



The OSUAP Connection

Issue #26

January 25, 2017

*Know an Admin who is
new to OSU?*

*Please forward this
Newsletter to her or him!*

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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

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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,

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Upcoming Important Dates

2/1-28/2018	Apply for University Staff Advisory Committee (USAC) details here
3/9/2018	March OSUAP Bi-Monthly Meeting—Preparing for Your Performance Review (Thompson Library-Room 165: Erica Jonak, OSU Planning and Administration HR)
3/12-16/2018	Spring Break!



“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.

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*.

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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 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

AN INVESTMENT IN KNOWLEDGE PAYS THE BEST INTEREST.

Ben Franklin

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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Ready to clean out your closets? - Donate gently used clothing for Student Life's Career Closet!

Please consider donating your gently used professional clothing, shoes and accessories to this event. All donated clothing will be used to provide a closet where students can "shop" for free professional attire needed for career fairs, interviews, internships and career employment. They are in need of the following items: men's

and women's suits, skirts, dresses, men's and women's slacks/dress pants, blouses, men's dress shirts, unopened/unused hosiery and socks, dress shoes (pumps, flats, appropriate boots, men's leather lace-ups), ties, purses, briefcases, jewelry and scarves.

For Drop-off Locations and additional details, please go to <https://studentlife.osu.edu/articles/dress-professionally-with-the-help-of-student-lifes-career-closet>

Donations accepted through Friday, February 9

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

and administrative skills, with the ability to manage multiple priorities.

- 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.
- Strong relationship---building skills and the ability to work closely with individuals from a variety of colleges and units.

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.

(MOST IMPORTANT TOOL Continued from page 1)

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 skills fresh, you'll become (and stay) a more well-rounded professional.

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

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(MOST IMPORTANT TOOL Continued from page 6)

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.

- I have too much going on in my life right now.
- I have too much stress 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

"I Am A Lifelong Learner."

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.

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 Penn Grove, 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

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!

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](mailto:Michelle.Pennington@osu.edu)

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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Professionals Group
<http://u.osu.edu/osuap>
Columbus, Ohio 43210



THE OHIO STATE UNIVERSITY

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.

The OSUAP Connection

- 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!

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