



The OSUAP Connection

Issue #32

July 31, 2018

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:

- New category of wellness programming offered ([details](#))
- Volunteer to be a Stadium Ambassador - Sign up for 8/1 info session [here](#) ([details](#))
- Be a Pelotonia virtual rider 8/3-8/5 ([details](#))
- Join Team Ohio State at the 2018 Heart Walk 8/25 ([details](#))

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

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Healthy, Happy
and Engaged....
OSUAP Style!

By Megan Amaya,
e Mazurek Melnyk,
FAANP, FNAP, FAAN,
A



Photo courtesy of Ohio State University Archives

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 for 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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Upcoming Important Dates

| | |
|------------|---|
| 08/21/2018 | Autumn Semester begins |
| 09/03/2018 | Labor Day – Offices Closed |
| 09/14/2018 | OSUAP's first Bi-Monthly Meeting of the Academic Year |

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

“a year from now
you may wish you
had started today”
~ Karen Lamb

(ENVIRONMENTAL WELLNESS Continued from page 2)

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?

(SPENDING TIME Continued from page 1)

harder and smarter. Rather than let themselves
become overwhelmed or flail fruitlessly between
tasks, they plan ahead, stay on course, exercise
self-discipline, and work to continually improve.

Some are masters of delegation. A colleague
once told me about a self-made millionaire who
didn't seem very smart at first glance. It turned
out he surrounded himself with trustworthy
people who were experts at his weaknesses. His
personal strengths lay in organization, good
judgment, and fiscal responsibility.

No matter how overworked you feel, you
probably have more time available than you
realize. Ironically, calculating how much time you
really have (or should have) requires some time
investment—but it's worthwhile, kind of like
paying to have a diamond professionally
assessed before you buy it. Try these tips to get
your time back.

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

schedule is booked solid or you have a
deadline looming. Return tasks to those they
rightly belong to if necessary.

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
strait 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.



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