

The OSUAP Connection

Issue #33 August 31, 2018

Know an Admin
who is new to
The Ohio State University?
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:

- 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 other 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 with electronically, thank you for making this position such a joy.

Kind Regards,

Tricia Hohl

Uplifting Positive Self-Talk by Joan Burge

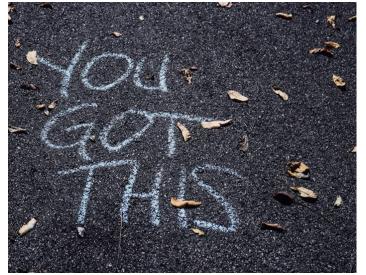
When you are feeling "less than best" (and we all do from time to time), it helps to rely upon a technique I call Uplifting Positive Self-Talk. This will increase your confidence and allow you to approach the day with a positive frame of mind.

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)

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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THE OHIO STATE UNIVERSITY

"Things work out best for those who make the best of how things work out" ~ John Wooden

9/1 New OSUAP Executive Committee Starts 9/3 Labor Day – Offices Closed OSUAP's first Bi-Monthly Meeting of the Academic Year—Project Management with Trello with Christine OConnell

(UPLIFTING Continued from page 1)

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.

Life a life that's negativity-free and positive through and through!

Joen Buye



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.

Sync your breathing with this



To effectively combat stress, we need to activate the body's natural relaxation response. You can do this by practicing relaxation techniques such as deep breathing.

Click the link or image for more info and instructions to sync your breathing: https://yp4h.osu.edu/justbreathe