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# Clear out the clutter and find energizing clarity

I just spent five days on a new project.

It was a little bit scary because it was new and somewhat overwhelming, but when I started I had to think outside the box and make a plan with a deadline.

I cleaned out all of my closets, my drawers, and my cabinets at home.

I had done a smaller version of this project at work in the first quarter of this year, having bought a new desk and file cabinet for the first time in 16 years! So, I moved my way up to my home.

I had realized that when I cleaned out my office by



**SHARLENE MASSIE**  
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organizing my desk and files, I had more energy and clarity for my work.

Also, I had cleared away people and other things in my life that I had been holding onto for good or bad because I thought I needed to.

When my past work items were cleared

away, I had so much room for new people, new ideas, and could move forward into today and the future.

With the new power, energy and skills I had learned at work, I was able to take on the huge challenge of de-cluttering my home.

When I stood back and looked at the big picture, I felt completely overwhelmed; where do I start? And what do I do? I started with the closet I thought would be easiest.

For the stuff I knew I didn't need, I started a pile for charity

and a pile for the garbage.

Then, I soon realized I needed to give myself mini deadlines and sections of work so I could take a break to eat, rest, drink water and then move on to the next section.

By about halfway through, I had awesome momentum. As space was opening up, so were my ideas. My piles of stuff to go became quite huge and my body was getting tired, but my mind was getting clearer.

I finally finished on time and got rid of half of my stuff! That was the goal I had set

for myself, to have half of it gone in five days.

What a feeling that is! Mission accomplished.

The most important thing I had learned from this project is that when I remove clutter of any kind, I feel free, cleansed, physically and emotionally rejuvenated.

My project started with confusion and ended with clarity! Happy Canada Day!

Sharlene Massie is the CEO of About Staffing Ltd., a dynamic personnel agency specializing in direct-hire and temporary placements.

Questions for Sharlene? Visit the About Staffing website at [www.aboutstaffing.com](http://www.aboutstaffing.com), and click on the link under the Sun logo.

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## PROOF IT PAYS TO READ THE SUN.

### The Calgary Sun IS NOW ACCEPTING APPLICATIONS FOR: INSERT COORDINATOR/SUPERVISOR

The Calgary Sun, a division of Sun Media Corporation, is looking for a full-time Insert Coordinator/Supervisor for their Production Department.

#### Job Requirements:

- Must be available for shifts between 5:00 a.m. and 8:00 p.m.
- Must have own transportation
- Good organizational and math skills are needed
- Some heavy lifting and repetitious work
- Supervisor skills for a fast pace environment are necessary

#### Skill Requirements:

- Telephone skills including etiquette and professionalism
- Excellent verbal and written communication skills
- Attention to detail and high level of accuracy
- Good decision making skills
- Ability to work under pressure and handle multiple tasks
- Computer skills including word processing, spreadsheets and e-mail
- Time management skills
- General administrative and clerical skills including data entry organizing and maintaining paper and electronic files and calendars

#### Please send resume and stating wage expectations to:

The Calgary Sun  
 2615 12 St. N.E. Calgary, AB T2E 7W9  
 Attn: Sheila Turner  
 E-mail: [sheila.turner@sunmedia.ca](mailto:sheila.turner@sunmedia.ca)  
 Fax: 403-250-4145  
 Reference: Insert Coordinator/Supervisor

NO TELEPHONE CALLS ACCEPTED We thank all applicants for their interest however only those selected for interviews will be contacted.

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## PROPAK

### SENIOR LEVEL WELDING INSPECTOR

#### Quality Control Department

Closing Date: Until suitable candidate is found

PROPAK Systems Ltd. is seeking a Senior Level Welding Inspector to join our Quality Control Department at our Airdrie facility, located 15 minutes north of the Calgary Airport. With over 30 years in the energy industry, Propak Systems Ltd. is an established leader in engineering, fabrication and construction of gas compression and processing facilities. Propak offers a competitive compensation and benefits package including 3 weeks' vacation to start and company paid benefits. If you are a career oriented individual looking for opportunities for advancement this may be the position for you.

#### Key Responsibilities:

- Assist in the performance of internal and external audits.
- Assist in the development of process improvements.
- Conduct inspections and accurately record results.
- Carry out and coordinate systems walk-downs as well as, inspect completed construction to ensure compliance to specifications, standards, P&ID's and IFC drawings.
- Verify completion of punch list items.
- Organize work from the discipline QC Inspectors and Coordinators.

#### Qualifications:

Candidates should possess the following skills and educational background:

- 5-7 Years experience in the oil and gas sector, directly related to the manufacturing of pressure equipment and associated quality systems.
- Minimum Level 2, CSA W 178.2, ASME Section VIII or B 31.3.
- Certified Engineering Technologist (CET).
- Strong computer skills (MS Word, Excel, Outlook, and Visual).
- Familiarity with test methods and performance measurements.
- Effective verbal and written communication skills.
- Strong supervisory skills required to guide junior and intermediate level inspectors.
- Definite asset would be for the candidate to possess a Welding Examiners Certificate of Competency.

Candidates may visit the Propak Website, [www.propaksystems.com](http://www.propaksystems.com), to understand the entire scope of the engineering, fabrication and construction capabilities of Propak Systems Ltd.

If you are interested in working in a fast-paced and dynamic work environment then we are interested in hearing from you! Candidates are invited to submit their resume by email to: [bnelson@propaksystems.com](mailto:bnelson@propaksystems.com).

PROPAK thanks all applicants for their interest; however only those selected for an interview will be contacted.



### VOLKER STEVIN CONTRACTING LTD.

A leader in the heavy construction industry is looking for experienced and entry level employees to help us build Calgary's future.

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- Experienced Heavy Equipment Operators (hoe and dozer operators given priority)
- Experienced Asphalt Operators and Workers
- Experienced Pipelayers (those with residential water and sewer experience will be given priority)
- Heavy Duty Mechanics
- Class 1 and 3Q Drivers
- General Labourers

All the above positions are available with competitive wages and benefits. Applicants must be willing to submit to substance abuse testing as these positions are safety sensitive.

Please submit applications/resumes to:  
 Volker Stevin Contracting Ltd.  
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 In person: 7175 - 12 Street SE, Calgary  
 Online: <http://www.volkerstevin.ca/>

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