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PACIFIC NORTHWEST
CHAPTER

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APMP Pacific Northwest Chapter News

April 2020

Vision Statement

Be our members' preeminent professional development resource by providing meaningful industry engagement, increasing national recognition, and promoting the highest caliber of business development.



Hot Tip of the Month

A Dose of Laughter

You know the old saying, "All work and no play..." While making sure that work stays on track, try injecting some humor into your regular routine. A daily or weekly joke or a *National Day Of*, for example, doesn't take more than a moment, but will put a smile on someone's face all day. For example, did you know that May 1st is National Chocolate Parfait Day? I know what I'll be having for Dessert!

Upcoming Events

Lunch & Learn Webinars

- May L&L, to be rescheduled
- July 14, 2020

Coffee Talks

- June 9, 2020
- August 11, 2020



Tips for Working from Home

Create a dedicated, separate work area.

If at all possible, set up a dedicated work area, ideally in a room where you can close the door and shut out everything else. The closeable door creates two important psychological barriers: 1) it discourages family and roommates from barging in on you, and 2) it encourages you to separate your day into work time and relaxation time. Without that barrier you may be tempted to work when you should be recharging, since home workers tend to put in more hours on average than those who report to an office.

Ensure your family and friends know when you're working.

Chances are your family will automatically assume since you're at home, you're available to chat, run errands, hang wallpaper, etc. You've got to make sure they understand, when you're working, interruptions should be kept to a minimum. This can be made more obvious by ensuring they know when you are in your designated workspace it's time for peace and quiet. Once you come out, you are available for non-work interaction.

Keep a regular schedule.

To remain sane and productive, and ensure your co-workers know when you're available, set regular

work hours and communicate them to your team members.

Set up structure.

There's a good chance that the normal rhythms of the office provided more structure around your day than working from home does. Start out each day by planning out an agenda of what you plan to accomplish and when. Don't forget to include breaks and lunch – you need time to reenergize and refuel.

Keep in contact with colleagues.

One advantage of working in an office is that you have day-to-day contact with your colleagues. As a result, working from home can make you feel lonely at first. To overcome this, regularly check in with colleagues, stay in the loop, and find opportunities to connect with people outside of work, either through social media or in person (when we're not in a period of social distancing.)

Communicate with your manager and co-workers regularly.

Because you are not in the office to physically see your co-workers, you'll want to over-communicate with your manager and team. Be sure to check-in regularly and participate in one-on-ones and regular team meetings. Be prepared for both with updates and issues or questions requiring follow-up.



Networking and Learning

In an effort to provide our members with multiple opportunities to connect, network and learn from each other, we will continue to offer our bi-monthly **Lunch & Learn Webinars** alternating with a monthly **Coffee Talk**. While the Lunch & Learns will feature presentations by industry recognized experts, the Coffee Talks are meant to be more informal and provide an avenue for us to get to know each other better.

You don't want to miss out, so, mark the following dates on your calendar. We look forward to meeting with you soon!



As an added bonus, after each **Lunch & Learn**, we will be randomly selecting one attendee to receive a prize for their attendance. The prize next month is a Starbucks gift card.

Lunch & Learn Webinars



May L&L To Be Rescheduled

Targeting in the Federal Government

Our May L&L with Kevin Jans is temporarily postponed but will be rescheduled. Please stay tuned for updates!

Kevin Jans is the President and Founder of Skyway Acquisition Solutions ("Skyway"). After 16 years as a Department of Defense contracting officer, he founded the company to help middle-market firms navigate the increasingly complex process of competing for Federal contracts. Kevin built his company on the premise that no one knows the Federal acquisition system better than those contracting officers and buyers who managed it from the inside. Following that business model, he built a team of experts with 'insider' experience who have served as



Coffee Talks

June 9, 2020

Origin Stories

Most of us who are in the proposal profession didn't start out here. Many, in fact, have an interesting tale to tell on how they found their way into the industry. Join us and have some fun in finding out more about your fellow members and share your own story.

**Click here to
[Register Now!](#)**

As always, these will be informal chat sessions and all participants are welcome!

[Click here to Register Now!](#)



July 14, 2020

Topic TBA

APMP PNW Chapter is pleased to welcome back Bruce Farrell. Topic

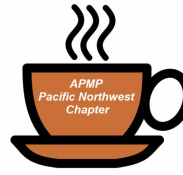
TBA.

Bruce Farrell is a proposal and presentation specialist at Plante Moran with a 25-year history in business communications and development. His specialty is helping professionals identify and organize key points to translate their "big ideas" into quality documents and presentations. He works with pursuit teams, presenters and keynote speakers to develop documents that make an impact. He is a board member for the Greater Midwest Chapter and presents at APMP International and chapter events.

[Click here to Register Now!](#)

Missed a Lunch & Learn? Go to APMP PNW's [website](#) to access the recording.

Interested in sharing your own expertise with the chapter? We would love to hear from you. [CONTACT US](#) today and let us know what is most important to you!



August 11, 2020

Executive Summary Creation and Content

The Executive Summary is one of the most powerful tools a proposal writer has. Often the Executive Summary is the only part the customer will read. Join us for discussion about this critical topic.

[Click here to Register Now!](#)

As always, these will be informal chat sessions and all participants are welcome!



Job Postings



Do you have a proposal or business development position to fill? Let our members know. Send an email with job information to communications@apmp-pacificnw.org, and we will post it to our [website](#).



Benefits of Membership



Certification Opportunities

APMP offers the world's first, best and only industry-recognized certification program for professionals working in a bid and proposal environment. APMP certification is the global standard for developing and demonstrating proposal management competency.

Achieving APMP Certification:

- Demonstrates a personal commitment to a career and profession.
- Improves business development capabilities.
- Creates a focus on best team practices.
- Gains the respect and credibility of peers, clients and organizational leaders.
- May result in additional compensation.
- Reinforces bid/proposal management as an important role within an organization and not as

an ad hoc function that anyone can perform.

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Message and data rates may apply.