Have conversations with your mentor gotten a bit repetitive lately? Perhaps you approached someone you admire, and bravely asked that person to become your mentor. And they said “yes!” But a year into the relationship, those monthly mentoring conversations don’t seem to invigorate you like they used to, and aren’t quite as energizing for them, either. In short, you suspect the mentorship may have run its course. The fact is, sometimes it’s not the relationship that’s stale – you just need some fresh material to discuss. So why not re-invigorate those mentoring sessions by preparing a thoughtful, diverse slate of questions ahead of time.

Here are four types of questions to prepare ahead of every mentoring conversation that will keep things interesting – and valuable – for you and your mentor:

1.) Stories
Hey, everybody likes to talk about themselves! Ask your mentor to tell a story from his or her own career. For example, you could ask, “How did you get to where you are today?” or “Was there a time (Continued on page 4)
Looking for Inspiration?

Kim Thúy: The Success of My Failures

Monday, March 27, 2017 - 4:30pm
Mendenhall, Room 100

This Spring, on Monday, March the 27th, join the Department of French and Italian at OSU for a delightful and engaging meeting with award-winning author Kim Thúy who will share with us her unique journey from a homeless refugee to an inspiring storyteller. There will be a reception and a book signing after the talk.

Born in Saigon in 1968, Montreal writer Kim Thúy left Vietnam with the boat people at the age of 10 and settled in Quebec, Canada as a child of war in 1979. A graduate in translation and law, she has worked as seamstress, interpreter, lawyer, and restaurant owner. A kaleidoscope of life experiences prepared her with an intimate relationship with words. Her first book, Ru, a best-seller in Quebec and France and translated to over 25 languages, gathered numerous literary awards, including the prestigious 2010 Governor General’s Literary Award (Canada) and the 2010 Grand Prix RTL-Lire at the Salon du livre de Paris (France). The English edition of Ru won the battle of the books organized by Canada Reads and was declared “the” book to read in Canada 2015.

Author of Ru (2009), À Toi (2011), Mãn (2013), and Vi (2006), Kim Thúy continues to explore central themes of literature such as identity, history, and mother-daughter relationship in the context of cross-cultural migration. Her therapeutic and poetic writing proposes a place of attachment against diaspora, a search for hope amidst tribulations, and a call for reconciliation in cultural collisions.

Upcoming Important Dates

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<td>03/22/2017</td>
<td>OSUAP Bi-Monthly Meeting – Thompson Library 150, 12-2PM</td>
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<td>Special Presentation: Working Through Difficult Conversations</td>
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<td>Last day for Campus Campaign Drive 2017</td>
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<td>05/29/2017</td>
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(CAMPUS CAMPAIGN Continued from page 1)

members with education and training costs, and funds OSUAP sponsored professional development events. The OSUAP Executive Committee is dedicated to our membership — and that is reflected in our no fee membership and our efforts to provide our annual conference at the lowest cost possible. In partnership with our committee, you can support these initiatives by donating to our fund.

Your donation will provide training opportunities for our OSUAP peers. Whether it is covering the cost of attendance for one of our members whose university office is unable to fund his / her attendance at our conference or to pay for a content expert to speak at a training session, your contribution to OSUAP has impact. Just think — if every OSUAP member gave just $1.00 to our fund, seven scholarships could be granted to members who would otherwise be unable to attend our conference.

On line donations to our fund can be located here or if you are completing the Campus Campaign form our fund # is 314852.

Thank you for your consideration and support!
OSUAP Executive Committee
10 Reasons Tasks Never Move Off Your To-Do List (And How to Fix It)

By Laura Stack

I recently surveyed my readers on the eternal question of productivity: Why is it that some things on your to-do list never get done? Some great responses rolled in, ranging from the classic (too many interruptions) to the matter-of-fact (I don’t feel like doing it).

But as diverse as the responses were, it didn’t take long to see certain themes emerge. Below are the top ten issues at the heart of the problem and some guidance on how to deal with them.

1. You haven’t made the necessary decisions. Your to-do list should be full of clear, actionable ideas—in other words, things you can actually do. If you have a vague goal, like, “Have a sale,” you’ve still got a lot of thinking to do before you can hit the ground running and make real progress. Take a minute to figure out exactly what you need to accomplish: What kind of sale? When will it take place? What will it promote? Once the task is more fleshed out, you’ll be more likely to make progress on it.

2. You haven’t talked to the people involved. Are you worried that you don’t have the necessary support to make your idea happen? If you need buy-in, go get buy-in. Chances are that your first step should be to pick up the phone or schedule a meeting. Even if you don’t get the answers you want, at least you’ll know where you stand. From there, you can move forward, adjust your strategy, or simply move on. Wherever the idea ends up, at least it isn’t festering on your list.

3. You haven’t done your homework. Perhaps you know you need to schedule a teleseminar series, but haven’t gotten around to researching which platforms are available. Figuring out the mundane logistics is now keeping you from making an important decision. Carve out some time to do the legwork, or better yet, delegate that part of the task to someone else. Once you have a better idea of your options, you can focus on the real issue at hand.

4. You’re ignoring your internal clock. We spend so much time focused on schedules and deadlines that we often forget to pay attention to our body’s natural rhythms. Yes, your Outlook calendar might say that a block of work will fit perfectly on Wednesday afternoon, but if that places your big task in the middle of a low-energy period of your day, you don’t stand a chance. Keep your daily energy levels in mind as you plan your day. Start high-energy projects early if that’s when your concentration is at its best.

5. The task is unpleasant. The first step is admitting it! If you’re being honest with yourself, you probably have an item on your list that hasn’t been done simply because the task is unpleasant and you’d rather not do it. If that’s the case, it’s time to get tough. Make a decision right now to either do the task, delegate the task, or forget about it altogether. If you need to do it, stop thinking about it and just get it done. If it can be delegated effectively, go ahead and make arrangements with someone else. And if you’re going to eliminate it completely, cross it off your list and for goodness’ sake, move on already!

6. The task is overwhelming. You don’t know where to start. Is there an item on your to-do list along the lines of Complete Huge Multifaceted Project XYZ? No wonder you aren’t making progress! The task it too big. Large or complicated projects need to be broken down into manageable chunks or else they’ll always take a back seat to the smaller, more manageable things on your list. After all, would you rather spend the afternoon completing five smaller items on your list or barely making a dent in one? By identifying a few key steps, such as “Gather Project documents” and “Outline project scope,” you’ll know exactly what needs to be done next and be less likely to hesitate as you take action.

7. You are plagued with distractions and interruptions. Seemingly innocent interruptions like checking email, answering the phone, or chatting with coworkers will eat your productivity alive. And although many of these interruptions aren’t necessarily your fault, managing them is your responsibility. Identify your time wasters and take immediate steps to correct the problem. You might need to set regular times each day to check email or close your door to let coworkers know you’re temporarily unavailable. Not sure where your time is going? Keep a detailed log for a few days and find out once and for all.

8. You are constantly putting out fires. Does it seem impossible to achieve any real long-term focus as you jump from one urgent, immediate priority to the next? Good leaders understand how

(Continued on page 4)
THE OSUAP EXECUTIVE COMMITTEE

Effective Sept. 1, 2016

President: Tricia Hohl
Vice-President: Quanetta Batts
Secretary: Peggy Rader
Treasurer: Brian Keller
Membership Chair: Roxann Damron
Immediate Past President: Elaine Pritchard

Have suggestions for the Newsletter?
Want to share some good news?
Let us know!
Email: Michelle Pennington
Chair, Communications Work Group

Please be sure to submit suggestions by the 1st of each month to be included in the Newsletter!

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http://u.osu.edu/osuap
Columbus, Ohio 43210

THE Ohio STATE UNIVERSITY

(10 REASONS Continued from page 3)

important it is to make time for true high-value activities, even if they don’t present themselves as urgent, deadline-driven issues. If you spend every day jumping from one issue to the next, you might help avert disasters, but you won’t ever accomplish anything substantive. Instead, focus on the cause of all those urgent interruptions. Do they come from lack of planning, procrastination, or a team that isn’t empowered to handle simple issues on their own? Once you address the underlying problems, you’ll be able to focus your time and energy where it belongs.

9. The task requires a lot of work for little reward or recognition. Recognition is nice, but don’t live and die by it. If the task is worth doing, it is worth doing regardless of whether you will be recognized for the contribution. If it’s not worth doing (but you have to do it anyway), just get the darn thing done and move on to something more fulfilling. In the meantime, your paycheck is your reward.

10. You day is overscheduled before you even sit down in the morning. You schedule time and bend over backwards for everyone else...why don’t you do the same for yourself? Make appointments with yourself and treat them with the same level of importance as you would a meeting with a client or coworker. If you know you need three hours to get something done, schedule three hours to get it done. And I mean really schedule it. Put it on your calendar, eliminate distractions, and treat the task with the same respect you would a one-on-one meeting with a live person.

So there you have it: ten huge productivity bandits — decide which ones best apply to you. Be relentless as you kick them to the curb and get those tasks checked off your list!

Make it a productive day!(TM)

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© Laura Stack, MBA, CSP, CPAE, aka The Productivity Pro®, gives speeches and seminars on sales and leadership productivity. For over 25 years, she’s worked with Fortune 1000 clients to reduce inefficiencies, execute more quickly, improve output, and increase profitability. Laura is the author of seven books, including Doing the Right Things Right: How the Effective Executive Spends Time. To invite Laura to speak at your next event, visit www.TheProductivityPro.com
Just a Day? No Way! By Michelle Pennington

This compilation article is a little longer but completely worth the read, especially since there’s an Editor’s Note at the end!

In honor of Administrative Professionals’ Day/Week, I wanted to share with you some of what the OSUAP Executive Committee revealed when I asked them “What is most rewarding to you personally as an Administrative Professional?” a couple of weeks ago. Their responses were authentic and insightful and I am attempting to keep them anonymous. In no particular order, they are as follows:

“I find the variety and scope of work that Administrative Professionals do to be most enjoyable, especially the way it can stretch one creatively and professionally. In a recent week, I’ve served as bookkeeper, speechwriter, travel agent, event planner, art director, and de facto host to delegations from Germany and Japan. It’s rarely the same job twice, even on the same day!”

“What is most rewarding for me is that I am working in my chosen profession and enjoy embracing each and every new challenge that comes my way.”

“I think for me it’s the feeling of knowing that I am my boss’ partner in this as much as his employee. Sometimes I feel like I’m the “staff mom” to the finance team, and I like that feeling too.”

“For me it means giving my best, always learning, seeing a project through from start to finish, handling myself in a professional manner with internal and external business partners, and admitting when I have made a mistake and correcting it. It is taking pride in everything I do, knowing for me it is more than just a job.”

“Serving as an Administrative Professional at OSU has been very rewarding for me. On a daily basis, I have the opportunity to influence decisions that ultimately support our students, faculty and staff. I’m also fortunate to have gained a group of professional colleagues through OSUAP that I can truly call my friends.”

“Throughout my professional career, I have taken divergent paths, which serendipitously led me here. I have enjoyed each step along the way, but have found true fulfillment in my work as an administrative professional. As I reflect on my work and that of my esteemed admin peers, I know that our professional contributions are impactful, and at times, transformational.”

“What a great crowd to work with! I love the opportunity to tackle difficult tasks and provide my unique approach to problem (Continued on page 3)
I Will Help You: An Initiative to Save Lives

I Will Help You is an initiative started by The Ohio State University’s College of Nursing. The goal of this initiative is to spread awareness and give anyone the skills and resources needed to identify and assist individuals who are struggling with mental health issues.

About Our Initiative

Today we join together on a journey. We seek to open doors, create conversations, and educate about mental illness. We want people to say “I will help you” to each other, to their family, to their friends, to their coworkers, to their students, to the person sitting alone in the corner. We are asking the nation to join together in an unprecedented effort to break down the barriers of mental illness and re-shape the future to one where people can ask for help, without stigma or fear, and the village around them will say “I will help you.”

Learn more here about how you can get help or here if you would like to help with the Initiative!

Approaching people with mental illness

- Know how to connect people to help
- Communicate in a straight forward manner
- Speak at a level appropriate for the person’s age and developmental level
- Discuss the topic when and where the person feels safe and comfortable
- Watch for reactions during the conversation and slow down or back up if the person gets confused or looks upset

Ref: DHHS, 2016

I Will Help You: An Initiative to Save Lives

13th Annual Ballam Women’s Symposium: Branch Out & Break Through (ASFW)

Monday, May 22, 2017 - 8:30am to 4:00pm

Overview

The annual Ballam Women’s Symposium theme this year is “Branch Out & Break Through,” with a focus on how we as career professionals can create support for where we are at as well as where we are going. Our speakers will address the challenges in finding harmony between our self-care and working life, balancing our role as parents, spouse, and career women, and using our voice and making a place for ourselves. No matter where you are in this journey, the Symposium will provide an opportunity for you to ask questions, build confidence, and create a road map to further your vision for life as you want it. The Symposium this year is so jam packed with great presentations we have moved to a day-long event. This is a chance to focus on YOU, away from the office, as you meet and network with women from across the University. A light breakfast and healthy lunch are included in the Symposium.

Light breakfast and healthy lunch are included in the Symposium. Advanced registration is required.

ASFW Members = $50
Non-Members = $65

Upcoming Important Dates

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<td>06/14/2017</td>
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(2017 CONFERENCE Continued from page 1)

In its sixth year, the OSUAP Conference always receives favorable feedback from our attendees. One of last year’s conference attendees wrote: “These conferences for OSUAP are fantastic! Great way to interact with colleagues you don’t know or don’t get to see very often. The topics are right on target with our job responsibilities. I am so thankful that we have the OSUAP group here at Ohio State…”

The day will be jam packed with opportunities for improving our skill sets. President Drake will open this year’s conference. You won’t want to miss it!

Registration

Early online registration for OSUAP members is now open! Please click here for conference details and registration instructions.

We hope to see you all on June 14!
Have you ever said, or heard an admin say, “I’m just an admin?” I have. And I’ll admit it – I’ve said it too. Then one day I discovered that every admin is valued and the true value of the profession of the administrative assistant!

I’d like to share my journey of discovery with you. It began several years ago when I started working for Mr. H as a temp. What started out as a two-week assignment ended up lasting for seven years! During the first week, he asked me to take care of the accounts payable and receivable. I told him, “I’ve never done this before. I’m happy to help but I’m not a bookkeeper, I’m JUST an admin.” He said, “Look through our records and see if you can figure it out.”

So I did!

Later he asked me to figure out our DOS Computer Programming. I said, “Mr. H. I’m not a computer software expert, I’m JUST an admin.” He said, “I think you can do it and handed me the programmer’s binder.”

It took time, effort, mistakes and a lot of painful focus to learn and ultimately, I was successful.

Much later he told me we were going to relocate the office to a town 60 miles away. He asked me to find a location, negotiate a lease, remodel the space if needed and take care of all interior decorating and procurement.

I said, “Mr. H I’ve never done this before. I’m not a contractor or an interior designer, I’m JUST an admin.” He said, “I think you can do it, let me know if you have any questions.”

I got started, one small piece of the project at a time, one step at a time. Three months later I selected the location, negotiated the lease, remodeled the space and purchased new furniture, office equipment, and supplies. The project was successfully accomplished.

Later I was recruited by Mr. W – he made it clear that my first priority was to create a highly functioning admin team and to assist him with his management team.

I told him, “I’m honored to work for you. I’ve been an executive assistant for several years and I’ve received a lot of training but I’m not a facilitator or a trainer. I’m JUST an admin.” He said, “I know you are capable of this assignment and we need you to do a great job. I’ve got your back and I support your judgment 100%. If you run into any road blocks let me know.”

It wasn’t easy, there was trial and error, lots of candid conversations and over time we were not only surviving, we were thriving. Mr. W’s confidence in me propelled my performance to a new level. I rose to his level of expectations. We became a united front and trusted and believed in each other.

Years later, I was working for Mr. K, by this time I had much more experience and was confident in my capabilities. I knew my job was to make him be more successful with me than he could be without me. We went through a huge reorganization and he routinely asked me for my feedback. I told him what he needed to hear, not what he wanted to hear. He valued and respected my feedback, even if the messages at times were difficult to hear.

We developed a strong partnership and trusted one another completely.

As I reflect upon my career, I can easily see how I was valued:

- When Mr. W’s wife told her husband he needed me for his business partner, I knew I was more than JUST an admin. I was a trusted colleague.
- When I was able to create a highly functioning admin team, I knew I was more than JUST an admin! I was a highly respected professional.
- When Mr. K and I talked about what he wanted his lasting legacy to be and for seven years I helped make that legacy a reality, I knew I was more than JUST an admin! I was a trusted advocate and business partner.
- When I helped Mr. K through his transition to retirement and assisted his replacement, Mr. A into his new role as the leader of the company, I knew I was more than JUST an admin! I was a change agent, confidant and advisor.

I know my story is all too familiar for other administrative assistants. We are all more than “JUST” and admin. Administrative assistants go above and beyond and take on new assignments with little to no background, training or experience. Our role is no longer confined to typing letters, answering the phone, scheduling meetings and travel. The role of the administrative assistant requires a diverse skill set, high emotional intelligence and strong business acumen to get through the day to day environment of today’s demanding environment. At any given moment we are asked and expected to be:

- Calendar Managers
- Change Agents
- Project Coordinators
- Communication Specialists
- Correspondence Experts
- Vendor Relationship Managers
- Facility Managers
- Public Relation Managers
- Compliance Officers
- Personnel Managers
- Office Managers
- Trainers
- Bookkeepers
- Facilitators
- Computer Software Experts
- Creative Event Planners
- Key Influencers
- Expert Travel Agents
- Negotiators
- Leaders

We are also the trusted confidant, the informed advisor, the compassionate counselor and the ambassador!
A Little Bit About: Ohio State University Administrative Professionals (OSUAP) History

Administrative assistants are the ultimate business partner and that is why YOU are valued!
Join me in making the commitment to never, ever, ever, say ever, “I’m JUST an Admin” again!

Editor’s Note: What a great article from Peggy Vasquez! I’ve been thinking about this a lot lately and after reading Peggy’s post, I just had to share my thoughts with you...

I am, exponentially so, NOT, “Just an Admin!” As a matter of fact, using the list Peggy shared as a guide, I am thinking my list might just be too long to even share here! But I will certainly divulge a few on my personal list for you:

- Peacemaker
- Inventor
- Council Member
- Emergency
- Candidate Escort
- Sounding Board
- Cheerleader
- Etiquette Instructor
- Advocate
- Photographer
- Web Designer
- Sign Maker
- Newsletter Editor
- Volunteer
- Explorer
- Flint Gatherer
- Gravel Shoveler
- Plumbing Repairer
- Alpaca Herder
- Chicken Nanny
- Master Chef
- Mother
- Daughter
- And so much more!

Okay, maybe that was more than a few, but it is imperative we remember that who we are is not just what tasks we get done from 9 to 5.

Instead, hold your head up high and say, I’m an Administrative Professional!

Peggy Vasquez is an International Speaker, Author, and a Chief Executive Assistant. Peggy’s book is titled, Not Just An Admin.

**To sign up for Office Dynamics Blog just click here and enter your email address and click subscribe! Good and Good for you!**

Apply Now for 2017-2018 ASFW Executive Board!

ASFW is seeking nominations for the following Executive Board positions for the 2017-2018 year. All positions are a one-year term. The deadline for submissions has been extended to Friday, April 28.

- Secretary: Records and distributes meeting minutes; retains archive materials, prepares in narrative, brief, or outline form chronological account or record of past or current events dealing with all ASFW activities.
- Membership Co-chair (1 position): Maintains database of association members; communicates with new members; co-facilitates registration for monthly meetings and Annual Spring Conference; provides monthly database reports to determine member renewal and sends e-mail reminders to renew and confirm membership; answers questions regarding membership and conducts orientation sessions for new members at quarterly programs; responsible in recruiting new members and oversee outreach committee.
- Marketing & Public Relations Co-chairs (2 positions): Develops and implements marking, publicity and communication strategies; updates and maintains content management of ASFW website; manages Facebook, LinkedIn, and other social media outlets; photograph at various programs throughout the year. Familiarity with InDesign also helpful in this role.
- Programs Co-chair (1 position): Coordinates and manages all details regarding program planning.

NOT, “JUST AN ADMIN!” Continued from page 3)

For example, late last summer I applied for a Staff Career Development Grant offered through the Office of Human Resources Learning and Development. Even though I had support from the leadership in my department, I felt I could only dream about my grant application being accepted. I was “Just an Admin,” you know!

The application was for an inaugural event; an Administrative Professional Conference that just so happened to be set on a cruise! Learning at Sea was such a novel concept, seemed quite innovative, and was very specifically meant to be immersive. Well, I am here to tell you it was that and significantly more.

My grant application was approved! And it was life-changing! Incredibly, Joan Burge of Office Dynamics fulfilled a nearly life-long dream of a conference such as this, just for Admins, and I was part of it. It happened for me and it can happen for you…. Because you are definitely NOT, “Just an Admin!”

Note: A very special thanks goes to the OSUAP Executive Committee for sharing their thoughts on being an Administrative Professional with us!!

We’ll share more about the history of OSUAP and what’s going on behind the scenes in our next newsletter! **Click here if you are interested in joining OSUAP!**

Apply Now for 2017-2018 ASFW Executive Board!

In honor of Administrative Professionals Day, Office Dynamics loves to hold our annual Blog-A-Thon for the entire month of April.
April is a month that can change your career if you’re an administrative professional.

We love this time of year and it’s time to shine the spotlight on our favorite office professional, you, the administrative professional.

While we serve the administrative profession all 365 days of the year, this is the month that you get a week of recognition or at least a day. And if you’re friends of ours, well….we’re giving you the whole month. It’s time to kick-off a special event we’ve been hosting for years here on our blog that we hope you will enjoy!

At Office Dynamics International we’ve been working hard to organize a special event just for you that will not only be fun and pump-you-up with excitement for your career – this event will provide you with expert tips and trade secrets, real-world advice and solutions you can take back to your desk and implement right away.

Note: Even though the end of April is fast approaching, you can catch all of the special April Blog posts by clicking here and make sure to sign up for the Monday Motivators by clicking here! Carve out some time for you during Administrative Professionals’ Week and read all you can! You will be so glad you did!
The absolutely best, most creative question ever asked is: “What if?”
This little question has generated countless books, movies and plays.
What if a Danish prince discovers that his mother’s new husband is his father’s murderer? What if a young girl falls down a rabbit hole and finds another world? What if boy meets girl, boy loses girl and then boy finds girl again?
“What if?” has also spawned greatness in other ways. Like peach salsa. Like penicillin. Like new roses. Like Impressionist paintings. Like iPads. And yet at the very same time “what if?” is our biggest stumbling block to success. “What if I make a mistake?” “What if I don’t like it?” “What if it’s not really possible?” “What if I’m wrong?”
Exhausting. Yet the irony is, like the proverbial two-edged sword, it’s only by asking “what if?” that we can be free to move forward.
What if you don’t like it? Well, what if you do? You will never know until you try, so why not just try?
What if you fail? Well, have you failed before? Bet you have. I sure have – recently. And, look: you and I are still above ground and breathing, so that means we are probably stronger and more resilient than we give ourselves credit for. Failure proves it.
What if it’s not really possible? Or if you’re wrong? Well, then, at least you have collected data which shows you what’s not going to work. Which only makes it more possible for you to figure out what will work.
Pollyanna-ish? Unrealistic? Are you thinking that perhaps I don’t understand the stakes involved? How pressured your situation is? How overwhelmed you are?
Oh, I understand quite well. Believe me. I hear it every day. And lived it myself. But there’s one thing I know. You can make it easier on yourself by simply choosing to use the
(Continued on page 4)
REACH—Join the Movement. Save a life.

REACH is the OSU Suicide Prevention training program designed to help the OSU community prevent suicide by teaching faculty, staff and students how to:

- Recognize warning signs
- Engage with empathy
- Ask directly about suicide
- Communicate hope
- Help suicidal individuals to access care and treatment

Suicide is the 10th leading cause of death nationally, as well as the 2nd leading cause of death among college-age students. Suicide prevention is a shared campus responsibility, and we hope you will consider joining our efforts by sponsoring a REACH training in your department.

We provide training to university and student affiliated organizations, departments, colleges and programs. The training lasts 90 minutes, although modifications are available upon request. Participants who finish the training receive certificates verifying their completion of the program.

To request a training please fill out the online training request form on the REACH page on our website (links provided below). Please provide at least two weeks notice prior to your proposed training date set.

Join the REACH movement. Save a life. #REACH5K

For more information, please visit http://suicideprevention.osu.edu/ or http://reach.osu.edu.

A note from Melissa Vara - Keynote Speaker at the 13th Annual Ballam Women’s Symposium: Branch Out & Break Through (ASFW)

You MUST know what you want, and what you don't want. You MUST believe you deserve it, and you MUST be willing to dig deep within yourself and work for it.

No matter what.

Copyright 2016 Melissa Vara

We will have much more from Melissa in upcoming Newsletters. Please stay tuned! Click on her Logo or you can catch her blog here.

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At a company women’s leadership event, Dr. Cecilia Kimberlin, former Vice President, Quality and Regulatory Affairs with Abbott, made a point of saying, “There is a myth that the higher you go in the organization and the more positional authority you gain that you just have to say ‘do it’ and people get it done. I hate to burst your bubble!”

In this type of environment, influencing without authority is one of the most valuable skills you can learn today. As another senior-level woman in a manufacturing organization once explained, “In my company, influencing skills are the single most important success factor after knowing your job.”

So while positional influence is something to aspire to, until you have it, remember that there are many other useful forms of influence that you could be taking greater advantage of.

Your Six Sources of Influence

1. Positional influence: The authority that comes inherent in a job title and role. Positional influence is perhaps the most overrated of all forms of influence, as people spend a lot of their careers waiting for it when they could be influencing in other, more immediate ways. For example:
2. Expertise influence: The influence that comes with your background, experience, qualifications and career accomplishments.

Nora Denzel is a member of the board of directors for Ericsson, Saba and Outerwall. When she spoke to senior technical leaders at a women’s conference, she reminded them that, “It’s not what you know and it’s not who you know. It’s who knows what you know.”

Who knows what you know? Are your colleagues and management aware of your expertise? If not—don’t be the best kept secret in your organization! Find appropriate and effective ways to promote your accomplishments, in order to maximize your expertise influence.

3. Resources influence: Having the ability to attract and deploy the resources you require to get your job done. When budgets and headcount are tight, it is important to demonstrate that any company resources allocated to you are invested well. And don’t make the mistake of turning down additional resources that could help you perform your job. If you can take an additional resource and use it to deliver a greater return on that investment, you’re not doing your company any favors by being frugal.

Negotiate for the resources you need, use them well, and you will be entrusted to manage even greater resources in future.

4. Informational influence: Having a finger on the pulse of what is going on in the organization.

Seek out information about changes before they become officially known, such as new projects, opportunities, re-orgs, resource allocations, budgets, and long-range plans. Having a heads up on this information helps you make better business decisions, more rapidly.

Over time, others will come to rely on you for your decision-making ability. When that happens, you’ll be utilizing your informational influence.

5. Direct influence: Being firm, fair, and professional when someone’s behavior is out of line.

Here’s where leadership and parenting have a lot in common. A caring parent will step in when a child puts them self or others in danger. There will be times as a leader when you need to do the same, using your direct influence to take that person aside and have a “tough love” conversation.

The best leaders do this in a way that is firm, fair, direct, and confidential. They also take the time to share their vision for that individual and their future potential, and in doing so, act more like a mentor than a boss.

Leaders who do this well gain a great deal of respect from their people. By using your direct influence well, you can make a big difference in another person’s career.

6. Relationships influence: The influence that grows as you build great working relationships with those you rely on to get your job done, and everyone else that your role touches.

Dr. Sophie Vandebroek, Chief Technology Officer with Xerox, said, “It’s not enough to have a bright idea. I have seen too many projects led by great, passionate people fail because they tried to be a lone influencer. You have to get the right people in the boat with you. You have to engage the entire human fabric.”

When you take time to build great relationships across the human fabric of your organization, you are less likely to need to resort to cajoling or persuading others to get things done. Instead of being the sole driver of an idea you can achieve a lot more by collaborating with people who know you and trust you.

So don’t try to be a lone influencer. By fully using the power of relationships and of all of your Sources of Influence, you can gain credibility, get buy-in for ideas, and make a larger impact in your company, with or without the positional authority of a job title.

Jo Miller is a leading authority on women’s leadership and a sought-after, dynamic, and engaging speaker who delivers more than 70 speaking presentations annually to audiences of up to 1,200 women. Her expertise lies in helping women lead, climb, and thrive in their corporate careers. Jo is founding editor of BeLeaderly.com and CEO of Women’s Leadership Coaching, Inc. Learn more about Jo’s services at www.JoMiller.net and follow @Jo_miller on Twitter.

A Little Bit About: Ohio State University Administrative Professionals (OSUAP) Today

Today, OSUAP’s membership includes more than 375 administrative professionals, from across the university and the medical center. While OSUAP programming is geared toward the administrative professional, all Ohio State staff are welcome to join – with no membership fee. The group hosts bimonthly meetings, featuring relevant topics and speakers, workshops, and an annual professional development conference (for a minimal registration fee). Through participation in OSUAP programming and work groups, members develop their administrative and leadership skills, and expand their professional networks.

We’ll share more about OSUAP and what’s going on behind the scenes with the work groups in our next newsletter! Click here if you are interested in joining OSUAP!
Email That Works: Best Practices for Truly Busy People  by Joan Burge

How would you describe your e-mail situation lately?
Are you getting so much that it’s sometimes impossible to manage it properly and still be productive? Do you worry you’ll hit the “send” button too soon, and deliver a message before its ready? Take heart….You’re not alone!

E-mail technology has been great – but it has also wreaked havoc on the way we communicate. For example, you can shoot back a reply to an e-mail in lickety-split time. The question is, should you? Thinking about what the message ought to say often becomes secondary to our ability to communicate immediately. And whenever action precedes thought, trouble will likely follow at some point or another, as you know.

When you’re a “Star” in your profession, you take the time to think before speaking or sending any kind of message – in electronic or written form. These tips can help you be an even more effective communicator – and prevent e-mail problems that can impact your impressive professional image:

When receiving e-mail:
- **Sort incoming messages** according to importance and the need to act on them. Some people create folders within their email programs. Others print off messages and track them that way. Hint: If your e-mail program permits you to “manage” messages – sending them to folders without showing up in your inbox, for instance – you may want to explore that option. Talk to your office’s IT person.
- **Respond only when necessary.** If no action is required, save everyone’s time and avoid replying with something generic like “OK.”
- **Act within 24 hours,** if possible. If you must reply, try to do so within one day. This isn’t always feasible, of course – but it’s a best practice we can all strive to achieve.
- **Check email several times a day,** rather than constantly, to prevent interruptions that decrease productivity.

When sending e-mail:
- ** Decide if e-mail is the best way to communicate.** Time-sensitive information, as well as potential conflicts, should be handled either face-to-face or on the phone. Remember: E-mail may be “instant” but not for everyone. And e-mails don’t always deliver your tone of voice properly, which can result in miscommunication at critical, sensitive times. In those cases, verbal communication is preferable.
- **Consider your recipients’ learning styles.** How would they prefer to receive the information you’re sending? If they’re “to the point” people, rely on short sentences and bullets. For detail-oriented readers be specific – but consider placing a “nutt paragraph” at the top of the e-mail that boils down the essence to one short statement. That way, they’ll know if they need to read or act upon the message ASAP.
- **Insert recipient names in the “To” field only when you’re finished writing your message.** This is the best way to prevent sending e-mails too soon with a mistaken click of the “send” button.
- **Reread for tone.** We’ve already addressed how e-mails are prone to “tone problems.” So, before sending any message, read it from the recipient’s point of view. If you find anything that could be misunderstood or taken the wrong way, carefully reword that sentence for greater clarity.
- **Keep emails short and to the point.** If the information can be conveyed in a paragraph or two, send an email. If it takes longer than this, the information may warrant a phone call or personal interaction.
- **Remember proper email etiquette.** If the email is being forwarded make sure to send the response to only those that require the answer. Remove extra recipients from the “to” field. Also, ensure that no sensitive information is being forwarded to unauthorized recipients.

Joan Burge is the Founder and CEO of Office Dynamics International, and is an accomplished author, writer, speaker, consultant and corporate trainer. You can find Joan’s [blog here].

Michele Woodward is the author of several books and has appeared as an expert in The Wall Street Journal, The Washington Post, Harvard Business Review, PsychologyToday.com and other key outlets. She’s a sought-after speaker, leads workshops and classes around the country, and writes a [popular blog].

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What a Fantastic OSUAP Conference!!

We hope you didn’t miss it, but if you did... Here are a few highlights and photos! You should find many more photos with captions on our website soon. First of all, a huge THANK YOU to the Conference Planning Workgroup! It is a monumental effort to put on a conference for hundreds of people, and you ROCKED it! All while doing your “real” jobs fulltime.

We had some awesome speakers, incredible breakout sessions and even an inaugural session for new OSU Administrative Professionals! Several of us have already heard some great feedback from the attendees and we have already started planning for next year! If you are interested in helping to plan for next year’s conference, please reach out to us and we will get you involved. Guaranteed!

(Continued on page 4)

OSUAP Member Spotlight—Featuring Michelle Villers

Michelle Villers has been with Ohio State since 2013. She is the assistant to the director of the Agricultural Technical Institute (ATI) located in Wooster. ATI is part of the College of Food, Agricultural, and Environmental Sciences. When Michelle began her employment at OSU, ATI was in a re-envisioning plan. ATI leads the nation in granting two-year degrees in the agricultural sciences. The re-envisioning plan looked at how ATI could best position itself for ongoing leadership in education. During the re-envisioning, Michelle transitioned through two interim directors and assisted in the search for a fulltime director of ATI. When a new director of ATI was selected, Michelle worked with college leadership for the onboarding of the new director. Though she is not involved in teaching, Michelle looks for ways to connect with students. “Students are the whole reason we are here!” She worked with the director to form the Director’s Student Advisory Committee. Michelle attends the once a month meetings with the director where students give feedback, provide input and ask questions. Another way that she connects with students is through the Student Career Newsletter that she developed with the support and encouragement of the director. ATI is unique in that they have a large portion of students who transition to the Columbus campus, but also have a large portion of students who go right into the work field with their associate degree. The Student Career Newsletter is a great way for employers to advertise their job opportunities to ATI students. Michelle truly enjoys people and looks for ways to connect. This led her to chair the committee.

(Continued on page 3)
STRESS…. By Dr. Bernadette Melnyk

Stress. It can affect relationships. Raise cortisol levels. Weaken your immune system and wreak havoc on your long-term health.

So, how can you find equilibrium? The Ohio State University’s Vice President for Health Promotion and chief wellness officer, Bernadette Mazurek Melnyk, has evaluated different approaches with nearly 1000 employees and offers the following tips for tuning out, unwinding and taking care of yourself.

1. **Stop procrastinating.** There’s nothing like putting off a big task to build up undue stress. Divide it into smaller pieces and take it a single step at a time. Complete one, then the next, and eventually, your to-do list will be less daunting and substantially less stressful.

2. **Look for options.** Is there something you can do to lessen your everyday stresses? Ask your employer about flex hours, telecommuting, or other scheduling flexibility. Make the most of your workplace resources and referrals for mental health services, child care, or elder care to start easing stress in little ways.

3. **Get your rest and relaxation.** Spending time with family after a stressful day can do wonders in helping you recharge. Maybe you need some alone time — try meditating before bedtime to slow it all down. Don’t run on empty!

4. **Talk it out.** Feeling overly stressed or down? Be honest. Instead of holding it in, try working with your colleagues and supervisor to create reasonable solutions. Consider talking with a mental health provider if your stress or mood is interfering with your functioning. Taking care of yourself shows strength.

5. **Stay in the present moment.** Worry and guilt are emotions that are not constructive as most of what we worry about never happens and guilt can rob you of your joy. Practice being mindful/in the present moment every day and watch how your mood improves.

6. **Unplug.** Having your phone (and work emails) next to you at all times can be exhausting. While it’s important to be available, learn to recognize when you need to disconnect and take a timeout from work after hours — emails and all.

7. **Just say no.** It’s hard to say no sometimes. But when you stop overcommitting, you’ll find you have more time for meaningful activities.

8. **Take time to do what you are passionate about and love.** You’ll discover an abundance of energy and less stress.

9. **Focus on what you have, not what you don’t.** Get in the habit of counting your blessings every day to feel happier and more satisfied with your life.

10. **Read 5 minutes in a positive book every day.** Negativity that happens around us can zap our energy and deflate our mood. Beginning the day with this tip can boost our ability to stay positive throughout the day.

11. **Engage in physical activity.** Getting in just 30 minutes of moderate physical activity five days a week can reduce stress, depression and anxiety and boost energy. Add to that lots of water and healthful foods for all the energy you need throughout the day.

12. **Take frequent recovery breaks during the day.** Take 5 minutes every hour to take a quick walk or stretch by your desk. Have standing meetings. Sitting for prolonged periods raises your risk for heart disease and depletes your energy.

*Most wellness content is provided by our very own Dr. Bernadette Mazeurek Melnyk, Vice President for Health Promotion, University Chief Wellness Officer and College of Nursing Dean*
Employee Events Planning at ATI. This committee plans the Employee Recognition Banquet, Employee Appreciation Day, Holiday Lunch and other employee related events. She is eager to make more connections in Columbus and though the two-hour drive can be a deterrent to attend events, Michelle would like to find more creative ways to connect.

At the OSUAP Conference for the last several years has been a huge benefit in terms of networking with colleagues!

In her “free time”, Michelle heads the P.A.I.G.E. Foundation, a non-profit support group for birth moms and educating the public about the gift of adoption. This foundation was created to honor her daughter, Paige, who herself was a birth mom and an Air Force Airman. Paige passed away in 2007 while serving in the Air Force and Michelle continues her dream of helping others who face the same challenges she did.

Michelle enjoys writing and puts her passion to use in all areas of her life.

How fortunate we are to have her at OSU and as a member of OSUAP.

Way to go Michelle!!

Partnership will recruit and retain individuals with disabilities for Ohio State University careers
by Benjamin Johnson, Director of Media Relations

Innovative model will expand employment opportunities

April 2017

COLUMBUS, Ohio – The Ohio State University and Opportunities for Ohioans with Disabilities (OOD) have partnered to place an OOD career specialist exclusively at Ohio State. This will be the first time OOD has embedded an employee within a single organization to focus on enhancing the recruitment and retention of individuals with disabilities and best practices for creating an inclusive workplace environment.

Lucy Muchmore, a current OOD employee and Ohio State alumna, serves in the joint position. She began her new role on April 3. Muchmore will work closely with university leaders and human resource professionals to identify opportunities to enhance the hiring and retention rates of individuals with disabilities.

This joint, full-time position is supported by a three-year grant from the Poses Family Foundation. It formalizes a strong partnership between Ohio State and OOD, and establishes a dedicated resource for Ohioans with disabilities who seek an Ohio State career. Representatives from Ohio State and OOD collaboratively developed this innovative model as part of the grant proposal to the Poses Family Foundation.

“This is a fantastic example of an innovative university and state partnership that will create more career opportunities for Ohioans,” said Alison Mincey, associate vice president in Ohio State’s Office of Human Resources. “Together, Ohio State, OOD and the Poses Family Foundation are piloting a new model to provide better workplace opportunities and experiences for individuals with disabilities.”

OOD Director Kevin Miller says this unique partnership is breaking new ground. “This is an example of how Ohio State, Poses and our agency are leading the way in providing opportunities for individuals with disabilities.

Incorporating one of our OOD vocational rehabilitation counselors into the university will benefit everyone involved by providing new and exciting employment opportunities.”

OOD, the state agency responsible for workforce development and placement of individuals with disabilities, and Ohio State have a rich history and shared commitment of securing university careers for individuals with disabilities. The two organizations also provide training to the Ohio State community on interviewing, hiring and working alongside individuals with disabilities.

The Poses Family Foundation is a New York City-based philanthropic foundation. The foundation puts its greatest focus on the one in five people with learning and attention issues. Believing in the power of collaboration to drive greater and faster progress, PFF works together with other foundations and nonprofits to encourage cross-field thinking and collective action.

L. Scott Lissner, ADA Coordinator—Your Connection to ADA (Americans with Disabilities Act) Resources

L. Scott Lissner has served as the ADA Coordinator and 504 Compliance Officer for The Ohio State University since January of 2000. Housed under the Provost in the Office of Diversity and Inclusion, Lissner is an Associate of the John Glenn School of Public Policy and serves as a lecturer for the Moritz College of Law, the Knowlton School of Architecture and Disability Studies. His teaching and public service informs his work as the university’s disability compliance officer; energizes his role in creating seamless access to all of the university’s programs, services, employment opportunities and facilities; and guides his efforts as a catalyst for disability related initiatives. Engaged in community and professional service, Lissner is President of the Association on Higher Education And Disability.

A Little Bit About: Ohio State University Administrative Professionals (OSUAP) Work Groups

We are growing! And that is good. But with growing, there are always growing pains. And those can be good too. Really….. We promise. In other words, we would love to have more members in the OSUAP Communications Work Group! Not only will you be helping out your fellow colleagues—sharing your talents with others, but you can add this to your “Professional Development” section of your review!! Now that is something that may just motivate you to make that “painful” leap!

Below is information on the Communications Work Group.

- The group will identify and implement ways to promote the value of the work of the University’s administrative professionals and to strengthen the network of Ohio State’s administrative professionals.
- The group will utilize existing channels of communication like OnCampus and OSU Today and leverage social media such as existing OSUAP groups on Yammer and LinkedIn.
- The group will identify technology tools to better disseminate information.
- And lots more!

Some things you might be asked to do as a member: Provide content for our LinkedIn group, Yammer group, tweets for Twitter, and provide content for our website, articles for OSU publications.

If you are interested in joining the Communications Work Group, please send an email to Michelle Pennington, Chair, Communications Work Group.

We’ll share more about OSUAP and what’s going on behind the scenes with additional work groups in our next newsletter!

Click here if you are interested in joining OSUAP!
THE OSUAP EXECUTIVE COMMITTEE
Effective Sept. 1, 2016

President: Tricia Hohl
Vice-President: Quanetta Batts
Secretary: Peggy Rader
Treasurer: Brian Keller
Membership Chair: Roxann Damron
Member-at-Large: Matt Sikora
Immediate Past President: Elaine Pritchard

Have suggestions for the Newsletter?
Want to share some good news?
Let us know!
Email: Michelle Pennington
Chair, Communications Work Group

Please be sure to submit suggestions by the 1st of each month to be included in the Newsletter!

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http://u.osu.edu/osuap
Columbus, Ohio 43210

The Ohio State University

No one is more cherished in this world than someone that lightens the load of another
~ Unknown

(LISSNER Continued from page 3)
and serves on the Board of Directors for ADA-OHIO and the Editorial Board for Thompson’s 504 Compliance Manual. Lissner has been appointed to the Columbus Advisory Committee on Disability Issues, Ohio’s HAVA committee and the Ohio Governor’s Council for People with Disabilities. Lissner publishes, presents, and consults frequently on disability issues. Recent publications include “The Impact of the ADAAA of 2008 on Higher Education” Thompsons Publications; “Universal Design in the Institutional Setting: Weaving a Philosophy into Campus Planning” in Universal Design: From Accessibility to Zoning (J. Cowley-Evans & J. Nasser (Eds.) and

“From Legal Principle to Informed Practice” with J. E. Jarrow. You can read more on Lissner’s bio here.

Below are a few links provided by Lissner to assist with accessing information:
https://www.ada.osu.edu/resources/disability_access_policy.pdf
https://hr.osu.edu/services/disability-benefits-leave-services/
https://www.ada.osu.edu/resources/accomodation_fund.htm
https://hr.osu.edu/public/documents/policy/policy245.pdf

To contact Lissner:
L. Scott Lissner
University ADA Coordinator
21 East 11th Ave
Columbus Ohio, 43210
Phone: 614.292.6207
Fax: 614.688.3665
TDD: 614.688.8605
Email: lissner.2@osu.edu
ADA Coordinator Web site http://ada.osu.edu

(CONFERENCE Continued from page 1)
Your reputation in the workplace can be your most treasured professional asset or most dangerous liability. Creating a strong, consistent presence can establish you as a long-term power player for your organization—a steady rock of competence and excellence.

In the webinar session, you will learn:

- Specific traits and best practices that will empower you to achieve excellence.
- Why the “ownership” mentality is essential for standing out from the crowd.
- The power of branding in the workplace—what it means and how to do it.
- How to demonstrate excellence by being the best version of you.
- 8 keys to assembling a reputation that will serve you well.

**Notes by Michelle Pennington:**

Now, you might be asking yourself why I have given you information and links to a webinar that is talking about anchors and such. Well, I have a pretty good reason. I have taken the correlated training session personally with Joan Burge of Office Dynamics.... With over a dozen other Administrative Professionals..... From all over the world..... For almost a week..... On a cruise ship..... That I received a Staff Career Development Grant from Learning and Development for part of the cost.....

Amazing. Yes.

Incredible. Yes.

Unbelievable. No. Because I believed in myself enough to take that leap. And fill out that form and make that request for support to be a part of the inaugural Learning at Sea.

I sincerely hope you took advantage of the special notice we sent out to everyone at the beginning of July announcing the open application period for the month of July. If you didn’t apply for this round, there will be another open application period before you know it and we will make sure to send that notification out to our members.

One of the reasons you might just want to make sure and apply for that Grant is the opportunity to be in the Anchoring Your Reputation in Excellence training session personally with Joan Burge on the next Learning at Sea, scheduled for March 12-16, 2018. In fact, there is a special Q&A Webinar scheduled for 8/2/2017 to talk about the opportunity. If you are even remotely interested, I would highly suggest attending the Webinar to get a better

(Continued on page 4)

Inside/Outside by Michelle Woodward

Tell me – what do you think is more important? Is it knowing deep inside that you’re making the right choice, doing the right thing, wearing the right clothes? Or is it looking outside for confirmation that you’re doing it all right?

Now, plenty of people will tell you that the only thing that matters is how you feel inside, and to heck with everyone else. [Sometimes they say this with a bit of a jutting jaw and stomping foot, have you noticed?]

But the majority of us live in the real world and operate within a social compact where it does, indeed, matter how we relate to one another. So, the answer to what’s more important might rightly be: **Both.**

(Continued on page 3)
A Well-Rounded Fitness Routine
By Megan Amaya, PhD, CHES, AFAA, Director of Health Promotion and Wellness

Have you recently given thought to your exercise routine? There is a lot of information on exercise out there – enough to make your head spin. An effective routine doesn’t have to be difficult, though. A well thought-out fitness routine includes all of the important components you need:

1. Moderate exercise. Guidelines indicate you should accumulate 150 minutes of moderate exercise a week to reduce your risk of long-term illness. Moderate exercise can be any activity that raises your heart rate and increases your breathing rate, but that still allows you to hold a conversation.

2. Vigorous exercise. Along with moderate exercise, you should accumulate 70 minutes of vigorous exercise a week. This will decrease your odds of developing a chronic illness even more. Vigorous exercise can be any activity that dramatically increases your heart rate and breathing rate. You know you’ve reached this level if you are unable to hold a conversation very well.

3. Twice-weekly strength training. This is also referred to as weight training, but not in the body-building sense. You should to lift enough weight to feel a good amount of resistance 8-12 repetitions for every major muscle group. Strength training keeps bones strong and muscles tight. You will also want to strengthen your core muscles, which includes not only your abdominals but lower back, hips and sides.

4. Flexibility. Stretching is an important component of any fitness routine. Stretching your major muscles two to three times a week can help decrease the risk of injury, and keep your range of motion healthy, which will allow you to perform everyday movements easier.

When people begin exercise programs, they sometimes don’t know where to begin. They may sign up for that hour long spin class, take a step aerobics class, or expect to be able to run 3 miles. Except for the exception-type person, most people need a more realistic approach to beginning and maintaining their exercise program.

The first step you want to consider is the type of exercise you want to do. You want to enjoy what you are doing, right? Enjoying exercise can be a very motivating technique. If you don’t enjoy what you are doing, why would you stick with it? A great place to start would be to look at all of the exercise programs in your community. Do they offer an activity you are interested in trying, or one you have done before that you remember enjoying, such as a group fitness class? Do they offer an activity that fits your desired level of intensity, such as hiring a personal trainer who can work with you? A certain skill that you want to learn, like tennis? Something you can do with a friend? Choosing an activity you enjoy will help you stick to your exercise program.

A second important component to your exercise program that you will want to consider is setting goals. Goal setting gives you a plan, which is very important to people who are new to exercise, as well as those who are competing in marathons. A goal can be as simple as signing up and participating in a city recreation league, such as the softball league, or deciding you want to be able to run 3 miles on the local trails. Goals give you a plan, and help you progress in your exercise program. Try setting weekly, short term goals to keep you on track. Aim for goals that are specific, measurable (i.e. number of days per week or time), attainable and realistic, and can be accomplished within 7 days. Don’t forget to evaluate your goal after the 7 day period to see where adjustments need to be made. Increase your exercise or back it down a bit.

(Continued on page 4)
OSUAP Member Spotlight—Featuring Mary Peters

Mary joined OSU and the senior administrative staff of the College of Dentistry in 2013 as the Executive Assistant for External Affairs in the Office of the Dean. With her previous experience working at Battelle as an executive assistant and at Time Warner Cable as PR Coordinator, she felt the time was right to move on to a new, challenging position and she submitted her application.

When offered the position in the Dean’s office, Mary was excited about returning to her alma mater! She had earned a bachelor’s degree in communication from Ohio State “years ago,” and although she’s lived her entire life in Columbus, was amazed at how much the campus had changed over the years. But she has embraced these changes and enjoys the college environment.

For the past several years, Mary managed the dean’s activities that are external to the university, including all administrative aspects of the college’s newest venture -- Phase 1 of the Postle Hall Replacement Project. She has learned a great deal about the many steps involved in planning a new capital project on campus. She is definitely proud to be part of this exciting project!

In March, Mary had an opportunity to assume a different level of responsibility in the Dean’s office. She was promoted to Executive Assistant for College and University Affairs, serving as a liaison between the dean’s leadership team and senior university officials, as well as other colleges and programs campus-wide. She manages the dean’s meeting and travel schedules, and creates and edits college-wide communications. She appreciates the increased contact with college and university faculty, staff, students, and patients that the new position offers her.

Mary loves to read -- books, not e-readers! -- especially historical fiction, and she recently joined a book club. She enjoys writing and editing and is a member of the OSUAP Communications Committee. She has also been involved in the Komen Race for the Cure as a proud cancer survivor.

Since she and her husband both attended Ohio State, and her two children are OSU students, Mary is, of course, a forever faithful Buckeye fan! O-H-I-O! Go Bucks!

Humans beings seek belonging, don’t we? And sometimes our happiest path is the one where we make our choice based on our own internal guidance system, and then toggle out to get feedback from trusted folks about the wisdom of our choice.

For instance, I might really be very comfortable wearing a bikini while playing a trombone in Grand Central Station in January but by doing so I’d likely create some discord. Mostly because I am lousy at the trombone.

My friend Crystal would tell me that wearing the bikini was OK, but maybe I should consider a coat given January’s weather, and perhaps I should hum a little rather than attempt the trombone given my complete lack of skill with that instrument. And I’d be very grateful for that input.

So would everyone in the train station.

However, even the most grounded among us can get out of balance from time to time and spend more energy attempting to please others with our choices, rather than making a choice on our own first -- and that can lead to trouble.

Sometimes it’s because we lack confidence in our ability to make choices. This lack of confidence often stems from the environment in our childhood homes and schools. If you had authoritarian teachers or parents (or siblings) who always had to be right -- thereby making you always wrong -- then it’s likely you never really learned how to have the kind of self-knowing that makes deciding easier.

A note to parents: regardless of your child’s age, remember that one of your most important jobs is teaching your kids to have confidence in their choices. Not confidence in your choices on their behalf, but of their choices on their own behalf. Refrain from fixing problems, or solving stuff for your kid -- as hard as that might be. Allow them to fail early, and fail well, so they will learn how to right their own ship, and have the kind of self-confidence that some of us have to re-learn later in life.

The good news is that any of us who didn’t learn it early, can learn it now. And you can start today. First, write down every time you’ve had an gut hunch about something in your life. Did you just know that you’d marry your spouse? Did you just know not to take that job? All of those instances -- write ‘em down. Then note whether you listened to your hunch or not, and the consequences.

When you look it over, I’ll bet you’ll find that your gut is almost always right. And I’ll also bet that when you override your gut, you find yourself making a choice that doesn’t work out so well.

Once you know that your gut is always on your side, you’ll learn to rely on it more and more. And you’ll have more and more success. And you’ll feel more and more confident about your choices.

Voila! A happier, stronger you.

Because, truly, no one knows you the way you know yourself. You are the best expert on you, and when you come from that place of knowing -- shoot, your decisions get really easy.

And if you feel murky, reach out to your own Crystal for advice on whatever feels like your own Grand Central Station thing. Because feedback from a clear-headed friend who has your back can prevent a number of foolhardy disasters.

Yes, go inside to make choices. And if you feel the need to double-check, go outside. Ain’t no shame in that.

Michele Woodward is the author of several books and has appeared as an expert in The Wall Street Journal, The Washington Post, Harvard Business Review, PsychologyToday.com and other key outlets. She’s a sought-after speaker, leads workshops and classes around the country, and writes a popular blog.

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Sometimes you WIN, other times you LEARN
We hope you attended the OSUAP Conference this year. And if you didn’t make it, we certainly hope you took a moment and read about how awesome it was in our last newsletter and made a sincere commitment to attend next year! It takes a lot of preparation and work to put on a conference of that size and the OSUAP Conference Work Group did a fabulous job! The following shares just a little information on the Conference Work Group.

- The group is solely responsible for all pre-conference planning and preparation including lining up the speakers, menus, venue, etc.
- The group requires highly committed individuals for their members.
- If you choose to participate, you will have a tremendous amount of content to add to the Professional Development portion of your review!

If you are a dedicated professional and interested in becoming part of the 2018 OSUAP Conference Work Group, please contact Karen Zinser karen.zinser@osumc.edu or Yvonne Dulaney dulaney.7@osu.edu for more information.

We’ll share more about OSUAP and what’s going on behind the scenes with the Conference Work Group in our next newsletter! Click here if you are interested in joining OSUAP!

Have suggestions for the Newsletter? Want to share some good news? Let us know!

Email: Michelle Pennington
Chair, Communications Work Group

Please be sure to submit suggestions by the 1st of each month to be included in the Newsletter!

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http://u.osu.edu/osuap
Columbus, Ohio 43210

The OSUAP Connection

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A Little Bit About: Ohio State University Administrative Professionals (OSUAP) Work Groups—Conference Work Group

We hope you attended the OSUAP Conference this year. And if you didn’t make it, we certainly hope you took a moment and read about how awesome it was in our last newsletter and made a sincere commitment to attend next year! It takes a lot of preparation and work to put on a conference of that size and the OSUAP Conference Work Group did a fabulous job! The following shares just a little information on the Conference Work Group.

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Maybe you want to attend a conference or even just sign up somewhere to get a little training. How do you ask for approval? Who do you ask for approval? Will they say yes? What if they say no? Professional Development at OSU is important for you and for those you work with and for. As for the approval... in all honesty, they will likely say yes. We are an educational institution after all! But they won’t say yes just because you asked. You really do need to “make your case” and in more ways than one. At the conclusion of the article, I will share all of the responses that Krista Chafin, Administrative Assistant with Health System Nursing Services, Departments of: Quality, EBP, Research, Education & Magnet, received when she sent out a request recently for information to our members here at OSU on their experiences with any national conferences. I would like to personally thank Krista for prompting a great conversation and sharing all of the responses she received with us. The following information was graciously provided by Joan Burge of Office Dynamics and includes a lot of detailed content (some from a survey that was sent out prior to the webinar event) that was used for her Webinar titled Administrative Conferences Galore—Choosing What’s Best for You!

When choosing a conference, what are the most important deciding factors?

Top 3:
- Location
- Price/Cost
- Topic/Content

If you could choose one thing to have at an administrative conference, what would it be?

Answers included:
- LUNCH, a comfortable bed
- Everything from networking opportunity with keynote speakers to a panel, 1 on 1 time with admins that would allow for questions or advice, useful content and breakouts

The highest rated items were:
- Handouts
  - Hard copy of presentations
  - Digital access to content as well as print access to refer to during conference and after conference
- In a book or binder containing every document
- Quick reference guides
- Speakers
  - Who have implemented what they are teaching;

(Continued on page 4)
Seven Ways to Take Control of Your Financial Wellness Today

By Bernadette Mazurek Melnyk

Feeling stressed about your financial situation? You’re not alone. Almost three in four Americans surveyed in a recent American Psychological Association study said they worry about bills, emergencies, taking care of aging parents, children’s college tuition and paying for retirement. This widespread financial stress has prompted many businesses and organizations to offer financial wellness training to their members and employees. The Ohio State University was one of the first universities to include financial wellness in its wellness initiatives for students, faculty and staff.

Financial stress can affect you physically and emotionally. Chronic stress can lead to increased risk for ulcers, migraines, high blood pressure, heart attack, stroke, depression and anxiety. Financial stress also can affect your psychological and emotional wellbeing, distracting you at work and complicating personal relationships. And it may lead to unhealthy coping mechanisms like binge drinking, smoking and overeating. Clearly, your mind and body can't afford financial stress.

You can take control. When you analyze, plan well and take control of your spending, you can make significant changes in how you spend, save and feel.

Set aside time to evaluate your finances.

Make a series of financial dates with yourself (and your spouse or partner) to plan for how and on what you will spend your finances. Once you’ve got a plan in place, schedule monthly checkups to stay on track.

Analyze money in, money out. Identify how much money you have coming in each month. Then identify your fixed expenses, such as car payments, mortgage, student loans and utility bills, and your variable expenses, such as money spent on food, clothing, vacations, emergencies and health. Variable expenses may present opportunities to cut back or save, and fixed expenses can sometimes be renegotiated. Three months’ worth of credit card and bank statements should give you a clear picture of income and expenses.

Prioritize. Decide where you want your money to go each month and draw up a budget you can live by. Online resources like Quicken, YNAB and Moneydance can help. See The New York Times’ columnist Ron Lieber’s “31 Steps to a Financial Tuneup” for a checklist of money-savvy actions.

The importance of interest. Money you invest earns you more money, and money you borrow costs you money. As financial analyst Trent Hamm of The Simple Dollar explains, three $4 coffee lattes a week for 40 years cost a total of $24,960. But invest that $12 a week in a fund earning five percent interest and in 40 years you’ll have $79,772!

Protect yourself from big loss. Reduce worry about financial emergencies by saving a cushion of at least six months’ pay.

Find help. A certified financial planner can help you evaluate your current situation and show you ways to pay off debt and invest in your future. Fee-based CFPs charge a one-time fee rather than taking a percentage of your investments’ earnings, and you’re likely to find the fee small compared to the benefits you’ll reap from good financial planning.

Find healthy outlets for your stress that cost nothing. Getting 30 minutes of physical activity five days a week and taking care of yourself can reduce your overall stress, which will help you to think more clearly and get a better handle on your finances. Counting just a couple of things that you are thankful for every day gives you a sense of optimism and can help to reduce your stress.

Bernadette Mazurek Melnyk is the university’s chief wellness officer, vice president for health promotion and College of Nursing dean.
OSUAP Bi-Monthly Professional Development Series

A Message from OSUAP President, Tricia Hohl

With the beginning of a new academic year, comes the promise and anticipation of exciting new opportunities. OSUAP kicks off our professional development series on September 8, at Noon, in 150 Thompson Library. Quanetta Batts (OSUAP Vice President) will be leading a Networking Session. While networking can be a dreaded part of your professional experience, I cannot stress enough the importance of networking in looking for answers, guidance, professional advice or assistance with so many other topics. Having a strong network of professional colleagues is invaluable. (I know my professional network does some heavy lifting on my behalf and I am so appreciative.) I look forward to seeing you at the meeting.

OSUAP Mentoring Program Update

Four months ago, Kate Bryant and Will Bryan, leaders of the OSUAP Mentoring Program, formally rolled out the Mentoring Program for OSUAP. In February 2017 the OSUAP Mentoring Application was sent out to all OSUAP members, polling their interest in the program. Upon closing deadline of applications, 11 staff were interested in the mentoring program. Leaders of the Mentoring Program, Kate and Will, met in March to best pair mentees with mentors (4 mentors and 7 mentees). On April 24, 2017, the mentors and mentees met as a group for the first time at the OSUAP Mentoring Kickoff held at 1590 N. High Street, Suite 525.

At the Mentoring kickoff meeting, mentors and mentees overviewed the program with expectations of the mentorship program and best practices to sustain a successful mentorship between the mentor and mentee. Currently mentors meet once a month to advise, coach, and pass on invaluable work experience to their mentees.

July was the mid-point of the first mentorship cohort, and check in with mentors and mentees. Results from the AP mentorship program have been wonderful. Comments from the mentees outlining their success are:

“I think the general advice and career “coaching” have been outstanding. I think that as young professionals just starting our careers at OSU, it’s a little difficult for a co-mentee and I to have a lot of specific skills or questions on certain situations or areas, but as someone with a lot of experience, our mentor is able to offer a lot of very valuable guidance that encompasses a lot of areas – professional development, time/project management, interacting with peers/students/coworkers, etc. Learning about things I didn’t realize I had questions about or challenges I didn’t realize other people also encountered and getting her expertise on those things has been outstanding.”

“My mentor is great! When we meet, she is eager to ask me questions about situations we talked about during our last meeting and how everything is going. I really appreciate having someone with so much experience and advice asking about how I am doing and lending a thought or possible solution when I need it. I can tell that my mentor is invested in learning about me and helping myself and a co-mentee through our first few years here at Ohio State.”

“1. Knowing that you are not alone in your current situation 2. The coaching is great because another opinion that is unbiased that has real life experience has been amazing. 3. Networking 4. My mentor has shared tips and tricks on how to work with the President’s Office or how to work with Senior Leadership that you can’t find in a manual. Often times we make excuses as to why we can’t participate in professional development opportunities, I am so happy that I went with my instinct and stuck with it. This has been a wonderful experience.”

“Even being a ‘seasoned’ employee, I was able to learn a lot, new ideas techniques and practices. Sometimes we get set in our ways, feel burned out and need reassurance on the job. This program has helped me learn new approaches, gave me confidence and I love that I learn something new each session that I use in my daily work life. My mentor is phenomenal. A great multi-tasker, organized, confident and most importantly, a great teacher. Couldn’t ask for a better mentor.”

As illustrated above the mentoring pilot program has been very successful. Tremendous gains of knowledge and honing up current skillsets or learning to navigate through business we do here at OSU is crucial to departments, particularly for new or junior staff here at OSU. The premier mentoring cohort ends October 2017. Stay tuned for additional updates in our next OSUAP Newsletter!
Choosing a Conference

Make Educated Decisions When Choosing a Conference

A conference should feed your brain and soul!

1. Start with the end in mind. What is your goal or goals for going to a conference?
   a. Education-wise? What skills do you need to grow? What new skills do you need to learn/develop?
      i. The problem with this is sometimes we don’t know what we need to develop. It’s called our blind spot. *(JOHARI WINDOW)*
      ii. For the last several years, Office Dynamics has had themes at our conferences that most assistants would not even think about. Our intent is develop assistants for what is to come!
      iii. Many of our respondents said they wanted speakers who were insightful, inspirational, engaging, awesome, interesting, fun and dynamic.... Who do you think those people are?
   b. To network and meet new people?
   c. Learn best practices from peers?
   d. Learn best practices from subject matter experts?
      i. What is the value of the program? In other words, what are you getting for your money? Any extra events such as a welcome dinner?
      ii. Inquire about the quality of the workshop materials? Will you be able to use them as a reference guide after the training? Do they provide robust information?

2. Do your research. Make a comparison spreadsheet, if necessary
   a. Topics to be covered – do they align with your goals?
   b. Speakers
   c. Flow of the agenda – is there time for networking? Hallway conversations?
   d. Location/Dates
   e. # of attendees (you may not always see this number listed on the conference web site)
   f. The pros and cons of large vs. intimate conferences.
   g. WHO is hosting the conference? Is it just an event to get money? Or are they on a real mission to help assistants?

3. Identify your learning style (and why that’s important)
   a. High energy or slower pace?
   b. Hands on; experiential or sit and listen
   c. Talked to or involved and be able to do activities with other attendees when a speaker is presenting

4. What kinds of people do you relate to or want to be around? (This is very important. Who attends is just as important as who you hear speak.)
   a. Low key vs. high energy
   b. Who are a step or 2 ahead of you or just like you
   c. Passionate about the profession or it’s just a job
   d. Committed to making personal change or someone who just wants to be out of the office and learn some basic stuff
   e. Do you want to be surrounded by people who will make you better? Or agree with you all the time?
   f. Do you want to be around sharp, professional speakers and attendees or ho-hum people?

5. Don’t give up. If you really believe this training will help you professionally or even just rejuvenate your enthusiasm about your career, realize it may take three or four attempts to convince your manager. You may have to try different ways or formats to persuade your executive and, remember, timing is important.

Make Educated Decisions When Choosing a Conference

Principles of Persuasion

1. Know exactly what you want to accomplish by attending the training or conference. You should list your objectives alongside each topic in the curriculum and how that will tie into your current job or prepare you for the future.
2. To be a good seller, consider the buyer’s viewpoint. Try to put yourself in your executive’s position. What key selling points would be important to your executive? How will your executive benefit from you attending training or a seminar?
3. Learn what motivates your executive. Is your executive motivated by ROI (return on investment), the skills you will develop or you learning from an acclaimed expert in the field? Does your executive believe in personal development and growth? If not, it will be a harder sell but don’t give up; be persistent.
4. Keep in mind the format you will use to present your case. Try to gauge your receiver’s communication style preference. Does your executive prefer information short and to the point or does your executive like details? Is your executive motivated by ROI (return on investment), the skills you will develop or you learning from an acclaimed expert in the field? Does your executive believe in personal development and growth? If not, it will be a harder sell but don’t give up; be persistent.

A step-by-step process to get leadership approval for attending a conference.

Points to Consider

1. You need to continually learn and grow. In today’s competitive marketplace and at the pace this profession is changing, if you do not continually enhance your skills, build new ones, and have a strategy for your career, you will get left in the dust.
2. Don’t feel guilty about being out of the office to attend a program or conference that will make you better equipped, faster, smarter and sharper.
3. Get your executive to see the long-term payoff. Often executives think about the number of days you will be out of the office. You need to help them see that while you may be gone three or four days, you will gain skills and knowledge that will take you, and them, into the future.
4. Executives travel all over the country. Why shouldn’t you? Some assistants tell me they can only attend seminars that take place in their city or state. That is not 21st Century thinking. Assistants should be a business partner to their executive, so start acting like a business partner and convince your manager why you should be allowed to travel out of state.

(Continued on page 5)
5. Tie key learning points of the seminar or conference to your professional development plan for the year and to the goals of your department.

6. Show your executive how what you will learn will help you in specific areas of your job. For example: Let’s say one of the topics covered will be learning and understanding communication styles. Tell your executive you will use that information to be a better communicator by tapping into the receiver’s style; build rapport with internal and external customers; and complement your executive’s and his or her staff’s communication styles.

7. If your executive still says no to the training or seminar, sincerely ask your executive why he or she believes this is not a good investment. You may be able to counter that perception.

8. It always helps to let your executive know that you will share what you have learned with other assistants in your organization. But be absolutely cognizant of copyrights.

9. Emphasize the benefits of networking with peers and learning from others in the field.

10. Negotiate if necessary. Ask your executive to pay the registration fee and hotel and you’ll pay your airfare. Or you pay for your hotel stay and ask your executive to pay for registration and airfare. Be creative!

11. If all else fails, maybe you need to make the financial investment in yourself. Yes, I said you make the investment. I know several high-performing assistants who have spent thousands of dollars on their development and have reaped tremendous rewards over the years.

YAY! YOU GOT APPROVAL! Specific steps you can take to increase your return on your investment

Pre-Event:
• Prepare mentally.
• Prepare logistically. [Bring business cards!]
• Write your Development Plan.
• Review the speaker’s objectives. Highlight the ones that specifically meet with your goals.
• Read your pre-event detailed letter when it arrives for special announcements and any last-minute changes. Office Dynamics always sends a letter to each registrant about one month prior to our event.
• Book your hotel room immediately! This hotel books up quickly. ESPECIALLY TRUE IN LAS VEGAS!
• Pack reading materials or your tablet/reading device for possible airport delays.
• Expect the unexpected. All types of situations can occur when you travel. Don’t let them ruffle you or ruin the excitement you have for attending the Event.
• Visit the keynote and concurrent session speaker’s web sites to get a heads up on their expertise.

During:
• REALLY network: Ask questions! Find out “why.” Share tips. Open up!
• Be fully engaged and mentally alert. This is your moment!
• Tweet. What are you learning? How will you change?
• If you attend our event, introduce yourself to Joan Burge. She is eager to meet everyone who attends her Event.
• Listen.
• Arrive 10 minutes early to your sessions. Introduce yourself to those sitting around you and hand them your business card; ask for their business card. Be ready to go!
• Capture important aha moments! Jot them in a notebook or on your iPad.
• At the end of each day, make some time to review what you heard and add any details to the information.
• Meet the speakers. Ask them questions. Learn about their educational materials.
• Enjoy the moment! Don’t fret about what is going on back at the office. This is your time and your organization has invested in your professional development.
• Turn off your critical mind and keep an open mind whether you are networking or listening to the presenters.
• Find an accountability partner. Exchange telephone numbers and email addresses. Vow that you will stay in touch monthly and hold each other accountable for making changes based on what you learned at our event.
• When an attendee hands you their business card, after they leave, make notes on the back of the card that will help you remember that person. What is unique about them? What did you have in common with them? Identify a unique feature of their face so you will remember them in the future.
• Jody Urquhart (motivational speaker) says: Manage Your Energy. Pace yourself, because conferences can be exhausting. Most schedules are packed with keynote speakers, break out educational speakers, networking events and more. If you are not careful you can burn out on the first day.
• Break your record and connect with more people than you ever have at a past event. Everyone is interesting!
• Take full advantage of the relationship building breakfast and lunches.
Post:
- Continue networking via Facebook, Twitter and LinkedIn.
- Tell your leader how you are applying what you learned.
- Utilize the checklists and action items provided at the event.
- Recognize and reward yourself for growth and changes!
- Review your event notes as soon as possible. Flag important pages; highlight action items.
- After 30 days, revisit your participant booklet. Select action items and tips that you want to re-emphasize the next 30 days.
- Complete the event survey. GIVE CONSTRUCTIVE FEEDBACK! And be sure to let the conference hosts or committee know what you liked the most about their event. They worked really hard to make that event special just for you and they like to know “what really worked.”
- Visit the speakers’ web site to extend your event learning. You might want to purchase one of their books or read their blogs.
- Select 5 powerful tips that you will take immediate action on.
- Write a thank you letter or note card (not an email) to your leader. Let her or him know 2 or 3 learning outcomes as a result of your attendance.
- Keep your enthusiasm going weeks after the Event. How can you do that so you don’t lose the great energy you had the week of the Event?

What is unique about the Office Dynamics Conference for Administrative Excellence?
- Event theme every year; and it is a different theme every year
- Purposeful teambuilding activity first day of program; ties into conference theme, educational, fun and serves a purpose; held in the ballroom
- Joan’s trademark surprises
- Our conference theme and topics are future-focused and prepare assistants for what is to come. And also provide lessons for today’s business world.
- Direct connection and personal attention from me and my team
- Intimate – 300+ attendees
- Special attention to VIP conference attendees. They attend a private social with Joan Burge.
- Conference Ambassadors (new in 2017) to assist newcomers and old timers.
- Gala is very special – different theme each year. Tons of fun. We have top performers and entertainers host the night. Many of them work in the big shows on the Strip.
- Top-notch professional speakers plus administrative-experienced speakers
- HIGH energy!

Joan Burge is the Founder and CEO of Office Dynamics International and is an accomplished author, writer, speaker, consultant and corporate trainer. You can find Joan’s blog here.

As promised, below is the conference and other relevant information shared by several Administrative Professionals from our beloved university!

“I’ve gone to the IAAP Summit for the past 2 years. While it can be pricey, it is a lot of fun and VERY informative. Next year’s summit will be in Austin and 2019 will be near DC. I am also a member of IAAP.”

“Yes! I highly recommend conferences from the Society of Research Administrators International-SRA. I was involved in the Ohio chapter for a few years and went to one of their “workshops” which is a 2- day intensive training. They have healthcare tracks for their educational programs and also a lot of online learning opportunities (paid, unfortunately). They have in-person ones quite frequently.

“I attended NAPAHE several years ago, before I came to Ohio State. It is the National Association of Presidental Assistants in Higher Education. It may not be exactly what you’re looking for, but thought it was great!!
The 2018 dates are March 9-11 in Washington, D.C.”

“I am attending the Accelerate Assistance Conference in Vegas this fall. While this is my first time attending I have heard great things about it.
https://officedynamics.com/conference-for-executive-assistants-and-administrative-professionals/”

“I’ve attended ones through IAAP and ASAP, just recently attending the IAAP Summit in New Orleans last month. Depending what you are looking for, I found the overall ASAP conference to be more beneficial than the IAAP conference. However, IAAP also offers a tech conference which I attended a couple of years ago, which I found to be more in line with what I was looking for in terms of training (helps keep you on the cutting edge of technology). You’ll also find the same presenters tend to present at all of the admin professionals training as well. If I go to either again I may attend the conferences for Executive Assistants from either of the above organizations. The workshops at the general conferences were a bit too entry level for me and would have appreciated a deeper dive into some of the workshops.
https://www.asaporg.com/resources/conferences”

“Here are the organizations I know about that have conferences. I went to the IAAP conference in 2012 and the one I would like to go to next is EAO. I have a friend who went to a EAO conference and loved it, but I think it depends on what you do.
https://joineao.com/bel-conferences/
https://officedynamics.com/conference-for-executive-assistants-and-administrative-professionals/
https://www.asaporg.com/resources/conferences
http://www.bonnielowkramen.com/
http://www iaap-hq.org/ Other resources:
https://officeninjas.com/
http://allthingsadmin.com/
http://us.deskdemon.com/pages/us/indexus
http://executivesecretary.com/
http://www.redcapeco.com/assistants/
http://www.go-brilliant.com/blog/online-resources-list-guide-executive-assistants-ea”

“You may want to check out Association for Healthcare Administrative Professionals (AHCAP). They have so nice conferences as well. I haven’t been since I started here though 12 years ago.”

“The only one that I have attended and found to be excellent is through IAAP.
http://www iaap-hq.org/”

(Continued on page 7)
I, too, have attended the IAAP conference and found it very much worthwhile. They do offer a discount to institutions that send 4 or 9 registrants, so this may be something to look into as an overall for the OSUAP members that may be interested for next year, if their respective unit allows them to attend. [http://c.ymcdn.com/sites/www.iaap-hq.org/resource/resmgr/docs/iaap-events-corporatediscoun.pdf](http://c.ymcdn.com/sites/www.iaap-hq.org/resource/resmgr/docs/iaap-events-corporatediscoun.pdf)

What a fantastic response and a huge thanks to all those who shared their conference experiences!!

Please be on the lookout for a little surprise in your interoffice mail as a special thanks for sharing!

<table>
<thead>
<tr>
<th>Conference</th>
<th>Training/Workshop/Seminar</th>
<th>Webinar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivered live with audience in the same room (and may be streamed or recorded)</td>
<td>Delivered live with audience in the room (could be virtual)</td>
<td>Virtual live or recorded; audience is not in the same place as facilitator (platforms like GoTo Meeting, Webex)</td>
</tr>
<tr>
<td>All types of interaction with audience is possible</td>
<td>All types of interaction with audience is possible</td>
<td>Very limited interaction with audience</td>
</tr>
<tr>
<td>Can have direct contact with presenters BUT not all of them because of too many participants or speakers don’t stay for entire event</td>
<td>Definitely have direct contact with facilitators because often the class size is smaller</td>
<td>No direct face-to-face contact with presenter</td>
</tr>
<tr>
<td>Mid-level facilitation</td>
<td>High-level facilitation by presenter (Important the presenter is highly experienced to create behavior change)</td>
<td>Low-level facilitation</td>
</tr>
<tr>
<td>Networking with 100 – 2,000</td>
<td>Networking with a small intimate group</td>
<td>Networking through Chat; not nearly as impactful as in person</td>
</tr>
<tr>
<td>Teambuilding – depends on the conference host if they conduct any activities for this (<strong>Office Dynamics always conducts an educational, fun teambuilding activity the first day of our event)</strong></td>
<td>Teambuilding – the extent of opportunity to do this is up to the facilitator</td>
<td>No real teambuilding</td>
</tr>
<tr>
<td>Speakers – several speakers present and often, high-level professional speakers present</td>
<td>Usually 1 or 2 facilitators present and facilitate</td>
<td>Usually 1 presenter (sometimes a guest will be on webinar, as we have done at Office Dynamics)</td>
</tr>
<tr>
<td># of Attendees 50 – 2,000+</td>
<td>True training classes are usually limited to 25 so facilitator can give adequate attention to students. Workshops and Seminars (as we used to call training), can have 20 – 100 in a room.</td>
<td>Depending on the platform used by host, could have up to 5,000 registered (as Office Dynamics has), and up to 1,000 in the Chat. Most platforms available limit attendance to about 1,000 or less.</td>
</tr>
<tr>
<td>Skill practice – some</td>
<td>Skill practice – ample time to practice newly-learned skills. (With Office Dynamics, participants have lots of time to practice in the classroom and our training is roll up your sleeves and drill down!)</td>
<td>Skill practice – none</td>
</tr>
<tr>
<td>Social – most conferences purposely set time for social and extracurricular activities (Office Dynamics has a very nice Welcome Reception and Gala with Las Vegas style entertainment)</td>
<td>Might include a welcome reception or dinner</td>
<td>NONE</td>
</tr>
<tr>
<td>General Sessions and Concurrent Sessions</td>
<td>Everyone is in one place/room. Might have some small break out groups or rooms</td>
<td>Audience is scattered throughout the world; there are no General Sessions or Concurrent Sessions. Could have break outs</td>
</tr>
<tr>
<td>Higher end cost</td>
<td>Could be higher end (like Office Dynamics World Class Assistant); normally affordable</td>
<td>FREE Or if there is a charge, could range from $50 - $300</td>
</tr>
<tr>
<td>Held in various cities and countries (participants are at one location)</td>
<td>Held in various cities and countries (participants are at one location)</td>
<td>Can be hosted from various cities and countries (but participants are spread out throughout the world)</td>
</tr>
<tr>
<td>Usually comprehensive materials</td>
<td>Participants SHOULD receive comprehensive materials (not always because it depends on the vendor)</td>
<td>No handouts to mini handouts</td>
</tr>
<tr>
<td>Exhibitors – usually, not all</td>
<td>Usually no exhibitors</td>
<td>No exhibitors</td>
</tr>
</tbody>
</table>
3 Key Strategies to Boost Your Professional Visibility  
By Julie Perrine, CAP-OM, MBTI Certified

When it comes to putting the spotlight on your administrative career, are you hiding in the corner or taking center stage? If you want to be considered for a promotion, raise, or exciting company projects, then you can’t hide. To be successful, it’s imperative that your administrative skills, abilities, and accomplishments get noticed. This means you have to put the spotlight on your administrative career in a way that will get you noticed and have an impact on the people you need to reach.

One of the best ways to do that is by adopting a comprehensive professional portfolio strategy. I talk a lot about the importance of having a professional portfolio — it’s an extremely valuable resource that can help you get the recognition you deserve, and can act as reference for your work during performance reviews and raise or promotion requests. It’s also a great succession-planning tool that allows you to follow your career thus far and chart the path ahead.

However, you actually need to take a three-pronged approach to creating this tool to gain the maximum benefit.

Tackling just one of the following three approaches for your professional portfolio is better than nothing. Likewise, doing two — or better yet, all three — will do even more to boost your professional visibility.

1. A Print Portfolio. Whether you want to boost your visibility at the office during performance review season or at a job interview, a print portfolio is a great resource. It can help differentiate you from the crowd in an interview, and act as a visual reinforcement for the skills and experience you have on your resume. When it comes time for your annual review, your portfolio can also provide your management team with a comprehensive picture of your accomplishments, skills, and capabilities. It will even demonstrate your value to your employer if you want to take on bigger challenges or build your case for a promotion.

2. A Social Portfolio. Whether you want to boost your visibility inside or outside of the office, a social portfolio will get the job done. LinkedIn is the most popular professional social network, and it conveniently serves as a social portfolio site ... if you know how to leverage it properly. Your social portfolio is a fantastic tool for helping you stay in front of current and prospective employers. It’s also useful for helping you share accomplishments, successes, tips, resources, and expertise. And you can develop your professional network globally while you’re at it! (Click here to learn how to create a polished LinkedIn profile.)

3. A Digital Portfolio. If you’re really serious about advancing your administrative career, you need a digital portfolio. Your digital portfolio is a combination of your print and social portfolio that will take your visibility to a whole new level.

Job recruiters receive a lot of resumes, so you need yours to stand out from the pile. A website URL on your resume might be just the attention-grabber you need. The recruiter can type it in and immediately see your information and work samples ... before setting up the interview. A digital professional portfolio makes the person start to fall in love with you before they ever meet you!

Digital portfolios aren’t just for job seekers either. Established professionals can use them to build their brand, share their expertise, and stay visible in their profession.


If you want to stand out from the crowd when it comes to being considered for a new job, promotion, or special project, you need to showcase your skills in an innovative way. By developing your professional portfolio across these three mediums, you’ll maximize your professional visibility and ensure you don’t get passed by for important professional opportunities.

To learn more about developing your professional portfolio strategy, check out our e-books and courses to help you create a powerful professional portfolio today!

You may also find these training on demand courses useful:

Go Digital: Taking Your Professional Portfolio to the Next Level
Get Started on LinkedIn — Two-Part Series.

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Julie Perrine, CAP-OM, is the founder and CEO of All Things Admin, providing training, mentoring and resources for administrative professionals worldwide. Julie applies her administrative expertise and passion for lifelong learning to serving as an enthusiastic mentor, speaker and author who educates admins around the world on how to be more effective every day. Learn more about Julie’s books — The Innovative Admin: Unleash the Power of Innovation in Your Administrative Career and The Organized Admin: Leverage Your Unique Organizing Style to Create Systems, Reduce Overwhelm, and Increase Productivity. And request your free copy of our special report “From Reactive to Proactive: Creating Your Strategic Administrative Career Plan” at www.AllThingsAdmin.com.
That’s the question I asked the women who have signed up for my group coaching program (which starts next Friday, October 6.) Here are some of their responses:

* Be seen as a strategic leader
* Manage larger projects
* Get a promotion
* Progress to Director level
* Expand the work my team is responsible for
* Empower my team to drive strong results
* Lead a larger team
* Move to the next level
* Gain P&L responsibility
* Develop a strong global team
* Identify and lead high-profile projects

Do any of these resonate for you? Would you like to join a dynamic, supportive group whose goals are aligned with your goals? Would it be helpful to work with me, to go after your goals?

Register now for Take Charge of Your Career Trajectory, my group coaching program for emerging women leaders. The cohorts are filling quickly, so please reserve your spot now.

www.beleaderly.com/groupcoaching

The six-part program takes place via webinar and is designed to help you gain recognition as an up-and-coming leader in your organization, and create an achievable roadmap for your career advancement.

My step-by-step roadmap to break into leadership includes how to:

* Build your brand as an emerging leader
* Gain recognition for your accomplishments
* Make your value visible
* Navigate organizational politics with savvy
* Cultivate an influential network
* Attract the advocacy of influential sponsors
* Gain access to hidden resources and opportunities
* Identify and lead high-profile projects
* Develop your signature leadership style
* Become more effective at leading others

(Continued on page 6)
4 simple steps to a healthy heart

By Bernadette Mazurek Melnyk

As shared in the January-February 2017 Alumni Magazine

It’s not every day I get to stand on the field in Ohio Stadium on game day with The Best Damn Band in the Land. On Oct. 29, the day our Buckeyes battled and won against Northwestern, Ohio State launched a partnership with the Women’s Heart Alliance to teach our students how to battle heart disease.

During the pre-game show, I was honored to stand on the field with leaders of the Women’s Heart Alliance who had flown in from Washington, D.C., President Michael V. Drake and other health innovators from Ohio State. The band marched into the formation of a beating heart, and the announcer proclaimed, “As your heart pounds with excitement here in Ohio Stadium as we cheer our Buckeyes to victory, make a commitment to be heart healthy and Buckeye strong! Go Bucks!”

Meanwhile, students participated in free heart checks around campus to assess their risk of heart disease, making that commitment real.

You may be wondering if college students really need to worry about heart disease. The answer is “Yes!” Heart disease remains the No. 1 cause of death in America. Heart attacks and strokes kill more women than all cancers combined, yet 45 percent of women are uninformed about this disease and how it affects them differently from men.

Small steps, big benefits

The good news is that 80 percent of cardiovascular disease is preventable with four healthful behaviors: eating healthfully, managing stress, being active and avoiding tobacco.

You can commit today to protect your heart by asking your health care provider for a screening and adopting these four healthful lifestyle choices.

Take a walk, change your snacks

If that sounds difficult, take heart; you don’t have to join a gym to be active. A simple 30 minutes a day of walking is effective, and those minutes don’t have to be spent all at once. Take an apple or some carrot sticks with you as snacks, instead of sweet treats, and you’ve already made a significant move toward heart health. The beauty of these behaviors is that they reinforce each other: Fruits and vegetables give you more energy to move, and studies show that physical activity and healthful eating help reduce stress.

Get grounded

Most of us can’t change all the things that activate stress in our lives, but we can change how we respond to those activators and engage in behaviors to reduce our stress levels. Taking just a few minutes of time out for stress relief when you start to feel tense can make a world of difference. For example, taking five deep breaths, engaging in a couple minutes of mindful meditation, writing your thoughts down on paper to dump negativity or simply petting an animal can help you feel grounded again.

Use good habits to quit bad ones

Moving, eating better and reducing stress also can help smokers quit. The American Lung Association recommends taking part in swimming, jogging, brisk walking and other activities with which smoking doesn’t fit in. Healthful snacks such as carrots, fresh fruit and plain popcorn can be a good diversion. And if you’re increasing your activity and planning healthful meals and snacks for yourself to reduce heart disease risk, there’s no better time to quit smoking, too.

As we observe National Heart Health Month in February, help spread the word about how best to prevent heart disease and keep your heart healthy this winter — not only for yourself, but for the people you love who want you around for many years to come!

I wish you all a happy, healthy 2017 and hearts free of disease and full of joy.

And now there’s a great opportunity to take a walk by joining Hit the Road with the Buckeyes! and Creating OSUAP Teams!

Buckeyes is a physical activity challenge designed around the Ohio State football season. Teams of 2 to 10 benefits-eligible faculty/staff and their enrolled spouses/same-sex domestic partners are encouraged to "walk" the distance to Ohio State’s away Big Ten football games by tracking their steps. The challenge runs from October 2 – November 19, 2017. Connect with fellow OSUAP Members and share your team names and progress so we can post on our website!

**Upcoming Important Dates**

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>10/02/2017</td>
<td>Hit The Road With The Buckeyes Kicks Off!</td>
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<td>(<a href="#">Details Here</a>)</td>
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<tr>
<td>11/10/2017</td>
<td>Veterans Day (observed) (Offices Closed)</td>
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<td>11/23-24/2017</td>
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You know that feeling you have when you first start a new job? It’s a mixture of excitement and challenge, nervous energy and high hopes. Everything is new, and opportunity seems to live around every corner.

At some point in your career, you may experience a deep desire to recapture those feelings. Sometimes, it takes a dramatic shift in your current circumstances—like finding a new job or an entirely new career. Other times, it requires a lot less.

Minor adjustments can often lead to significant improvements.

Below, you’ll find suggestions to improve your physical environment, your mental satisfaction, your social environment, and your overall personal fulfillment outside of work. Making just a few simple changes may shift your entire work experience dramatically. Give one (or several) a try and see what happens.

Improve Your Physical Environment

1. Redesign your office space
   Move the furniture, shift around the organization of equipment, or try a brand new layout. We all need to shake up our surroundings now and again. It helps rejuvenate us when we’re in a rut. Plus, your workspace says a lot about you. A positive improvement may be just what your career needs.

2. Improve the atmosphere
   Start listening to a little light music; bring in a small fountain and enjoy the gentle sound of running water; buy a few plants and take special care to ensure they have enough sunlight. A few unique touches will quickly elevate the mood of the space—and your own mood in return.

3. Change your work schedule
   Maybe you can come in an hour later and/or leave an hour earlier. A shift either direction can make a tremendous impact on your daily schedule. If you aren’t
spending enough time with your loved ones or doing the things you enjoy outside of work, figure out when you could get the most quality time and make efforts to shift your schedule accordingly.

4. **Switch up your weekly routine**
If you always go to the gym at night, start going in the morning. If you always eat lunch at your desk, start going out with friends. Move Monday tasks to Friday and vice versa. Breaking your regular routine will shift your perspective and make boring old everyday responsibilities feel new again.

5. **Ask for a change in pay or pay structure**
If a major source of dissatisfaction comes from financial compensation (or lack thereof), consider asking for a pay raise... if it’s truly warranted. If that’s out of the question, your employer may be willing to try a performance-based pay structure instead. This would allow you to earn bonuses or commissions based on agreed-upon goals. This is a great alternative to a regular raise and many employers like the idea because it ensures they are getting something out of the deal as well.

6. **Transfer to a new location**
If your company has multiple offices, a transfer may offer just the change you need: new people and new surroundings. Consider your options.

7. **Request more/less travel**
Business travel is something that many people enjoy. Others simply can’t stand it. A little more or less in your schedule could make all the difference in your happiness.

8. **Telecommute**
These days, many organizations are happy to let employees work from home one or two days a week. Studies show that efficiency improves, as well as morale. All you need is an Internet connection and the ability to focus (which means you can’t try to work while also watching the kids). If your job could be done effectively virtually, consider trying this out for a small portion of your workweek. The shift in environment may have a wonderful impact on your spirits.

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**Improve Your Mental Satisfaction**

9. **Develop a new skill**
It feels so good to challenge yourself mentally and develop as a professional. Growth is one of the most satisfying feelings in the world. What skills do you need to hone to achieve your career objectives? Take a class, read a book, or simply offer to work on a task that stretches you beyond your current abilities.

10. **Tackle a new project**
Sometimes, you get so used to your work duties and comfortable in your routine that you actually feel brain-dead by the end of the day. If this describes you, it’s time to push out of your comfort zone. Volunteer to take on a new project that forces you to do something different, learn something new, work with new people, or simply explore a new side of your professional abilities.

11. **Seek expanded responsibilities**
Ask for more authority, and be willing to take on more! Again, it’s all about pushing yourself to the next level. With added responsibility, you may find that you actually care more about the quality of your work.

12. **Volunteer to take the lead**
Leadership is often something that people shy away from. It can be intimidating to step up and be the one making decisions and being held accountable. Bite the bullet and take the lead in big ways and small. You’ll increase your visibility at the company and gain a new level of respect. Plus, you’ll stretch your skills, find new ways to communicate, and develop new relationships in the process.

13. **Evaluate long-term career goals, discuss them with management and develop a concrete plan for achieving them.**
Career planning is something many people fail to do. They don’t have the time or the company doesn’t have a formal process for approaching the topic. Take the situation into your own hands. A plan will give you a tangible road map and, once management understands what you’re trying to achieve, you’ll find more opportunities come your way. Plus, as you begin working your plan, you’ll feel a great sense of progress and accomplishment.

**Need help? Grab the Build Your Professional Development Plan workbook here**

**Improve Your Social Environment**

14. **Join a networking group**
Surrounding yourself with other career-minded people is incredibly motivating. You get to see what other people are doing and the things that excite them. Attending networking events will help you expand your horizons and open your mind to what’s possible in the working world.

15. **Join a professional association**
Associations within your field and industry are great resources for education and networking. Don’t just join though—be an active participant! Attend meetings and events, and even consider volunteering within the leadership group. This can be a great way to re-spark your passion for what you do.

16. **Create a lunch and learn group**
This is an easy, convenient and free way to collaborate with your colleagues, learn something new and have fun all at the same time. Pick a topic, ask everyone to bring their own lunch, gather in a conference room, and talk. You can leverage online learning tools (like my free webinars, for example), books and other learning resources. There’s no limit to what you can do.

17. **Get to know new people in the office**
When new employees join the team, take them under your wing. Share your insider tips for success, help them meet new people, and be a sounding board as they acclimate. Focusing on helping others is a great way to get outside of yourself and shift your perspective.

18. **Start an office club**
Many organizations have informal employee “clubs” where people gather together regularly to share a common interest. Here are just a few that I’ve seen:
- Walking Clubs: Members get together to take walks on their lunch breaks a few times a week.

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*(Continued on page 5)*
20. exclusivity; it’s about camaraderie and allow anyone to join! This isn’t about Please be welcoming with your club and engage in an activity purely for the stress management. When you regularly (repeatedly) to be incredible tools for Life is not all about work. I know you’re get leadership to supply a small reward about, consider hosting a charity event if you have a cause you’re passionate from the conversation. Plus, you may even develop some new skills you can apply at work, or meet some fabulous new professional contacts in the process. 24. Go back to school Education is not only motivating, it’s a great way to expand your career options. Plus, it will keep you crazy busy! When it comes to energy, the more you exert, the more you have. So, adding a big job like going back to school to your schedule may actually amp up your work enthusiasm as well. 25. Take a vacation Look, we all need time off to recoup. A well-spent vacation could be just what the doctor ordered. It doesn’t have to be extravagant though. A mini-vacation or even a stay-cation can do the trick. Just remember to do something that really feels different. When you get back to work, you want it to feel like you’ve been in another world! With any luck, the familiar routine you’re returning to will feel like an old friend—and you’ll be eager to get reacquainted. 26. Start a workout regimen Exercise stimulates endorphins and the feel-good chemicals in your brain. By incorporating even a small amount of it into your regular weekly routine, you’ll experience a greater sense of well-being. Plus, you’ll have more physical energy during the day, which makes work a whole lot easier to deal with! 27. Start a side business These days, the “side hustle” is a common thing. Many people rely on their day jobs to pay the bills, but channel their personal passions and creativity into side ventures. This can help release energy and—surprisingly—can make your everyday work-life more manageable as well. After all, when you’re actively following your dreams, you gain new perspective about everything in your life. I know not ALL of these will work for EVERYONE. But try to find one or two suggestions you can implement. What have you got to lose?

Meet the Founder and CEO, Chrissy Scivicque

Chrissy Scivicque (pronounced “Civic”) is an award-winning writer, certified career coach and experienced corporate trainer. She holds a Bachelor’s Degree in Marketing from Sonoma State University, Certification in Copy Editing from UC San Diego, and Certification in Clinical Nutrition from Bauman College in Penngrove, CA. Chrissy is also a Certified Professional Career Manager (PCM) and she has completed 120+ hours of CTI core curriculum for life coaches. In a former life, she worked for several years in the field of banking and finance in Northern California.

A born entrepreneur, Chrissy launched The Executive Assistant’s Toolbox in 2007. This gave her a platform to promote her writing online while also sharing her passion for personal and professional development. In 2008, a start-up company called OfficeArrow purchased the website and hired her as Managing Editor, where she stayed for three years. In this role, she also acted as company spokesperson and community advisor.

Chrissy’s writing on career-related topics is regularly featured on dozens of websites including Forbes, Monster, CareerBuilder, CBS News (formerly BNET), and Careerealism among others. She is currently a contributing writer for U.S. News & World Report (career section) and Ivy Exec’s Executive Insights blog.

You can find a list of Chrissy’s recent US News articles here

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Chrissy has trained teams in companies large and small, including Northrop Grumman, Capital One, TIAA-CREF, Turner Broadcasting, and W.W. Grainger (to name just a few). She has also presented at numerous conferences including the ASAP’s Administrative Professionals Conference (APC), IAAP Annual Forum, Office Dynamics Conference for Administrative Excellence, and many more. www.eatyourcareer.com

There’s no quicker way to feel grateful for what you have than to help the less fortunate. A little time spent working in your community will shift your mindset completely. Plus, you may even develop new skills you can apply at work, or meet some fabulous new professional contacts in the process. 24. Go back to school Education is not only motivating, it’s a great way to expand your career options. Plus, it will keep you crazy busy! When it comes to energy, the more you exert, the more you have. So, adding a big job like going back to school to your schedule may actually amp up your work enthusiasm as well. 25. Take a vacation Look, we all need time off to recoup. A well-spent vacation could be just what the doctor ordered. It doesn’t have to be extravagant though. A mini-vacation or even a stay-cation can do the trick. Just remember to do something that really feels different. When you get back to work, you want it to feel like you’ve been in another world! With any luck, the familiar routine you’re returning to will feel like an old friend—and you’ll be eager to get reacquainted. 26. Start a workout regimen Exercise stimulates endorphins and the feel-good chemicals in your brain. By incorporating even a small amount of it into your regular weekly routine, you’ll experience a greater sense of well-being. Plus, you’ll have more physical energy during the day, which makes work a whole lot easier to deal with! 27. Start a side business These days, the “side hustle” is a common thing. Many people rely on their day jobs to pay the bills, but channel their personal passions and creativity into side ventures. This can help release energy and—surprisingly—can make your everyday work-life more manageable as well. After all, when you’re actively following your dreams, you gain new perspective about everything in your life. I know not ALL of these will work for EVERYONE. But try to find one or two suggestions you can implement. What have you got to lose?

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We’ll share more about OSUAP and what’s going on behind the scenes in our next newsletter!

Click here if you are interested in joining OSUAP!

The OSUAP Executive Committee
Effective Sept. 1, 2016

President: Tricia Hohl
Vice-President: Quanetta Batts
Secretary: Peggy Rader
Treasurer: Brian Keller
Membership Chair: Roxann Damron
Member-at-Large: Matt Sikora
Immediate Past President: Elaine Pritchard

Have suggestions for the Newsletter? Let us know!

Email: Michelle Pennington Chair, Communications Work Group

Please be sure to submit suggestions by the 1st of each month to be included in the Newsletter!

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http://u.osu.edu/osuap
Columbus, Ohio 43210

The Ohio State University

Excellence is doing ordinary things extraordinarily well.
~ John W. Gardner

A Little Bit About: Ohio State University Administrative Professionals (OSUAP) Work Groups—Networking Session

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(CAREER Continued from page 1)

Dates: Fridays October 6 & 13, November 3 & 17, December 1 & 8.

(Can’t make the first session? Join me for a catch-up on Monday, October 9 at 12 p.m. Central time.)

Times:
• Cohort A, 11:30 a.m. – 12:30 p.m.
• Cohort B, 12 p.m. – 1 p.m.
Eastern time • Cohort B, 12 p.m. – 1 p.m.
Central time • Cohort C, 12 p.m. – 1 p.m.
Pacific time

Cost: $297 per person.

REGISTER NOW! www.beleaderly.com/groupcoaching

Program Schedule

Friday, October 6    1. Introduction
• The greatest roadblock to career advancement • Why you need to take charge of your career trajectory • Goals for this program

Friday, October 13    2. Getting the lay of the land
• Why office politics is the number one “career killer” • Developing positive political savvy • The Shadow Organization Map • Navigating with organizational awareness

Friday, November 3    3. Your sphere of influence
• 5 key people you need to have in your network • A strategic networking plan • Making the most of mentors • Attracting the attention of influential sponsors

Friday, November 17   4. Your leadership brand
• 3 essential elements of a great personal brand • Your ideal career niche • Making your brand scalable • Your leadership brand statement

Friday, December 1   5. Making your value visible
• 4 steps for making your brand visible • Communicating your brand to others • Identifying career-defining projects • Promoting your accomplishments

Friday, December 8   6. Leading from where you are
• 100 qualities of a leader • Your signature leadership style • Leading others, with or without direct authority • Personal action plan

To read testimonials, or to register, visit www.beleaderly.com/groupcoaching

Don’t be the best kept secret in your organization! Let’s work together to set some inspiring new stretch goals for your career advancement, and translate your career development plan into action.

Regards,
Jo.

P.S. Please feel free to forward this invitation to colleagues and friends who would like to advance their careers.

Jo Miller
Women’s Leadership Speaker and Founding Editor of Be Leaderly
www.beleaderly.com
Email: jo@womensleadershipcoaching.com
Call: (319) 449-3333

Association for Staff and Faculty Women (ASFW) Membership Recruiting Event

Friday, Dec 8, 2017 - 12 to 1:00pm

Overview
Learn about the benefits of being an ASFW member! During this informative session, ASFW board members will provide the perks to joining our dynamic organization. Light snacks will be provided.

www.asfwohiostate.org
Feeling Good Works: Why Optimism Injects New Life into Productivity  

by Laura Stack

Pessimism is trending nowadays; the old can-do Horatio Alger attitude has been deemed old fashioned. Of course, some segment of the populace has always found it fashionable to sneer at the “naive,” but the ranks of the disaffected have swollen in recent years due to the disappointment of the Great Recession, a long-static job market, and the failure of the old employer/employee social contract. And that’s understandable. But any assumption that most modern workers, especially the up-and-coming Millennial generation, are simply unwilling to work hard is simply not true; and it’s a mistake to ever think otherwise. Now more than ever, workers want to feel like what they do matters. They want to enjoy what they do for a living; and they’re willing to reach for just about any tool to achieve it, including applying the power of optimism to their own work—and their team’s. Idealism may be something the workplace grinds out of you, but you don’t have to let optimism go with it. In fact, optimism can inject new life into your productivity efforts—and it’s proven to work.

Some observers claim up to 75% of all success is based on job optimism. Even if that’s an—ahem—optimistic estimate, reasonable, eyes-wide-open optimism still boosts productivity; how can it not, when you’re always seeking the silver lining? My father used to describe me as “bright-eyed and bushytailed.” I like to think of that as my default state and believe it boosts my productivity. Here’s why:

1. Positivity is contagious. When you maintain an optimistic attitude, you cheer people up and improve your social connections. Think about it: is it easier to work with the churlish curmudgeon or the smiling optimist? Optimism doesn’t just make things done because people appreciate your pleasant nature.

2. Optimistic people are physically healthier. You can’t do your best work when you’re feeling ill, tired, or worn out. Several long-term, large studies have shown that people who do their best to remain optimistic—whether it’s a natural thing, or they’re deliberately trying—stay healthier overall, and find it easier to cope with health issues that do occur.

3. If you feel optimistic, you do better work. Positive thought energizes you, making it easier to push through difficulties and disappointments. This is especially true if you know you and your team are all in it together and are all willing to do what it takes to reach your goals.

(Continued on page 4)
‘Stressed out’ is no way to live

By Bernadette Mazurek Melnyk

Stress is a normal physiological response to exciting, challenging or unexpected events. We all face stressors every day: busy schedules, relationship problems, traffic jams and even positive challenges such as a new job assignment.

During a stressful event, our bodies release a rush of adrenaline and cortisol into the bloodstream to ignite our “fight or flight” systems. These hormones help us react quickly in response to stress by spiking our blood pressure, elevating our blood sugar, and increasing our heart rate and blood pressure.

While being in such a state is good for addressing the source of our stress, too much of it can have negative effects on our bodies and minds. Prolonged increases in adrenaline and cortisol levels are linked to a multitude of serious health problems, including heart attack, stroke, high blood pressure, depression, anxiety, immune system suppression, memory loss and weight gain.

If you’re feeling stressed regularly or for prolonged periods, it’s time to take stock and take action to safeguard your health. The good news is that relieving your stress and minimizing its effects on your well-being takes just a few steps each day. The results are worth it.

Start a journal. Keep track of stress symptoms you’re experiencing daily, such as anxiety, irritability, trouble sleeping or concentrating, or habits like nail biting or overeating. Make a list of what might be causing you the most stress and ways you might reduce or avoid that stressor. Sometimes a counterintuitive answer is best; you might choose a route to work that takes longer but is less stressful to drive. Setting aside a little extra time to identify and avoid stress triggers is worth it! Journaling about stressful events also can help release tension.

Positive thinking: Even if you can’t control the events that trigger stress, you can control your response to them, beginning with your thoughts. How you think affects how you feel and how you behave. With awareness and practice, you can start to recognize patterns of negative thinking and replace them with positive thoughts. That, in turn, will change your behavior and how you feel. For instance, as you start paying attention to how you feel, you might notice that interacting with a particular co-worker causes you stress. Perhaps when you see him you automatically think, “Oh no, it’s going to be trouble!” Once you’ve identified this trigger, you can decide ahead of time to tell yourself, “I can handle this interaction well.” Reading a positive book just five minutes every morning also can ward off negativity during the day. The result: less stress, happier you.

Physical activity: Any activity such as running, walking, swimming or yoga is great for reducing cortisol buildup. If you’re short on time, stretch your muscles with a resistance band for a few minutes, go for a short walk or learn a few simple yoga postures you can do anywhere.

Stay in the present moment. Worry about the future and guilt about things in the past can cause stress. Learn to stay in the present moment by chewing a piece of gum and counting the number of chews it takes before the gum runs out of flavor. The book The Present by Spencer Johnson is a great quick read that teaches the value of learning to live in the present moment.

Meditation can calm your mind and ease anxious, negative thoughts. Even a few minutes of visualizing a calm environment can release tension. You can find apps and recordings that guide you through meditations of varying lengths, too.

Proprioceptive (body awareness) techniques are calming, too. Try leaning against a wall, or simply pressing your palms together. These moves give your mind a reassuring sense of where your body is positioned in space.

Sleep: Get at least seven hours a night to refresh your mind and allow your body to repair and heal itself.

Breathing exercises can help to slow down heart rate and decrease blood pressure. Try this: Breathe in through your nose for a slow count of five, then out through your mouth for a slow count of five. On the inhale, think to yourself, “I am calm”; on the exhale, think, “I am blowing all stress out.” Just a few minutes of deep breathing can calm both your physiological and mental states.

Get help. If you are feeling overwhelmed and it is making it hard for you to function normally, it is time to get help. There is nothing to be embarrassed about. Mental health professionals can help you strengthen your coping skills and find relief.

We may not be able to avoid all stressful situations, but we can cope more positively with stress if we get moving, get it out and let it go. You’ll feel more relaxed, healthier and maybe even ready for new challenges of the good sort!

Bernadette Mazurek Melnyk is the university’s chief wellness officer, vice president for health promotion and College of Nursing dean.

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Upcoming Important Dates

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<th>Date</th>
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<tr>
<td>11/10/2017</td>
<td>Veterans Day (observed) (Offices Closed)</td>
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<td>11/17/2017</td>
<td>Bi-Monthly OSUAP Meeting: Paper &amp; Bytes</td>
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<td>(Completely Revamped) Register Here</td>
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<td>11/23-24/17</td>
<td>Thanksgiving Day (Offices Closed) - Columbus Day (observed) (Offices Closed)</td>
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The more I live this life the more I am sure that in order to get anything I have to be willing to let some things go. Sometimes what I need to let go feels very precious – until I release it and realize that what shows up afterward is even better.

I often tell a parable to illuminate this point:

Let’s say you’re walking down the road one day, completely minding your own business, carrying a gold coin held tightly in each fist because they’re the only gold coins you’ve ever had and you want to keep them safe. And, as you’re walking down the road, minding your own business, you happen to meet the leprechaun at the end of the rainbow, sitting by his pot of gold.

He says, in his best Lucky Charms voice: “Good day to you! Dip your hands into this cauldron of shining gold coins and you can keep whatever you can hold.”

**Now is the moment of decision for you.**

Do you hold tightly to the two gold coins you have – hey, they’re a sure thing! – and try to scoop with closed fists? How much gold do you think you can gather when your hands are closed?

Or, do you open your fists – maybe losing your two precious gold coins – so you can use your open hands to gather as much as you could manage?

I know myself and I know that I would, without hesitation, make my hands as big as they could be and attempt to scoop up twenty or thirty gold pieces – even if I ended up losing the two I came in with. This is probably why I’ve been able to keep my business running since 1997 – I have a high tolerance for risk and for not knowing how things will turn out.

**[The truth is I generally assume things are going to turn out all right and you know what? They almost always do.]**

However, if you have a high need for certainty, control, comfort – well, you might just tip your hat to the leprechaun and keep walking down the road. Because, for you, the assurance of your two gold coins matters more than the risk of losing them.

And this is where people get stuck. The proverbial bird in the hand. The demon you know. The at-least-I-know-what-to-expect.

**The comfortable.**

For all of us, though, there are times when the comfortable becomes uncomfortable. When the demon you know becomes a demon who’s destroying you. When the bird in your hand flies away. When the rules change abruptly or no longer apply.

And those are the moments when you have to – **must** – let go.

It’s so hard. It can change your definition of yourself. It can hurt.

But to become unstuck – to be happy and fulfilled – you must let go of those two gold coins you’ve been clutching in your tight little fists for so long, and begin to claim the treasure that’s being offered you.

Open your heart and mind. **Rethink your assumptions.** Allow your open hands to scoop as much as you can hold.

I promise you – it’s right here for the taking.

Michele Woodward is the author of several books and has appeared as an expert in The Wall Street Journal, The Washington Post, Harvard Business Review, PsychologyToday.com and other key outlets. She’s a sought-after speaker, leads workshops and classes around the country, and writes a popular blog.

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4. **Optimism prevents depression.** Positive emotions broaden and build rather than tear down what you’ve accomplished. Sometimes something must be torn down and disposed of before you can start anew, but most of the time, it’s a waste—especially when you’re talking about the goodwill and positive human relationships that take so long to build. The result? When things are bad, you get more depressed. If you can maintain optimism even in the worst of situations, you can at least minimize that destructive depression.

5. **Optimism increases curiosity, sparking creativity.** As the *Harvard Business Review* points out, **positive work cultures are more productive.** Not surprisingly, cutthroat work cultures, as encouraged by the Great Recession, generate destructive stress and strain destroying not just individual health, but the health of the team, straining ties necessary to move ahead productively. Positive companies where everyone cares about and looks out for each other, and who share an optimistic vision of the future? Not so much. Their employee healthcare costs are about 50% less than those of high-pressure companies. According to the American Psychological Association, high-pressure jobs cost the economy about $500 billion a year.

Smiles, Everyone, Smiles
We all have our bad days, but no one has them constantly. Rather than deliberately feeding a bad vibe or letting yourself spiral downward because you think you’re too busy or don’t care, take the time to take a good look at the world and, as the song says, “ac-cen-tu-ate the positive.” Is it really so hard to smile?

**Laura Stack, MBA, CSP,** CPAE is an award-winning keynote speaker, bestselling author, and noted authority on productivity and performance.

Contact Laura Stack directly when you need commentary, tips, or perspective on workplace and performance issues at [Laura@TheProductivityPro.com](mailto:Laura@TheProductivityPro.com) or 303-471-7401. Widely regarded as one of the leading experts in the field of productivity, Laura has been featured in the New York Times, USA Today, the Wall Street Journal, The Washington Post, Fast Company, Entrepreneur, and Forbes magazine.

Laura blogs at [The Productivity Pro](http://theproductivitypro.com), [the Huffington Post](http://www.huffingtonpost.com), the [Business Journal](http://www.businessjournal.com), and [LinkedIn](http://www.linkedin.com). Laura has provided 3rd party influencer and spokesperson services for organizations such as Microsoft, Dannon, belVita, 3M, Skillsoft, Fellowes, Office Depot, Day-Timer, and Xerox.

Laura is a current spokesperson on productivity, office organization, and shredding for Fellowes. For more information, visit [www.Fellowes.com](http://www.Fellowes.com).

Click here for a list of articles featuring quotes and advice from Laura: [http://theproductivitypro.com/laura-articles](http://theproductivitypro.com/laura-articles)

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**Association for Staff and Faculty Women (ASFW) Membership Recruiting Event**

**Friday, Dec 8, 2017 - 12 to 1:00pm**

**Overview**
Learn about the benefits of being an ASFW member! During this informative session, ASFW board members will provide the perks to joining our dynamic organization. **Light snacks will be provided.**

[www.asfwohiostate.org](http://www.asfwohiostate.org)

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**Flexible Work Policy edited to incorporate information about taking classes: Opportunities Abound so take advantage of these two benefits!**

Ohio State supports flexible work arrangements to achieve a productive, predictable and stable work environment that enables staff to balance work and personal needs, including taking classes at Ohio State.

**Flexible Work Policy 6.12** outlines all types of flexible work arrangements and the process for establishing a flexible work schedule. It has been edited to include information about taking a class during normal business hours. Enrollment in Credit Programs Policy 2.35, which previously included this information, is being retired.

The process for taking a class during normal business hours remains the same, including meeting performance expectations and completing the form [Request for Course Enrollment](http://osu.edu/academic/creditprograms/policy). For approval prior to registering for the class, but the content is now included in the Flexible Work Policy.

If you are interested in establishing a flexible work arrangement, review the policy and work with your supervisor.

Learn more about **Flexible Work Policy 6.12** and [Faculty and Staff Tuition Assistance](http://www.osu.edu/academic/creditprograms/policy).
From the August 29, 2017 Monday Motivators Post:

As I’m sitting here on Friday afternoon catching my breath from a very busy week and working on my speeches for our Annual Conference for Administrative Excellence, I am reminded how change is more prevalent than ever in our lives. In the past week, I have personally been through lots of changes; my staff has gone through changes; family and good friends of mine are experiencing change; and the world is changing every day. I’m not saying they are necessarily bad changes. In fact, I have been experiencing some wonderful, good changes. The idea is . . . it’s still change.

Change is a part of life. If you do not learn to cope with it, you will be swallowed up by the wave of change. Below are specific strategies to help you cope. You may find that some strategies work better than others depending on the particular situation. Try them all. They are effective.

Anticipate
- Guess where things are going, if you can.
- Keep your ears and eyes open. Know what is going on around you at work, in your community, with your family.
- Pay attention to national events, trends and current news. These could affect your employer’s industry, your profession, and your job.

Prepare
- Gather relevant information. Stay Informed.
- Make specific plans for the upcoming changes so you feel more in control. Be active, not passive.
- Play out various scenarios on paper. “If this happens, I will do…”

Assess
- How do you feel about this change? Why do you think you feel that way?
- What happens to you physically when you think about this change? Do you tense up or feel a burst of energy?
- How this change, whether self-initiated or not, will impact the 5 BIG Life Pillars: career, family, financial, spiritual and wellness. (Or which of these Pillars might the change impact the most?)

Visualize
- Imagine yourself in the new situation. See yourself positively on the other side of the change.
- With change comes both danger and opportunity. See both, but focus on the opportunity.

(Continued on page 4)
Make time for mental workouts

By Bernadette Mazurek Melnyk

In Ohio State’s fencing gym, young athletes work to stay upright on wobble boards — platforms with rounded bases, like half of an exercise ball. The more they wiggle and throw themselves off balance, the more their leg and ankle muscles strengthen and learn to correct to an upright position.

Muscles grow and strengthen when they are challenged, and the same is true for our brains. That’s why it is just as important to engage in activities that strengthen our brains and intellectual wellness as it is to work out our muscles.

What is intellectual well-being and why is it important? Lindsay Bernhagen ’08 MA, ’13 PhD, defines it this way: “The intellectually well person values lifelong learning and seeks to foster critical thinking, develop moral reasoning, expand worldviews and engage in education for the pursuit of knowledge.”

Just as a flexible body indicates physical health, she says, a flexible mind indicates intellectual wellness. Any time you learn a new skill or concept, attempt to understand a different viewpoint, or exercise your mind with puzzles and games, you’re building intellectual well-being.

This isn’t just a concept. Working your mind in this way actually improves the physical structure of your brain. While scientists once believed that humans were born with all of the brain cells they would ever have, we now know that new neurons are born continuously throughout your life, with neurogenesis regularly replacing old, dead cells in some areas of the brain.

Studies show that both physical exercise and mental exercise — learning new things, for example — support the health of these new neurons, while stress and depression can hinder them. Challenging your brain also helps existing neurons form new connections. A combination of intellectual growth and relaxing mindfulness, therefore, can help prevent mental decline as you age.

There are many ways you can improve your intellectual wellness that are both free and fun. Here are a few:

- **Read:** Try reading news stories 20 minutes a day to stay informed about the world, nonfiction to learn about new subjects or, for a new experience, ask a friend to recommend a book you wouldn’t ordinarily choose. Read about a political issue and try debating it with a friend, taking the opposite side from your own point of view. Even reading for fun can exercise your ability to visualize and make new neural connections.

- **Learn:** Attend public lectures about subjects new to you at your local library, university, museum or civic organization. Try learning a foreign language, a musical instrument, or a new craft or skill.

- **Play:** Sudoku, crossword puzzles and strategic games such as chess and Scrabble exercise your mind and memory. Trying a new sport that you wouldn’t usually go for can provide mental as well as physical challenges.

- **Explore:** Go to a concert, movie or play you might not ordinarily choose. Travel also can put you in new situations and promote intellectual growth and problem solving. Try a new adventure! Stay curious. Even taking a different route to work or the grocery store can stimulate your mind.

- **Practice mindfulness:** Focus your awareness on the present moment. A good way to do this is to focus on your breathing, taking slow, deep breaths and concentrating on the air moving in and out of your lungs. Acknowledge thoughts and let them go without exploring any anxieties about the future or regrets about the past. Just be present with yourself without thinking about anything. A few minutes of mindfulness practice a day allows your brain to relax, de-stress and recharge. “The Present” by Dr. Spencer Johnson is a good book about mindfulness.

Engaging in lifelong learning, challenging your mind and following your curiosity sets the stage for a vibrant, centered and mentally active life. When you work to improve your intellectual well-being, you strengthen your mind — and you will never be bored!

Bernadette Mazurek Melnyk is the university’s chief wellness officer, vice president for health promotion and College of Nursing dean.
Welcome to Our New OSUAP Secretary—Gina Scarver by Tricia Hohl

I am delighted to announce that the new OSUAP Secretary is Gina Scarver. Both Gina and Coco Kneisly were amazing candidates and Gina won by the slimmest of margins, which just goes to show how much everyone who voted thought of both -- and the fact that every vote counts.

Gina will be serving in this role until our next regular elections in May as this position is hierarchical and will, per our bylaws, rotate into the VP slot in September. Please join me in congratulating Gina and thanking both her and Coco for their willingness to serve and their commitment to OSUAP’s success.

Wishing you a Happy Thanksgiving.

Tricia Hohl
OSUAP President
THE OSUAP EXECUTIVE COMMITTEE
Effective Sept. 1, 2016

President: Tricia Hohl
Vice-President: Quanetta Batts
Secretary: Gina Scarver
Treasurer: Brian Keller
Membership Chair: Roxann Damron
Member-at-Large: Matt Sikora
Immediate Past President: Elaine Pritchard

Have suggestions for the Newsletter?
Want to share some good news?
Let us know!
Email: Michelle Pennington
Chair, Communications Work Group

Please be sure to submit suggestions by the 1st of each month to be included in the Newsletter!

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http://u.osu.edu/osuap
Columbus, Ohio 43210

The Ohio State University

As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them.
~John F. Kennedy

A Little Bit About Ohio State University Administrative Professionals (OSUAP) - Leadership Skills Development (A note from our President Tricia Hohl)

“One of our group’s goals is to develop our members’ leadership skills. There are many ways to be a leader in OSUAP – through service as an officer, participation in a workgroup, sharing best practices with a peer, and modeling behaviors that promote our profession. Feel free to contact any of our Executive Committee members if you would like more information about how you can engage more actively in OSUAP.”

We’ll share more about OSUAP and what’s going on behind the scenes in our next newsletter!

Click here if you would like to join OSUAP!

(COPE WITH CHANGE Continued from page 1)

Accept
• Don’t fight change that is inevitable.
• Be flexible.
• Get on with your life; don’t procrastinate.
• Do something that makes you feel good, something that gives you a sense of achievement.
• Learn to adapt as quickly as you can.

Get Support
• Share your feelings with a trusted friend or family member; someone who will let you cry or laugh, and who will listen. People can’t always give you the answers, but if they really listen, sometimes that is help enough.
• Look for someone who will encourage you, who can lift you up, inspire you and spur you on.
• Read inspirational and motivational materials.
• If people offer to run errands or help in some other way, be open to assistance.
• Seek spiritual support.

Hang Tough
Visualize yourself with your feet dug deep in the sand while waves of change come over you. They get stronger and the wind blows harder. Finally, the calm comes and you are still standing. You have survived the storm of change.
• Be resilient.
• Don’t play the “victim” card. Say, “I am a victor over my circumstances.”
• As Robert Schuller says, “Tough times never last, but tough people do.” Tell yourself that you are strong and you will endure.

Go Easy On Yourself
• Don’t be too hard on yourself when you are feeling down or can’t adapt as quickly as you had hoped.
• Catch yourself doing things well and reward yourself.
• Take care of yourself. Enjoy outside interests and relationships.
• Focus on what’s the best thing to do right now. Don’t think about everything that has to be done.

Keep The Best Of The Old
• Try not to make several changes at once. In other words, don’t change careers, move and get married (or divorced) all at once.
• Cherish the good things or people in your life as you move through change.

Keep a Gratitude Journal
• Whether you are going through good or bad change, keep a gratitude journal on your nightstand. Each night before going to sleep, take two or three minutes and write about the things and people for which you are grateful. Even in the worst of times, you will find several things for which you are thankful.
• Purchase all types of journals; make journaling fun.
• Look At Change As An Opportunity To Grow
• Tell yourself, “I am just stretching right now.”
• Be confident that you will return to your old comfort zone or you will find a new one.
• Tell yourself, “I have all the skills required to succeed.”

Purposely Change
• Make small changes occasionally to become more comfortable with change. Take a different route to work, change your seat at the dinner table, or sleep on the other side of the bed.
• If you have children, create small changes with them so they will learn to cope with change more easily.

How we respond to change is our choice. Sometimes at first, we respond with shock and immediate loss of hope. The important thing is to take comfort in that you can get grounded and actually make change work to your benefit.

Wishing you a great week!

Joan Burge

“Change is not the enemy, but rather a constant force that occurs every day to shape the future and things to come.” – Peter R. Gerber

P.S. Happy Thanksgiving!!
Proactive Self-Appraisal: Evaluate and Calibrate

by Elaine Pritchard

It’s not unusual to embark upon the new year with resolutions for healthier and more productive lifestyles. We may choose to eat better, exercise more and commit to improved work/life balance. All of these are great things, but there is another area that might need some attention – your performance at work.

Now, the season for face-to-face performance management meetings might seem very distant, but it will be here before you know it. Something that is such an important driver for your career deserves intentional planning and an investment of your time. With some proactive work now, you can ensure a more positive experience when you meet with your supervisor.

Here are a few tips for the new year:

If you haven’t started your list of accomplishments for the year, start one now.

For each performance year (July through June), keep a list of all workshops/trainings you have attended or facilitated; all of your university service through committees, work groups and volunteer efforts; examples of leadership; and specific examples illustrating success, especially those related to your performance goals. If you show direct alignment with the University’s strategic plan and that of your department or unit, you can make clear the strategic relevance of the work that you do. Often, we think of our roles as solely operational, but we do play important parts in moving the University and the Medical Center forward with their strategic initiatives.

Pull out your performance goals and assess your progress.

How many of us file away our performance goals until it is time to do a self-assessment just before the appraisal meeting? By that time, the year has passed us by and there is no time to self-correct.

In the spirit of proactive self-appraisal, bring out your performance objectives and scrutinize them carefully and honestly. Ask yourself some questions such as:

Have I fully or partially accomplished these goals?

If I have not made the necessary progress, what can I do to move forward?

Do I need to ask for additional assistance or resources to be successful? (This is a tough one, but sometimes it is necessary to ask for additional support.)

Are these goals still relevant given emerging needs in my office?

Schedule a touch base with your boss

Once you have done a thoughtful analysis of your performance thus far, schedule a 30-minute meeting with your supervisor. While some departments have this coaching meeting built into their performance management
Staying healthy during the holidays
Consider wellness gifts for family, friends and yourself this season.

By Bernadette Mazurek Melnyk

Like me, you may find the holidays both exhilarating and stressful. Your weekly fitness routine is interrupted by family gatherings and parties, your to-do list has quadrupled and delicious holiday food beckons from every table and office lounge.

If you feel tempted to toss health habits aside for a while, you’re not alone: the average American gains at least one to two pounds between Thanksgiving and New Year’s Eve. Most of us do not shed the extra weight despite the rush to join gyms on New Year’s Day. That adds up to a lot after a few years.

Holiday stress also can weaken your immune system, making you vulnerable to the season’s viruses. This year, take a little time to make an action plan, because staying committed to health and wellness during the holidays is vital to your long-term well-being. Here are some fun, gift-related ideas for holiday health.

You may be thinking of asking for a fitness-related gift for yourself this year, such as a wearable fitness tracker to record your daily steps, a membership to a gym or yoga studio, a session with a personal trainer or new fitness equipment such as weights or running shoes. Why not ask if you can receive this gift early, so you can use it to keep in shape and reduce stress?

It may even be time to indulge in a special wellness gift for yourself. Consider blocking out some solitary time to walk in the woods and watch the snow fall. That will put you in a holiday mood and get you moving as well! Buy yourself that beautiful holiday platter you’ve always wanted and keep it stocked with fresh-cut veggies to snack on. Promise yourself the treat of a warm bath to shed stress. A little relaxation goes a long way in keeping your immune system healthy.

Get creative with gifts of health and wellness for others. I know of one mother who decided that the big gift to her twin sons every year would be an experience, rather than an object, to keep the family active and reduce clutter. They have great memories now of sailing, skiing, kayaking and spelunking trips together.

Could someone on your list use an activity boost? Ask family members what sports equipment they’re craving. The adventurous person might like a gift certificate to a climbing gym or a trampoline park, while a zoo membership ensures a lot of walking.

And, because hydration is always important, reusable water bottles make great small presents for family and co-workers.

Gifts, of course, aren’t limited to those we wrap up and exchange. You also can give simple gifts of wellness to family and friends just by offering to walk with them or help them keep on track with their fitness goals. Ask your cousins to meet for smoothies and salads this year instead of cookies and egg nog. Or host a holiday healthful snack exchange instead of a cookie exchange. Cookbook with healthful recipes make great gifts, too.

Remember, you can’t take great care of others unless you take great care of yourself. Your health and wellness are precious gifts to you. The efforts you take to safeguard them this holiday season can last a lifetime.

Bernadette Mazurek Melnyk is the university’s chief wellness officer, vice president for health promotion and College of Nursing dean.

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Upcoming Important Dates

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<td>12/25-26/2017</td>
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<td>New Year’s Day (Offices Closed)</td>
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<td>1/5/2018</td>
<td>2018 OSUAP Mentorship Program Applications Deadline! [Details here!]</td>
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<td>1/12/2018</td>
<td>OSUAP January Bi-Monthly Meeting: Leveraging Social Media—Digital Through Carmen Connect 12:00 Noon to 1:00 PM [Details soon!]</td>
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<td>1/15/2018</td>
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OSUAP Member Spotlight—Featuring Gina Scarver

We are pleased to spotlight OSUAP’s newest member of the Executive Committee and Secretary, Gina Scarver.

An Executive Assistant supporting directors in Quality and Patient Safety and Accreditation and Compliance, Gina has been with the Medical Center/James Cancer Hospital for over seven years. Prior to coming to Ohio State, Gina had a successful 20+ year career as a legal secretary.

When asked what she likes about working in her current role, Gina said it “is very rewarding as we are constantly striving to make The James safer for our patients (and our staff) by implementing process improvements, monitoring data, listening to our patients through satisfaction surveys, and by maintaining a constant state of readiness for any accreditation surveys that may occur. My directors are strong leaders who are extremely supportive of my work value, goals, and life/work balance, and have provided tremendous learning opportunities for me through their leadership. They also encourage my participation in OSUAP, which has been important as I’ve grown within the organization.”

What many may not know about Gina is that she is a part-time undergraduate student majoring in City and Regional Planning at the Knowlton School of Architecture. She enjoys learning and meeting new people and she already sees how this degree will assist her in building community and collaboration at the University. She expects to graduate in December 2020.

Gina has been an active member of OSUAP for 5 years and has served on the conference planning group. She brings energy, innovation and humor to her committee work. Whether it is navigating conference logistics or brainstorming about future events, Gina isn’t shy about sharing new ideas and thinking about how we might do things better.

Regarding her participation in OSUAP, Gina said “OSUAP has been the most impactful networking opportunity for me since joining Ohio State. It has provided numerous educational moments which have contributed to me being a better assistant. I’m excited and honored to be serving as an OSUAP officer and look forward to the future growth we will all experience.”

Welcome to OSUAP Leadership Gina and thanks for your first contribution to the newsletter below!

Are you “Ready to Run” — Professional Development Conference Recap by Gina Scarver

On December 7 of this year I was able to attend an interesting and beneficial professional development conference entitled “Ready to Run – Campaign Training for Women” sponsored by the John Glenn College of Public Affairs and held at the Fawcett Center. This conference originally piqued my interest as it relates to my current educational goals and passions while I pursue a Bachelor of Science degree in City and Regional Planning (at the OSU Knowlton School of Architecture) where I’m particularly focused on community relations and advocacy, as well as my professional development objectives. The cost of the conference was only $50 which included breakfast and lunch.

The overall agenda was constructed much like our own annual OSUAP conference which is held every June. The Ready to Run keynote speaker, Professor Trevor Brown, Dean of the John Glenn College (the only male participant of this event) spoke very passionately about the importance of more women running for office on the local and national level, and how we, as strong and driven women, are capable of inspiring citizenship, and promoting and developing leadership within our own circles every day. He encouraged those in attendance to continue educating ourselves on political issues, to not be afraid to reach outside of our comfort zones, and most importantly to always believe in ourselves and encourage our peers.

There were two “tracks” available as options for the break-out sessions – 1) Ready to Run (for those planning to run for office now or in the near future) and 2) Ready to Advocate (for those interested in helping candidates run their campaign). I actually mixed my day up, doing half and half by attending the morning advocate session titled “Behind Every Successful Woman is a Tribe” which consisted of a panel of experienced campaign professionals speaking to various ways women can become involved advocates such as: volunteering for grassroots issues, networking with lobbyists, following and supporting candidates who share your core values, seeking out panels, and continually educating yourself with relevant programs (at places like the John Glenn College, the Greater Columbus Commission, the Ohio Statehouse, County Commissioner forums, the JoAnn Davidson Leadership Program, etc.). I then attended an information session in the afternoon titled “Campaign Messaging” which was a vibrant presentation regarding branding, messaging, and tooting your own horn the right way – the way that will get voters’ attention and cause them to WANT to vote for you.

Our luncheon plenary, “Laying the Groundwork for Public Life” was facilitated by Upper Arlington Mayor, Debbie Johnson, who was joined by Franklin County Court of Common Pleas Judge Laurel Beatty Blunt, Columbus City School Board member Ramona Reyes, and State Representative Anne Gonzales. These extraordinary female public leaders shared their ideas, fears, advice, and encouragement as they have all dealt with various aspects of public life from campaigning to serving, and all while balancing their political careers with raising families. Their honesty and humor made it a very enjoyable session and I was left wishing I could spend time with each of them one-on-one.

The closing session focused on Financing Campaigns and was presented by speaker and author, Nancy Bocskor, who has worked on fundraising campaigns for over 100 members of Congress and has helped non-profits across the globe strategize financing campaigns. Nancy serves on the board for “Running Start,” an organization that encourages women to run for office, and she was chosen in 2016 as one of the “Top 12 Women Changing the Face of Political

(Continued on page 4)
Dear OSUAP Colleagues,

Just wanted to take a moment and wish you all a fabulous holiday season, filled with tons of joy and laughter. I hope that 2018 will be your best year yet and that it will bring you personal and professional success and fulfillment.

I am looking forward to another great year for OSUAP and hope you will join us in our professional development and networking opportunities.

Merry, Merry

We’ll share more about OSUAP and what’s going on behind the scenes in our next newsletter!

Click here if you would like to join OSUAP!

The OSUAP Connection

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http://u.osu.edu/osuap
Columbus, Ohio 43210

THE OHIO STATE UNIVERSITY

A Little Bit About: Ohio State University Administrative Professionals (OSUAP)
- Holiday Message from our President Tricia Hohl

Dear OSUAP Colleagues,

Just wanted to take a moment and wish you all a fabulous holiday season, filled with tons of joy and laughter.

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(READY TO RUN Continued from page 3)

Communications in Latin America.” She is a graduate of Otterbein College where she received the 2010 Distinguished Alumni Award for “her passion to affect change in national and international communities, training and consulting with the nation’s and world’s political leaders, and commitment to educate others, particularly women, around the world.” The wealth of knowledge and experience Nancy shared with us was extraordinary and brought to us largely by personal stories of success (and some failures) and was presented with a great deal of humor and candor.

This annual forum was a valuable experience for me, with abundant networking opportunities and interesting and informative sessions. If you are interested in learning more about these types of topics, please reach out to Program Manager for Ready to Run, Shadia Jallaq at jallaq.6@osu.edu so that she can help keep you connected to the John Glenn College of Public Affairs for future events.

(READY TO RUN Continued from page 3)

Be kind to yourself

Last but not least, allow yourself to be imperfect. We all want perfection, but it is rarely achievable. You should be proud knowing that you are putting forth your best effort – and that you are continually striving for excellence. Examine your mistakes, identify how to avoid them in the future, and move on. You have far too many successes in your future to be bogged down by previous failures.

In closing, I do not claim to be an HR expert; however, I am thinking about how I can approach my own performance management more proactively. If you have any questions about the performance management procedures in your office, be sure to seek the guidance of your dedicated HR professional. My hope for you is that you can share (effectively and proactively) your professional successes.

(PROACTIVE SELF-APPRAISAL Continued from page 1)

process, many do not. Whether your office has a formal coaching component or not, you can show your commitment to your performance by requesting this meeting. If you have a pre-read for your boss, such as a mid-year accomplishments document or a list of questions that might require advance thought on his or her part, this preparation will help facilitate a more productive and focused meeting.

As you open the door and solicit concrete feedback from your supervisor, you may learn some things that are difficult to hear. Just as we are learning to accept constructive criticism, many supervisors are still learning how to offer it. If you need clarification, don’t hesitate to ask clarifying questions so that you are on the same page. This is a great opportunity for you to show your maturity, professionalism and commitment to being the best administrative professional that you can be.

Step out of your career comfort zone—and step into your greatness.

~Jo Miller, Be Leaderly

(PROACTIVE SELF-APPRAISAL Continued from page 1)
The OSUAP Connection

Issue #26
January 25, 2018

Know an Admin who is new to OSU?
Please forward this Newsletter to her or him!

Inside this issue:
Accelerating Your Career Growth 1
Emotional Wellness 2
Clarifying Highest-Leverage Activities 3
Co-investing in YOU! 4
USAC Info 5
Campus Campaign 7

OSUAP Goals

✦ Encourage professional development
✦ Develop leadership skills
✦ Network with peers

Special Notes:

✦ Welcome to another exciting year at OSU with OSUAP! Dream BIG this year!

✦ Staff Career Development Grant Deadline is 01/31/18! (Details Here)

✦ Apply for University Staff Advisory Committee (USAC) (See article inside and click here to apply)

✦ Campus Campaign 2018 kicks off March 1st! (info)

The Most Important Tool for Accelerating Your Career Growth by Chrissy Scivicque

So, you want to get ahead at work. Who doesn’t? Almost everyone has dreams of career advancement, whether in the near or distant future. That’s part of the reason the workplace is so competitive. Everyone wants more money, more fulfillment, and more recognition. We’re all fighting for the same things and, unfortunately, we can’t ALL win. Some people will rise to the top. Others will sink to the bottom. Others will stay in the mediocre middle for all of eternity. Is that harsh? No, it’s reality. And it shouldn’t surprise anyone. We all know we’re in a competitive economy. The workplace doesn’t reward complacency; it rewards forward motion—those who are progressing, producing, growing, and evolving.

How does one demonstrate forward motion? There’s only one no-fail strategy.

It’s the number one most important tool you absolutely must be utilizing consistently in order to advance your career. Doing this one thing will exponentially increase your chances of career success and meeting your professional goals. Regardless of where you are in your career and regardless of where you want to go, you should ALWAYS be actively participating in Professional Development & Career Advancement Training.

Unfortunately, most people wait and only do training when there’s a specific need—when they’ve already fallen behind and they’re trying to play catch up. But that’s not proactive.

What that means is that you have the opportunity to really make yourself stand out from the crowd by proactively expanding your skills on a regular basis.

“Professional Development & Career Advancement Training” Defined

Simply defined, Professional Development & Career Advancement Training includes any guidance, advice, or instruction that elevates workplace skills and performance, and is provided by a subject-matter expert. It can take a multitude of forms, which we’ll discuss in a minute, and it’s designed to make you a more valuable asset in the workplace.

Why Professional Development & Career Advancement Training Matters

Just in case you question the fact that I’m calling this the NUMBER ONE most important thing you can do for your career, let’s look at just a handful of the MANY outcomes this kind of training and development creates for professionals.

1. It shows you’re not a know-it-all.

No one likes a person who thinks he or she knows all there is to know about a subject. And let’s be real: No matter how experienced you are, and no matter how good

(Continued on page 6)
Practical tips for achieving emotional wellness

By Bernadette Mazurek Melnyk

Cope with stress and improve your mood with these research-tested methods

It’s raining, you’re running late, you can’t find a parking space and you’re needed for an important meeting this morning. You can’t control the events that trigger anxiety, but you can harness healthy ways to cope with stress and the negative emotions that can arise.

When you are emotionally well, you can identify, express and manage your full range of feelings. During times in which you feel stressed, down or anxious, you can learn cognitive-behavioral skills that keep the blues and anxiety at bay. These skills are based on components of cognitive behavioral therapy (CBT), which is the gold standard evidence-based treatment for mild to moderate anxiety and depression.

As the Dalai Lama once said, “The suffering from a natural disaster we cannot control, but the suffering from our daily disasters we can.” When you learn to recognize the relationship between thinking, feeling and behavior, you can start to turn negative thoughts around to positive ones and feel better, even on that rainy day.

Cognitive-behavioral skills building (CBSB) that helps

Evidence shows that a lot of our emotions come as reactions to our thoughts. Negative thoughts are often followed by feelings of anxiety, stress and depression. Negative thinking can also lead to unhealthy or unhelpful behaviors. This pattern is often referred to as the thinking, feeling and behaving triangle. There’s a way to escape a negative thinking-feeling-behaving triangle, though, through monitoring your own thought patterns and putting a positive spin on them.

What was I thinking?
The first step in CBSB is to learn to catch your automatic negative thoughts. When you feel your mood change for the worse, or when you feel physical symptoms of anxiety such as rapid heartbeat, headache, stomach ache and sweating, ask yourself, “What was I just thinking?” Many negative thoughts become automatic — like any other habit. We don’t choose them; they just happen.

Learn to recognize trigger or activating events.
Let’s say a car cuts you off in traffic. This activating event might provoke a negative automatic thought like, “That careless driver could have just caused a bad accident!” which sends your mood in a downward spiral. When you notice negative automatic thoughts, though, you can turn them around and rewrite them.

Change the script.
The next time a car cuts you off in traffic and you start to have a negative thought, you can turn it into a positive one, such as, “That person may be under a great deal of stress. Thank heaven, I’m safe.” Changing the negative thought around to a positive one buffers you from feeling stressed and anxious.

Practice, practice, practice
Thirty days is the time frame it usually takes to make or break a new habit, including the way we think. With time and practice, you can actually change your thinking in response to the stressors in your life, and that will change how you feel. For the next 30 days, try monitoring your thoughts in response to stressors. Keeping a journal of daily stressors, your thought patterns that follow and how you felt and behaved will help you in forming new patterns of thinking. See challenging circumstances as opportunities to practice.

Mindfulness
Integrating mindfulness into your daily lifestyle will also help you regulate your emotions. It’s human nature to expend a lot of emotional energy worrying about things in the future that may not happen, or feeling guilty about things in the past we can’t change. However, if we focus on the present,
Four Steps Toward Clarifying Your Highest-Leverage Activities: Determining What They Are and Why They Matter by Laura Stack

At some point in your working life, you’ll end up with so many tasks on your to-do list that there’s no way you’ll ever finish them all, short of a 30-hour day (a possibility in, oh, a billion years or so). You’ve probably blown past this point already, and applied standard time-management tools like delegating, prioritizing, and abandoning to your stack of tasks. I’ve written a great deal about these topics in the past, so this time, I’ll come at it from a different angle.

Ultimately, you want to give away or cut every task that doesn’t provide the best bang for your buck. The remaining tasks are your high-value activities (HVAs)... and you guessed it, they’re going to change as your career evolves. Which begs a question: how do you determine your HVAs in the first place?

You’d think they would be obvious, but that’s not always so. In part, your HVAs, especially the most productive of them, depend on your current position and goals. While it’s vital to align your goals with those of your team and organization, there’s usually some wiggle room in how you do so. If you want to move rapidly up the office ladder, you volunteer to take on more high-visibility projects. If you’re happiest in one place, deepening and broadening your specialty may work best for you.

Even if your HVAs are obvious, that doesn’t mean you’re prioritizing them properly. Even the smartest among us can fool ourselves about what truly matters, sometimes allowing style to override substance. Thus, you may be ripe for an assessment or reassessment.

Whether this is your first attempt at it, or you’ve decided to reassess your to-dos and change them according to what you discover, here’s how to go about it.

1. **Look at the big picture first.** Make a list of your daily tasks. Which ones profit you and your team the most? These are your HVAs. Usually, they’re the tougher tasks requiring thought and creativity. But even if a highly productive task seems easy to you, it can still be high-leverage. You may have a special talent for it, or may have become so experienced it’s now second nature.

2. **Determine which HVAs yield a multiple of the energy you invest.** This will help you refine your existing HVA list. Your Personal ROI should come to at least three times your salary. The most profitable HVAs get you there. They may include cultivating business relationships, networking, product development, and even writing blogs or posting YouTube videos, since “virtual real estate” can remain online for years, earning you interest (in both awareness and fiscal terms) over a long period.

3. **Pick the most productive few.** Ask yourself: if you could do only one HVA all day to maximize your productivity, what would it be? Put your answer at the top of your priority list. Then ask yourself the same question about the remaining tasks again and again, until you have at least three and no more than six such tasks on your list, in order of value.

4. **Break out the tasks only you can do,** based on experience, relationships, or branding. Even if it’s just because you’re the only person left who knows how to convert a legacy computer system’s results into a form everyone can use, it counts (for now). This most commonly applies to high-level employees for whom the highest-value work is creative or managerial in nature: R&D, project oversight, or liaising with the government or other companies, for example. In some cases, HVAs at these levels may earn your organization thousands of dollars per hour — e.g., the negotiation of a contract worth $100 million.

Try to get your list down to no more than three highly productive HVAs. You can add others to your list to fill out your work-day, but these few are your Highest Leverage Activities.

(Continued on page 8)

“Once you have a clear picture of your priorities—that is values, goals, and high leverage activities—organize around them.”

—Steven Covey, American businessman and speaker.
Co-invest With Your Employer by Joan Burge

I can’t tell you the number of times people have told me they won’t attend a conference or training program if their employer will not pay for it. Additionally, many people will not even purchase a book or online program for themselves. I find this amazing as investing in your education is the best investment you can make. You will always get a great return on your investment (providing you are grasping the information and doing something with it.)

I was an employee for 20 years before I started my own business. I was in the administrative profession for all 20 years and I did not earn nearly what assistants earn today. Yes, I wanted my employers to pay for my education or training or to send me to a conference. And most often, they did. But I also spent my own hard-earned money to learn and become the best assistant I could. When I left the workforce as an employee and started my own business, I did not have much money and I did not have clients. However, I invested what funds I did have on learning and developing myself in my new career as a corporate trainer, business owner, and speaker. And have continued that for 27 years.

I understand you don’t want to spend your own money. But that is a short-term view. Instead think of the long-term payoff when you invest in yourself, education and development.

There can be a happy medium. I am calling it co-investing. In other words, you invest in your education and your company invests in your education. So when your executive or management says no to you attending a conference, workshop or purchasing e-books or online training, tell them you will pay 40% or even 50%. This way they will see that you really want this education; that you are serious about your career and that you are willing to put some skin in the game. Your executive will be more inclined to go to bat for you and get the funds. Also, by co-investing, you are adding to your bag of skills which you will take with you the rest of your life.

Another way of co-investing that I’ve seen with assistants who have attended our annual conference for assistants or our World Class Assistant certification program is where the assistant paid for her accommodations and travel while the company paid for the registration costs. Or the assistant used vacation time and paid the registration while the company paid all travel expenses.

Be creative. You can create a win-win and secure your career in the future by investing in yourself. You might want to mull this over as you lounge by the pool or sit by the lake this summer. Open your mind to seeing yourself as someone worth investing in. This way you will be prepared when fall comes and you start looking at some educational opportunities for yourself.

Joan Burge

P.S. We also have some information on getting approval for training and development which you can read here and here.

Joan Burge is the Founder and CEO of Office Dynamics International and is an accomplished author, writer, speaker, consultant and corporate trainer.

Joan has authored four groundbreaking books for administrative professionals including the Amazon Best Seller Who Took My Pen … Again? Secrets from Dynamic Executive Assistants. Her administrative-career “bibles” entitled Become an Inner Circle Assistant and Underneath It All continue to be favorites among executive and administrative assistants worldwide.

She is a member of the American Society for Training & Development, National Speakers Association Las Vegas Chapter, Society for Human Resource Management, Vistage International, and Las Vegas Chamber of Commerce.

You can find Joan’s blog here.

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Professional Development Opportunity—Apply for University Staff Advisory Committee (USAC)

The University Staff Advisory Committee (USAC) is an advisory body to university leadership. Comprised of members from across the university and medical center, its mission is to maintain an active and participatory line of communication with the university community and to provide a forum through which university staff can raise, discuss, and make recommendations to support the university’s mission.

Starting February 1, through February 28, 2018, USAC will begin accepting applications for the 2018-2021 term. Being an active member of the University Staff Advisory Committee allows you to serve as an advisory body to senior leadership and a voice for the 25,000+ staff members from all seven Ohio State campuses and research centers. Interested in applying? For application information, visit usac.osu.edu/apply. For more details on what an appointment with USAC means, see below.

Position Profile and Details for University Staff Advisory Committee (USAC)

Call for applicants

The University Staff Advisory Committee (USAC) seeks motivated staff to serve as members during the 2018-2021 term. If you would like the opportunity to put your passion to work for the betterment of the university, then you should consider joining USAC. The Ohio State University employs more than 25,000 staff members who provide professional expertise and support in a broad variety of ways to advance the academic, research, and service missions of the university. The University Staff Advisory Committee is currently a team up to 30 dedicated Ohio State staff members who are working to help shape the culture of the university.

What USAC does

Staff from across the university comprises USAC—an advisory body to the university leadership. Advocating on behalf of staff, USAC members raise, discuss, and make recommendations in support of Ohio State University’s mission. USAC members provide guidance to the university’s senior leadership—the president, provost, chief finance officer, chief human resources officer, and others—on evolving staff issues and policies with the purpose of helping to shape Ohio State’s workplace culture.

A USAC member profile

A successful USAC member will be able to make independent decisions and judgments. He or she can plan, prioritize, balance, and review a variety of projects that must be completed simultaneously and on time. USAC members are expected to think critically about a variety of evolving issues facing staff at Ohio State. Members must combine creativity and content knowledge to offer solutions for staff professional development while working to shape a positive culture. USAC members often seek input from staff constituents through qualitative and quantitative measures and translate this information into viable recommendations to university leadership. Members will be asked to review and provide recommendations on new and amended university policies and initiatives. Due to the nature and timing of the requests that come through the committee, it is necessary that members be able to use discretion regarding personal and confidential matters. Members also serve on one of the following three subcommittees and are expected to attend regularly scheduled subcommittee meetings, complete assigned tasks, and participate in events.

USAC Subcommittees:

**Staff Compensation & Benefits:**
Collect data through surveys and focus groups with staff and present results to university leadership.

**Governance:** Appoints staff representatives to all Senate and university—wide committees, serves on Staff Career Development Grants and Distinguished Staff award selection committees, and oversees the USAC bylaws.

**Outreach & Engagement:** Coordinates USAC sponsored events throughout the year and manages the creation and distribution of USAC Updates.

In addition, USAC members need to have

- Effective interpersonal, oral, and written communication skills and the ability to clearly communicate ideas.
- Demonstrated time management
- Strong relationship-building skills
- The ability to communicate and interact well with people of all experience levels, leadership levels, and diverse backgrounds and to maintain a positive and collaborative work environment.
- A desire to learn more about the university’s culture, structure and leadership processes.
- A positive culture. USAC members often seek input from staff and present results to university leadership.

USAC may appoint one staff member from a regional campus that is paid through a cost shared appointment. If appointed, the cost shared staff member must be a 75% FTE during their time as an active USAC member.

Required qualifications for USAC membership

- **Staff with CCS, A&P or Senior A&P classification.** USAC cannot accept staff that are covered by a bargaining agreement or are a member of a union represented at the university.
- **Staff with two years of continuous regular staff service at the time of active membership (July 1, 2018)**
- **Staff with an FTE of 75% or higher.**
- **USAC may appoint one staff member from a regional campus that is paid through a cost shared appointment.** If appointed, the cost shared staff member must be a 75% FTE during their time as an active USAC member.

Qualified staff members are encouraged to apply for membership. After a review of applications and an interview process, a slate of recommended names is submitted to the president’s office for appointment.
you are at your job, the business world is constantly changing and evolving. You never know it all and you never will. Pretending like you do only makes you look ignorant and stubborn. Who advances with an attitude like that? No one.

2. **It shows you’re not overly set-in-your-ways.**
   Consistency is good; rigidity is not. You want to consistently do your best and perform at top levels. But when you’re inflexible and unable to adapt, you’ve fallen into “rigidity” territory. Being too set-in-your-ways can make you look unwilling close-minded. After all, your way isn’t necessarily the best way. Maybe it was last week. But there’s no guaranteeing it will be next week. You have to show your employer that you’re eyes are open. You’re always looking for a new approach that will bring greater value to the company.

3. **It keeps your skills up-to-date and razor sharp.**
   Even if the duties of your job are pleasantly diverse, we all fall into patterns and routines in the workplace. In truth, we only use a fraction of our skills and abilities on a regular basis. The ones we don’t use slowly deteriorate, making us more narrowly confined to our current position. Professional Development & Career Advancement Training helps prevent that kind of atrophy. You want to get stronger, not weaker! By keeping your brain, you’ll feel more satisfied.

4. **It keeps you competitive in the job market.**
   Who knows what’s going to happen and when? No matter how secure you feel right now, you could find yourself in the middle of a job search before you know it. Participating in continued professional development and career advancement training will ensure you’re at the top of your game so, should something unexpected happen, you’re ready to jump in with both feet. Plus, prospective employers love to know this is the kind of professional you are. It’s definitely something you should be vocal about in interviews. A job candidate who expresses a desire and commitment to constant professional growth is far more compelling (and valuable) than one who doesn’t.

5. **It keeps you challenged and mentally engaged.**
   The key to professional passion is mental stimulation. But here’s the kicker: Sometimes, you have to create it yourself. Many jobs—even great, well-paying jobs—become mindless after a time. It’s just human nature.

We start to disengage after we’ve done something long enough. Professional Development & Career Advancement Training, however, opens your mind. It challenges you. It encourages you to try new things, to shift the way you’re thinking about old things, and to simply become more aware of what you’re doing and how you’re doing it day in and day out. When you’re really using your brain, you’ll feel more satisfied.

6. **It shows you’re committed to your professional success.**
   Employers want to know that you’re an equal partner in your professional success. They’re willing to commit more resources in your growth and development when they know you’re doing your part. Whether you want your company to provide tuition assistance for a college degree, or if you’re just looking for some additional support from your boss, you’ll be taken more seriously when everyone knows your career is important to you.

7. **It shows you’re willing to do the work (and invest the resources) to become the professional you want to be.**
   Participating in continued Professional Development & Career Advancement Training visibly demonstrates that you’re not afraid of doing what needs to be done to make your career dreams a reality. It shows that you’re not all talk. You’re willing to make sacrifices if and when needed—sacrifices of time, money, and energy. And ya know what? That pays off. Employers see this and they know you’re an asset. They want to keep you happy and they want you to grow with the company.

**How To Use Your Professional Development & Career Advancement Training**

So, here’s the next question: Once you’re really doing this—participating actively in continued training and development—how do you use it to your advantage in the workplace? Here are just a few of my thoughts on the topic:

- **Implement, Implement, Implement**
  Knowledge is no use without action. When you learn a new skill or strategy, put it to work immediately. As adults, we learn best through experience. So, as you use your new knowledge, it will become engrained.

- **Be Vocal**
  Don’t hide the fact that you’re growing and learning! Flaunt it! Share it with superiors and prospective employers. Tell them what you’re learning and why it’s important to you. Better yet: Show them your new skills in action.

- **Train Others**
  When you learn something new, don’t keep it to yourself. Provide others with support by sharing your knowledge. You can schedule a lunch and learn to give your co-workers a breakdown on a new strategy you’ve found exceptionally helpful. Or you can simply forward some class notes to your colleagues for review at their convenience. Whatever you do, training others will raise your visibility and establish you as a leader and subject matter expert.

   - Highlight It On Your Resume
   Your resume should always include an education section. Unfortunately, many people only display degrees and certifications here. However, it’s perfectly acceptable to include ongoing Professional Development & Career Advancement Training activities. Even if there’s no specific degree or certification you’re working toward, prospective employers want to see that you’re actively engaged in learning.

   - Add It To Your Performance Goals or Professional Development Plan (PDP)
   Another way to create visibility for what you’re doing (and to hold yourself accountable) is to add continued education to your performance goals or your professional development plan (PDP). This helps you establish some parameters around what you want to accomplish and by when, and helps keeps you on track. It’s easy to put learning objectives on the back burner, but making it “official” like this increases your chances of keeping it front and center.

**Options for Professional Development & Career Advancement Training**

So, you’re ready to get started, right? Now the question is: What are my options?

Here’s the good news: You have a LOT of options. In order to choose, first consider your own preferences. How do you learn best? Are you a classroom kind of person? Do you need a rigorous schedule to stick to or do you prefer to work at your own pace?

You also need to consider your resources: How much time do you have? How much money are you willing to spend?

All of these things play a part in your decision-making process. Here are just a few of the options available to you:

- Online Classes or Training Programs
- In-Person Classes or Training Programs
- Read Books and Online Articles
- Listen to Podcasts and Audio Classes
- Watch On-Demand Training Videos

(Continued on page 7)
Personally, I recommend my own professional development training programs. But of course, I’m not the only game in town. While I would love to be your provider, there are many places and people who can help you. Find something that works for YOU. A few key pieces of advice though:

- **Do your research.** Make sure you’re getting a good deal. There are a lot of providers who charge astronomical fees for the world’s most basic training. Don’t be taken advantage of!
- **Find reputable sources.** Make sure the trainers are subject-matter experts who have proven, real-world capabilities. You don’t want to take career advice from just any old yahoo. Look for testimonials or quotes from past participants.

### Forget Your Excuses

I hope I’ve convinced you that Professional Development & Career Advancement Training is critically important for your career, and I hope you feel empowered to get started.

A common scenario I run into, however, is this: Professionals are eager to start an ongoing learning routine. They understand the value. And yet, they come up with all kinds of excuses to put it off infinitely into the future.

- I don’t have the time right now.
- I don’t have the money right now.

Let’s be clear: RIGHT NOW is exactly when you start. But RIGHT NOW is almost never a “good” time. I get it. But you need to find a way to put your excuses aside and make it work RIGHT NOW.

Professional Development is an investment. You have to put something in to it to get something out of it. Like any investment, it requires a decision. You have to choose to do it—take the risk in order to reap the reward. Put your money where your mouth is. Dedicate the resources needed to get where you want to go. Otherwise, it won’t ever happen.

And remember: If you’re not willing to invest in yourself, why would anyone else want to?

### Shift Your Perspective

“We Are A Lifelong Learners.”

Go on, say it out loud. Embrace this idea. Live it. If you want to get ahead in your career or just life in general, you must always think of yourself in forward motion. Don’t get stagnant or complacent. Your mind is terrible thing to waste. Keep it open, engaged and stimulated.

This might require a slight shift in perspective. Stop thinking of “success” as a destination. **It’s a journey.** It’s a constant process of growth and evolution. It doesn’t end. **Every goal you reach should lead to a new one.** And every day, you should learn something new.

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### CAMPUS CAMPAIGN 2018

Each year we recruit dedicated and enthusiastic staff and faculty to assist us in planning and implementing the Campus Campaign in their departments and cost centers. This is a great opportunity to network, have fun, learn or develop new skills, meet new people, take on leadership roles, if you are so inclined, and make a huge difference in the lives of students, patients, and thousands of people we will never meet.

Time commitment varies by unit, your level of enthusiasm and the participation goals you set. AND, no need to do it alone. Recruit a colleague or two to assist you. If you are interested in learning more, contact one of the following:

**Any Campus Locations** - Tina Thome @ Thome_3@osu.edu

**Wexner Medical Center Locations:**
- Ackerman/Shared Services — Michelle.Pennington@osumc.edu
- The James Cancer Hospital - Tiffany.Ponzani-Mast@osumc.edu
- Ambulatory - Samantha.Primmer@osumc.edu
- University Hospital East - Krista.Maxey@osumc.edu
- Ross Heart Hospital - Kelly.Scheiderer@osumc.edu
- University Hospital - Karen.Barrett@osumc.edu
- Brain & Spine Hospital - Cassandra.England@osumc.edu
- College of Medicine - Tamara.Hager@osumc.edu
- Harding - MaryJo.Lee@osumc.edu

*If you aren’t sure, plan on coming to an Orientation (contact above for details) to learn a little more about how things work and then make your decision. It is a great opportunity for Professional Development!*
Goals are dreams with deadlines.
~ Diana Scharf Hunt

A Little Bit About: Ohio State University Administrative Professionals (OSUAP)
- SAVE THE DATE

7th Annual OSUAP Professional Development Conference
Wednesday, June 13, 2018
8:30 am - 4:30 pm
Fawcett Center for Tomorrow

We’ll share more about OSUAP and what’s going on behind the scenes in our next newsletter!

Click here if you would like to join OSUAP!

(PRACTICAL TIPS Continued from page 2)

we will worry less and experience less guilt. Try meditation, or ground yourself in the present with an easy exercise: chew a piece of gum and count how many chews it takes to lose its flavor. The book “The Present” by Spencer Johnson has great insights on staying in the moment.

More than just the blues
If symptoms of anxiety, stress or depression persist for more than two weeks and interfere with daily functioning, don’t wait. Seek help from a qualified therapist or your healthcare provider.

Evidence for a healthy lifestyle
You may have heard that four healthy behaviors can reduce risk for diabetes, heart disease, back pain, and a host of other physical health issues. Evidence shows they also reduce risk of depression by 93 percent and stress by 74 percent.

1. Get 30 minutes of exercise at least five days a week.
2. Limit alcohol use to one drink a day for women, two drinks a day for men.
3. Don’t smoke.
4. Eat a healthy diet including five fruits and vegetables a day. Reduce your risk for chronic disease even further by practicing daily stress reduction and sleeping at least 7 hours a night.

Here are some more tips for emotional wellness:

- Break your routine if you are stuck in a rut.
- Manage your energy: build in frequent recovery breaks throughout the day. Sit less, stand more.
- Practice guided imagery to relax and create a positive mood.

(FOUR STEPS Continued from page 3)

A Lever Long Enough
Once you discover and refine your HVAs, organize your work-life around them. You may not find a way to move the world, as Archimedes claimed he could if he had a long enough lever and a place to stand; but, you can shift your productivity to the better. If your place to stand rises high enough, you can boost your whole team, division, or organization. The trick is finding the right levers, and ensuring they’re sturdy enough to handle the weight. These tips will help you get started—and guide you back to the right path if ever things change.

- Balance work and personal life: Take time to do things you enjoy.
- Read a positive book five to 10 minutes every morning to start your day off right and shield yourself from negativity during the day.
- Check and monitor your Vitamin D level (it may get low in cloudy months).
- Socialize with family and friends.
- Have an attitude of gratitude – write your blessings down.

Know your limits. Do not feel guilty when you have to say no.

- Laugh more often.
- Take five deep breaths when feeling early symptoms of stress. If it helps, think, “I am calm,” as you breathe in and “I am letting all of the stress out,” as you breathe out.
- Make a plan for how to deal with your main stressors.
- Talk to someone you trust about how you feel.
- Know your limits. Do not feel guilty when you have to say no.
- Stay aligned with and pursue your dreams and passions.
- Enjoy nature and the outdoors.
- Help others. Compassion for others helps us feel good, too!

As seen in The Ohio State Alumni Magazine’s Winter digital edition.

Bernadette Mazurek Melnyk is the university’s chief wellness officer, vice president for health promotion and College of Nursing dean.
Know an Admin who is new to OSU?
Please forward this Newsletter to her or him!

Inside this issue:
Be a Strategist 1
9 Dimensions of Wellness 2
Member Spotlight 3
Fighting Office Dragons 3
ASFW Info 4
Campus Campaign 6

OSUAP Goals

- Encourage professional development
- Develop leadership skills
- Network with peers

Special Notes:
- Campus Campaign 2018 kicks off March 1st! (info)
- Staff Benefits and Wellness Expo 03/13/18! (Details Here)
- Ohio State’s Relay for Life event, Saturday 4/7 11:00 a.m. (Details Here)
- Spring is coming!!

3 Ways to be a Strategist, Not a Tactician by Jo Miller

“You need to be more strategic.” Many aspiring leaders have heard this type of feedback during a performance review or after giving a presentation. But what does it really mean? And how do you make the shift from being tactical to thinking and acting more strategically? Ever wondered if it’s even possible when you don’t have anyone to delegate to?

“I started out as the ultimate tactician,” says Dona Munsch, Vice President of Cloud Operations at NetApp. “I had this continuous drive to enjoy the intoxicating buzz of checking off things on my list.” It’s immediately gratifying to conquer a to-do list, but if you aspire to move beyond your current role, you’ll need to think and act more strategically.

In a leadership webinar titled “Transitioning from Tactician to Strategist,” I asked Munsch to describe how strategists and tacticians operate differently. She shared three shifts in mind-set to implement immediately, even if you don’t yet have direct reports.

1. What’s Your Time Horizon?

In the early days of her career, Munsch had a boss with a management style that she found inspirational. “She managed people in an amazing way,” recalls Munsch, who learned that the difference between tacticians and strategists is your time horizon. Consider your current timeframe as you go about your day-to-day work. According to Munsch, if you want to be a strategist, not a tactician, each day, ask yourself:

What is my time horizon and where am I influencing? Is it for today, tomorrow, or am I looking toward things that will happen two years from now? Shifting your attention away from what’s required of you in the near future encourages you to become more forward thinking, visionary, and strategic.

2. What’s The Scope Of Your Influence?

“I had this continuous drive to enjoy the intoxicating buzz of checking off things on my list.” It’s immediately gratifying to conquer a to-do list, but if you aspire to move beyond your current role, you’ll need to think and act more strategically.

In a leadership webinar titled “Transitioning from Tactician to Strategist,” I asked Munsch to describe how strategists and tacticians operate differently. She shared three shifts in mind-set to implement immediately, even if you don’t yet have direct reports.

(Continued on page 6)
9 dimensions of wellness

By Bernadette Mazurek Melnyk, PhD, RN, CPNP/PMHNP, FAANP, FNAP, FAAN, and Susan Neale, MFA

Your health and well-being isn’t just about nutrition and exercise.

ALTHOUGH nurses take great care of others, they generally don’t take care of themselves. As a result, we’re a population at risk for multiple chronic conditions. In 2017, the National Academy of Medicine launched an action collaborative on clinician well-being and resilience, acknowledging that a high percentage of physicians, nurses, and other healthcare professionals suffer from burnout, compassion fatigue, depression, and poor work-life balance. And in a recent national study of nurses, over half reported suboptimal mental and physical health. That’s dangerous for both nurses and their patients: Nurses who reported poor health had a 26% to 71% higher likelihood of making errors.

Personally and professionally, we must take better care of ourselves. The benefits affect our future and increase our quality of life right now.

The 9 dimensions

Wellness is multifaceted and interconnected. Engaging in physical activity, eating healthy, and taking precautions not to get sick are obvious components to wellness, but other areas also should be considered. For example, spiritual and financial wellness play a role in your health and well-being.

A personal story—Dr. Bernadette Melnyk

My mom sneezed and had a hemorrhagic stroke right in front of me when I was home alone with her at age 15. She had a history of headaches for well over a year for which she saw her physician a week before she died. She was diagnosed with hypertension and given a prescription for an antihypertensive medication, which my dad found in her purse after she passed. Maybe if she had filled that prescription and started taking the medication, her stroke could have been prevented. I suffered from post-traumatic stress disorder for a couple of years and sorely missed having my mom around to see me graduate from high school and college and go on to have my three beautiful daughters.

I share this story to appeal to your emotions so that you will engage in healthy lifestyle behaviors and take better care of yourself. If you don’t do it for yourself, do it so that you’ll be around for the people who love you.

At The Ohio State University, we use a comprehensive integrative approach to wellness that promotes nine dimensions of well-being for our faculty, staff, and students. We also have a culture of wellness that makes choosing healthy options easy (in other words, making them the social norm).

We’ll be writing a series of articles for American Nurse Today, each focusing on one of the nine dimensions.

To start, here’s an overview.

Physical wellness: Your physical wellness isn’t limited to exercise; it includes healthy eating, proactively taking care of medical issues that arise, and maintaining healthy daily practices. Four healthy behaviors can help you substantially reduce the risk for heart disease, diabetes, back pain, and many other chronic diseases:

• Get 30 minutes of physical activity at least 5 days a week.
• Limit alcohol intake to one drink a day if you’re a woman and two drinks a day if you’re a man.
• Don’t smoke.
• Eat a healthy diet, which includes five fruits and vegetables a day.

Reduce your risk for chronic disease even further by practicing daily stress reduction and sleeping at least 7 hours a night.

Emotional wellness: When you’re emotionally well, you can identify, express, and manage your full range of feelings. If feelings become overwhelming or interfere with your functioning, seek help. When you feel stressed, down, or anxious, use

(Continued on page 7)
OSUAP Member Spotlight—Featuring Coco Kneisly

Coco Kneisly became a Buckeye in 2005, jumping into the role of Executive Assistant to the Associate Vice President of Facilities Operations and Development (FOD). She has since added Administrative Manager responsibilities for one of Ohio State’s largest support service groups on campus. Coco manages the calendar of AVP Lynn Readey, helping FOD remain dedicated to supporting the university’s academic facility needs through design and construction, environmental health and safety, energy services and sustainability and operations. Coco doubles as an event planner, serving as lead for three annual events for the FOD staff of more than 700 people.

Coco came to Ohio State after working 10 years as a Probation Department Office Manager at the Delaware County Juvenile Court. Her office was located in front of two holding cells, which certainly made for an interesting work experience. Coco has also worked for the Department of Jobs and Family Services. She grew up in Indianapolis, IN, just one block from Butler University. She attended the same high school as famed TV host David Letterman, just at a different time. As a native Hoosier, Coco lived and breathed basketball in her early years and has picked up a love for football since moving to the Buckeye state.

Coco describes herself as a crime junkie, having seen every episode of “Forensic Files.” While not working as a detective from her living room, Coco serves as a lacrosse and soccer mom to her daughter who is a sophomore at Thomas Worthington.

Fighting Office Dragons by Joan Burge, Office Dynamics

I have been speaking about office dragons for years and how to professionally deal with the dragons. Dragons were huge, dominating, fictitious creatures. Medieval writers had vivid imaginations for big, scary things. For many people, work is like a dragon. It can be overwhelming and certainly dominates well over half of our waking hours. Sometimes the people we work with can be pretty “fiery” creatures to deal with, too.

There are many dragon species at work. Three of the most common perceived species are leaders, co-workers, and self. We are going to look at:

1. The behaviors of each species that makes them appear to be like a dragon. Notice, I said the word appear.
2. How to professionally deal with your dragons.

Leaders can appear to be dragons when they:
- do not communicate on the employee’s level
- give poor direction
- show favoritism
- do not follow through on what they say
- do not resolve conflicts

Co-workers can appear to be dragons when they:
- gossip
- convey a bad mood at the office
- do not perform their part of a job
- are not a team player
- do not share necessary information

You can be a dragon to yourself when you:
- do not focus on the job
- let others damage your attitude
- do not see your own potential
- lack confidence
- take criticism personally

You can do more harm to yourself with negative thinking than any outside dragon. It is your thought process and attitude that controls your internal dragon. You have the power at any time to tame your dragon and put out the fire of any dragon-like qualities.

Here are 5 strategies you can use with any of the dragons:

1. Act ... Don’t React. Reaction cycles never end. Only when you decide to think and act independently will you progress toward your goal. Reacting is responding to your immediate feeling. It puts you at the mercy of the dragon.
2. Stop the Mind Reading! Face it, we all move so fast that we seldom take the

(Continued on page 8)
Apply Now for 2018-2019 ASFW Executive Board!

The Association of Staff and Faculty Women (ASFW) is seeking nominations for the following Executive Board positions for the 2018-2019 year. All positions are a one-year term commitment, but are renewable up to a three years within the same role. The deadline for submissions is Friday, March 16, 2018.

Open positions include:

**Webmaster Chair (1 opening):** Update and maintain content management for website including but not limited to creating event registrations and updating relevant website material; oversee photography at various programs throughout the year; work collaboratively with the Communications/Marketing Chair to develop and implement marketing, publicity and communication strategies. Familiarity with InDesign, MailChimp, and/or Weebly website builder is also helpful, but not required to apply, for this role.

**Communications/Marketing Chair (1 opening):** Create and distribute email newsletter communications; oversee promotion of upcoming events; manage Facebook, LinkedIn and other social media outlets; oversee photography at various programs throughout the year; work collaboratively with the Webmaster Chair to develop and implement marketing, publicity and communication strategies. Familiarity with InDesign, MailChimp, and/or Weebly website builder is also helpful, but not required to apply, for this role.

**Programs Co-chair (3 openings):** Work collaboratively to coordinate and manage all details regarding program planning for 2-3 events per month throughout the academic year.

**Advancement Chair (1 opening):** Coordinate and facilitate opportunities to engage with prospective and current donors and sponsors. Work collaboratively with the President, Treasurer, and Conference Chair to identify financial needs and develop plan for raising funds to help support ASFW’s mission and objectives. Manage sponsor and donor database and communications.

**Conference Chair (1 opening):** Coordinates and manages annual conference; develops theme and programming details; markets and facilitates registration. Complete the online application here. You will also be asked to submit your resume, so please have it ready to upload. If you have any questions, please contact Tiffany Quattlebaum, Past President.

**Advance Chair (1 opening):** Coordinate and facilitate opportunities to engage with prospective and current donors and sponsors. Work collaboratively with the President, Treasurer, and Conference Chair to identify financial needs and develop plan for raising funds to help support ASFW’s mission and objectives. Manage sponsor and donor database and communications.

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**ASFW Mission**

The Association of Staff and Faculty Women is a dynamic organization committed to supporting the professional development of all staff and faculty women at The Ohio State University.

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**ASFW 14th Annual Ballam Women’s Symposium**

Mark your calendars and don’t miss our annual event that brings together members for a day of learning and inspiration. Save the date on your calendar and look for more details to come.

**Friday, May 18**

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**WOMEN’S HERSTORY MONTH**

**Brown Bag Lunch & Learn with Susan Basso**

The Association of Staff & Faculty Women is proud to host a brown bag conversation with Susan Basso, who joined The Ohio State University in September 2017 as Senior Vice President for Talent, Culture and Human Resources. In her role, Ms. Basso strives to ensure that the university is a model for HR and talent development. She leads efforts to enhance overall culture and foster collaborations that drive organizational effectiveness.

In addition to sharing her background, insights on her leadership philosophies and her vision for impact, Ms. Basso will include remarks that salute the women in her life and in the public sphere who have served as motivation along her journey as a commemoration of Women’s HERstory Month.

Water, coffee and cookies will be provided. Please feel free to bring your lunch.

**Thursday, March 8**

**11:30 a.m. – 1 p.m.**

Presentation begins at noon.

**RPAC, Griner Meeting Room**

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**ASFW Coffee chats are coming!**

Join one of two (or both) coffee chat communities to connect with women sharing similar struggles and successes

**Mid & Late Career Coffee Chat: Where am I in my career journey?**

Through these informal meetings, Ohio State women in the mid to late stage of their career can get to know each other and discuss topics of mutual interest. Our first Coffee Chat will begin with a round-robin on the theme “Where am I?” and include a career journey map template to take with you.

**Thursday, March 22, 8:30 – 9:30 a.m.**

Panera Community Room, Lane Avenue

[RSVP — Next chat: April 19]

**Working Parents’ Coffee Chat: Advocating for yourself as a working parent**

During our first Coffee Chat, we’ll be discussing what it means to be a working parent, and how we can be better supported in our dual roles as employees and parents. If you plan to join, please read this article to learn more about how work places are helping parents, and in turn seeing an increase in productivity. The article will serve as a jumping off point for the group to identify ways we can be better supported as a working parent—and discuss strategies for gaining buy-in. Coffee will be provided.

**Thursday, March 29, 9 – 10 a.m.**

Hitchcock Hall

[Dean’s Conference Room, Room 155 — RSVP — Next chat: April 30]
“Nothing is Impossible, the word itself says, I’m Possible!”

- Audrey Hepburn
influence. You don’t have to ‘own’ a team to participate in highly influential activities that make a difference for your company, its customers, and employees.”

To expand your scope of influence, look for ways to build new relationships and expand your network. “Are you working with a few team members who report to the same leader as you do?” she says. “Or, are you influencing and working with a larger set, team to team, or with organizations that are not really part of your day-to-day role? Above all, are you developing your understanding of what life is like for them?”

Munsch recommends asking yourself: “Is there something that I do in my role that could be of value to others? How can I help this person, their team, or the organization be better?” The more you can understand what’s important to others and facilitate their success, the more skilled you’ll become at engaging them to collaborate with you to make things happen. That’s what influencers do.

3. What’s The Extent Of The Change You’re Driving?

“The last part of being strategic is the degree of change that you’re looking to drive,” says Munsch. A tactician chips away at the kind of goals that don’t threaten the status quo, or require them to build new networks or learn new skills. Meanwhile, a strategist sets out to create the type of ground-breaking change that requires a completely different way of thinking and operating.

“Another element that differentiates tactical execution from strategic action is what I would consider ‘irreversible change,’ a change that can’t be undone,” says Munsch. So to become more strategic, scale up your aspirations. Go after driving broad, sweeping change. “Tell your story of where things are going to be five years from now,” says Munsch. “Not what needs to be done today, and not what’s going to break tomorrow, but a much more aspirational view.

“When you’re talking strategy, long-term goals, and transformational change, your arms should be out wide and big and moving like you’re conducting,” says Munsch. “You can’t do that with T-Rex arms.”

So to be a strategist (not a tactician) look to the future, expand your scope of influence, and drive larger-scale change. How will you put these three distinctions to use?

This article appeared in Forbes on January 14, 2017.

A leading authority on women’s leadership, Jo Miller is a sought-after, dynamic, and engaging speaker, delivering more than 70 speaking presentations annually to audiences of up to 1,200 women. Her expertise lies in helping women lead, climb, and thrive in their corporate careers. Jo has traveled widely in Europe, North America, Asia Pacific, and the Middle East to deliver keynotes and teach workshops for women’s leadership conferences, women’s professional associations, and Fortune 1000 corporate women’s initiatives. Jo is founding editor of BeLeaderly.com. Learn more about her speaking engagements at www.JoMiller.net and follow @Jo_Miller on Twitter.
cognitive-behavioral skills and mindfulness techniques to help keep the blues and anxiety at bay.

Financial wellness: Almost three in four Americans surveyed in a recent American Psychological Association study said they experience financial stress, which can affect people physically, emotionally, and psychologically and result in unhealthy coping behaviors. Financial well-being includes being fully aware of your financial state and budget and managing your money to achieve realistic goals. When you analyze, plan well, and take control of your spending, you can make significant changes in how you save and ultimately how you feel.

What would you do in the next 2 to 5 years if you knew you couldn’t fail?

Intellectual wellness: Just as a flexible body indicates physical health, a flexible mind indicates intellectual health. When you’re intellectually healthy, you value lifelong learning, foster critical thinking, develop moral reasoning, expand worldviews, and engage in education for the pursuit of knowledge. Any time you learn a new skill or concept, attempt to understand a different viewpoint, or exercise your mind with puzzles and games, you’re building intellectual well-being. And studies show that intellectual exercise may improve the physical structure of your brain to help prevent cognitive decline.

Career wellness: Engaging in work that provides personal satisfaction and enrichment and is consistent with your values, goals, and lifestyle will keep you professionally healthy. After sleep, we spend most of our time at work, so ask yourself if your work motivates you and lets you use your abilities to their full potential. If it doesn’t, you may need to re-evaluate how you spend your working hours. Even if you can’t change where you work, you can change your approach to the stressors and challenges you face.

Social wellness: Building a network of support based on interdependence, mutual respect, and trust with your friends, family, and coworkers leads to social wellness. Developing a sensitivity and awareness toward others’ feelings is another feature of social wellness. Evidence shows that social connections not only help us deal with stress, but also keep us healthy.

Creative wellness: Creative wellness means valuing and participating in a diverse range of arts and cultural experiences to understand and appreciate your surrounding world. Expressing your emotions and views through the arts can be a great way to relieve stress. Don’t let self-judgment or perfectionism get in the way of this important dimension of your wellness. Allow yourself creative freedom to doodle, dance, or sing without worrying about whether you’re doing it well. And take time to appreciate others’ creative efforts.

Environmental wellness: If you don’t think the environment is part of your wellness, consider this: Evidence shows that air pollution can cause lung cancer, the number one cancer killer in the United States. Being environmentally well means recognizing the responsibility to preserve, protect, and improve the environment and appreciating your connection to nature. Environmental wellness intersects with social wellness when you work to conserve the environment for future generations and improve conditions for others around the world.

Spiritual wellness: You can seek spiritual wellness in many ways, including quiet self-reflection, reading, and open dialogue with others. For the spiritually well person, exploring the depth of human purpose, pondering human connectedness, and seeking answers to questions like, “Why are we here?” is okay. Spiritual wellness includes being open to exploring your own beliefs and respecting others’ beliefs.

Take action
Now that you’re thinking about your own well-being, take time to start a journal about your health and wellness. Awareness is the first step toward action. Write down how you’re feeling physically, the stressors in your life, what you’d like to accomplish, and how you’d like to feel a week, 6 months, and a year from now. Setting goals for your well-being can make a significant positive difference in your life and others’ lives. What would you do in the next 2 to 5 years if you knew you couldn’t fail? Put the answer to that question somewhere you can see it every day. Evidence supports that people who write down their dreams and goals are more likely to achieve them. And keep this in mind: It takes 30 days to make or break a habit. Set one wellness goal for the next 30 days. Make it something that won’t be too difficult achieve. For example, if you currently engage in physical activity for 10 minutes 3 days a week, strive for 15 minutes 3 days a week.

The steps you take today to safeguard and improve your wellness can lead you on a journey to optimal health, well-being, self-discovery, and satisfaction. And you’ll help others around you, too. Be well.

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Both authors work at The Ohio State University in Columbus. Bernadette Mazurek Melnyk is the vice president for health promotion, university chief wellness officer, dean and professor in the college of nursing, and professor of pediatrics and psychiatry in the college of medicine. Susan Neale is senior writer/editor of marketing and communications in the college of nursing.

Selected references

You’re invited: Staff Benefits and Wellness Expo
The University Staff Advisory Committee invites you to join them at the Staff Benefits and Wellness Expo on Tuesday (3/13) 11 a.m.-1 p.m. in the Performance Hall at the Ohio Union. Historically known as the Hidden Benefits Fair, the Expo is taking place in partnership with the Office of the Chief Wellness Officer, Buckeye Wellness, OSU Health Plan and Your Plan for Health. This year, you can sign up for mini-breakout sessions, complete your biometric screening, have your headshot taken by a professional photographer and visit departmental and vendor booths with opportunities for Ohio State staff. Breakout sessions and biometric screenings are available on a first-come, first-serve basis so you are encouraged to sign up early.
THE OSUAP EXECUTIVE COMMITTEE

Effective Sept. 1, 2016

President: Tricia Hohl
Vice-President: Quanetta Batts
Secretary: Gina Scarver
Treasurer: Brian Keller
Membership Chair: Roxann Damron
Member-at-Large: Matt Sikora
Immediate Past President: Elaine Pritchard

Have suggestions for the Newsletter?
Want to share some good news?
Let us know!
Email: Michelle Pennington
Chair, Communications Work Group

Please be sure to submit suggestions by the 1st of each month to be included in the Newsletter!

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http://u.osu.edu/osuap
Columbus, Ohio 43210

The Ohio State University

“A Little Bit About: Ohio State University Administrative Professionals (OSUAP)
- Conference Teaser

There will be a break-out session focusing on Outlook, Meeting Planning, and lots more!

Below is a link to a recent Office Dynamics Monday Motivators titled Meetings, Meetings, and More Meetings. Check it out and make sure to sign up for our exciting session in June!

Meetings, Meetings, and More Meetings

We’ll share more about OSUAP and what’s going on behind the scenes in our next newsletter!

Click here if you would like to join OSUAP!

(PART OF OFFICE DYNAMICS CONTINUED FROM PAGE 3)

initiative to clarify things with others. Instead, we ponder a scenario, rolling it over and over in our minds. We “determine” i.e., mind read, what that person was thinking/motivated by/perceiving, without simply asking them to clarify.

3. Focus on Self-change vs. Changing Others. A good first step is communicating with the dragon. Informing someone and offering suggestions can sometimes be helpful because people don’t always see their negative attitude or behavior. In the final analysis, however, every adult does as he or she chooses. When you can’t change a situation or a person’s behavior, look at changing your view about this person. You can still control your attitude.

4. Take Independent Steps Toward Your Goals. Determine what your goals are and write them down. List the one thing you can do toward achieving those goals each day. Doing this combines the winning strategies of independent action and self-change. Setting and achieving goals gives you a sense of accomplishment. This is a positive feeling. When you feel good about who you are and what you do, it naturally flows over to others.

5. Make Friends. You spend more time with co-workers than you do with your family or friends. People at work must become allies instead of dragons. The work relationship requires respect, honesty, confidentiality, appreciation, communication, and energy.

6. I personally have used all these strategies and know they work. I wish you the best in dragon fighting this week. The most important thing I want you to remember is that most of the time, the dragon is in our mind.

Joan Burge

Please join me on Thursday, March 1, 2018 | 10:00 – 11:30 a.m. PT for my LIVE E-Course, Fighting Office Dragons. Reserve your spot now.

Joan Burge is the Founder and CEO of Office Dynamics International and is an accomplished author, writer, speaker, consultant and corporate trainer.

Joan has authored four groundbreaking books for administrative professionals including the Amazon Best Seller Who Took My Pen … Again? Secrets from Dynamic Executive Assistants. Her administrative-career “bibles” entitled Become an Inner Circle Assistant and Underneath It All continue to be favorites among executive and administrative assistants worldwide.

She is a member of the American Society for Training & Development, National Speakers Association Las Vegas Chapter, Society for Human Resource Management, Vistage International, and Las Vegas Chamber of Commerce.

You can find Joan’s blog here.

OSUAP January Bi-Monthly Meeting: Leveraging Social Media (Details and Links if you missed it)

The January OSUAP bi-monthly meeting (topic: Leveraging Social Media, a critical skill whether you’re promoting the university, your unit or yourself) was held digitally through Carmen Connect. A special thanks to all who participated in the discussion.

Links now available:
Link to OSUAP Social Media Presentation recording
OSUAP Presentation January 2018
OSUAP – Information and Links January 2018
Prepared? Or Just Reacting by Michele Woodward

There are a lot of choices you make in the course of your day. Paper or plastic. Doughnuts or vegetables. Car or bus. Honesty or fudging. Tweeting or keeping your thoughts to yourself.

So many choices. There’s one big, unspoken choice many of us feel like we have no choice about at all: whether to be prepared or to simply react.

When I’m called into an underfunctioning organization with underfunctioning leaders, I know what I see most often? Folks in back-to-back meetings from 8:15am until 6:30pm (or later), every single day with no time to prepare for any of these meetings let alone prepare for tomorrow’s meetings. They just sit in their chair at the table in the conference room and do their best to wing it based on what they know in the moment.

What’s the problem with that, you ask? Doesn’t that just mean that the work they’re doing is critically important? That they are a fast-paced, high-stakes, high-pressure, cool kids sort of organization? Let me get back to that and tell you a story first.

I was an advanceman at the White House, and in a bunch of campaigns. The job of the advanceman is to go ahead of the principal and set everything up in advance (get it?) so the events flow easily and go off without a hitch.

For multi-day meetings with other foreign leaders, we might have five to six weeks of preparation and would get our schedule down to a minute-by-minute timeline.

This was all about being prepared. Which really paid off when the event was underway and something unexpected happened. Like, meetings ran too long. Or news broke elsewhere. Or the button popped off the President’s suit coat (really happened. It was sewn back on by the traveling nurse with suture since no one had a sewing kit).

Through all my years of this kind of work, I discovered that the more prepared I was, the better I was able to react. Preparation had given me a container to work within, and even if something happened I hadn’t planned for I was able to get back on track quickly - because I was prepared to execute successfully.

Today’s workplace has lost the ability to prepare, it seems to me. We’re all about reacting. And there is a certain adrenaline rush to being fully in reactive mode. It’s like being on the back of a bucking bronco, holding on for dear life. That frisson of energy: Can I pull it off?

Plus, there’s a lot of drama involved with living in a reactive mode which is entirely intoxicating to many, many people in the average office.

Finally, when you’re simply reacting with no preparation, it’s super easy to say, “Well, that went badly. Too bad we didn’t have time to think it through!” We’ll get ‘em next time!” and folks escape all responsibility for a less than ideal outcome.

(Continued on page 4)
Physical wellness: A must for sustained energy—Part 1
By Bernadette Mazurek Melnyk, PhD, RN, CPNP/MHNP, FAANP, FNAP, FAAN, and Susan Neale, MFA

Take steps now to ensure your future good health.

NURSES are tireless advocates when promoting physical health and well-being for our patients. Yet, in a recent study of 1,790 nurses across the United States published in the Journal of Occupational and Environmental Medicine, more than half reported being in poor physical and mental health. This may be because the demands of nursing leave us feeling too tired, stressed, overworked, or rushed to find time to take care of ourselves.

Focusing on self-care now can have lasting positive effects on our long-term health and well-being. It’s time to put aside the guilt and think about what you can do to enhance your health and well-being today.

If adopting a healthier lifestyle seems overwhelming, take heart. Even small changes can have a big effect on how you feel and how you take care of others.

Let’s start with your heart
Heart disease remains the number-one cause of death in both men and women. Heart attacks and strokes kill more women than all cancers combined. Hypertension can be present with no symptoms; people can appear healthy and then suffer a heart attack or stroke.

The new blood pressure (BP) guidelines from the American Heart Association (AHA) and American College of Cardiology define normal BP as less than 120/80 mm Hg, elevated BP as systolic between 120 and 129 and diastolic less than 80, stage 1 hypertension as systolic between 130 and 139 or diastolic between 80 and 89, and stage 2 hypertension as systolic at least 140 or diastolic at least 90 (goo.gl/bcmt25). The AHA recommends getting your BP checked at every visit or at least once every 2 years if it’s lower than 120/80 mm Hg.

The good news is that 80% of cardiovascular disease and other chronic diseases are preventable with healthy lifestyle behaviors. Research has shown that people who engage in the following four behaviors have 66% less diabetes, 45% less back pain, 93% less depression, and 74% less stress:
1. Engage in 30 minutes of physical activity 5 days a week.
2. Eat five fruits and vegetables per day.
3. Don’t smoke.
4. Limit alcohol intake.

3 healthy behaviors
Adopt these behaviors to boost your immune system, reduce the risk of chronic disease, and stay healthy.

1. Sleep well
Adults need at least 7 hours of sleep a night. Insufficient sleep can cause cortisol release, which plays havoc on many of our body’s systems. Try establishing a regular bedtime routine, including some meditation, and turn off your laptop or TV at least an hour before your head hits the pillow.

2. Beware of the chair
Population health studies show that if you sit for 3 or more hours a day, your cardiovascular risk goes up by 30%; sitting for 5 hours or more a day is comparable to smoking 1.25 packs of cigarettes a day. Take a recovery break at least every 50 minutes. Try walking meetings instead of sitting, and consider an adjustable standing desk.

3. Get grounded
Taking just a few minutes for stress relief when you start to feel tense can make a big difference in your overall wellbeing. Five deep breaths, a few minutes of meditation, or a short walk may be all it takes to get grounded.

To be continued... Find Part 2 in April Issue
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Both authors work at The Ohio State University in Columbus. Bernadette Mazurek Melnyk is the vice president for health promotion, university chief wellness officer, dean and professor in the college of nursing, and professor of pediatrics and psychiatry in the college of medicine. Susan Neale is senior writer/editor of marketing and communications in the college of nursing.
OSUAP Member Spotlight—Featuring Samantha Primmer

What is your Current Position? I serve as the administrative assistant for Sports Medicine; I support Mike Martin (Rehab Services and Outreach), Dr. Jim Borchers (Lead Physician/Sports Medicine Fellowship), Amy Ehrlich (Sports Medicine Research Institute), Dr. Mike Guertin (Outpatient Surgery Centers). I also support Garth Dahdah (Ambulatory Facilities Planning & Operations).

How long have you been at your current position? I started with Sports Medicine in December of 2014. I was hired to support the research director but moved into my current role after about six months.

Where were you before your current job? Before coming to the medical center, I worked at MedFlight for 11 years. I supported three executive officers and senior leadership.

Can you give us a little background about why you like your job? I work with a wonderful group of people in a very positive work environment. I get to interact with people all across the university and rarely do I ever experience the same day twice. I thoroughly enjoy the variety of the work.

What are some of your current roles and responsibilities? I serve as the building safety coordinator for the Crane and just recently was appointed as a Change Coordinator for Ambulatory Services for the Enterprise Project. I am excited to be a part of the Enterprise Project; I think it will bring positive change to the university. I also serve as the Program Coordinator for the Sports Medicine Fellowship program. For the program I am responsible for coordinating interviews, credentialing, curriculum updates and evaluations to name just a few. For OSUAP, I have been a member of the Conference Planning Workgroup since the fall of 2015.

Why Ohio State? I already had a connection with OSUWMC through MedFlight since OSUWMC is a co-owner. I enjoy being in the healthcare field; I’ve been around it all my life. I even served as an Athletic Trainer in high school so it very fitting that I work in Sports Medicine now.

Any other details you would like to share? I grew up in Columbus, but through my first career with Marriott I moved around a lot. I call it my state capital collection – I’ve lived in Indianapolis, Washington D.C, Boston and Albany; but Columbus has always been home! I have a wonderful husband, three daughters and a son and three grandchildren.

Can you tell us some of your Hobbies, Interests, What makes you happy… I have discovered over the past eight months, being a grandma is absolutely wonderful; one of the best roles I have been blessed to serve in. I enjoy getting together with friends and family to play games (cards, board games, etc). My husband and I enjoy biking; we are looking forward to the warmer spring weather so we can hit the bike trails.

Professional Development Value by Joan Burge

Dana Buchanan is a 20 plus year professional assistant and coordinator with a passion for writing. Last year Dana attended our Conference for Administrative Excellence but in order for that to happen, she needed to justify the budget and explain the benefits to her executive. In her latest blog entry, “Professional Development Value,” she explains what she did to win her executive’s decision and how Office Dynamics helped her become a better assistant and writer! Read “Professional Development Value” and follow her blog by clicking the link!

https://successencourager.wordpress.com/

In celebration of Administrative Professionals Day, OSUAP is proud to present Insights from a Rock Star: A Conversation with Joan Burge, on Monday, April 23, 2018, 11:30 am – 1:00 pm, in 165 Thompson Library. We welcome you to arrive at 11:00 am for light refreshments and networking. Internationally renowned Founder and CEO of Office Dynamics, Burge will share her insights on the profession and answer our questions in a small, town hall setting. (Questions will be submitted in advance through the registration process. If time allows, we will open the floor for additional questions.) This is a rare opportunity for our organization to have access to an icon in the world of administrative professionals.

Registration: Seating is limited and registration is first come, first served. To register, please complete the brief online registration survey before April 2, here.

About Joan Burge

Joan Burge is an accomplished author, professional speaker, consultant and corporate trainer. Since 1990, Joan has been bridging the gap between administrative support staff and management to increase overall team productivity and build synergistic relationships. Joan’s company, Office Dynamics International, is a global industry leader offering a broad range of solutions and providing high-performance, sophisticated executive and administrative assistant training and coaching. Joan’s never-ending quest to provide top-notch educational programs has earned the respect of premier clients like Procter & Gamble, Cisco Systems, Thrivent Financial, Abbott Laboratories, Boeing, Humana, Duke University, and Nationwide Insurance. She is a member of the American Society for Training & Development, National Speakers Association Las Vegas Chapter, and Las Vegas Chamber of Commerce.
A Little Bit About: Ohio Professionals (OSUAP)

Professionals first, and will offer registration to other members of the Ohio State community if space allows.

We will open registration to OSUAP members first, and will offer registration to other members of the Ohio State community if space allows.

Have suggestions for the Newsletter?
Want to share some good news?
Let us know!

Email: Michelle Pennington
Chair, Communications Work Group

Please be sure to submit suggestions by the 1st of each month to be included in the Newsletter!

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http://u.osu.edu/osuap
Columbus, Ohio 43210

Some folks like this. A lot.
So they spend more than 95% of their time reacting and, if they're lucky, less than 5% prepping.

I’d like to propose a new approach to our days. What do you think would be different in your life if you spent 60% of your time preparing and 40% reacting? What could you achieve?

What if, rather than back-to-back meetings, you had back-to-back planning time?

What if every meeting you did attend was focused on preparation? What if every meeting drove toward decision-making, backed up by prep done in advance of the meeting?

What could you accomplish if you actually had time to think during the day?

The current paradigm of "You know you're important if you have no time to actually get anything done" has got to go. People who are too busy to perform - don't answer email, can't take phone calls, winging meetings, on the road and unavailable all the time - are not cool.

Professional Development Links and OSUAP Opportunities

- BuckeyeLearn - https://buckeyelink.osu.edu/task/all/buckeyelearn
- Employee Assistance Program (EAP) - https://hr.osu.edu/benefits/eap/
- Leadership Center - https://leadershipcenter.osu.edu/
- Diversity, Intercultural and Community Engagement (DICE) - go.osu.edu/dice

OSUAP Committees and Workgroups:
If you are interested in joining any of these OSUAP work groups, please email the chair of osuap@osu.edu
- Annual Conference Planning
- Recognition
- Technology
- Communication
- Mentor

Proposed
- Best Practices
- Certification & Training
- Fundraising

The promise is that you'll get what you want more quickly, easier, with a greater ability to flow with anything unexpected which might come your way.

And that is how the real cool kids roll.

Purposefully,

Michele Woodward is the author of several books and has appeared as an expert in The Wall Street Journal, The Washington Post, Harvard Business Review, PsychologyToday.com and other key outlets. She’s a sought-after speaker, leads workshops and classes around the country, and writes a popular blog.

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How many lives are affected by an instance of giving? How is the entire world changed by your moment of generosity? Each gift, whether it’s $1 or $1,000, is infinitely significant.

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The OSUAP Connection

Issue #29

April 25, 2018

Know an Admin who is new to OSU? Please forward this Newsletter to her or him!

Inside this issue:

- Joan Burge 1
- Conference 1
- Wellness 2

OSUAP Goals

- Encourage professional development
- Develop leadership skills
- Network with peers

Special Notes:

- OSUAP Conference “The Extraordinary Assistant” - June 13 (register)
- ASFW 14th Annual Ballam Women’s Symposium “Be The Change” - Friday, May 18 (register)
- Spring Wellness Programs offered in May (info)
- Pour your Heart Out: What every woman needs to know—May 31 (info/register)

Joan Burge, CEO of Office Dynamics International visits OSU for Administrative Professionals Week!

Announcing: The 2018 OSUAP Conference—Wednesday, June 13, 2018, 9:00 AM-4:30PM, Fawcett Center

We are pleased to announce the opening of early registration for the OSUAP Annual Professional Development Conference, June 13, 2018, 9:00 am – 4:30 pm, at the Fawcett Center, 2400 Olentangy River Road. Early registration is for OSUAP members only.

For a second year, we have a pre-conference session for new administrative professionals from 7:45 am – 8:45 am. Pre-
Physical wellness: A must for sustained energy—Part 2

By Bernadette Mazurek Melnyk, PhD, RN, CPNP/PMHNP, FAANP, FNAP, FAAN, and Susan Neale, MFA

Take steps now to ensure your future good health.

Sit less, get active
If getting more physical activity sounds difficult, relax; you don’t have to join a gym. A simple 30-minute walk every day is effective, and those minutes don’t have to be all at once. If you can squeeze in two 15-minute walks before and after work, you’ll be doing your body a world of good.

The Centers for Disease Control and Prevention recommend 150 minutes of moderate-intensity aerobic exercise a week for adults to protect bones from osteoporosis. High-impact, weight-bearing exercises such as dancing, running, and aerobics are the most effective, but low-impact, weight-bearing exercise such as walking or using an elliptical machine also helps.

Get strategic about food
Most nurses are well-informed about nutrition, but busy schedules and exhausting or stressful days can lead to overeating or indulging in high-fat or high-carbohydrate foods that can make you feel tired shortly after eating them. Taking a few moments to rethink your eating strategy can make a big impact on your health.

Habit and convenience dictate many of our food choices. With a little planning, you can change those habits. Make a list of what you eat often, and then substitute healthier options. A good rule of thumb is to eat

Be tobacco-free
Good habits can help you quit unhealthy ones; moving, eating healthier, and reducing stress can help smokers quit. The American Lung Association recommends swimming, jogging, brisk walking, and other activities that don’t allow for smoking. Healthy snacks such as carrots, plain popcorn, and fresh fruit can be a good diversion. And learning new ways to relieve stress can help curb the urge to reach for tobacco.

When trying to quit, remember the 4 Ds:
1. Delay until the craving to smoke passes.
2. Distract yourself.
3. Drink water to beat smoking cravings.
4. Deep breathe—it’s a quick and effective way to reduce the stress of early smoking cessation.

Limit alcohol intake
Evidence shows that alcohol intake should be limited to one alcoholic beverage a day for women and two for men. Examples of one alcoholic beverage include one beer, one 5-ounce glass of wine, or 1.5 ounces of distilled spirits or liquor (rum, gin, vodka, whiskey).

Boost your nutrition
Small changes can have a big impact. A recent study showed that relatively small weight loss in obese people—just 5% of their body weight—lowered diabetes and heart disease risk and improved their metabolic function. Take these actions to boost your nutrition and physical wellness.

• Switch an apple or some carrot sticks for an unhealthy vending-machine snack.
• Substitute water for sugared drinks (a good goal is eight 8-ounce glasses of fluid a day).
• To lower sodium intake, eat fewer processed, frozen, or packaged foods, and avoid adding salt to food.
• Choose whole grains instead of white bread or white rice.
• Use olive oil for cooking. Look for flat cold-pressed olive oil to boost your high-density lipoproteins.
• Avoid trans fats.
• Check out ChooseMyPlate.gov for meal planning and healthy recipes.
• At parties, try the 80/20 rule: Eat 80% “healthy” foods and 20% “want” foods.
• Add one serving of antioxidant-rich fruits or vegetables a week to your routine.
• Keep some emergency protein (a small bag of nuts or a high-protein energy bar) in your backpack, purse, or car.

(Continued on page 3)

A Little Bit About: Ohio State University Administrative Professionals (OSUAP) - May Bi-Monthly Meeting

Our next bi-monthly meeting will be the kickoff of the Data Academy, May 11, 12:00 pm - 1:00 pm, in 385 Bricker Hall.

Jay Johnson, Associate Director of Ohio State’s Office of Institutional Research and Planning, will share the recently developed Data Resource Guide which provides a concise overview of data sets that are relevant to our daily business at Ohio State. During this presentation, there will be an opportunity for a question and answer session. Further, Jay will seek your feedback on the topics on the guide.

With this information, you can learn about possible applications of these national, state and local data sets and how to access them. Something that might have been originally handled by your executive or another colleague — accessing and visualizing data — can be another addition to your skills set or value-added to your role.

Please RSVP.

We’ll share more about OSUAP and what’s going on behind the scenes in our next newsletter!

Click here if you would like to join OSUAP!

Upcoming Important Dates

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<tr>
<td>05/06/2018</td>
<td>Spring Commencement</td>
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<td>05/28/2018</td>
<td>Memorial Day – Offices Closed</td>
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<td>06/13/2018</td>
<td>2018 OSUAP Conference—“The Extraordinary Assistant”</td>
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(Please click here for conference details and registration instructions.)
Take care of yourself this year; it will translate into optimal health with sustained energy and great care for others.

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AmericanNurseToday.com
The OSUAP Connection

Issue #30

May 25, 2018

Know an Admin who is new to OSU?
Please forward this Newsletter to her or him!

Inside this issue:

- Joan Burge 1
- Review Advice 1
- Career Wellness 2
- Member Spotlight 3
- Teamwork 3

OSUAP Goals

- Encourage professional development
- Develop leadership skills
- Network with peers

Special Notes:

- OSUAP Conference “The Extraordinary Assistant” - June 13 (make sure you submitted your payment)
- 2018-2019 Staff Leadership Series Opportunity offered by The Women’s Place (details)
- Be a Pelotonia rider, virtual rider or volunteer (details)

Insights from a “Rock Star”: A Conversation with Joan Burge by Eman Paredes

Ohio State University Administrative Professionals Group hosted Joan Burge April 23, 2018, in an informal session called Insights From a Rock Star: A Conversation with Joan Burge. Many of the professionals attending had questions about Joan and her accomplishments, however, there were several questions during the event that were asked that are often asked by our own readers.

We thought we’d share some of those questions that were posed to Joan.

How does one enhance his/her value in a partnership with an executive who has challenges delegating work?

My number one is don’t ask for permission. Just jump in and engage in the change and do it. As far as the value, the second place you can add value is by looking within your own area of the work. Identify the areas in which you excel and leverage them. If you have a good leader, they should be observing your talents and sending work your way that play to your talents.

What are a few key strategies for “managing up” when one’s new manager is resistant to change?

Number one, focus on selling the benefits of the change to your executive. Number two is to ask your executive to try this new process or idea that you are recommending for at least 21 days. The reason for that is because it usually takes us 21 days to feel semi-comfortable with something new. After 21 days, you can ask your executive their thoughts on the new process. Is there anything that should be changed or tweaked?

What challenges do administrative professionals face today compared to ten years ago?

There is a huge lack of information. Years ago, before all the technology, everything had to cross an assistant’s desk. Therefore, we saw everything, we had to read everything, and we had access to information. Today, information is out in space or in the cloud and assistants don’t have access. That makes their job

I’ve Had My Review—What Next? by Elaine Pritchard

In an earlier issue, I wrote about proactively preparing for your review. Now that you have had your performance appraisal meeting with your executive (or will have the meeting very soon), it’s time to think about next steps. Let’s consider a few scenarios. The first scenario is one in which your supervisor has not indicated any opportunities for growth or areas of improvement. He or she has recognized your accomplishments for the year and may or may not have identified new goals for the upcoming year (This goal-setting may take place in a separate meeting.). If there are no suggestions for improvements,
Imagine a life in which you have the perfect job: you’re doing what you were cut out to do, learning new things all the time, and facing exciting challenges while your colleagues treat you with respect. You start each day looking forward to work and come home excited about what you’ve done. Is this far from your reality? If burnout, stress, and dissatisfaction are common themes for you and your colleagues, it may be time to re-evaluate your career wellness.

Career wellness is defined as engaging in work that provides personal satisfaction and enrichment and that is consistent with your values, goals, and lifestyle to keep you professionally healthy. After sleep, we spend most of our time at work, so ask yourself if your work motivates you and lets you use your abilities to your full potential. Also, are you aligned with your dreams and areas of passion? If you are not, you may need to re-evaluate how you spend your working hours. Ask yourself, “In the next five years, what would I do if I knew I couldn’t fail?” If you are aligned with that dream in your work, you will notice that your energy level is good and sustains itself throughout the day. If not, it will be challenging for you to go to work every day and stay motivated while you are there.

On the job strategies to “direct your sails”

Mindfulness on the job: mindfulness involves developing an intentional awareness that is open and accepting, allowing oneself to respond rather than react to situations. Research has supported that mindfulness can increase on-the-job resiliency and improve effectiveness and safety.

- Quiet your inner voice...and just breathe for ten slow and deep breaths.
- There’s an App for that! Many free apps, like Headspace and Calm, can help you quickly ease into mindfulness.

Self-care and self-healing in the workplace: Many tools of self-care and self-healing are low cost and can significantly and positively affect the work environment. All of us can promote self-care, not only leaders, and by doing so, we can affect overall costs by reducing sick leave and absenteeism, creating an environment where people can thrive.

- Introduce Self-Care in staff meetings. At the Ohio State Medical Center, we do “Band in Your Hand” workouts using stretch bands, chair aerobics, guided mindfulness moments and numerous Lunch & Learn programs to build resiliency and reduce stress. You can employ these tools at work, too.
- Post beautiful pictures. Research shows that visual triggers can help to motivate behavior change and reduce stress. Let everyone have a chance to decide which picture will be displayed and change it often.
- Reward self-care and self-healing behavior. Openly recognize these positive behaviors, such as thanking the employee or coworker who stayed home to get well rather than coming to work.

Cultivate a positive mindset: Leadership experts Tim & Brian Kight of Focus 3 explain “one of the distinguishing characteristics of successful people is not only their ability to generate a positive, productive mindset, but to sustain it.” There’s a lot of power in keeping yourself positive, and in remembering that every event’s outcome is tempered by your response to it. The Kights formulate the importance of your response, or “R factor” this way: E + R = O: An event plus my response equals the outcome.

Multitask less, monotask more: Do you ever end up feeling fried at the end of a day? Multitasking may be the culprit. Try becoming more aware of when you are distracted and picture that STOP sign. Then, give your all to one task.

Purpose, pleasure and pride: Author and founder of Blue Zones Dan Buettner, who has researched both happiness and longevity extensively, says purpose, pleasure and pride are important to a long and happy life. If we can design our workplace to increase our purpose, pleasure and pride, we can stack the deck in favor of a fulfilling work life. Here are some ideas for increasing your pride in your work, your sense of purpose there, and your pleasure in doing your job:

- **Make a best friend at work.** One of the most powerful contributors to work satisfaction and productivity is agreement with the statement, “I have a best friend at work.” Some studies suggest this may be because friends work better together than acquaintances, whether that be through collaborative decision-making or mensial labor. It also can make work just plain more engaging and fun.
- **Seek a job that fits you.** As “Flow” author Mihaly Csikszentmihaly advises, “finding a job that engages your natural talents and gives you constant feedback is a sure way to build happiness.”
- **Consider your work hours.** Commuting is the least favorite activity people do on a daily basis. Research shows that people who commute an hour each way would need an additional 40 percent of their monthly wage to be as satisfied with their life as people who walk to the office. If a long commute is affecting your pleasure in working, try to intentionally use that time for enjoyment by listening to music or positive audiobooks.
- **Set goals:** Setting goals gives us something to look forward to and a framework for accomplishing it. Are you where you need to be? Then bloom where you are planted, and try some of the “on the job strategies” to keep your career wellness healthy.
OSUAP Member Spotlight—Featuring Heather Weber

What is your current position? I am the Administrative Assistant to Dr. Douglas Martin who is the clinical director of Radiation Oncology here at the James Cancer Hospital and Solove Research Institute. I also currently assist Dr. Jose Bazan (assistant professor-clinical) at the SSCBC.

How long have you been at your current position? I have been with Ohio State since Jan 2018 (5 mos!)

Where were you before your current job? Prior to Ohio State, I worked for LICCO Inc, a private provider in Licking County who support people with developmental disabilities. LICCO helps people find jobs and live independently, provides transportation services as well as volunteering around the community.

Can you give us a little background about why you like your job? I love my job here at the James!! My coworkers are all amazing and wonderful to work with. We understand that we all play a role in serving our patients here at the James. Assisting my two doctors on the administrative side, allows them to do all of the great work they do for our patients in the clinic.

What are some of your current roles and responsibilities? Some of my daily activities include managing the Clinical Director and one of our Associate Professor’s patient and academic calendars, coordinate travel to national and international meetings, manage meetings such as the Clinical Faculty meeting, and manage the Department rotations schedule for all physicians.

Why Ohio State? I grew up in Central Ohio so I have always loved the Buckeyes! So having an opportunity to work for one of the country’s greatest medical centers was always something I wanted to do.

Any other details you would like to share? I live in Pataskala with my husband Chris of 20 years. We have 3 great kids (Corey, K.C. and Caiti) and two German Shepherds (Carleigh and Piper). I am riding with Team Rays for the Cure in the Pelotonia race this year. It’s my first time riding so I am super excited! I am enrolled to take classes here at OSU in the Fall to further my education.

Can you tell us some of your Hobbies, Interests, What makes you happy? Gardening, reading, Eastern Star, Volunteering, spending time with my girlfriends, traveling with husband, of course watching OSU Buckeyes football and also watching baseball (Go Tribe!). Making other people happy or making sure someone else has a good day is what makes me happy!

Teamwork is a Skill. It Takes Practice! by Jo Miller

Everyone wants to lead, or be a member of a high-performing team. That’s why you’ll see organizations putting a lot of effort into defining roles, setting goals, and hiring the right people. But not every team engages in teamwork, and throwing together a great bunch of people offers no guarantee that they’ll work together productively.

“There are a whole set of skills to being a part of a team,” says Ann Quiroz Gates, Ph.D., Professor and Chair of the Computer Science Department at The University of Texas at El Paso. “Our education typically does not include frameworks for learning and practicing how to work in teams. We are expected to know how to do it.”

In a recent women’s leadership webinar, I interviewed Gates, who has researched how effective scientific and engineering teams are built, and asked her to describe some common barriers to teamwork.

Here are four reasons why teamwork breaks down.

1) Team members are in it for themselves.

One pitfall, according to Gates, lies in not recognizing that one’s success is dependent upon the success of other members of the team. High-achieving teams understand that “we’re in this together” but teams fall apart when people are in it for themselves.

When team members approach their work with a “me-first” mentality, Gates says, “You are not building positive interdependence and recognizing that the success of the project is dependent upon everyone contributing.” To create a team culture that fosters high performance, remind people that they’re a part of something bigger than themselves, and that driving toward team success is more important than individual wins.

2) The team does not acknowledge each member’s contribution

“Your have to know and acknowledge what everyone brings to the team,” says Gates. “And there are so many skills that make a difference.” Teams break down when there’s no recognition of the ways in which team members contribute.

It’s important to notice, understand, and acknowledge each individual’s contribution. “Ask yourself, ‘How do I acknowledge what people bring?’” advises Gates. “What were people doing that made the team effective? How do I recognize their contributions?”

3) People don’t listen to each other.

Another behavior that adds to a team’s demise is not listening. In high-performing settings, Gates observes, there’s often someone who is truly listening to the other team members. “Perhaps, they’re paraphrasing what someone says or validating what they have said,” says Gates.

Gates discovered that training in listening skills can have a big impact on a team’s effectiveness. “Encourage the group to take time to think about what a person is trying to say.”

(Continued on page 4)

A Little Bit About: Ohio State University Administrative Professionals (OSUAP) - Professional Development Links and OSUAP Opportunities

- BuckeyeLearn - https://buckeyelink.osu.edu/task/all/buckyelearn
- Employee Assistance Program (EAP) - https://hr.osu.edu/benefits/eap/
- Leadership Center - https://leadershipcenter.osu.edu/
- Learning and Development - https://hr.osu.edu/services/learning-and-development/
- Gateway to Learning - https://gatewaytolearning.osu.edu/
- Diversity, Intercultural and Community Engagement (DICE) - go.osu.edu/dice

OSUAP Committees and Workgroups: If you are interested in joining any of these OSUAP work groups, please email the chair or osuap@osu.edu. https://u.osu.edu/osuap/about-us/committees-work-groups/

We’ll share more about OSUAP and what’s going on behind the scenes in our next newsletter! Click here if you would like to join OSUAP!
that might be a good time to discuss your career progression in the organization. Whether or not your supervisor provides goals for you, take the initiative to establish a draft of your goals, plan the steps you will take to meet those goals, and submit the plan in writing and ask for a follow-up meeting with your executive. In preparation, ask your supervisor for his or her goals, so that your goals can be in alignment/support of what he or she is hoping to accomplish in the upcoming year. During a face-to-face meeting you can get further clarification, if needed, and demonstrate the key role you play in your organization and share your continued commitment to your growth and development. Another scenario is a performance appraisal meeting during which your executive identifies opportunities for improvement. Your first priority should be to create a plan to make significant and measurable improvement in the areas identified. (As a caveat, this suggestion is made if you are not placed on a performance improvement plan. If there are questions about this, please consult with the Human Resources professional in your department/unit.) Your plan should include concise and measurable action items with target completion dates. For example, if your supervisor has asked that you improve your time management, suggest taking a workshop or identify an appropriate time management tool and how you will continue to incorporate the skills learned into your work environment. Be sure to include a reasonable timeline. As with goal setting, submit your plan in writing and follow up with an in-person meeting. While these conversations could be uncomfortable for you, look at them as occasions to recommit to your role and deepen your working partnership. Do not wait for your supervisor to request touch base or coaching sessions. Ask for periodic meetings to check in and discuss your progress. If you are not making progress or you are experiencing road blocks, identify those obstacles and adjust your plan accordingly. As you embark upon this portion of the performance appraisal process, leverage the experience to become a better administrative professional and a more committed and engaged strategic partner. As you plan your goals and enter into goal-setting conversations with your executive, think about areas where you might make significant contributions to the strategic initiatives of your department and those of Ohio State. This is a prime time to articulate to your supervisor how you can advance those strategic directions. While administrative professionals are managing in-the-weeds details as part of daily business, we also need to have a big picture view of where our organization is going and the role that we play in that journey.

The most critical skill is resiliency today. You must be adaptable, agile, and go with the flow. You also have to be resilient with all the changes that are taking place. You have to be able to pivot, go with the flow. You also have to be resilient to whatever your executive dishes out to you. Executives need it done now and they need it quick. They are not always going to cushion the words they say or worry about how they say it. They are just going to tell you what they need. So you’ve got to be resilient, you can’t take it personally. You can’t get offended because your executive is not wording their request exactly like you want.

What piece of advice did you not receive that you wish you had?

It’s not personal! Business is just business, work is just work. The decisions your executives and managers make are just decisions they just make. It’s not personal! It doesn’t have to do with you personally even though it affects you personally. It’s just business. You’ve got to toughen up.

Joan Burge is the Founder and CEO of Office Dynamics International and is an accomplished author, writer, speaker, consultant and corporate trainer. You can find Joan’s blog here.

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If a person feels like they’re being critiqued, what typically happens, according to Gates, is that they react to that criticism by withdrawing their cooperation. “They may say, ‘I’m going to stop contributing, because I’m feeling like I’m providing input and no one is validating it,’” Gates says. ‘They’re going to do what they want anyway so why should I invest any more time in the team?”’ The solution, says Gates, is twofold. Firstly, one needs to know how to provide constructive criticism, i.e., phrasing the critique so that it is not personalized or directed at the individual. Secondly, one needs to know how to accept critique. Learning and practicing the skill of constructive critique will create an environment in which team work improves and team members continue to contribute.

Teamwork Takes Practice

Is your team suffering from any of these breakdowns? Then use the above list of reasons why teamwork breaks down as a guide to pinpoint areas for improvement. As Gates likes to say, “You cannot become more effective if you do not reflect on what’s working and what’s not.”

4) Team members reacting negatively to constructive criticism.

If a person feels like they’re being critiqued, what typically happens, according to Gates, is that they react to that criticism by withdrawing their cooperation. “They may say, ‘I’m going to stop contributing, because I’m feeling like I’m providing input and no one is validating it,’” Gates says. ‘They’re going to do what they want anyway so why should I invest any more time in the team?”’ The solution, says Gates, is twofold. Firstly, one needs to know how to provide constructive criticism, i.e., phrasing the critique so that it is not personalized or directed at the individual. Secondly, one needs to know how to accept critique. Learning and practicing the skill of constructive critique will create an environment in which team work improves and team members continue to contribute.
**The OSUAP Connection**

**Issue #31**

**June 25, 2018**

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**Know an Admin who is new to OSU?**

Please forward this Newsletter to her or him!

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**Inside this issue:**

- Goal Planning 1
- 2018 Conference 1
- Buckeye Summit 2
- Member Spotlight 3

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**OSUAP Goals**

- Encourage professional development
- Develop leadership skills
- Network with peers

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**Special Notes:**

- On Pause: a free fusion of art and meditation - July Wednesdays 12 P.M. ([details](#))
- Ohio State’s Staff Appreciation Week, July 23-27 ([details](#))
- Staff Career Development Grant Opportunity—Deadline July 31 ([details](#))
- Be a Pelotonia rider, virtual rider or volunteer ([details](#))

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**Intentional Goal Planning for the Strategic Assistant**

*by Elaine Pritchard*

In recent months, I have written about preparing for and navigating performance appraisals. Now it’s time to talk about the next step in the performance appraisal process: goal setting. With our busy desks, it might be tempting to set goals while we are on automatic pilot. If we approach planning for the next year in this passive way, we might miss an opportunity to steer the trajectory of our upcoming year and, ultimately, our careers.

**Why intentional goal planning?**

How many times have you said to yourself, “If I didn’t have to do this...” or “if only I could do this...”? When you are setting your goals, this is the perfect time to address the gaps in your portfolio or skill set. If there is a function that you would like to assume or a skill that you would like to gain so that you can take on other work, include that in your goals. For example, if you would like to be more involved in the communications for your organization, ask to take a social media or writing workshop. If you have the bandwidth to do this, begin taking on projects that your organization needs and that are interesting to you and promote your professional growth.

Conversely, think about tasks that you are doing that might have been of benefit to your office, but no longer serve the intended purpose due to changing business needs. That might be the impetus to question if this is a good use of your time. Further, if there is still a business need, is there a different way that you could be meeting that need? An example might be that you send hard copies of letters to a group of external stakeholders. After a conversation with your executive, you have assurance that there is no compelling reason to send a physical letter when an email could suffice. Better yet, information could be shared through a blog post. You can still achieve the intended result of communicating with these stakeholders, but in a more efficient and cost-effective way.

**Getting Started**

When you are setting your goals, you must develop them in the proper context. First questions to ask include:

- What are my executive’s goals?
- What are the goals for my unit/department?
- What are the goals for my organization?
- What are my professional goals? (think 2 years, 5 years and so on)

In asking those questions, you can gain a better understanding of how your role supports the success of your executive, department and organization. Your goals should never be set in a vacuum. Roles are interdependent and planning should take into account that administrative professionals and executives are strategic partners. If you don’t feel like you have a

(Continued on page 4)

**OSUAP’s Seventh Annual Professional Development Conference a Success!**

OSUAP’s Seventh Annual Professional Development Conference, held on June 13, was a success! Almost 200 of our peers attended this day-long conference at the Fawcett Center.

Keynote Speaker Danielle Revish

Seventy-five admins attended the pre-conference session, Jumpstart Resources, geared toward those who are new to the role or new to Ohio State.

The day kicked-off with a video welcome from President Drake and an inspired keynote by Danielle Revish. Those messages

(Continued on page 2)
Buckeye Summit promotes healthy communities  By Bernadette Mazurek Melnyk, PhD, RN, CPNP/MHNP, FAANP, FNAP, FAAN

Ohio State's chief wellness officer explains how all of us can create positive change.

In April, members of the Ohio State community and thought leaders on health and wellness came together for Buckeye Summit, a biennial gathering that seeks to make a positive impact on a pressing issue. This year’s challenge: How can we create healthy communities?

The current state of health in the United States includes some grim statistics:

- While 80 percent of chronic disease is preventable, one in every two Americans has a chronic disease, and one in four has multiple chronic conditions.

- Obesity and excess weight will soon surpass tobacco as the leading cause of preventable death and disease in our country. Forty-two percent of Americans are predicted to be obese by 2030, and one in three is expected to have diabetes by 2050.

- Sadly, for the first time in our nation’s history, our children are now predicted to have shorter lifespans than their parents.

Ohio’s population health ranks near the bottom nationally at 43rd, with high rates of infant mortality, cardiovascular disease mortality, adult smoking, food insecurity and drug overdose deaths. We also spend more on health care than most other states.

Clearly, it’s time to leverage the strength of Buckeye Nation to improve the health and well-being of communities throughout Ohio. We owe it to ourselves and to our children.

Thankfully, there is a lot of hope and plenty we can do. Ohio State has become a national leader in health and wellness by building a culture that makes healthful choices easy — and the results are showing.

Evidence indicates successful health care promotion programs offer health care education focused on lifestyle behavior changes, supportive social and physical environments, a dedicated integration of the health promotion into the organization, links to other programs such as employee assistance, and screenings followed by counseling, health coaching and education. Read More...


[CONFERENCE Continued from page 1]

prepared attendees for a day filled with networking and learning.

The Executive Panel Discussion with Kim Shumate (moderator), Susan Basso, Mike Hoffherr, Damon Jaggars and Amanda Lucas provided great insights and practical advice for administrative professionals at Ohio State.

Morning and afternoon breakout sessions ranged in topics from Managing Difficult Conversations, De-Stress for Success to technology sessions like the Three C’s of Outlook and Maximizing the BuckeyeBox and Qualtrics. A few of the sessions were facilitated by our admin peers.

The conference ended with an energizing and motivating presentation by Courtnee Carrigan. The CEO of Raising the Bar, celebrated the contributions of administrative professionals, individually and collectively, with her talk, “YOU are the answer!”
OSUAP Member Spotlight—Featuring Will Bryan, Heidi Hamblin, and Katrina Matthews.

This month, we have the pleasure of featuring three of our members — and our new incoming officers -- Will Bryan, Heidi Hamblin and Katrina “Trina” Matthews.

When the new term for OSUAP officers begins this September, Will Bryan will serve as the Member-at-Large. He is currently an Administrative Assistant in The Ohio State University Comprehensive Cancer Center and James Cancer Hospital and Solove Research Institute, Division of Population Sciences and Center for Cancer Health Equity. Learn about Will below:

How did you become an administrative professional?
In 1993, I started working for the Florida Department of Health as a Clerk Typist Specialist in one of our local Health Departments. Three years later, I moved up very quickly to an Executive Secretary to support the Executive Nursing Director for the Department of Health’s administrative offices.

What do you like best about being an admin?
Over the past 25 years I have worked with many top-notch executive leaders, and the feeling you get working with those leaders, knowing you have been recognized as a valuable asset to the leaders you serve, gives meaning to what you do for them, and those around you. Being an admin can be very rewarding, particularly when those around you, executive staff or the public, acknowledge you are bright and caring, and it shows you are engaged in what you do. That YOU will serve without waver and produce outstanding accomplishments for them. Mostly, I have helped empower someone or an organization to obtain high marks and I am a part of an awesome team that brought it to higher heights.

In my new office, what do I hope to accomplish?
When I heard about OSUAP four years ago, I was so excited to hear OSU had a “voice” for its administrative staff and avenues to help them professionally grow and network with their peers. After the first OSUAP conference, I immediately wanted to be involved in depth with OSUAP and I joined a workgroup, and then subsequently the mentorship workgroup. Now, I chair the mentorship program which was successfully implemented here at OSU. My hope is to continue to foster professional growth and development for my colleagues. To wear my leadership hat at all times, be an advocate for our members, give top-notch support to my peers, and take our organization to higher heights.

What do I like best about OSUAP?
OSUAP is highly supportive of its admin community. The opportunity it affords our administrative brothers and sisters to grow within the organization or to develop new skill sets if need be, is tremendous. There are so many ways to empower your growth and development needs with OSUAP. You can attend Bi-Monthly Professional Development Meetings, read the monthly OSUAP Connection newsletter, network with your colleagues, attend the Annual OSUAP Professional Development Conference, and reach out to all your colleagues via the listserv for any on-demand help needs. Overall OSUAP is there for YOU and EMPOWERING you to be the BEST YOU CAN BE AND SHINE!

Our next OSUAP Treasurer, Heidi Hamblin, is the Administrative Specialist at the Ohio Supercomputer Center, a center specializing in supercomputing services for researchers and industry initiatives. Learn about Heidi below:

How did you become an administrative professional?
I began working in the Department of Veterinary Clinical Sciences (VCS) as a student, and when I was offered a full-time position, I decided to graduate early because I loved the work so much.

What do you like best about being an admin?
Working with such diverse groups every day.

In your new office, what do you hope to accomplish?
I currently manage our family budget. As a previous Chair of the Employee Appreciation and Recognition Committee at VCS, I managed that budget. However, it’s been a few years, and I want to exercise those skills as the Treasurer for OSUAP. I hope to help the Group grow professionally by further developing our budget goals.

What do you like best about OSUAP?
The comradery; all of our administrative professionals working together to help make each other’s work lives that much better.

OSUAP’s incoming Secretary, Katrina “Trina” Matthews, is an Administrative Secretary for The Ohio State University Wexner Medical Center in Medical Oncology. Learn more about Trina below:

How did you become an administrative professional?
I've been training to be an admin almost all my life. My mother has been an Executive Assistant for over 30 years. During the summer, I would go to work with her, sit in an empty office and practice my typing and taking notes skills. So, I was groomed for this position.

What do you like best about being an admin?
I like being the backbone of the group. Being the oldest child, I was always the first to come to for help and defusing situations. So, I like to be the one relied upon to fix matters and maintain a positive working environment. To know that others trust me in the office setting to keep things afloat is the best part.

In your new office, what do you hope to accomplish?
I hope that I can bring in some new ideas to add to what Gina has established during her tenure. I am hoping to build great relationships with members from the Leadership team, as well as the other OSUAP members. With me being still...
THE OSUAP EXECUTIVE COMMITTEE

Effective Sept. 1, 2016

President: Tricia Hohl
Vice-President: Quanetta Batts
Secretary: Gina Scarver
Treasurer: Brian Keller
Membership Chair: Roxann Damron
Immediate Past President: Elaine Pritchard

Have suggestions for the Newsletter?
Want to share some good news?
Let us know!
Email: Michelle Pennington
Chair, Communications Work Group

Please be sure to submit suggestions by the 1st of each month to be included in the Newsletter!

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http://u.osu.edu/osuap
Columbus, Ohio 43210

THE OHIO STATE UNIVERSITY

“If plan A fails, remember there are 25 more letters.”
~ Chris Guillebeau

Let’s Not Forget SMART Goals

I am guessing that most of you are familiar with SMART goals, but this approach is important enough to mention as a refresher. One of the biggest challenges in setting goals is creating goals that are too ambiguous. With the SMART criteria, you are guided into more focused and defined goals.

The SMART acronym can be broken into these components:

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

2018 OSUAP Conference

Shortly after the conference, next year’s conference chairs were announced, Samantha Primmer and Winnie Sampson. With conference evaluation feedback in hand, they have begun planning the 2019 conference!
Know an Admin who is new to OSU?
Please forward this Newsletter to her or him!

Inside this issue:
Professional Growth 1
How Much Time 1
Environmental Wellness 2
Working From Home 3

OSUAP Goals
◆ Encourage professional development
◆ Develop leadership skills
◆ Network with peers

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Professional Growth and Risk Taking -- Do What Scares You Most by Elaine Pritchard

Flashback to the OSUAP 2018 Professional Development Conference. I was standing with wobbly knees and sweaty palms in front of a room of 50 peers who were eagerly awaiting the session on BuckeyeBox and Qualtrics. I had my trusted friend and colleague next to me – but nothing could prepare me for the sheer panic of co-facilitating a session for my OSUAP colleagues.

Before I launched into the presentation, I let the audience know my secret – that I am fearful of public speaking. As a leader in OSUAP, I have had a number of opportunities to introduce speakers, emcee conferences and so on, but not without some level of discomfort. Back to the conference session, after I admitted my fears, I urged the session attendees to confront their professional fears and consider tackling one of them. It could be public speaking, learning new technologies, facilitating meetings and so on. It is in the space of discomfort that you can experience some of your most significant personal and professional growth.

Beyond my general sense of relief at the end of the session, I was proud of the fact my co-facilitator and I brought value to the conference experience – that our session attendees had some takeaways they could apply to their work. An added bonus was the opportunity to stretch myself outside my comfort zone and flex some professional muscles that are rarely used.

My call to action for you is the one that I shared at the conference. I urge you to think about opportunities for growth – especially scary ones – and choose one to “embrace.” (This could be part of your performance planning goal setting.) Once you articulate your goal, there is a level of accountability for you and there is no turning back. Rather than jumping into the task unprepared, take advantage of training resources, administrative professional articles and brainstorming with colleagues or peers. With some resources to support you, the task (or risk) might feel less daunting.

I wish you the best as you embrace the challenges and growth opportunities that await you!

Spending Time to Conserve Time: Four Ways to Find Out How Much Time You Really Have by Laura Stack

“This thing all things devours:/ Birds, beasts, trees, flowers;/ Gnaws iron, bites steel;/ Grinds hard stones to meal;/ Slays king, ruins town,/ And beats high mountain down.” – Gollum’s riddle for Bilbo in The Hobbit, by British professor and writer J.R.R. Tolkien.

If you haven’t already figured it out, the answer to Gollum’s riddle is time, and no matter what we do, it seems there’s never enough of it. We all get the same 168 hours per week. So why is it some people get very little done, while others are paragons of productivity?

Simple: productive workers treat time as the finite resource it is, making effective use of every minute. They’re not necessarily smarter than you or work longer hours. They’ve learned the lessons of efficiency: they work

(Continued on page 4)
Environmental Wellness

By Megan Amaya, PhD, CHES, Bernadette Mazurek Melnyk, PhD, RN, APRN-CNP, FAANP, FNAP, FAAN, and Susan Neale, MFA

You don’t have to go far to experience nature. It can be in your own backyard, a community park or walking trail, or you can venture miles from home for a long hike, water skiing, camping or canoeing. Once you’re outside, the rest of life seems to disappear. You become “one with nature,” spiritually, mentally and physically as you appreciate all of the beauty this planet has to offer. Your senses heighten as you become more aware of your surroundings with each passing minute. And you may not realize it, but you are improving your own health and wellness.

Yes, that simple walk around the block to snow tubing down a wintry hill enhances your overall health. Did you even consider it? We may not give a lot of thought to how the environment fits into our wellness efforts, but the environment and how we take care of it can have a huge impact on our overall health.

For several decades, research has been demonstrating that green spaces, such as parks, forests and river corridors, are good for our health, physically and mentally. In one study, 71 percent of people found a reduction in depression after going for a walk outdoors versus a 45 percent reduction by those who went on an indoor walk. In another study, gardening demonstrated a significant reduction in subjects’ levels of cortisol, a hormone related to stress. A systematic review of 60 studies from the United States, Canada, Australia, New Zealand and Europe on the relationships between green spaces and obesity found that green space is associated with reduced obesity.

The environment is not only the park, the woods or the lake. It is the home you live in, the car you drive, the office you work in and the food you eat.

Environmental wellness also includes the people around you. Surrounding yourself with positive people who support your goals will go far in helping you

6 ways you can improve your environment

When we take care of our environment, we take care of ourselves. Get started with these ideas:

Reuse it. Drink from reusable water bottles and shop with reusable bags. Glass or stainless steel water bottles are the best options, but a plastic water bottle works well, too—as long as you reuse it. Reusable shopping bags cut down on plastic bag waste. According to The Wall Street Journal, the United States goes through 100 billion plastic shopping bags annually. Evidence shows that they slowly release toxic chemicals once they get in the soil. If you use plastic bags, recycle them at your local grocery store.

Eat local. Take advantage of farmers’ markets, community supported agriculture, and restaurants that serve local foods. Most local foods are packed with more nutrients because they don’t have to travel long distances to reach your plate. Locally grown food also means less energy (fuel) is used to transport it to your kitchen or grocery store.

Turn it off. Whether it’s a faucet you leave running while you brush your teeth or the TV that’s on when you’re not in the room, if you are not using something, turn it off. You’ll save energy and, as a bonus, it may save you money in cheaper utility bills.

Travel light. If you can find environmentally friendly ways to travel—walk, ride your bike, or take public transportation.

Clean green. Using natural or homemade cleaning products is better for you, your home, your pets, and the environment. Some items to keep on hand include white vinegar, natural salt, baking soda, and lemons.

Recycle. Most communities recycle, whether by a city sponsored pick-up route or at a drop-off location. Learn more about what you can recycle from your local solid waste authority.

(Continued on page 4)
Tips on Staying Focused and Disciplined When Working From Home

by Jasmine Freeman

For many people, working at home is a dream come true. In addition to saying farewell to long commutes in bumper-to-bumper traffic, remote workers can pretty much wear whatever they want and often schedule projects around their families. Come tax time, they may be able to deduct a lot of their home office-related expenses.

Of course, there is a flip side to the often glorious world of telecommuting. You need to have a definite level of self-discipline and ability to say “no” to distractions such as the TV and friends who want to get coffee at the drop of a hat. For ways to stay focused and meet your deadlines, check out these tips:

Have a dedicated work space
To stay on top of things and be organized in your work, you need to have a dedicated home office. The space should be free of distractions and ideally have a door that you can close if you are trying to work when family is home.

If you are thinking about moving in the near future to a city that has more telecommuting options, look at places that have an extra room where you can set up work. Many people fit their workspace into a small closet with clever storage techniques and wire organization. Experts suggest using natural light, ergonomic principles and personal flair so your home office becomes a place where you enjoy to work.

For some, though, a home office doesn’t provide a consistent and reliable work environment. It can also be demoralizing to work alone without person-to-person interaction. Many remote work professionals rely on coffee shops, cafes and co-working spaces as work stations. If this sounds like you, use a Wi-Fi finder app to locate nearby coffee shops or ShareDesk to rent out co-working spaces. Remember to back up all important files, especially when using public Wi-Fi, to make sure you don’t lose anything.

Get dressed for work
Although you may dream of working on that big project for your boss in your bunny slippers and favorite flannel jammies, dressing in work clothes has a positive psychological effect on your level of motivation. According to Business Insider, you don’t have to wear a formal business suit and heels around the house, but a decent outfit including shoes will help tell your brain that it’s time to buckle down and take care of business.

Establish a routine
Since we are all creatures of habit, coming up with a work schedule will keep you on track. If you have kids, try to get as much done while they are in school. Yes, you will have days when you need to get up early or burn the midnight oil to complete projects, and you may wish to take hours off here and there to volunteer in school or meet a friend for lunch. But overall, creating and sticking to a predictable schedule is a surefire way to stay motivated and productive.

Make to-do lists and assign deadlines
To help get your projects done on time, U.S. News and World Report suggests making daily to-do lists that will give you a clear idea of what you need to accomplish. Checking off each item as you finish motivates you to keep going. Also, make sure that at least some of your work has deadlines — either your own or the ones your clients or boss give to you — and mark them on a calendar.

Jasmine Freeman was formerly Joan Burge’s Vice President of Office Dynamics, International.

Joan Burge is the Founder and CEO of Office Dynamics International and is an accomplished author, writer, speaker, consultant and corporate trainer. Joan has authored four groundbreaking books for administrative professionals including the Amazon Best Seller Who Took My Pen ... Again? Secrets from Dynamic Executive Assistants. Her administrative-career “bibles” entitled Become an Inner Circle Assistant and Underneath It All continue to be favorites among executive and administrative assistants worldwide.

She is a member of the American Society for Training & Development, National Speakers Association Las Vegas Chapter, Society for Human Resource Management, Vistage International, and Las Vegas Chamber of Commerce.

You can find Joan’s blog here.

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4. Keep a time log. This is probably the most helpful and instructive of these four tips. For several weeks, include everything you do at work in 15-minute increments, including your breaks. Be unflinchingly honest. After logging your time for two or three weeks, I suspect you’ll be amazed by how much useful time just slips through your fingers. You may discover you spend more time around the water cooler or coffeemaker than you realize; your lunches are a tad too long; your little Facebook breaks cost you two hours a week; a task you thought took five minutes really takes 12; or you take too long to decide what to do next when you finish a task. Once you see it in black-and-white, you can sift through and decide how to fix the timewasters.

Getting Serious

With the possible exception of #4, you probably already know the things I’ve outlined here. But in the hustle-bustle of a busy office, it’s easy to lose yourself in the grind and forget basic time management strategy. Sometimes you just have to go back to first principals, get back on the straight and narrow path, and aggressively work to conserve your most valuable resource. When you care enough about your time to find what went wrong, you can use what you’ve discovered to refocus on what matters.

Laura Stack, MBA, CSP, CPAE is an award-winning keynote speaker, bestselling author, and noted authority on productivity and performance.

Laura blogs at The Productivity Pro, the Huffington Post, the Business Journal, and LinkedIn. Laura has provided 3rd party influencer and spokesperson services for organizations such as Microsoft, Dannon, belVita, 3M, Skillsoft, Fellowes, Office Depot, Day-Timer, and Xerox.

Laura is a current spokesperson on productivity, office organization, and shredding for Fellowes. For more information, visit www.Fellowes.com.

Click here for a listing of articles featuring quotes and advice from Laura: http://theproductivitypro.com/laura-articles

schedule is booked solid or you have a deadline looming. Return tasks to those they rightly belong to if necessary.

1. Test your multitasking skills. Only 2.5-3% of workers can truly multitask; the rest of us just switch rapidly between tasks. Every switch requires you to shift gears, clear mental buffers, and refocus on the new task—each of which takes time. One day, try juggling a couple of tasks at once, and note how long it took when you finish. The next day, focus on just one of those tasks until you complete it, shift gears, and focus on the other task until you’re done. Then compare your multitasking time to your singletasking time. You’ll probably find singletasking is faster.

2. Keep secondary tasks secondary. Do you often tackle minor, low-value tasks until you can psyche yourself up to do your big tasks? If so, you’re wasting valuable time. Think about it: would it make any difference if you did all those little tasks at the end of the day, or even tomorrow? Larger tasks tend to be more time-sensitive. If a big project intimidates you, break it into subtasks you can finish in an hour or two at a time, while still meeting your deadline. Push the secondary tasks to the end of the list. Let them fall off if necessary. Now, how much time do you really have?

3. Say “No” more often. Being a team player is one thing; taking on too many tasks because you don’t feel you can say no is a productivity killer. So next time someone asks you to be the group morale officer or attend a quick meeting, politely tell them your personal

achieve optimal well-being.

We can all contribute to making our physical surroundings healthier, from recycling to creating a culture of respect and gratitude. Start with a small step today, such as using a reusable water bottle or shopping bag, turning off the TV when not in use, or finding out about ways to support local agriculture and green spaces. When you work to conserve the environment now, you also help make it enjoyable for future generations to come. Isn’t that an awesome reason?
Know an Admin who is new to The Ohio State University? Please forward this Newsletter to her or him!

Inside this issue:
- Passing the Torch: 1
- Positive Self-Talk: 1
- JustBreathe: 2

OSUAP Goals
- Encourage professional development
- Develop leadership skills
- Network with peers

Special Notes:
- A huge Welcome to our New Executive Committee Starting September 1, 2018:
  - President — Quanetta “Q” Batts
  - Vice President — Gina Scarver
  - Secretary — Katrina “Trina” Matthews
  - Treasurer — Heidi Hamblin
  - Membership Chair — Roxann Damron
  - Member at-Large — Will Bryan
  - Immediate Past President — Tricia Hohl

Passing the Torch by Tricia Hohl

It’s unbelievable that my tenure as OSUAP President has gone by in the blink of an eye. I have been so honored and proud to have been part of such an incredible organization of my peers — and in my humble opinion — one that has made such tremendous strides in the last eight years. As of August 22, we have 444 collaborative members who enhance our profession collectively and support one another individually. I think we have all enjoyed and benefited from OSUAP’s professional development and networking opportunities with this year’s annual conference a hallmark of our offerings.

Our organization and reputation are recognized throughout the university and medical center communities and we will continue to work towards expanding our organization’s impact and elevating our profession in these communities and beyond.

I am excited to see the heights to which our new President, Quanetta “Q” Batts, will lead us in the next two years. She is a dynamic visionary who is deeply committed to the OSUAP mission. Q will be an amazing President and I firmly believe she will bring us to a new level of prominence. I am certainly looking forward to our future and to my continued service as Immediate Past President and an active member of OSUAP.

I want to take a moment to thank the Executive Committee with whom I served. Without you and your support, it would simply not have been possible to accomplish all that we did. To the Chairs of our work groups — my heartfelt thanks and appreciation for all of your hard work. Last but not least, to each and every OSUAP member, with whom I have met, spoken with or communicated electronically, thank you for making this position such a joy.

Kind Regards,
Tricia Hohl

Uplifting Positive Self-Talk by Joan Burge

When you are feeling “less than best” (and we all do from time to time), it helps to rely upon a technique I call Uplifting Positive Self-Talk. This will increase your confidence and allow you to approach the day with a positive frame of mind.

It is fairly simple to do – which is why I’m amazed more people don’t use it!

Here’s how Positive Self-Talk works:

First, you make a conscious choice to cut off negative thinking when it strikes. Negative thoughts happen to all of us. But it’s how well we manage them that ultimately determines the degree to which we’ll succeed in life.

Next, you intentionally replace the negativity with a positive thought – one you truly believe. This puts your mindset back on the right track so you remain even more productive, effective and satisfied in your job and personal life.

Related: Be even more successful by using these three little words.

(Continued on page 2)
Here are some examples of Positive Self Talk that will lift your spirits:

- "I can handle this situation."
- "I value excellence, not perfection."
- "I offer a unique perspective that's worth sharing."
- "I am capable of greatness - in character, ability, confidence, and potential."
- "If other people can do this, so can I."
- "I can and will learn something from every piece of feedback I receive."
- "I am able to manage my thoughts and myself."
- "I can change my perspective any time I choose."
- "I am intelligent, worthwhile and strong."
- "My confidence makes the difference between success now or success later."
- "I can accomplish almost anything if I put my mind to it."

Note that the key is putting yourself first! The words "I" or "my" can be found in every sentence and above - as it should be when choosing confidence. Think of yourself like an engine that runs, not on gas, but on positive energy. The more good energy you feed yourself, the farther you'll go - making an even greater impact in the workplace and on your personal life.

Joan Burge is the Founder and CEO of Office Dynamics International and is an accomplished author, writer, speaker, consultant and corporate trainer.

Joan has authored four groundbreaking books for administrative professionals including the Amazon Best Seller Who Took My Pen ... Again? Secrets from Dynamic Executive Assistants. Her administrative-career "bibles" entitled Become an Inner Circle Assistant and Underneath It All continue to be favorites among executive and administrative assistants worldwide.

She is a member of the American Society for Training & Development, National Speakers Association Las Vegas Chapter, Society for Human Resource Management, Vistage International, and Las Vegas Chamber of Commerce.

You can find Joan’s blog here.

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JustBreathe

Why does breathing matter?

Stress symptoms can affect your body, emotions, thoughts and behavior. Being able to recognize common stress symptoms can give you a jump on managing them.

Stress that’s left unmanaged can contribute to many health problems, such as high blood pressure, heart disease, obesity and diabetes.

For many of us, relaxation means zoning out in front of the TV at the end of a stressful day. But this does little to reduce the damaging effects of stress.

Click the link or image for more info and instructions to sync your breathing:
https://yp4h.osu.edu/justbreathe
How to Raise Your Visibility at Work by Chrissy Scivicque

About a year ago, I was hosting a training session on the topic of emotional intelligence. I asked the professionals in the room to shout out some of the feelings they experience on an average workday.

I heard: happy, frustrated, stressed, angry, overwhelmed, fulfilled, engaged, irritated, and a variety of other applicable words.

But then, I heard someone shout a word that made me pause: **invisible**.

Ouch. That one hit me in the gut.

Is there anything worse? I've definitely experienced it myself and I can assure you: Feeling invisible at work is truly miserable. No matter what you do, it never seems good enough to garner positive attention. You feel totally alone and taken advantage of. You start to wonder if anyone would care—or even notice—if you didn't show up for a week. But then, of course, you know you'd suddenly become hyper-visible if that were to happen!

I know from my own experience early in my career that my visibility issues were largely of my own making. My behaviors contributed to the situation in a big way. I expected recognition and visibility simply for showing up. I didn't understand just how competitive the workplace can be or how difficult it can be to stand out from the crowd.

Eventually, I took matters into my own hands. I was sick of being invisible. I was tired of waiting around for people to acknowledge my presence. I decided that, if I really wanted to get noticed, I was going to have to do things that warranted the spotlight. I was going to make myself impossible to overlook.

And guess what? It worked! I'm living proof that you have the power to raise your visibility in the workplace by taking the right kind of action. I can assure you that, no matter what your career goals, more visibility is always a good thing. When you're visible, you earn more rewards and more recognition. When people know who you are and what you're capable of, they're more likely to send opportunities your way. Visibility is a fundamental requirement for getting where you want to go in your career.

If you feel invisible at work, now is your chance to make a change. Here are some of my top recommendations to help you raise your visibility.

- **Be vocal!** Speak up about:
  - Your ideas and experience. Just make sure what you’re sharing is meaningful. Don’t talk just for the sake of hearing your own voice.
  - Your accomplishments. Learn how to “brag” in the right way.
  - Your difference of opinion...even if it’s unpopular. Don’t be afraid to voice dissent in a way that is tactful, useful and professional. And remember: if you’re identifying a problem, always try to identify a possible solution at the same time.

(Continued on page 2)
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Want to share some good news?
Let us know!
Email: Michelle Pennington
Chair, Communications Work Group

Please be sure to submit suggestions by the 1st of each month to be included in the Newsletter!

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Be the reason someone smiles today.

Upcoming Important Dates

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<tr>
<td>10/11-10/12</td>
<td>Autumn Break</td>
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(UPLIFTING Continued from page 1)

- Volunteer to take on leadership positions. The added responsibility means more risk, but it also means more potential reward.
- Volunteer to own the task/project that no one else wants. When you “take one for the team,” others notice and appreciate it. Plus, those items that are known for being burdensome are usually also the most high-profile.
- Get to know people in other areas of the business. Be friendly, smile and make eye contact with people in the halls, chat with them in the break room and on the elevator, and so on. Create meaningful connections by showing curiosity, learning about them, and demonstrating your support for their goals.
- Find simple ways to go “above and beyond” in your daily activities. Look for those value-add strategies that require minimal extra time and effort, but have a powerful impact on the final outcome.
- Show confidence. People are automatically drawn to those who appear poised and self-assured. This is especially noticeable when the people around you know you’re under pressure. Handle it well and you’ll really stand out.

Take it from me: You don’t have to settle for feeling invisible at work. Don’t wait for others to shine the spotlight on you; instead, grab that spotlight and point it on yourself! Otherwise, you’ll be destined to stay in the dark.

Meet the Founder and CEO, Chrissy Scivicque

Chrissy Scivicque (pronounced “Civic”) is an award-winning writer, certified career coach and experienced corporate trainer. She holds a Bachelor’s Degree in Marketing from Sonoma State University, Certification in Copy Editing from UC San Diego, and Certification in Clinical Nutrition from Bauman College in Penngrove, CA. Chrissy is also a Certified Professional Career Manager (PCM) and she has completed 120+ hours of CTI core curriculum for life coaches.

Chrissy has trained teams in companies large and small, including Northrop Grumman, Capital One, TIAA-CREF, Turner Broadcasting, and W.W. Grainger (to name just a few). She has also presented at numerous conferences including the ASAP’s Administrative Professionals Conference (APC), IAAP Annual Forum, Office Dynamics Conference for Administrative Excellence, and many more.

www.eatyourcareer.com

Hit the Road with the Buckeyes

Hit the Road with the Buckeyes is a team walking challenge that rewards you to walk the round-trip distance to Ohio State’s away Big Ten football games, including the Big Ten Championship. This year’s challenge will be a unique and interactive experience that you don’t want to miss!

The total distance this year is 2,810 miles - approximately 5,620,000 steps! As we crisscross the Midwest, you will learn about the academic and athletic history of our conference companions.

In order to more quickly unlock each destination, be sure to recruit a full team of ten and sync your steps daily.

Connect with some other Administrative Professionals and lace up your walking shoes for the 9th Annual Hit The Road with the Buckeyes! The challenge starts on October 1 and continues through December 2. Pre-register your team of up to 10 benefits-eligible faculty/staff and enrolled spouses today.

Log in to Start or Join a Team
Inside this issue:

Teamwork

What Brave Looks Like

OSUAP Goals

♦ Encourage professional development

♦ Develop leadership skills

♦ Network with peers

Special Notes:

♦ Make your 2018 Bucks for Charity pledge today—Sept. 19-Nov. 2 details

♦ Thanksgiving Turkey Sale! - Orders due by Wed. Nov. 7 — details

♦ ASFW Glass Breakers Panel— Wed. Nov. 14, 11-12:30 Register

♦ ASFW Members Holiday Celebration—Thu. Dec. 13, 4:30-6:30—ASFW@osu.edu for details

7 New Rules of Teamwork by Selena Rezvani

Have you ever been on a team project where you didn’t make much of a mark?

Maybe you held back because you were new to the subject matter. Perhaps the group was overrun by domineering types. Maybe you found yourself in “observation mode” more than “participation mode.”

Whatever the case, if you think you’re immune to being judged by meeting performance, think again.

One study showed that 84 percent of U.S. employees are “matrixed” to some extent today – that is, they work on multiple teams every day.

As smaller, quickly forming and disbanding teams are becoming more the norm, research shows teams are spending increasing hours together, not apart. I’ll be presenting one of my favorite sessions on this topic, The New Rules of Teamwork, at The Society of Women Engineers Conference (WE18) this month.

We’ll tackle exactly how to size up a brand new team and make a memorable impression.

Here’s a quick taste of some of the strategies I’ll be sharing for being a standout teamer:

Show All the Way Up

In our distracted world, it’s easy to let your attention dip and slip in a meeting. Yet, people observe your engagement level and rightfully judge you for it. Whether you’re stuck on mute when called on to speak in a tele-conference or consumed with distractions while you “take meeting notes” on your laptop in a live meeting, people notice. Even your biggest efforts can be sabotaged when you don’t get the little things, like showing all the way up, right.

Encourage Shared Airtime

Research has shown that teams are more effective when members share airtime and make equal contributions to discussions. Yet how do you take matters into your own hands and engage a group when participation is uneven? Turn-taking and structured idea generation are just a few ways to get the most of team members. Not only does the group stand to gain from diverse thinking, your behavior can model that everyone has an equal say.

Avoid Collabotage

Gone are the days when a classic group brainstorm was the only way to tap people’s best thinking. Rather than enforcing collaboration as the sole method for teamwork, learn to encourage a team design that allows people a mix of formats. Include people with different work styles along with introverts and extroverts alike. Learn when to suggest people go off as pairs for example, brainstorm individually or come together as a whole.

Rally People Around a Cause

Research shows that teams can achieve the extraordinary when they shift mindsets from task- or project-based work to cause- or mission-based work. A mission or cause is lofty and felt palpably and it inspires people to make a big impact. Adding passion and pride to a team’s work drives better,

(Continued on page 2)
more innovative outcomes but also fuels engagement.

**Train People How to See You**

At every turn on the job, you’re training people how to perceive you. Teams represent an ongoing way to actively shape how you’re seen — both strategically and on an everyday level. Everything from the language you choose to the kind of physicality you bring to meetings shapes how you’re known.

**Challenge Directly & Don’t Be Talked Over**

How many times have you looked back and thought, “I wish I stood up for myself more back there!” We all have such occasions — but by being prepared with a range of strategies to get back in the game, you can reassert yourself with ease. You can practice interrupting interruptions and becoming more of a direct, incisive communicator.

**Leverage the Magic Ratio**

Whether you realize it or not, part of your team role with any group is team steward. In fact, this distinction is often what differentiates a leader from ‘just a team member.’ Be a force that harnesses positive interactions among team members and take a leadership role in building the levels of openness and psychological safety felt by the team.

**Photo credit: Unsplash, John Schnobrich**

Selena Rezvani is a recognized consultant, speaker and author on women and leadership. A seasoned human capital consultant, Selena uses workplace culture assessments to help corporate clients be more inclusive and welcoming to women. She’s also the author of two leadership books targeted at professional women — *Pushback: How Smart Women Ask—and Stand Up—for What They Want* (Jossey-Bass, 2012) and *The Next Generation of Women Leaders* (Praeger, 2009). Selena has been featured in the LA Times, Oprah.com, Todayshow.com, Forbes, and wrote an award-winning column on women for The Washington Post.

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**Upcoming Important Dates**

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<tr>
<td>11/9</td>
<td>OSUAP Bi-Monthly Meeting:</td>
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<td>Staying Organized with Buckeye Box</td>
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<td>12-1pm in room 460A at 660 Ackerman Road—</td>
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<td>RSVP</td>
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"Courage is what it takes to stand up and speak; courage is also what it takes to sit down and listen."

- Winston Churchill

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The OSUAP Connection

November 30, 2018

Inside this issue:

Training Sources  1

Member Spotlight  2

OSUAP Goals

✦ Encourage professional development
✦ Develop leadership skills
✦ Network with peers

Special Notes:

✦ Professional School Orchestra in Concert—Tue. Dec. 4, 7 p.m. and Thurs. Dec. 6, Noon details

✦ Free performances of Columbus Children’s Theatre’s ‘Mr. Scrooge’ Wednesday, December 5 at 4 and 6 p.m. details

✦ Weather-related resources and closing reminders details

✦ Free LASIK Evaluations Available at Havener Eye Institute details

6 Free Training Sources for Administrative and Executive Assistants by Ernan Paredes

It is no secret that Joan Burge and the Office Dynamics team believes in continuous education and training so we wanted to provide you with several resources that give you access to free education and training.

Educational Video Library
Office Dynamics has a library of over 60 educational videos for administrative professionals. You'll gain access to past webinar recordings as well as the 26 Weeks to Administrative Excellence, Now is the Time, Adminology, and Reality Check courses.

Office Dynamics Blog
The Office Dynamics Blog is a collection of over 1,000 posts by Joan Burge, Office Dynamics staff, Guest Bloggers, and close trusted affiliates of Office Dynamics. This gold mine of knowledge is constantly updated with new blogs that cover topics related directly to Administrative and Executive Assistants.

YouTube
With over 300 videos, our YouTube channel is the largest collection of training and educational content that Office Dynamics has to offer. We've posted past webinars, trainings, Facebook Fridays, and more! Be sure to subscribe so you get the latest in training and education.
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The toughest hurdle to overcome is the voice inside your head that says “You can’t”.
You Can.

The OSUAP Connection

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<td>12/7-13</td>
<td>Final examinations for semester and second</td>
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<td>session classes</td>
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<td>12/16</td>
<td>Autumn Commencement</td>
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(FREE TRAINING Continued from page 1)

Articles Related to the Administrative Profession
Turbocharge your career with different articles written by Joan Burge. Joan is an accomplished author and writer of multiple books, including an Amazon Best Seller, Who Took My Pen…Again?, her newest book, Joan’s Greatest Administrative Secrets Revealed, 15 lengthy educational workbooks; nearly 1,000 blog posts; more than 300 articles, and has been published in more than 100 trade journals, e-zines, magazines, and newsletters.
https://officedynamics.com/articles/

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OSUAP Member Spotlight—Featuring Will Bryan

A little about me: I am Will Bryan, the current Member-At-Large for The Ohio State University Administrative Professionals Organization. In my work, I provide administrative support to the Division of Population Sciences and the Center for Cancer Health Equity in the Comprehensive Cancer Center/James Cancer Hospital.

How I got here: In 1993, I started working for the Florida Department of Health as a Clerk Typist Specialist in one of our local Health Departments. Three years later I moved up very quickly to an Executive Secretary to support the Executive Nursing Director for the Department of Health’s administrative offices. In 2007, I moved to Columbus from Tampa, Florida. My first job in Columbus was secretary to a pediatric neurosurgeon at Nationwide Children’s Hospital. In 2011, in order to improve my opportunity for professional growth and development, I sought a position at Ohio State. Since that time, I have enjoyed much growth through the three positions I have held at Ohio State. First, I accepted a position as an Oncology Coordinator II, supporting five otolaryngology oncology surgeons, for the James Cancer Hospital. Second, while I enjoyed the very fast-paced nature of this position, as well as the abundant patient interaction, I decided to pursue an administrative position which involved the support of a director (neuro-vascular surgical director). My third position at Ohio State, and my current position, which I have held for six years, is a challenging and empowering position.

How I view OSUAP: I joined OSUAP in 2015 and was excited to know there was a group that provided an avenue for professional development and networking amongst its peers. OSUAP affords its members opportunities to both hone their skills and to professionally grow and develop. There are many avenues and resources available to administrative professionals on our vast campus. Being an administrative professional can be very rewarding, particularly when you’re engaged in your work, when you find yourself in a collegial environment, especially with other administrative professionals, and particularly when those around you, including executive staff and the public, acknowledge your skills and abilities.

I am excited to serve as your Member-At-Large. I hope to be your “voice” when members have concerns, questions, or, most importantly, ideas that may help us all professionally grow and network with our peers. OSUAP is here for YOU to help empower you to be the best you can.

Please feel free to contact me anytime at: William.Bryan@osumc.edu.
Hello there!

It's that time of year. That time when we draw one year to a close and prepare for a new one. I don't know about you but sometimes I get to December 10th and ask myself whether I accomplished anything at all in the entire year. I'm so focused on the here and now that I've forgotten what, oh, February of last year was really like. (I think it was cold. And I think I got my knee replaced...) But real accomplishments? They are all distant, fuzzy memories at best.

Have you ever noticed that we tend to discount the things that come easiest to us? As if some measure of struggle is required to make anything we've done "worth it". Last week I did a little exercise with myself and I invite you to join me in this wee bit of homework - just 10 steps - because once I completed this process myself, I felt a lot more accomplished. And also rather awesome, in a total Ron Burgundy kinda way.

Step 1: Grab yourself some paper and a pencil. Or pen. Or colorful marker. Really, don't get hung up on what you're writing with. It's a distraction. What was I saying? Oh, yeah...

Step 2: Optional beverage of your choice.

Step 3: Flip your calendar to January 1, 2018.

NOTE: "Flip" may be a euphemism for clicking on a back arrow until you get to January 2018. Access your calendar however you keep a calendar. And if you don't keep a calendar, then you have no homework. Have a lovely day!


Step 5: Go through every week of the year and make notes.

Step 6: Look at your paper. You got more done than you thought you did, right? Go ahead, say it: "Wow! Look at me!"

Step 7: Replenish your beverage.

Step 8: Look again at your paper. Look at all those things you got done. Now, ask yourself a question: "What do those accomplishments say about my goals for 2018?"

(Continued on page 2)
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Without leaps of imagination, or dreaming, we lose the excitement of possibilities. Dreaming after all, is a form of PLANNING. ~ Gloria Steinem

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<td>1/7/2019</td>
<td>Spring Semester Begins</td>
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<td>1/11/2019</td>
<td>OSUAP Bi-Monthly Meeting: TBD 12-1pm in room 190 Doan Hall</td>
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<td>1/21/2019</td>
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Step 10: Now, knowing what you know about 2018, what do you want to do more of in 2019? What do you want to never do again? What do you want more than anything? What's your dream? What would feel great to accomplish in the coming months? Write that down. Then make a promise to yourself to do one thing each week in 2019 to make that thing happen.

Easy.

Bonus Question: If you fell short or didn’t accomplish what you wanted to accomplish in 2018, what’s one small action you can do today to at least get momentum going in your favor? Even an eensy-weensy step in the right direction still gets you headed in the right direction. And if you actually accomplished what you set out to do in 2018 (virtual pat on the back to you!), how could you amplify that thing for the coming year? Or build on it? Or solidify it?

Or maybe choose something wholly new? Think about the possibilities!

You have this one life, this one moment in time. Don’t wait. Don’t put off your hopes and dreams and fondest desires.

You have the power to make things happen. You’ve done it, and you’re going to do it. And it’s going to be so gratifying when you get to December 10, 2019, do this exercise again, and say to yourself, "Wow! Look at me!" because you moved - maybe slowly, sure, but you moved - closer and closer to the thing you’ve always wanted to do.

Michele Woodward's Personal Planning Tool! (Free Download)

What do you want to accomplish next year? Want a plan? A plan that will work? This comprehensive and totally free Personal Planning Tool will help you get clear and make tangible goals for next year. And back it up with solid action steps to get where you want to go.

http://michelewoodward.com/resources/

Michele Woodward is the author of several books and has appeared as an expert in The Wall Street Journal, The Washington Post, Harvard Business Review, PsychologyToday.com and other key outlets. She’s a sought-after speaker, leads workshops and classes around the country, and writes a popular blog.

In practice for over fourteen years, Michele Woodward is a Master Certified Coach who has coached executives across the U.S. and around the world, from Japan and Australia to Latin America and Europe. A former Reagan White House official and corporate executive, Michele works primarily with senior leaders who want to be more effective in their work, grow their strategic vision and expand their leadership skills.

Over the years, Ms. Woodward has trained and mentored hundreds of other coaches and is considered a “coach’s coach.”

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Buckeye Wellness Innovators!  
Buckeye Wellness has welcomed over 500 Buckeye Wellness Innovators into the program since 2012. Faculty and staff at Ohio State can share their passion for health and wellness with colleagues through the Buckeye Wellness Innovators program. Innovators promote university-wide wellness initiatives and the One University Health and Wellness Strategic Plan by:

• Communicating health and wellness activities to their colleagues
• Encouraging and motivating colleagues to participate in wellness initiatives
• Planning and conducting wellness activities
• Working collaboratively with the Office of the Chief Wellness Officer, Buckeye Wellness, Your Plan for Health and the OSU Health Plan to promote health and wellness

For details and to apply:  
https://nursing.osu.edu/offices-and-initiatives/buckeye-wellness/buckeye-wellness-innovators
Inside this issue:

Values in Action Award 1
4 Myths About Having Mentors 1
Professional Development Links 2

OSUAP Goals

- Encourage professional development
- Develop leadership skills
- Network with peers

Special Notes:

- Staff Career Development Grant Deadline—1/31 Details
- Taste of OSU 2019—2/15 Details
- 2019 Buckeye Wellness Leadership Award Nominations due 2/15 Details
- Pour Your Heart Out Event—2/27 Details
- Weather-related resources and closing reminders Details

Know an Admin who is new to The Ohio State University? Please forward this Newsletter to her or him!

Samantha Primmer Recognized for Values in Action!

Our very own OSUAP Member Samantha Primmer was recognized for her Values in Action at the Bravo Recognition Luncheon this month. Values in Action is an award that allows the Wexner Medical Center to recognize those who create and sustain a culture that inspires our workforce to live the organizational values.

Wexner Medical Center Values are: Inclusiveness, Determination, Empathy, Sincerity, Ownership, Innovation.

To be nominated, Samantha had to demonstrate a minimum of four Wexner Medical Center Values. For those of you who know Samantha, I am sure you know she nailed five on the nomination (with 12 separate examples) and all six including her work with Campus Campaign! One submission started with “Where do I start with Samantha? She is hands down a “RockStar”.

Congratulations Samantha! WELL-DESERVED!

4 Myths About Having Mentors (and How to Overcome Them) by Jo Miller

Mentors are special people. They take us under their wise, experienced wings and help us make sense of the often-bewildering world of work. Mentors help us to sharpen our skills and smooth out our rough edges. My mentors have helped me discover new strengths, go boldly after bigger goals, and avoid (or bounce back from) some cringe-worthy career missteps. A mentoring relationship is a precious resource, indeed. Are you making the most of yours?

In observance of national mentoring month, and since it isn’t always clear how to make the most of a mentor’s time and advice, I dipped into the Be Leaderly archive to pull together this list of 11 favorite articles about being mentored. As I compiled the list, I noticed some common themes: four common mentoring myths. Like any worthwhile professional development pursuit, being mentored is something you can improve at. If any of these myths resonate for you, click through, read on, and make the most of your mentor’s investment in you.

Myth #1: You can’t just flat-out ask a stranger to mentor you

Mentoring relationships can grow organically... if (Continued on page 2)
The OSUAP Connection

(4 MYTHS from page 1)

you’re lucky. Most of the time, you don’t just stumble upon a great mentor. Instead, writes Sabina Nawaz, it’s up to us to find people we respect and ask for their guidance. But approaching a stranger can be downright daunting. Right now, your inner critic is probably weighing in to add, “Why would that awe-inspiring, accomplished, industry rock-star want to help me?”

To encourage you to make the ask, Nawaz includes a sample example of a persuasive, well-crafted email in How to Convince a Stranger to be Your Mentor. As you make your request, “Be brief, be gracious, position yourself as a highly-valuable apprentice … and as always, keep it classy,” writes Alexandra Franzen. In Desperately seeking a mentor? Franzen lays out some additional, valuable advice on what to say (and not to say) as your court your dream mentor.

Myth #2: Your mentor will also act as your sponsor

“In the early days of your career, your mentor and sponsor are likely to be the same person,” says Carla Harris, Vice Chairman of Wealth Management at Morgan Stanley. (What’s the difference between the two? A mentor helps you skill up, whereas a sponsor will help you move up.)

But things get more complicated as you progress beyond entry level, cautions Harris. Having one individual fill both roles is less than ideal. Why? Well, your sponsor needs to be squarely focused on what you’re good at, so they can act as a wholehearted ambassador for your potential and kick down doors on your behalf. That might be difficult if you’ve revealed your concerns, weaknesses, fears, or mistakes to them in a mentoring conversation. In Ask an Exec: Can My Mentor be My Sponsor? Harris describes how to select the best person for each role.

Myth #3: You’ll eventually run out of things to talk about

Have conversations with your mentor gotten repetitive? Don’t write off the relationship too quickly, even if it seems like it may have run its course. Often, it’s not the relationship that’s stale—you just need some fresh material to discuss. In Four Types of Questions To Ask Your Mentor I share four categories of questions to prepare ahead of every mentoring conversation that will keep things interesting – and valuable – for you and your mentor.

Want specific examples? I’ve listed a bunch in 25 Questions To Ask a Mentor. By preparing thoughtfully for each mentoring session, you’ll avoid the awkwardness of feeling like you’re wasting your mentor’s time and ensure the mentoring relationship remains gratifying for both of you for many years to come.

Myth #4: Being mentored is just for newbies

As we grow in competence and in our careers, setting aside time to be the recipient of a mentor's advice can seem like an unnecessary burden. But the complexity of situations we have to deal with grows too, and there’s no way to predict when a mentor’s advice or perspective could be a career game-changer.

"I am proud and happy to be 'mentor-rich’" writes attorney Lyndsay Markley, whose array of mentors includes trial attorney mentors, networking mentors, style mentors, judicial mentors, and rainmaking mentors. “We don’t have to be at the beginning of our careers to have a mentor,” adds Markley in The Importance of Mentoring: How Strong is Your Network? 

A leading authority on women’s leadership, Jo Miller is a sought-after, dynamic, and engaging speaker, delivering more than 70 speaking presentations annually to audiences of up to 1,200 women. Her expertise lies in helping women lead, climb, and thrive in their corporate careers. Jo has traveled widely in Europe, North America, Asia Pacific, and the Middle East to deliver keynotes and teach workshops for women’s leadership conferences, women’s professional associations, and Fortune 1000 corporate women’s initiatives. Jo is founding editor of BeLeaderly.com. Learn more about her speaking engagements at www.JoMiller.net and follow @Jo_Miller on Twitter.

Professional Development Links

- BuckeyeLearn - https://buckeyelink.osu.edu/task/all/buckeyelearn
- Employee Assistance Program (EAP) - https://hr.osu.edu/benefits/eap
- Leadership Center - https://leadershipcenter.osu.edu
- Learning and Development - https://hr.osu.edu/services/learning-and-development/ and gatewaytolearning.osu.edu
- Diversity, Intercultural and Community Engagement (DICE) - go.osu.edu/dice
Face-to-Face Time with Administrative Assistants by Joan Burge

SURPRISE!
It’s me, Joan Burge.

Those of you who have followed me for a while know I am a big fan of face-to-face time for executives and assistants. Face-to-face time is also beneficial for any manager who meets on a regular basis with their direct reports. Whether you are an executive or an assistant, here are ideas on what you can discuss when you have face-to-face time or catch up by telephone, Facetime, or Skype on a regular basis.

E-mail Communications
Executives and assistants can update each other on e-mail communications, whether it’s a status update or clarifying new actions to be taken.

Visitors
Discuss any events that will involve external visitors and anticipate actions to be taken before and during their visit. Executives: Share any important information that might help your assistant prepare for the event and ensure its success.

Department Issues
This is a good time to discuss any departmental problems that need the executive’s attention. Assistants are often privy to information within the department or are aware of potential personnel issues. These should be brought to the attention of the leader before a situation escalates.

Status Updates
Discuss updates on projects, meetings, items you are working on, and any other pertinent information. Assistants: Initiate discussion. Executives don’t like to have to ask the status of a specific project or task (nor do they have the time).

Special Projects
Discuss any special projects that are happening or coming up in the next few weeks. Assistants should ask what portions of the project they could work on: Is there any research to be done? Will information necessary for the project be coming from others inside or outside the company? If so, can they start assembling that information? Are presentations, graphs or charts required? If so, how many?

Upcoming Travel
Discuss upcoming trips so you can anticipate schedules and prepare necessary travel materials. At least bi-weekly, review the calendar for upcoming events as far as three months out.

Training and Development
Development happens when we take conscious action to improve. It is not a “check the box” aspect of your career; you must be intentional about it. Discuss your training and development requirements with your executive. Tell him about upcoming seminars and workshops you would like to attend.

(Continued on page 2)
and why. Be prepared to show your leader the information about the workshop, the objectives of the program, how the topics tie in with your job responsibilities, and the benefits of attending.

Voicemails and IMs
Discuss requests that need immediate attention or response. An assistant can return calls and take action if provided the appropriate context or required information from the executive.

I hope you found these ideas useful. Wishing you an awesome month.

P.S. By the way, if you are not aware, I host a live Facebook Friday on a fairly consistent basis. So if you want to end your week on a high note and learn a few good quick tips, then follow our Office Dynamics Facebook page to get notifications or watch replays.

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http://u.osu.edu/osuap
Columbus, Ohio 43210

Joan Burge is the Founder and CEO of Office Dynamics International and is an accomplished author, writer, speaker, consultant and corporate trainer.

Joan has authored four groundbreaking books for administrative professionals including the Amazon Best Seller Who Took My Pen … Again? Secrets from Dynamic Executive Assistants. Her administrative-career “bibles" entitled Become an Inner Circle Assistant and Underneath It All continue to be favorites among executive and administrative assistants worldwide.

She is a member of the American Society for Training & Development, National Speakers Association Las Vegas Chapter, Society for Human Resource Management, Vistage International, and Las Vegas Chamber of Commerce.

You can find Joan’s blog here.

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It’s Hard (At the Beginning)
by Michele Woodward

Sometimes we don’t even want to start. Because we know it will be hard.
Maybe too hard.

Maybe we’ll fail.

So we don’t start.
At all.

We live in perpetual waiting – waiting for the time that doing the thing won’t be hard at all.

Sometimes that’s a long time to wait. Feels like forever.
Forever is a long time. But now is right here.

So, take a deep breath. Let’s acknowledge that it can be hard at the beginning.

But then it gets easier.

Like when you took your first wobbly walk. What if your parents said, “Now, walking is hard. You can fall and hurt yourself. Why don’t you wait until you can do it flawlessly?”

But they didn’t say that, did they? They applauded your every step, and probably snapped your picture a time or two. And called Grandma to crow about you and your success.

You smiled your drooly smile and kept going.

And at some point, you could run.

And it wasn’t hard.
The OSUAP Connection

Issue #40

March 29, 2019

Know an Admin who is new to The Ohio State University? Please forward this Newsletter to her or him!

Inside this issue:

Administrative Professionals Leading the Way

Creative Sleight of Hand

OSUAP Goals

- Encourage professional development
- Develop leadership skills
- Network with peers

Special Notes:

- OSU Spring Football Game is April 13! Details
- Early OSUAP Conference Registration Opens April 18th for OSUAP Members Only!
- Campus Campaign runs through April 30 Details
- ASFW 15th Annual Ballam Women's Symposium "Women Leading Women" - Wednesday, May 8 (Details and to Register)

Administrative Professionals Leading the Way by Samantha Primmer and Winnie Sampson

The planning for the 2019 OSU Administrative Professionals Conference has been under way since September of last year. Winnie Sampson and Samantha Primmer are co-chairing this year. The OSUAP planning committee membership is made of representatives from the academic and regional campuses as well as the medical center. The committee has organized another top-level conference for our membership. This outstanding team has worked hard to line up an amazing group of presenters and topics. On behalf of the OSUAP Conference planning committee, we would like to invite you to this year’s day-long conference, “Leading the Way to 2020, One Relationship at a Time,” to be held on June 13, 2019.

If you are looking for shared best practices, enhancing your career development or want to gain insight into maximizing your work relationships, than this conference is for you. The conference will consist of two keynote speakers covering diversity and mindfulness. The workshops will be focused on three educational tracks: Technology, Career Development and Work Relationship Building. You can choose to attend workshops in one track or across two or three tracks.

We are changing the location this year so that more members can attend. The conference will be held at The Boat House on 679 Spring Street; a short 10 minute drive from campus. Parking is free. Early online registration for OSUAP members will open April 18. Be on the look-out for an email with more details. We hope to see you there!

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<th>Technology</th>
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<th>Work Relationship Building</th>
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<tr>
<td>Technology and the Administrative Assistant</td>
<td>How to Manage Up</td>
<td>Emotional Intelligence</td>
</tr>
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<td>Qualtrics</td>
<td>Navigating Your Way as an Executive Assistant</td>
<td>Navigating Office Politics</td>
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<tr>
<td>OneNote</td>
<td>The Art of Negotiation</td>
<td>Mission Impossible: Positive Leadership</td>
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Photo: Panel Stretch from our 2018 OSUAP Conference Photo by Dillon Bammon of Student Life
THE OSUAP EXECUTIVE COMMITTEE
Effective Sept. 1, 2018

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Vice-President: Gina Scarver
Secretary: Katrina Matthews
Treasurer: Heidi Hamblin
Membership Chair: Roxann Damron
Member-at-Large: Will Bryan
Immediate Past President: Tricia Hohl

Have suggestions for the Newsletter?
Want to share some good news?
Let us know!
Email: Michelle Pennington
Chair, Communications Work Group

Please be sure to submit suggestions by
the 1st of each month to be included in the Newsletter!

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THE OHIO STATE UNIVERSITY

“A leader takes people where
they want to go. A great leader
takes people where they
don’t necessarily want to go,
but ought to be.”

~ Rosalyn Carter

Upcoming Important Dates

4/17  Campus Campaign Fund Fair
    #2—Ross Heart Hospital Auditorium, 11 am-1 pm

4/24  Administrative Professionals Day!

5/5  Spring Commencement

5/27  Memorial Day – Offices Closed

6/13 2019 OSUAP Conference—
    “Leading the Way to 2020,
    One Relationship at a Time”

Creative Sleight of Hand: Six Ways to Trick Yourself into
Productivity by Laura Stack

We all have days when we feel about as productive as a limp noodle, yet we have no choice but to get into gear and do something that adds zeroes to the bottom line. So, what do you do when the motivation needle is on E?

Simple: You put in the extra effort to trick yourself into productivity. It’s usually easier than you might think, since, per the quote, most productivity involves self-trickery anyway. By the time you’ve faked it long enough, you’ll have accomplished a decent amount of work and will probably find it easier to move forward.

Try these tips to start your productivity engine on a down day:

1. Harness creative procrastination. Start your morning with a relatively easy task. While completing five minor tasks may not be as productive (or as profitable) as completing one big task, at least you’re clearing your list. And it makes you feel good as you do it. Neurologists claim you get a natural dopamine jolt every time you finish a task, which may urge you on toward the next, better fix.

2. Make a Done List of all the projects and tasks you’ve finished lately. This will not only remind you that you can be productive, it’ll make you feel more confident about your abilities.

3. Talk to yourself. Self-talk is surprisingly important. It’s most obvious in children, who often speak aloud when reviewing the steps of a process or urging themselves on. As you mature, it goes underground to become internal self-talk, which can be extremely influential—especially if it’s negative. Talk back and speak up. Outline the steps of the task. Be your own cheerleader. Talking to yourself forces you to articulate your thoughts, making them cleaner than stream-of-consciousness, and helps you override any negative thoughts slowing you down.

4. Compete with yourself. Try to beat your previous best time or efficiency at a specific task. It’s a great way to boost productivity, and you can have fun with it. I know someone who, whenever he listens to the Jason Mraz song Curbside Prophet at work, pushes to finish his latest subtask, line, or thought before the dog barks (fans will know what I mean). It’s silly… but he says it feels good to finish before Elsa the Dog “exceeds his limitations.” There’s that dopamine thing happens. The work may feel like pulling teeth at first, but you’ll at least make some headway; and as you get limbered up and start gathering speed, you may find yourself on a roll. If you don’t, you can stop for a while, knowing you’ve made a decent start. Use the Pomodoro Technique, a classic way of tricking yourself into working on something: set a timer for a brief period, say 15 minutes, then work at it until the timer goes off. At that point, you can either stop if you’re having problems, or decide to keep going for a while longer. Many people find they’re so into the task by then it’s easy to choose the latter.

6. Bribe yourself. Tell yourself that when you complete a task, you can go get a cup of coffee or tea or take a quick walk. You probably need to stretch your legs anyway. Promise yourself you’ll stop for a treat on the way home if you have a productive day. But don’t reward yourself if you didn’t accomplish much; if you do, your self-conditioning won’t work!

5. Just get started, already. If you’re procrastinating just because you’re facing a task that looks tough, stop it! Sometimes worrying over a task takes more energy than doing it. Take a breath, jump in, and see what happens. The work may feel like pulling teeth at first, but you’ll at least make some headway; and as you get limbered up and start gathering speed, you may find yourself on a roll. If you don’t, you can stop for a while, knowing you’ve made a decent start. Use the Pomodoro Technique, a classic way of tricking yourself into working on something: set a timer for a brief period, say 15 minutes, then work at it until the timer goes off. At that point, you can either stop if you’re having problems, or decide to keep going for a while longer. Many people find they’re so into the task by then it’s easy to choose the latter.

Remember Your Why

If nothing else, focus on your Why: the overriding goal underlying and informing everything you do. We all need one… If you lose your Why, then you’ve lost your way. Remind yourself: why are you doing a certain task, and working at your job in general? Maybe it’s because you want to be a good provider; maybe you’re saving for a new car; or maybe you want to change the world. You may just love your work, and your to-do list is part of achieving it.

Laura Stack, MBA, CSP, CPAE is an award-winning keynote speaker, bestselling author, and noted authority on productivity and performance.

Click here for a listing of articles featuring quotes and advice from Laura: http://theproductivitypro.com/laura-articles
9 Accountability Questions to Ask Your Team  

Be honest...what’s your initial reaction when a team member slips up on a critical commitment or misses a deadline?

Perhaps after muttering a few choice phrases, you take a deep breath, and issue a stern reminder. Or maybe your style tends more toward sending an explanatory email, having a mini pep talk, or writing a Post-it Note reminder to deal with it later. Yet, there’s a more thoughtful, proactive, empowering, and collaborative way to handle things.

The catch is, you can’t wait until someone messes up, blows a deadline or shows a lack of accountability. Instead, ask questions ahead of time to set goals, manage expectations, and implement accountability measures.

Micromanagers Tell. Leaders Ask.

By asking better questions, earlier, you can really accomplish a lot. For example, it’s possible to rally everyone around a common goal, have them create a plan, take ownership, and even envision the appropriate actions to take should things go south.

As a mentor once pointed out, if you involve people in the goal-setting and planning processes, you don’t need to persuade them of the benefits or “sell” them to gain their buy-in. When faced with an employee who falls short of the goal line, it’s easy to resort to friendly reminders. But statements—even positive ones—have a way of diminishing a team’s creativity and self-reliance, whereas asking a thoughtfully chosen question can ignite a conversation and encourage people to think, learn, problem-solve, act, or create.

As leadership coach and author Margaret Wheatley notes, “Good questions energize people.”

In my workshop, “Taking the Lead,” I ask participants to brainstorm questions they could ask a team to help them collaboratively set goals, and expectations, and to inspire action. Here are nine of my favorite accountability questions.

1. What is our shared goal?
2. What’s our ultimate purpose behind this goal?
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Chair, Communications Work Group

Please be sure to submit suggestions by the 1st of each month to be included in the Newsletter!

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The Ohio State University

“Do one thing every day that scares you.”
~ Eleanor Roosevelt

Me, You, and a Site Named Lynda by Michelle Pennington

You want to learn, you say. They won’t pay, you say. If that is the case in your world, then I would absolutely love to introduce you to my pal “Lynda”.

“Lynda” is bold, yet friendly and while definitely not shy, she is not an in your face kind of friend either. “Lynda” can take you places you never even dreamed of going. All from the chair or standing desk you are navigating from every day! It may seem hard to believe, but I promise it is all true and all you need is your library card. That’s right! Your Columbus Public Library Card is all you need to access Lynda.com and learn everything from basic software and use to advanced coding and more.

In addition, you can find professional development videos for soft skills and seminars with information on leadership, project management and marketing to name a few. For more information about making “Lynda” your best pal too, click here: https://odee.osu.edu/online-tutorials.

Todd Hunt with This Month’s Word: Sandwich

Click image to watch the latest “Word Weenie” episode. (https://youtu.be/0xr1oIYecoU)

Todd Hunt speaks to organizations that want to add fun to their events and send members back to work smiling, with tips to improve communication and success.

Sign up for his free “Hunt’s Headlines” eLetter at ToddHuntSpeaker.com/free-eletter

Todd Hunt with This Month’s Word: Sandwich

Upcoming Important Dates

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<td>5/5</td>
<td>Spring Commencement</td>
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<td>5/10</td>
<td>Bi-Monthly OSUAP Meeting: Enterprise Project Review 12-1 at South Campus Gateway, 1590 N. High Street, Suite</td>
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<td>5/27</td>
<td>Memorial Day – Offices Closed</td>
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<td>6/13</td>
<td>2019 OSUAP Conference—“Leading the Way to 2020, One Relationship at a Time”</td>
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3. What does success look like?
4. How will we measure success?
5. What steps must we take to get there?
6. What are the deliverables?
7. What piece of this will you own?
8. How will we hold ourselves accountable?
9. How will we respond if things go off-course?

P.S.
Questions aren’t just for leaders.

If you’re in a meeting and you can’t think of something smart to say, dive deeper into important issues by asking a question. If you’re working in a group that could use a gentle nudge toward accountability, query them about a critical next step. Smart questions show your level of commitment to the work at hand, while pushing the team toward peak performance.

A leading authority on women’s leadership, Jo Miller is a sought-after, dynamic, and engaging speaker, delivering more than 70 speaking presentations annually to audiences of up to 1,200 women. Her expertise lies in helping women lead, climb, and thrive in their corporate careers. Jo has traveled widely in Europe, North America, Asia Pacific, and the Middle East to deliver keynotes and teach workshops for women’s leadership conferences, women’s professional associations, and Fortune 1000 corporate women’s initiatives. Jo is founding editor of BeLeaderly.com. Learn more about her speaking engagements at www.JoMiller.net and follow @Jo_Miller on Twitter.
Do I Really Need a Professional Development Plan by Chrissy Scivicque

If you’ve been following my work for any period of time, you know that I’m a big fan of Professional Development Plans (also referred to as PDPs). I often create these plans in collaboration with my career coaching clients, and I frequently provide training workshops on this topic. However, one question I repeatedly hear is this: Do I really need a professional development plan? What if I don’t have any big career aspirations? Or, what if I already know what I need to do...why should I bother writing it down?

Do ALL Professionals Need a PDP?

Here’s my honest answer: I believe every professional should always have a PDP. It’s a living document, so it should evolve as you grow in your career. The majority of the work happens up front, when you create the PDP for the first time. After that, it’s just a matter of updating and revising as you go, which usually requires less time and effort.

But yes, in almost all cases, I do think everyone needs a PDP.

Why Everyone Needs a PDP

Simply put, without a written plan for development, it’s easy to get complacent. And, it’s my belief that, if you’re not moving forward professionally, you’re actually moving backward. There’s no such thing as standing still.

You might not have any huge career goals right now, but that doesn’t mean you want to cut off your opportunities for the future. Even if you’re currently right where you want to be, you still need to continue developing your skills if you want to keep up with your peers. Otherwise, as your colleagues expand and deepen their skills, you’ll slowly fall behind—and that can jeopardize your current happy career circumstances.

For those folks who do have career ambitions, but believe that creating an actual written plan is not necessary, I usually cite the many, many studies that offer definitive proof of the power of written goals. Basically, all of the research shows that writing your goals down dramatically increases the likelihood of actually achieving them. The reason is both physical and physiological. Having a written PDP (complete with action steps and deadlines) increases commitment, clarity and drive. Left unwritten, it’s easy to create “goals” that are really just vague dreams—and it’s also easy to forget about them, even after only a short period of time.

For all of these reasons, I believe a Professional Development Plan is an essential career tool for everyone.

(Continued on page 2)
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Immediate Past President: Tricia Hohl

Have suggestions for the Newsletter?
Want to share some good news?
Let us know!
Email: Michelle Pennington
Chair, Communications Work Group

Please be sure to submit suggestions by the 1st of each month to be included in the Newsletter!

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“I can’t change the direction of the wind, but I can adjust my sails to always reach my destination.”

~ Jimmy Dean

Distinguished Staff Award Goes to OSUAP President “Q”

Quanetta “Q” Batts is known for the compassion and generosity she puts into her work, going above and beyond in providing excellent service and developing creative solutions. Her innovative nature led to the implementation of an online process workflow that increased Ohio State library efficiency and an online tool that facilitated idea sharing and problem-solving. Additionally, Q’s unwavering commitment to helping others has impacted people beyond Ohio State’s campus through the relationships and volunteer efforts she has established with Big Brothers Big Sisters, the OSU Reads program and the Expanding Visions Foundation. During her 8 years at OSU, she has also been an active member of the OSU Administrative Professionals (OSUAP) group, where she helps facilitate networking and professional development opportunities for her colleagues. She currently serves as President of OSUAP. See the full write-up here!

Professional Development Plan vs. Personal Development Plan

The only “exception” to my rule is for people who are a year or two from retirement. In such cases, I recommend that you create a personal development plan. Instead of focusing on career goals and the development activities needed to achieve them, I suggest that you focus on life goals and the activities needed to achieve them. Just because you won’t be working any longer, doesn’t mean you’ll want to stop learning and growing, right? Perhaps you’ll want to volunteer for a charitable organization, or start a small business, or explore a new hobby. These things all require a commitment on your part and, more than likely, some personal development. By creating a plan, you’ll be well prepared for the next stage of life, whatever that may look like.

Chrissy Scivicque (pronounced “Civic”) is an award-winning writer, certified career coach and experienced corporate trainer. She holds a Bachelor’s Degree in Marketing from Sonoma State University, Certification in Copy Editing from UC San Diego, and Certification in Clinical Nutrition from Bauman College in Penngrove, CA. Chrissy is also a Certified Professional Career Manager (PCM) and she has completed 120+ hours of CTI core curriculum for life coaches.

www.eatyourcareer.com

Upcoming Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>6/13</td>
<td>2019 OSUAP Conference—“Leading the Way to 2020, One Relationship at a Time”</td>
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<tr>
<td>7/4</td>
<td>Independence Day</td>
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(OG I REALLY NEED Continued from page 1)
Recap: Conversation with Susan Basso and HR Leadership  
(A special Enterprise Project Update)

On Wednesday, May 22, the University Staff Advisory Committee (USAC) hosted “Conversation with Susan Basso and HR Leadership,” during which a panel of Office of Human Resources leaders discussed the HR transformations underway, including the implementation of Workday and a new HR Service Delivery model. The questions were collected in advance through surveys, local and regional advisory committees and social media platforms. The session was recorded and is accessible below.

The leadership panel featured:

- Susan Basso, Senior Vice President for Talent, Culture and Human Resources
- Joanne McGoldrick, Associate Vice President for Total Rewards
- Kim Shumate, Associate Vice President for Strategic Initiatives
- Lin Hillis, Associate Vice President for Talent, Diversity and Leadership
- Alison Mincey, Senior Associate Vice President for HR, Wexner Medical Center

Below are the questions that tie directly to Enterprise Project efforts, from business process transformations to the implementation of Workday and a new HR Service Delivery model.

- How are we improving the consistency of the recruiting and onboarding processes? [15:55]
- How will the Service Center/Shared Services changes (part of the new service delivery model) impact a staff member and their interaction with HR? [20:25]
- Do these transformative initiatives apply to the university as a whole, including academia, departments and units, Wexner Medical Center and regional campuses? [25:44]
- What is Workday? [27:20]

Please contact enterprise-project@osu.edu with follow-up questions about the transformative work taking place.

For the replay, click the photo above or go to https://livestream.com/accounts/9213968/events/8679887/player?width=640&height=360&enableInfoAndActivity=true&autoPlay=true&mute=false
OSUAP Conference Photos and Links to Presentations!

The 2019 OSUAP Conference — “2020 Vision: Leading the Way, One Relationship at a Time” — took place Thursday, June 13 at The Boathouse (679 W. Spring Street, Columbus OH 43215). Once again, the conference drew together administrative professionals from throughout the university and medical center for a day of thoughtful presentations, networking, and fun. A special thanks to all who attended and to the organizing committee and volunteers. Another successful OSUAP conference is in the books!

An extra special thanks to all of our presenters! If you missed any of the presentations, or if you’d like to go back to review presentations you found especially useful, we have them all here:

- **Navigating Office Politics** – Von Cason
- **Managing Up** – Katherine Margard
- **Leading with Emotional Intelligence** – Paul Tadak
- **Evolved Minds for Administrators** – Chris Fraser
- **Diversity and Implicit Bias** – Donnie Perkins
- **Skype for Business** – Nick Vaver
- **Qualtrics Survey Software Overview** – Karri Benishek
- **OneNote** – Chris Deel
- **Negotiating Tips** – Quanetta Batts
- **Navigating Your Way as an Executive Professional** – Will Bryan

Stay tuned for an upcoming feature on your 2020 Visions!
Awesome News: We have made it to 500 OSUAP Members!
Welcome and Congratulations to our 500th OSUAP Member Tammy Hood, Program Program Coordinator with The James Patient Education Department! We are thrilled to have you join!

OSUAP Welcomes 500th Member!  By Gina Scarver

We are so excited to announce that OSUAP has reached its 500th member! Welcome to Tammy Hood, who has been a Program Coordinator with The James Patient Education Department for 10 years. Tammy’s office is located near Gina Scarver’s at 660 Ackerman and although they’ve shared many conversations, it wasn’t until two weeks ago that Gina asked Tammy if she was a member of OSUAP. Tammy was not, but didn’t waste any time in joining and it just so happened that she became the 500th member! Tammy, a proud alumni of The Ohio State University with a B.S. in Human Ecology, is very excited to network with other OSUAP members and benefit from the many opportunities OSUAP
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“Remember that not getting what you want is sometimes a wonderful stroke of luck.”  
~ Dalai Lama

Upcoming Important Dates

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<th>Date</th>
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<tbody>
<tr>
<td>7/31</td>
<td>OSUAP Communications Work Group Information Session—600 Ackerman Road, Room E1070</td>
</tr>
<tr>
<td>8/20</td>
<td>Autumn Semester Begins</td>
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Buckeye Path To Wellness

The Buckeye Path to Wellness is a new two-mile walking loop around the Columbus campus. The path is available to use throughout the year and is accessible to students, faculty, staff and visitors at Ohio State.

Some Buckeye Path Wellness Tips

- Read a positive book for five minutes each morning.
- Practice staying in the present moment.
- Take five deep breaths when feeling stressed.
- Make time for self-care by fostering genuine connections with friends and family.
- Make time for self-care by fostering genuine connections with friends and family.

An Awesome News Continued from page 1

offers. Here are a few more highlights about Tammy:

What do you like most about your job?

- The knowledge that our department is creating easy-to-understand health information. These materials help our patients and their caregivers as they navigate their cancer diagnosis.

What do you like to do in your spare time?

- Spending time with my daughter who just graduated from high school, and will be attending The Ohio State University in the fall. We love doing activities together such as listening to music or going to concerts.

Do you have any personal or professional goals for the year 2020?

- My professional goal this year is to network more with my OSU colleagues. I hope to benefit from the large amount of expertise amongst my peers.
- My personal goal is learning how to be an empty-nester. 😊

Welcome Tammy!
Who’s On Your Personal Board of Directors? by Jo Miller

Do you have a personal board of directors? In an article for Harvard Business Review, Priscilla Claman defines this unique set as “... a group of people you consult regularly to get advice and feedback.” Claman adds, “There’s no need to hold meetings or even inform each person of his or her status as a board member—but you do need to select the right people and stay in touch.”

While it’s useful to cultivate an extensive network of professional contacts, developing a strong, tight-knit, inner circle—your personal board of directors—of individuals who fulfill a specific role is even more beneficial. Just as companies take great care in selecting their corporate board members, so should you. As Claman suggests, “The people you choose should have different contributions to add to your thinking.”

At a recent Women in Computing conference, I spoke to Nehal Mehta, Director of Global Partner Sales with Veritas Technologies LLC in Mountain View, California. “Your personal board of directors includes people who are invested in the advancement of your career,” says Mehta.

According to Mehta, her personal board is not only a diverse group of leaders, influencers, and corporate heavy hitters, each of whom brings unique strengths. They are also a team of individuals who inspire, challenge, and motivate her to make bold moves.

Several years ago, an ‘informational powerhouse’ who knew of Mehta’s passion for working with global teams mentioned that her company was looking to open an office in China. “The firm needed a couple of teams to pilot the initiative,” says Mehta. “After learning of my interest, my sponsor stepped in and enabled me to move forward with expanding my team into China. Several of my mentors then helped me to understand best practices and navigate through the challenges.”

When you’re building a personal board of directors, consider including these five types of people:

1. **The Connector**
   
   This is a “people person,” one who knows—and has great relationships with—just about everyone. These people love to open doors, make introductions, and help grow your network. Is there someone you know who can’t resist introducing you to the right people? Consider him or her for the role of connector. When you ask a question, you can expect a connector to link you to two or three others who know the answer.

   Connectors are also at the hub of thriving social networks. “How many LinkedIn connections or Twitter followers do they have?” Mehta encourages you to assess. “For example, many people working in talent... (Continued on page 4)
2020—What’s Your Vision? by Gina Scarver

At the June 13 OSUAP Conference, attendees had the opportunity to post their goals for 2020 on Vision Boards in the lobby of The Boathouse venue. This idea was initiated by Gina Scarver, OSUAP Vice President, who feels that writing it down and publicly declaring your goal will help you be more accountable and follow through. There were many great declarations made, here are just a few:

- Become more tech savvy
- Learn about building websites
- Become healthier
- Reduce my personal carbon footprint at work and at home
- Start my Master’s thesis
- Work on obtaining my Bachelor’s degree
- Put myself in the position to continue my education
- Become a better communicator
- Become more confident in myself
- Be less reactive emotionally
- Be a positive influence to my teams
- Attend more workshops/training/conferences to enhance and grow my career
- Arrive at work early daily
- Take a walk break every day
- Promote myself
- Appreciate each day as if it were my last!

Professional Development Links and OSUAP Opportunities

- BuckeyeLearn - [https://buckeyelink.osu.edu/task/all/buckeyelearn](https://buckeyelink.osu.edu/task/all/buckeyelearn)
- Employee Assistance Program (EAP) - [https://hr.osu.edu/benefits/eap/](https://hr.osu.edu/benefits/eap/)
- Leadership Center - [https://leadershipcenter.osu.edu/](https://leadershipcenter.osu.edu/)
- Learning and Development - [https://hr.osu.edu/services/learning-and-development/](https://hr.osu.edu/services/learning-and-development/) and gatewaytolearning.osu.edu.
- Diversity, Intercultural and Community Engagement (DICE) - [go.osu.edu/dice](go.osu.edu/dice)

OSUAP Committees and Workgroups:
If you are interested in joining any of these OSUAP work groups, please email the chair or osuap@osu.edu.
[https://u.osu.edu/osuap/about-us/committees-work-groups/](https://u.osu.edu/osuap/about-us/committees-work-groups/)

Active
- Annual Conference Planning
- Communication
- Mentor

Proposed
- Best Practices
- Certification & Training
- Fundraising
For additional details or questions, please contact Michelle Pennington.

Todd Hunt with This Month’s Word: Irregular

Click image to watch the latest “Word Weenie” episode. ([https://www.youtube.com/watch?v=GNf8CGt45M&feature=youtu.be](https://www.youtube.com/watch?v=GNf8CGt45M&feature=youtu.be))

Todd Hunt speaks to organizations that want to add fun to their events and send members back to work smiling, with tips to improve communication and success.

Sign up for his free “Hunt’s Headlines” eLetter at [ToddHuntSpeaker.com/free-eletter](ToddHuntSpeaker.com/free-eletter)
Link up with several of your OSUAP Colleagues and join the 10th Annual Hit the Road with the Buckeyes from September 9 – December 1

Hit the Road with the Buckeyes is a team walking challenge that rewards you to walk the round-trip distance to Ohio State’s away Big Ten football games. The total distance this year is 4,298 miles – approximately 8,596,000 steps! As we crisscross the Midwest, you will learn about the academic and athletic history of our conference companions. In order to more quickly unlock each destination, be sure to recruit a full team of 10 and sync your steps daily.

Register your team of 10 beginning: August 26

Take A Lap Kick Off Event:
September 11 | 11:00am-1:00pm
View event details here

Points Available (up to 5,100 max)*
Weekly drawing for teams who are regularly logging their steps:
100 bonus points
Individual average of 4,000-7,499 steps/day at challenge conclusion: 1,000 points
Individual average of 7,500-9,999 steps/day at challenge conclusion: 2,000 points
Individual average of 10,000-12,499 steps/day at challenge conclusion: 3,000 points
Individual average of 12,500+ steps/day at challenge conclusion: 4,000 points
Individual daily step average ≥ challenge average at conclusion: 1,000 bonus points

Prizes Available*
Weekly Individual Drawing: Max Buzz activity tracker
Grand Prize Drawing: more info coming soon!

*Visit the challenge rules consent for reward eligibility details

“Are you my mentor?”
If someone has to ask the question, the answer is probably no.
When someone finds the right mentor, it is obvious—Sheryl Sandberg

Speaking of mentoring...
Click the link in this note to learn about being a great Mentor AND a great Mentee. Mentee—what a cool word! If you say it out loud, it rolls of the tongue like a breath of fresh air… and yes, the pun is definitely intended! Kidding aside, if you are a Mentee, I hope you are serious about it. The opportunity for learning and professional growth is relatively endless.

Will Bryan, the OSUAP Mentoring Chair provided the link and wanted everyone to have a chance to read the referenced article. Article courtesy of Catherine Adenle. https://www.linkedin.com/pulse/20141124121303-47571147-10-concrete-reasons-why-everyone-needs-a-mentor-at-work

Manage Your Performance—Part 1: PLAN
At Ohio State, we value performance management strategies that fuel a high-performance culture. These resources focus on setting clear expectations, supporting personal development, and engaging each of us in our role at the University.

Plan
The performance planning conversation between employees and managers is central to developing the relationship that will facilitate the entire performance management process.
Performance planning produces:
◆ Agreed-upon expectations and goals for the employee’s performance;
◆ An understanding of what the employee will need with regard to resources, materials and information in order to be successful;
◆ Opportunities for development through experiences, exposure and education; and
An understanding of what the employee needs from the manager with regard to feedback, coaching and support.

For More Details or to skip ahead—https://gatewaytolearning.osu.edu/professional-career-development/manage-your-performance/
THE OSUAP EXECUTIVE COMMITTEE
Effective Sept. 1, 2018

President: Quanetta Batts
Vice-President: Gina Scarver
Secretary: Katrina Matthews
Treasurer: Heidi Hamblin
Membership Chair: Roxann Damron
Member-at-Large: Will Bryan
Immediate Past President: Tricia Hohl

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“The most common way people give up their power is by thinking they don’t have any.”

~ Alice Walker

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<tbody>
<tr>
<td>9/3</td>
<td>Labor Day – Offices Closed</td>
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<tr>
<td>9/13</td>
<td>Bi-Monthly OSUAP Meeting: Admin/Office Pet Peeves hosted by Katrina Matthews—12-1 in 190 Doan Hall Register</td>
</tr>
<tr>
<td>9/19</td>
<td>ASFW 2019-20 Kick-Off Event Free but Registration Required!</td>
</tr>
<tr>
<td>10/10-11</td>
<td>Autumn Break</td>
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(WHO’S ON YOUR PERSONAL BOARD Continued from page 1)

acquisition are good connectors,” she says. And pay attention to who is organizing well-attended social events at work. Then, ask for help making a new connection. Chances are they’ll be energized by the request, and if so, you may have found your connector.

2. The Informational Powerhouse

This person always has a finger on the pulse of what’s going on in the organization and in the broader business environment. Seek out this person when you need intel about new trends, ideas, projects, opportunities, and so on. According to Mehta, an informational powerhouse doesn’t necessarily need to have a senior job title, such as Vice President. “This individual usually has a breadth of responsibility, and can connect you with new projects and opportunities that will be beneficial for both parties,” she says.

It could be the knowledgeable colleague who everyone looks to for the final word in meetings, because this person is so well-versed in how customers relate to your product. Or the colleague who’s acting as a bridge between cross-functional teams because their knowledge base spans across different departments such as engineering, marketing and finance. “It’s the person you follow on Twitter or whose blog you keep coming back to because the writing about your company or industry issues is so insightful,” says Mehta.

3. The Influencer

This person makes things happen. If you need folks to get on board with a new idea or initiative, tap your influencer. This board member has a way of eliciting agreement and collaboration from teams, and can provide the heavy-hitting support that can guarantee the success of your initiatives.

“An influencer is someone who has earned the respect of the organization for his or her professionalism and work ethic,” says Mehta. To identify an influencer, pay attention to who is amplifying the voices of team members in meetings, advocating for their suggestions and acting on them. And think about who you’d like to have backing you up next time you deliver a presentation or proposal, because that show of support will add to your credibility.

Once you’ve identified an influencer, “volunteer for a stretch assignment to work on an influencer’s team,” advises Mehta. “This gets you acquainted and can enable that influencer to recommend you for future projects.”

4. The Mentor

This person supports your growth and development by providing advice, feedback, and guidance. A mentor also acts as a sounding board for career-related decisions and can help you navigate challenging situations at work.

To enlist a mentor, start by identifying a role model, someone who inspires you and is willing to invest in your success. Let them know something specific you admire about them {everyone likes a compliment.) Then request a 30-minute meeting to get some actionable solutions to touchy or challenging career-related questions. If that conversation goes well, ask to schedule a regular check-in meeting on a quarterly basis. If the answer is yes, you’ve found yourself a mentor.

5. The Sponsor

This person is an influential individual who can accelerate your career, by putting your name forward for career opportunities like high-visibility assignments and promotions.

Unlike mentorship, the catch with sponsors is that you don’t choose a sponsor, a sponsor chooses you. But there are actions you can take to make it more likely that an influential sponsor will want to advocate for you. It starts with demonstrating outstanding job performance, and making your achievements known to leaders who have a track record of developing talent. And follow Mehta’s example of having clear career goals, and sharing your goals with potential sponsors so that they know which opportunities to send your way.

Recently, Mehta’s career pivoted from working in Engineering Quality Assurance to Technology Alliances and ultimately into Partner Sales. “My sponsors made the opportunities available. My mentors coached me through my apprehensions and helped me negotiate successfully to land the roles. I would not have had the opportunities I’ve benefited from in my career if not for my personal board of directors and their support.”

What’s your most important career goal?

Whether the goal is to advance your career, make a course correction, lead a major project, or make a bold, fearless move, having an influential inner circle can make the journey easier. Now that you know the criteria for a well-rounded your board of directors, who will you add to yours?

A leading authority on women’s leadership, Jo Miller is a sought-after, dynamic, and engaging speaker, delivering more than 70 speaking presentations annually to audiences of up to 1,200 women. Her expertise lies in helping women lead, climb, and thrive in their corporate careers. Jo has traveled widely in Europe, North America, Asia Pacific, and the Middle East to deliver keynotes and teach workshops for women’s leadership conferences, women’s professional associations, and Fortune 1000 corporate women’s initiatives. Jo is founding editor of BeLeaderly.com. Learn more about her speaking engagements at www.JoMiller.net and follow @JoMiller on Twitter.