

The OSUAP Connection

February 10, 2017 | Issue #15

Know an Admin who is new to OSU? Please forward this Newsletter to them!

OSUAP Mentorship Program 2017

Are you interested in expanding your knowledge base, honing a current skill set, or acquiring ways in which to navigate your way to a successful career path? Look no further, Mentorship has arrived at OSUAP!! Beginning in March 2017, OSUAP will kick off its inaugural mentor program. This will be a pilot of the program, and will be a six-month commitment. There will be at most, 10 mentor/mentee pairings for the pilot. Matching of those pairings will be based on experience, interests, and common goals. Expectations of the mentors and mentees will be to meet on a monthly basis during the six-month period. If you are interested in becoming a mentor or mentee, complete the Mentoring Application (sent with the newsletter) and click the *Submit Form* button in the upper right corner of the PDF screen. Applications are due by 02/24/17. Should you have any questions regarding the program, contact the workgroup leads, Kate Bryant (bryant.1628@osu.edu) or Will Bryan (bryan.218@osu.edu).

We look forward to a great kick off to the program and many successes!

USAC New Member Applications

The University Staff Advisory Committee (USAC) seeks motivated staff to serve as members during the 2017–2020 term. The University Staff Advisory Committee is currently a team of up to 30 dedicated Ohio State staff members who are working to help advocate for staff at the university. The application process will open on February 1st with a deadline of Wednesday, March 1, 2017. The University Staff Advisory Committee (USAC) is offering three in person informational sessions for potential applicants for the 2017-2020 term.

To learn more about USAC, visit usac.osu.edu.



1. Start your day by tackling the task you dislike the most. When it's completed, you'll feel as if a weight has been lifted—and you'll be primed and ready to move forward.
2. Got a few short tasks you can finish in five minutes or less? Do them *now*, rather than spending even more time adding them to a “to do” list for later.
3. Putting off a huge project because it feels unmanageable? Do the first thing necessary to get it off the ground. Then, do the next thing, and the next. Breaking big tasks into small steps will always give you back a sense of control.
4. Whenever possible, skip meetings. If you must attend, see if you can dial in via phone or Skype. Alternately, hold “standing” meetings, which are often more productive than sit-downs.
5. Deep-six interruptions. Even tiny ones break our concentration and slow productivity. For some amount of time each day, ignore email, texts and voicemail. Put your head down and do your work. (If an issue is urgent enough, someone is sure to come around to let you know.)
6. Forget perfectionism. Don't agonize over finding the perfect solution—because “perfect” doesn't exist. Use your best knowledge and instincts when making decisions and completing work.
7. Commit to one task before tackling next one. Focus, focus, focus and see how much more you get done than you would if you bounced from project to project.
8. Say “No” when you need to—or delegate. When there's too much on your plate to make your deadlines or do a good job, explain this to the boss. See if you can either put off a project until a later time, or delegate to a co-worker.
9. Allow yourself downtime after hours. Getting quality “me” time at night and during the weekend will give you a chance to relax, refresh, and—as a result—improve your productivity when you return to work.
10. Use an app like [Rescue Time](#) to figure out how long you actually spend on each task. Then determine how you might streamline tasks that are dragging on and on.



You Messed Up at Work. Here's What To Do Next.

Your heart is racing. You can't believe you just messed up at work. You're certain that the boss is about to barge into your office demanding your resignation.

Take a deep breath. We've all been there. Whether you hit "reply all" on your snarky response about the clients meant only for your trusted coworker or pressed "publish" on your weekly newsletter with an obvious typo in the headline, you aren't the first person to make that mistake, and you won't be the last.

Of course you're mortified, and that's good. It will encourage you to be more careful and circumspect next time around. But the best response isn't hiding in your proverbial shell. Instead, own your mistake, work to correct it, learn to laugh about it and move on.

Here are five tips about how to fix your mistakes when you mess up at work so that you can turn that error into a positive learning experience and ultimately set yourself apart as a mature employee. Click below for details!

[1. Own it and Solve It](#)

[2. If Appropriate, Make a Joke](#)

[3. Put a Plan in Place so it Doesn't Happen Again](#)

[4. Work to Erase the Mistake with Coworkers and Supervisors](#)

[5. Forgive Yourself and Move On](#)

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Is your information up to date?

Please check your membership information on the membership roster located on the OSUAP website. Forward any updates/edits or deletions to Roxann Damron at Roxann.Damron@osumc.edu.

Save the Date

March OSUAP Meeting

Special Presentation: *Working Through Difficult Conversations*

Wednesday, March 22 (please note date change)

12:00-2:00PM | Thompson Library 150

OSUAP is planning a special event for the March meeting. MJ Abell (Learning & Development Specialist, Office of Human Resources) will present a workshop on “*Working Through Difficult Conversations*.”

Do you sometimes avoid difficult or challenging conversations?

Is it hard to decide where to start?

Do you have the same conversation more than once with the same person?

This 2-hour interactive workshop provides videos, strategies and practice to increase your skill and comfort in engaging in difficult conversations. Learn how to prepare in advance, start the conversation effectively, and maintain a productive environment. We will also discuss handling conversations that become difficult in the moment. Attending with OSUAP colleagues provides the opportunity to share tips on the kinds of conversations that often occur in our roles. Participants will receive credit in BuckeyeLearn.

More information, including a link to RSVP, will follow soon.

<p>THE OSUAP EXECUTIVE COMMITTEE Effective Sept. 1, 2016</p> <p>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</p>	<p>Have suggestions for the Newsletter?</p> <p>Want to share some good news?</p> <p><i>Let us know!</i></p> <p>Email: Sophia Rester Chair, Communications Work Group</p> <p>Submit suggestions by the 1st of each month.</p>
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