



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!*

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Professionals Leading
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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](#))



Photo: Panel Stretch from our 2018 OSUAP Conference Photo by Dillon Bammon of Student Life

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!

Technology	Career Development	Work Relationship Building
Technology and the Administrative Assistant	How to Manage Up	Emotional Intelligence
Qualtrics	Navigating Your Way as an Executive Assistant	Navigating Office Politics
OneNote	The Art of Negotiation	Mission Impossible: Positive Leadership

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

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 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."

~ Rosalynn 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— <i>"Leading the Way to 2020, One Relationship at a Time"</i>

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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 again. You can also practice "sprints" for a set length of time, for example 15, 30, or 45 minutes, pushing yourself as hard as you can until time runs out.



theproductivitypro.com

"Most productivity techniques require a little self-trickery" – L.V. Anderson, American business writer.

5. **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!
6. **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>