

2016

JUL/AUG/SEPT

# NAPT Newsletter

National Association for Proficiency Testing - (952)303-6126 [www.proficiency.org](http://www.proficiency.org)

## Special Interest Piece:

- Preparing for year-end
- Mark Your Calendar: NAPT Tutorials
- Quarterly Reduced ILC/PTs
- NAPT celebrates 20 years
- Spotlight: Membership

## Preparing for the year-end

End of Year can bring on a lot of unwanted stress in both your personal and professional life. Here at NAPT, we try to stay ahead of the curve by first figuring out what is important on the priority list and what can wait.

In a recent article I read by Kate Kershner, [5 Tips for Getting Organized at Work](#), I learned a few new things to help me better organize my time to complete the priority list once it has been established.

1. Make and take the time to straighten up your space. Making sense of the chaos keeps a method to the madness.
2. Establish good habits, for instance, set up auto-filters to help manage your projects, keep a calendar, and spend time filing papers each day.
3. Manage your time instead of multitasking. A study funded by Hewlett Packard found workers distracted by emails and telephone calls suffered an IQ fall nearly twice that of people who smoked marijuana [source: [New Atlantis](#)].
4. Make your space work for you. A pleasant work space will help reduce stress. Put up pictures of people, animals, places that make you happy. This will make your space inviting and relieve you from the panic of dreaded work.
5. Be Realistic. Setting small goals will keep you on track while keeping a sense of accomplishment [source: [Bomkamp](#)].

It is nearly impossible for any of us to keep on-top of every task so by reminding yourself of these five tips your mundane work day can easily be turned into a productive day. And, while not everyone has that keen sense to keep everything in its rightful place or has the ability to add Feng Shui to their space, simply centering yourself and picking one day out of the month or once a week to implement these tips will help keep yourself organized and the stress down allowing you to better prepare for things like year-end.

NAPT's helpful tips for preparing for year-end include:

- A. Make each day count: If you are better at making calls in the A.M vs. P.M. try to do all your telephone calling before lunch, but be mindful of the time zone someone else is in.
- B. Set small goals for each day or week: Break down your day in sections, the time will go by fast and you're less likely to get distracted.
- C. Prioritize projects: Be aware of project deadlines, they can creep up on you if you don't make time for them.
- D. Reward yourself when you have completed a task: Grab a coffee, Take a short walk before starting the next task, and give yourself a pat on the back for a job well done.
- E. Avoid procrastination.

# MARK YOUR CALENDARS



## **October 13, 2016 – Irvine Marriott Hotel, Irvine, CA –**

Charles Ellis will be teaching a proficiency testing class at the MSC Fall Tutorials. If you are interested in attending, for more information please visit <http://www.msc-conf.com/>.

This tutorial will focus on all aspects of proficiency testing. Whether you are new to proficiency testing or need to learn about the in-depth requirements to properly conduct a proficiency test in accordance with recommended practices.

Maybe you need to prepare for the new requirements in upcoming revised ISO standards? Or maybe you need to learn the technical requirement from ISO/IEC 17043, ISO 13528 and recommended practices? This is your opportunity to hear it and learn it from the experts on how to manage your own inter-laboratory comparison / proficiency test (ILC/PT's) from start to finish.

Topics of discussion include design of a proficiency test, scheme design, selection of artifacts, analyze data submittals, reference value determination, evaluation methods and reporting results to participants.

## **October 27, 2016 - MATSolutions, 1600 Corporate Court**

**Ste.150, Irving, TX 75038 – From 8 a.m to 4 p.m. —** Charles Ellis will also be giving a paper at the NCSLI regional meeting. The topic: *20 Years of Proficiency Testing and Inter-laboratory Comparisons – Lessons Learned.*



## Quarterly Reduced Priced ILC/PTs



CAPACITANCE-1409

HUMIDITY-SS-1

INSP-201

FORCE-701

DTTIND-307

FORCE-313

Each quarter NAPT offers select proficiency tests at a reduced fee. NAPT is offering the following ILC/PTs this quarter for \$300:

*\*These artifacts are outside PTs purchased in a member's ILC/Package at the time of enrollment or renewal.*

*You do not need to be a member of NAPT to take advantage of these reduced prices!  
This is a \$275 savings!*

[Sign Up Today!](#)

If you have questions,  
feel free to contact Lynette  
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Phone: 952-303-6126 Fax: 305-425-5728

## NAPT Celebrates 20 Years of providing Proficiency Testing to the Metrology Community



It is with great pleasure that NAPT has been able to provide proficiency testing services to the metrology community over the past 20 years. NAPT thanks all the Members, Sponsors, Technical Advisors, and Participant's that have made the past 20 years a success.  
NAPT is dedicated to excellence in measurement!

**SPOTLIGHT**

**National Association for Proficiency Testing**

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We're on the Web!  
See us at:  
[www.proficiency.org](http://www.proficiency.org)

**Membership:** Annual Memberships \$295

**Benefits:** Discount ILC/PT Participation, Automatic enrollment in the Appreciation Points Program, Membership Certificate, Company name and website added to NAPT's member's list, priority access to technical advisors.

**How to join:** Register online or contact NAPT via email or telephone



YouTube video:  
[https://www.youtube.com/QMSNavigator/OMA-Corrective Action Module](https://www.youtube.com/QMSNavigator/OMA-CorrectiveActionModule)

***About Our Organization...***

NAPT is a non-profit membership association dedicated to the improvement of measurement quality.

NAPT is incorporated as a 501(c)(3) scientific and educational nonprofit organization.

**Mission**

Our Mission Our mission is to provide our customers with the best information, tools and service to help them improve measurement processes and results through participation in intra laboratory comparisons, proficiency testing and round robins.

Our Quality Policy NAPT provides our clients with an unbiased analysis of measurement processes to enhance awareness of their technical competence and data integrity.

Our Objectives NAPT's main objective is to support our mission by providing professional management and program administration, coordination, data processing and reporting for intra laboratory comparisons, proficiency testing, and round robins.

“Very pleased with the NAPT operation. Each step is clear and documented. Responses are prompt and professional. Preliminary and final reports are very comprehensive.”

*Anonymous testimonial*

“The people are friendly and helpful. A good crew. Thank you so much.”

“You guys are doing a good job, keep it up!”

*Member Testimonial*

“NAPT has been able provide our industry with the appropriate types of tests related our scope of accreditation. We appreciate your organization! Thanks.

*Member Testimonial*

