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PACIFIC NORTHWEST
CHAPTER

apmp-pacificnw.org

APMP Pacific Northwest Chapter News

February 2021

Mission Statement

Provide our chapter members opportunities for professional development, networking, and intellectual growth to enhance their skill sets and provide a foundation for professional success in their careers.



Hot Tip of the Month

Get more with Microsoft Teams

If you work in Microsoft Teams, here are three simple ways to make the experience better so you get more done.

1. Did you know you can create “tags”? These allow you to create subsets of people within your Teams groups – for example you might “tag” all the Proposal Managers or all of the Graphic Designers so instead of having to @mention them one by one, you can @mention the tagged group e.g. @proposalmanagers or @graphicdesigners. Click on the three dots to the right of your Team name and select “Manage Tags” then “Create Tag”. Choose a name and add people to the list. Hit “Create” and you’re done. Now you can make sure all the Proposal Managers see that announcement that relates to them and have no excuse for missing your next important message!
2. Find yourself searching up and down your chat list or your Teams list to find specific chats or channels? Well search no more! You can “pin” your favourites (yes, I am English and using my extra vowels!) – choose a chat or a channel – right click and hit “pin” – the chosen few will now be right at the top so you need never lose them!
3. In these odd times we lose the option to truly “chat” with our colleagues so consider setting up a “fun” channel or a “water cooler” chat where the expectation is that people share personal news and updates instead of work

Upcoming Events

Lunch & Learn Webinars

- April 23, 2021
- June 22, 2021

Coffee Talks

- February 26, 2021
- March 3, 2021

Happy Hours

- March 3, 2021
- April 1, 2021

related, and misbehaving pets and kids pictures of course!

-- *Diana Parker, APMP PNW Director at Large*



How to 'Proposal Manage' as a Parent in the Midst of a Pandemic

-by Erin Lavery, APMP PNW Membership Chair

In March 2020, the fact that a very contagious and dangerous virus had reached the United States became painfully clear. As our communities hurried to minimize the pain and loss caused by the pandemic, we quickly witnessed a shutting down of resources we rely on—resources that make it possible for us to hold down our jobs, keep our businesses open, and care for our families. Our kids' schools closed. Childcare centers closed. Many of our offices and workplaces were closed and left us in the type of situation no American generation has experienced in quite this way before. Our generation was left trying to continue to work while simultaneously caring for and teaching our children, as well as providing for the needs of other dependents.

We are nearly a year into this new lifestyle and the end is sadly, still out of view for many of us. The “new normal” for many of us involves waking up early to prepare breakfast and get a head start on the workday, getting the kids ready for schools, trying to focus on work meetings while running back and forth to solve school tech issues and trying to lead meetings while our children bicker and/or complete virtual PE classes on the other side of the wall. More than once, I have felt a bit like I am playing in the orchestra on the Titanic. I am struggling to keep what matters to me together while it feels like things are falling apart due to circumstances outside my control. The ship seems to be sinking...

Let's face it. There's a reason we used to have our kids in school and childcare centers during our workdays. It is exhausting to provide them with reasonable care while simultaneously working. It is equally challenging showing up to work every day and demonstrating the same quality and focus while trying to care for children simultaneously. How can a person deliver 40 hours' worth of care and services into a 24-hour day? The answer is obvious. You can't.

So, my friends, we all have found ourselves in a predicament where we need to make this unmanageable situation something we actually manage. I have found some tricks as a Proposal Manager that are helping to see me through. I've provided these tips below in the hopes they may help you, too.

Trick #1: Try to wake up before your kids to get a head start on the day. Feel free to hate on me for this if you're not a morning person, but I can't stress enough how helpful it is to get things set up for the day and get ready for the day before your kids are conscious and asking

for/need things. It allows you to get the things done that you need to before you start your workday. Note: It is okay to abort this plan if your children simply take your earlier wake up time as an opportunity to also wake up earlier and ask you for things.

Trick #2: Start your day by reviewing the times you have meetings and then come up with a plan for how to make sure you are in a quiet space at that time. When you have little ones at home during the workday, it can be difficult to put forward a professional façade. Planning for how to hide what chaos is happening in your home can be your best friend. If you have a spouse, partner, or coworker you share space with during the day, try to coordinate times for one to be on duty with the kids while you are in your meetings.

Trick #3: When you do have a moment of peace or clarity, try to speak up in meetings and share your insights. There will be times when your mind is too muddled or your home is too loud for you to be able to fully participate the way you used to. At those times, it's probably best if your camera is off and your line is muted for meetings. If you have a moment when that is not the case, take advantage of it and take yourself off mute. These moments of calm are also great times to connect with your colleagues on a more personal level. Check in with your coworkers and try to be understanding if they don't feel all is well. For many people, all is NOT well right now.

Trick #4: To make sure you meet your deadlines, break your proposal responsibilities into daily tasks and goals. This best practice for proposal management has never been more important. Place a reminder on your calendar at the start of your day that identifies what needs to be accomplished. Add a reminder to your calendar at the end of your workday to be able to review whether you met all these goals.

Trick #5: Keep it professional and avoid over-apologizing. We all have good reason to be frazzled at this point. Regardless of how unfair this may be or feel, our customers and coworkers don't have the time or energy to spend their day listening to our personal, political, and emotional conundrums. Some personal checking in makes a good work environment. Too much makes people feel like an unpaid therapist. If you find that you are having trouble keeping topics professional, it may be a good idea to reach out to your company's EAP or a behavioral health provider. They can work with you to help you feel more in control of your life and how you are presenting, and maybe even help you identify other supports that could help you at this time.

This time in our careers is one none of us will forget! That said, this time in our careers will pass. By focusing on what you can control, you will greatly increase the likelihood that you will get through this crisis with your career and mental health intact. Best of luck to you!



Grammar Corner

"Baited vs. Bated Breath"



When you think about bait, worms and lures come to mind. The first word should actually be "bated", which stems from the verb "abate", meaning to stop or lessen. So, if you are trying to say that someone is holding his breath, you can see that "bated breath" makes the most sense.

- contribution to Grammar Corner by Meg Whitehouse, PNW Communications



Networking and Learning

In an effort to provide our members with multiple opportunities to connect, network and learn from each other, we are adding additional virtual events (Coffee Talks, Happy Hours) throughout 2021 and 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 and Happy Hours are designed 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



April 23, 2021
12:00pm - 1:00pm PST

At a Glance Proposal
Graphics

The PNW BOD is pleased to welcome back Mike Parkinson for his amazing expertise with proposal graphics. Mike Parkinson is an internationally recognized visual communications expert and APMP Fellow. He is a partner at [24 Hour Company](#), specializing in bid-winning proposal graphics. Join us for an informative, value-added hour.

[Click here to Register Now!](#)



Coffee Talks

March 3, 2021
8:00am - 8:30am PST

Best Coffee

Coffee. Some love it, some hate it, some can't live without it. And some swear it's a food group unto its own. Whatever your take on it, you can't deny everyone has an opinion. Join us as we talk Coffee.

[Click here to Register Now!](#)

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



February 26, 2021
3:00pm - 4:00pm
PST

Ready to just relax and have some casual conversation? Join



March 15, 2021
4:00pm - 5:00pm PST

Ready to just relax and have some casual conversation? Join the PNW BOD for the

the PNW BOD for the first in our new Happy Hour series. The theme is "Best Bar Food", but who knows where the conversation will take us? Please join us for some fun with your peers. **Click here to [Register Now!](#)** As always, these will be informal chat sessions and all participants are welcome!

second in our new Happy Hour series. The theme is "Favorite Trash TV". Come on, you know you have some. Please join us for some fun with your peers. **Click here to [Register Now!](#)** As always, these will be informal chat sessions and all participants are welcome!

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!



Job Posting



Corsair Technical Services (corsairtechnicalservices.com) is a veteran-owned small business providing government and industry customers with quality instructional systems engineering analysis, supportability engineering, logistics services, and business capture and proposal support services. Corsair is hiring a Proposal/Capture Manager to lead efforts to capture and manage campaigns for new government contracts. Please visit this [link](#) for additional information on how to apply.



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.

Visit the [APMP Website](#) to Learn More!



PNW Chapter - Join our mailing list today!

Just send us your email address by text message:

Text

JOINPNWAPMP

to **22828** to get started.



Message and data rates may apply.

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