, penned this children’s bedtime story book, which demonstrates valuable principles, positive traits, ethics and life lessons from the great African kings and queens of the past. The recurring theme of “listen and drum” encourages children to focus on finding their passion and life’s purpose.

The book is available at amazon.com and nubiAh.com.
## Recognition

### Arizona
**Tempe**
After 22 years with SmartPractice, Inc., veteran marketer Bruce Muller, MBA ’85, announced his retirement. In 1991, Muller joined SmartPractice, a company that produces products and services for human and pet health professionals worldwide, to initiate its veterinary unit where he grew professional market sales to multi-million dollar revenue in three years. Previously, Muller served in sales, marketing and general management for Pharmaceutical and Medical Laboratory Services.

### California
**San Jose**
Carolyn DeLeon, DM ’07, has been named vice president of human resources and organizational development at Hospice of the Valley. DeLeon will oversee human resources operations and strategy, including organizational development, compliance, recruiting, training and development. Previously, DeLeon worked as vice president at Good Samaritan Hospital and served on the board of directors for Hospice.

### Colorado
**Aurora**
In November 2012, Howard Notgarnie, EDD/CI ’11, published a peer-reviewed continuing education article for dental office clinicians titled “Education: The Key to Patient Compliance” for Registered Dental Hygiene magazine. Notgarnie has been practicing clinical dental hygiene for 20 years, most recently at Perfect Teeth.

### Denver
**Gene Katz, MSC/MFCT ’09,** was recently promoted from adjunct to assistant professor, teaching undergrad courses in human services and criminal justice at Colorado Technical University. Katz began teaching at CTU’s Denver campus in July of 2011.

### Massachusetts
**Chelmsford**
Aspect Software, a leading provider of next-generation customer contact and enterprise workforce optimization, has appointed David Herzog, MBA ’98, senior vice president of Aspect Professional Services (APS). In his new role, Herzog will be responsible for APS worldwide capabilities, processes, people and knowledge across the organization. Herzog has been with the company for 17 years, most recently serving as vice president of APS for North America. “I am looking forward to growing the Aspect Professional Services global community to create a true global innovation engine that exceeds the needs and expectations of our customers,” says Herzog.

### Oregon
**Aumsville**
One month after completing his degree, Kevin Murphy, BSIT/ISS ’13, landed a new job with Optimal Solutions and Technologies through the U.S. Department of Energy. Prior to this role, Murphy worked in information technology on and off for three years while pursuing his degree.

### Texas
**Jacksonsville**
Certiport, the official test delivery solution provider for the global workforce and academic markets, recently presented its Teacher of the Year award to Chuck Silvertooth, MBA ’88. Silvertooth is a career and technical education coordinator at Jacksonville High School. Silvertooth was honored for his work in helping hundreds of students earn certification over the past five years at Jacksonville High School by spearheading programs such as Microsoft Office Specialist (MOS) and Intuit QuickBooks.

### Virginia
**Manassas**
Michelle Cooley, MBA ’12, was named a 2012 Presidential Management Fellow in a leadership development program for advanced-degree recipients, created by executive order of President Jimmy Carter in 1977. Cooley was chosen from a pool of 9,100 applicants. Upon completion of the two-year program, fellows may choose to stay with the federal government or pursue other endeavors in academia or the private sector.
Phoenix Focus recently sat down with School of Advanced Studies Executive Dean Jeremy Moreland, Ph.D., and asked what’s new with the college and how alumni with doctoral degrees can advance their careers.

**Phoenix Focus:** How can alumni with doctoral degrees leverage their advanced learning skills?

**Dean Moreland:** Professionals from a range of industries seek advanced learning in the School of Advanced Studies. A real opportunity for doctoral graduates is to leverage their dissertation efforts to focus not only on what trends might exist today in their field, but also to anticipate future needs as well. Doctoral learners do so by combining new insights into existing research literature and with their own forward-looking research contributions.

**Phoenix Focus:** What should doctoral alumni be doing to advance their careers today?

**Dean Moreland:** Network, network, network. And this doesn’t only mean connecting with others in one’s organization, industry or current field of practice. It means getting to know others—including practitioners, researchers and even theorists—who may be examining similar research questions. They may be doing so from different industries, yet hold diverse insights, for solving the “big problems” we face today.

**Phoenix Focus:** What’s new in School of Advanced Studies?

**Dean Moreland:** We are very excited about bringing two state-of-the-art analytical tools to students and faculty. As a school, we are adopting SPSS and NVivo, two analysis tools. Together, these tools afford the ability to perform complex analyses to gain insights from quantitative and qualitative data.

**Phoenix Focus:** How has the School of Advanced Studies been recognized among its peers recently?

**Dean Moreland:** I am very proud of the recognition received by the School of Advances Studies’ peer-reviewed contribution to the field of leadership, the *Journal of Leadership Studies*. Most recently, JLS was awarded the APEX Grand Award for Publication Excellence among magazines and journals.
**University of Phoenix wins three Showcase in Excellence Awards**

In February, for the fourth consecutive year, University of Phoenix was recognized by the Arizona Quality Alliance, receiving three Showcase in Excellence Awards. “We are committed to academic innovation, performance excellence and quality. This requires our collective academic and service leaders to embrace the philosophy of continuous improvement and enact upon it to fulfill our University mission,” says University President, Dr. Bill Pepicello, Ph.D.

The 2013 awards span academics and service platforms that contribute to the student experience. UOPX was recognized in the following areas:

- **University Orientation Workshop:** Launched in November 2010, the workshop is a no-cost, non-credit bearing program that provides prospective students the opportunity to assess their readiness for a higher education program before enrolling.

- **Practitioner Doctoral Dissertation Review Process:** This process assists doctoral students in their growth and development to a level that merits doctorate designation and recognition as stewards of their respective fields.

- **Student Official Transcript Request Process:** This process allows University students and graduates to obtain official University documents in a timely and efficient manner. Students are able to call the University Services Support Center and are helped by a support specialist to ensure the needs of the student are being met.

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**UOPX and ASIS Foundation award two scholarships**

University of Phoenix and ASIS Foundation announced the recipients of two full-tuition scholarships. The ASIS Foundation is a nonprofit organization dedicated to the advancement of the security profession worldwide through research, education and training. The 2012 scholarship recipients are Wade Meadows Jr. of Delaware and Brett Smith of British Columbia. The scholarship recipients will have the opportunity to complete an undergraduate or master’s degree program through University of Phoenix College of Criminal Justice and Security.

“Partnering with the ASIS Foundation to offer two full-tuition scholarships is an exciting opportunity for the College of Criminal Justice and Security,” says James J. Ness, Ph.D., dean of the College of Criminal Justice and Security.

To learn more about University of Phoenix scholarships visit phoenix.edu/scholarships.
El Paso Campus works with JA
The El Paso Campus partnered with Junior Achievement and adopted the kindergarten, first and second grade classes at Hughey Elementary. Twenty campus staff volunteers went to the elementary school and facilitated curriculum instruction to help children learn information analysis, drawing, map reading and teamwork.

Above: El Paso Campus volunteers help out Hughey Elementary K-2 classes.

Tucson judges Youth of the Year at Boys and Girls Club
Tucson Campus employees volunteered at each of the six local Boys and Girls Clubhouses in the Tucson area to participate as judges in the Youth of the Year. Each year, boys and girls from the clubhouses compete for the “Youth of the Year” award, which recognizes service to club, community and family, academic success, strong moral character, life goals, poise and public speaking ability. The winner won a $2,500 scholarship to the local community college.

Cleveland Campus recognized for community efforts
The Cleveland Campus was recently recognized by the William Foster Elementary PTA for its financial and time contributions to the school during the annual PTA award dinner. Dr. Angela Sanson, director of Academic Affairs, represented the Cleveland Campus and accepted the award on its behalf.
Find an Alumni Chapter near you.

Stay connected with fellow graduates in your area. Join one of our 22 UOPX Alumni Chapters today!

Arizona
Phoenix
Tucson

California
Diamond Bar
Los Angeles County
Orange County
Sacramento
San Diego

Georgia
Atlanta
Augusta

Louisiana
Baton Rouge
Lafayette

Idaho
Boise

Illinois
Chicago

Massachusetts
Boston

Michigan
Detroit

Missouri
Kansas City

North Carolina
Raleigh

Texas
Dallas/Fort Worth
San Antonio

Tennessee
Memphis

Utah
Salt Lake City

Washington, D.C.

More chapters are coming soon. Find out more: AlumniChapters@phoenix.edu or 800.795.2586
Nashville Campus partners with local business community for JA in a Day

Nashville Campus volunteers recently partnered with the local business community to support Junior Achievement in a Day at Oliver Middle School. Volunteers helped students apply school lessons to real world experiences.

Above: The Nashville Campus teams up with local business community to support JA in a Day.

The Bay Area Campus supports literacy

The Bay Area Campus collected new and gently used books for the Boys & Girls Club of Silicon Valley and Oakland as a part of the reading and literacy initiative of University of Phoenix Community Investment. More than 100 K-12 books were donated to each center for club use.

Above: UOPX donates books to the Boys and Girls Club of Silicon Valley.

Southern California Campus donates to Fullerton Police Dept.

The Southern California Campus recently delivered more than 100 teddy bears and stuffed animals to the Fullerton Police Department during a monthly, community-policing crime strategy meeting. Fullerton police officers will now be able to provide teddy bears to comfort a child or child victims and witnesses who experience traumatic events.

Right: From left: Chief Dan Hughes, James Henderson and Captain George Crum (associate faculty member) during a Fullerton Police Department meeting.
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University of Phoenix has teamed up with Green For All—a national nonprofit organization that works “to build an inclusive green economy strong enough to lift people out of poverty”—to convene a series of business academies aimed at supporting green entrepreneurs and small business owners, particularly those coming from low-income communities and communities of color. The academies introduce core business competencies and focus the content on a sector that is prevalent in a community.

Right: Attendees at a December Green For All business academy in Oakland, California.

Number of business academies held around the nation in the past two years. Cities include:

- Albuquerque, NM
- Atlanta, GA
- Denver, CA
- Kansas City, MO
- Nashville, TN
- Oakland, CA
- Philadelphia, PA
- Portland, OR
- San Jose, CA
- Seattle, WA
- Washington, D.C.

4 years

Since 2010, UOPX has partnered with Green For All to provide education and to support green entrepreneurs.

Number of academies hosted at UOPX campuses:

8

Number of entrepreneurs who have been directly engaged through the academies.

860
Do you know someone on this list?

Each month, approximately 8,000 dedicated students earn their degrees and become proud University of Phoenix graduates.

Phoenix Focus magazine now celebrates the newest members of the growing alumni community—now more than 772,000 strong—with an online list of recent graduates. To see the list of graduates from February 1 to February 28, 2013, visit bit.ly/gradlist-april.
## Events

### April

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Mountain Plains, ID</td>
<td>Career Fair 12-6 p.m. 1422 S. Tech Ln. Meridian, ID 83642 idahocareerfair.com</td>
</tr>
<tr>
<td></td>
<td>Tucson, AZ</td>
<td>Career Workshop: Informational interview 6-8 p.m. Tucson-Williams 300 S. Craycroft Rd. Tucson, AZ 85711 careerworkshopsforyou.eventbrite.com</td>
</tr>
<tr>
<td>4</td>
<td>Des Moines, IA</td>
<td>Career Workshop: Interview techniques 5-7 p.m. 317 6th Ave., Ste. 102 Des Moines, IA 50309 uopxeventsdesmoines.eventbrite.com</td>
</tr>
<tr>
<td></td>
<td>San Jose, CA</td>
<td>Scholarship Workshop 6-7:30 p.m. 3590 N. First St. San Jose, CA 95134</td>
</tr>
<tr>
<td>6</td>
<td>Phoenix, AZ</td>
<td>Mobile Code Camp 8 a.m. to 4:30 p.m. 1625 W. Fountainhead Pkwy. Tempe, AZ 85281 uopxeventsphoenix.eventbrite.com</td>
</tr>
<tr>
<td>9</td>
<td>Tucson, AZ</td>
<td>Career Workshop: Job Searching 6-8 p.m. Tucson-Williams 300 S. Craycroft Rd. Tucson, AZ 85711 careerworkshopsforyou.eventbrite.com</td>
</tr>
<tr>
<td>13</td>
<td>Livermore, CA</td>
<td>Career Workshop: Resume essentials 8 a.m. to 4 p.m. 2481 Constitution Dr. Livermore, CA 94551 uopxbayarea.eventbrite.com</td>
</tr>
<tr>
<td>16</td>
<td>Tucson, AZ</td>
<td>Career Workshop: Managing up 9-10 a.m. 2860 Gateway Oaks Dr. Sacramento, CA 95833 aprilcareerworkshops.eventbrite.com</td>
</tr>
<tr>
<td>17</td>
<td>Murray, UT</td>
<td>Career Workshop: Resume essentials 6-8 p.m. 5373 S. Green St. Murray, UT 84123 uopxutah.eventbrite.com</td>
</tr>
<tr>
<td>20</td>
<td>Phoenix, AZ</td>
<td>Career Workshop: Various career workshops 8:30 a.m. to 3:30 p.m. 1625 W. Fountainhead Pkwy. Tempe, AZ 85281 uopxeventsphoenix.eventbrite.com</td>
</tr>
<tr>
<td>23</td>
<td>Clearfield, UT</td>
<td>Career Workshop: Personal career brand 6-8 p.m. 1366 Legend Hills Dr. Clearfield, UT 84015 uopxutah.eventbrite.com</td>
</tr>
<tr>
<td>23</td>
<td>Tucson, AZ</td>
<td>Career Workshop: Interview techniques 6-8 p.m. Tucson-Williams 300 S. Craycroft Rd. Tucson, AZ 85711 careerworkshopsforyou.eventbrite.com</td>
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**Start Strong Military Events: April 25-May 4**

Start Strong Military Events will be held at UOPX campuses nationwide April 25 through May 4. These interactive events, designed specifically for the military community, feature networking opportunities, expert panels and workshops that highlight career services, tips and tools for active-duty military members and veterans, and their families.

Visit [phoenix.edu/militaryevent](http://phoenix.edu/militaryevent) for exact locations, times and details.
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