



The OSUAP Connection

Issue #22

September 26, 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:

- Hit the Road with the Buckeyes (Kick-off October 2!)
- Bucks For Charity Starts Next Week! Please Donate.
- Free 5k run/walk for Ohio State faculty, staff on Friday 10/6 ([Details Here](#)—Click on Educational Program)
- Nominate a 2017-18 Ohio State Glass Breaker! by 11/15 ([Details Here](#))



What are your top career goals? *by Jo Miller*

That's the question I asked the women who have signed up for my group coaching program (which starts next Friday, October 6.) Here are some of their responses:

- * Be seen as a strategic leader
- * Manage larger projects
- * Get a promotion
- * Progress to Director level
- * Expand the work my team is responsible for
- * Empower my team to drive strong results
- * Lead a larger team
- * Move to the next level
- * Gain P&L responsibility
- * Develop a strong global team

Do any of these resonate for you? Would you like to join a dynamic, supportive group whose goals are aligned with your goals? Would it be helpful to work with me, to go after your goals?

Register now for Take Charge of Your Career Trajectory, my group coaching program for emerging women leaders. The cohorts are filling quickly, so please reserve your spot now.

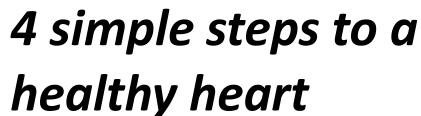
www.beleaderly.com/groupcoaching

The six-part program takes place via webinar and is designed to help you gain recognition as an up-and-coming leader in your organization, and create an achievable roadmap for your career advancement.

My step-by-step roadmap to break into leadership includes how to:

- * Build your brand as an emerging leader
- * Gain recognition for your accomplishments
- * Make your value visible
- * Navigate organizational politics with savvy
- * Cultivate an influential network
- * Attract the advocacy of influential sponsors
- * Gain access to hidden resources and opportunities
- * Identify and lead high-profile projects
- * Develop your signature leadership style
- * Become more effective at leading others

(Continued on page 6)



As shared in the January-February 2017 Alumni Magazine

During the pre-game show, I was honored to stand on the field with leaders of the Women's Heart Alliance who had flown in from Washington, D.C., President Michael V. Drake and other health innovators from Ohio State. The band marched into the formation of a beating heart, and the announcer proclaimed, "As your heart pounds with excitement here in Ohio Stadium as we cheer our Buckeyes to victory, make a commitment to be heart healthy and Buckeye strong! Go Bucks!"

You may be wondering if college students really need to worry about heart disease. The answer is “Yes!” Heart disease remains the

Small steps, big benefits

The good news is that 80 percent of cardiovascular disease is preventable with four healthful behaviors: eating healthfully, managing stress, being active and avoiding tobacco.

You can commit today to protect your heart by asking your health care provider for a screening and adopting these four healthful lifestyle choices.

If that sounds difficult, take heart; you don't have to join a gym to be active. A simple 30 minutes a day of walking is effective, and those minutes don't have to be spent all at once. Take an apple or some carrot sticks with you as snacks, instead of sweet treats, and you've already made a significant move toward heart health. The beauty of these behaviors is that they reinforce each other: Fruits and vegetables give you more energy to move, and studies show that physical activity and healthful eating help reduce stress.

Most of us can't change all the things that activate stress in our lives, but we can change how we respond to those activators and engage in behaviors to reduce our stress levels. Taking just a few minutes of time out for stress relief when you start to feel tense can make a world of difference. For example, taking five deep breaths, engaging in a couple minutes of mindful meditation, writing your

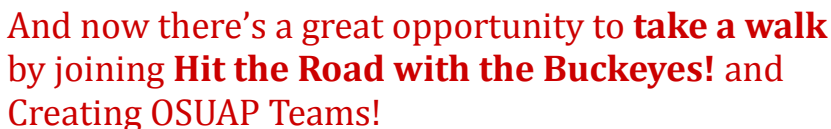


thoughts down on paper to dump negativity or simply petting an animal can help you feel grounded *again*.

Moving, eating better and reducing stress also can help smokers quit. The American Lung Association recommends taking part in swimming, jogging, brisk walking and other activities with which smoking doesn't fit in. Healthful snacks such as carrots, fresh fruit and plain popcorn can be a good diversion. And if you're increasing your activity and planning healthful meals and snacks for yourself to reduce heart disease risk, there's no better time to quit smoking, too.

As we observe National Heart Health Month in February, help spread the word about how best to prevent heart disease and keep your heart healthy this winter — not only for yourself, but for the people you love who want you around for many years to come!

I wish you all a happy, healthy 2017 and hearts free of disease and full of joy.



Buckeyes is a physical activity challenge designed around the Ohio State football season. Teams of 2 to 10 benefits-eligible faculty/staff and their

Hit the
Road with
the

enrolled spouses/same-sex domestic partners are encouraged to "walk" the distance to Ohio State's away Big Ten football games by tracking their steps. The challenge runs from October 2 – November 19, 2017.

Connect with fellow OSUAP Members and share your team names and progress so we can post on our website!

Upcoming Important Dates

10/02/2017	Hit The Road With The Buckeyes Kicks Off! (Details Here)
11/10/2017	Veterans Day (observed) (Offices Closed)
11/23-24/2017	Thanksgiving Day (Offices Closed) - Columbus Day (observed) (Offices Closed)

OSUAP Member Spotlight—Featuring Mira Zimmerman

Mira Zimmerman has been with Ohio State since November 2015. She is the executive assistant to President Michael V. Drake.

When Mira began her employment at Ohio State, she was new to the university. She moved to Ohio from Carmel, Indiana, when her husband, Greg, was offered a job opportunity in Columbus. Mira immediately knew she wanted to be at Ohio State, and had always dreamed of working in a president's office.

Prior to Ohio State, Mira worked for 20 years at the NCAA National Office in Indianapolis, Indiana. During that time, her primary efforts focused on assisting NCAA Division I colleges and universities going through the NCAA's mandatory athletics department accreditation process. Through her involvement with

this program, Mira worked with approximately 200 different presidents and chancellors from all across the country. Mira loves the energy and pace of university campuses, and she knew that upon leaving the NCAA, she wanted to work in the college environment.

Mira's daily activities with President Drake include coordinating worldwide travel, managing his many boards and committees, and briefing him on a wide range of national, state, local and university issues.

Born and raised in Ann Arbor, Michigan, Mira has become a loyal Buckeye. She received a bachelor's degree in journalism from Ball State University, and she and Greg are supporters of Ball State athletics. Mira earned an M.Ed. at Bowling Green State University.

In her free time, she enjoys reading, watching college football, traveling and exploring the Columbus dining scene.



In Indianapolis, she was a hospice volunteer. Mira and Greg are active supporters of The Ohio State University Libraries. They live in Victorian Village and enjoy urban living.

Welcome to Buckeye Country Mira! We are thrilled to have you here!



27 Ways to Re-Energize Your Career Without Changing Jobs *by Chrissy Scivicque*

You know that feeling you have when you first start a new job? It's a mixture of excitement and challenge, nervous energy and high hopes. Everything is new, and opportunity seems to live around every corner.

At some point in your career, you may experience a deep desire to recapture those feelings. Sometimes, it takes a dramatic shift in your current

circumstances—like finding a new job or an entirely new career. Other times, it requires a lot less.

Minor adjustments can often lead to significant improvements.

Below, you'll find suggestions to improve your physical environment, your mental satisfaction, your social environment, and your overall personal fulfillment outside of

work. Making just a few simple changes may shift your entire work experience dramatically. Give one (or several) a try and see what happens.

Improve Your Physical Environment

1. Redesign your office space

Move the furniture, shift around the organization of equipment, or try a brand new layout. We all need to shake up our surroundings now and again. It helps rejuvenate us when we're in a rut. Plus, *your workspace says a lot about you*. A positive improvement may be just what your career needs.

2. Improve the atmosphere

Start listening to a little light music; bring in a small fountain and enjoy the gentle sound of running water; buy a few plants and take special care to ensure they have enough sunlight. A few unique touches will quickly elevate the mood of the space—and your own mood in return.

3. Change your work schedule

Maybe you can come in an hour later and/or leave an hour earlier. A shift either direction can make a tremendous impact on your daily schedule. If you aren't

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(27 WAYS Continued from page 3)

spending enough time with your loved ones or doing the things you enjoy outside of work, figure out when you could get the most quality time and make efforts to shift your schedule accordingly.

4. Switch up your weekly routine

If you always go to the gym at night, start going in the morning. If you always eat lunch at your desk, start going out with friends. Move Monday tasks to Friday and vice versa. Breaking your regular routine will shift your perspective and make boring old everyday responsibilities feel new again.

5. Ask for a change in pay or pay structure

If a major source of dissatisfaction comes from financial compensation (or lack thereof), consider [asking for a pay raise...](#) if it's truly warranted. If that's out of the question, your employer may be willing to try a performance-based pay structure instead. This would allow you to earn bonuses or commissions based on agreed-upon goals. This is a great alternative to a regular raise and many employers like the idea because it ensures they are getting something out of the deal as well.

6. Transfer to a new location

If your company has multiple offices, a transfer may offer just the change you need: new people and new surroundings. Consider your options.

7. Request more/less travel

Business travel is something that many people enjoy. Others simply can't stand it. A little more or less in your schedule could make all the difference in your happiness.

8. Telecommute

These days, many organizations are happy to let employees work from home one or two days a week. Studies show that efficiency improves, as well as morale. All you need is an Internet connection and the ability to focus (which means you can't try to work while also watching the kids). If your job could be done effectively virtually, consider trying this out for a small portion of your workweek. The shift in environment may have a wonderful impact on your spirits.

Improve Your Mental Satisfaction

9. Develop a new skill

It feels so good to challenge yourself mentally and [develop as a professional](#). Growth is one of the most satisfying feelings in the world. What skills do you need to hone to achieve your career objectives? Take a class, read a book, or simply offer to work on a task that stretches you beyond your current abilities.

10. Tackle a new project

Sometimes, you get so used to your work duties and comfortable in your routine that you actually feel brain-dead by the end of the day. If this describes you, it's time to push out of your comfort zone. Volunteer to take on a new project that forces you to do something different, learn something new, work with new people, or simply explore a new side of your professional abilities.

11. Seek expanded responsibilities

Ask for more authority, and be willing to take on more! Again, it's all about pushing yourself to the next level. With added responsibility, you may find that you actually care more about the quality of your work.

12. Volunteer to take the lead

Leadership is often something that people shy away from. It can be intimidating to step up and be the one making decisions and being held accountable. Bite the bullet and take the lead in big ways and small. You'll increase your visibility at the company and gain a new level of respect. Plus, you'll stretch your skills, find new ways to communicate, and develop new relationships in the process.

13. Evaluate long-term career goals, discuss them with management and develop a concrete plan for achieving them.

Career planning is something many people fail to do. They don't have the time or the company doesn't have a formal process for approaching the topic. Take the situation into your own hands. A plan will give you a tangible road map and, once management understands what you're trying to achieve, you'll find more opportunities come your way. Plus, as

you begin working your plan, you'll feel a great sense of [progress](#) and [accomplishment](#).

Need help? [Grab the Build Your Professional Development Plan workbook here](#)

Improve Your Social Environment

14. Join a networking group

Surrounding yourself with other career-minded people is incredibly motivating. You get to see what other people are doing and the things that excite them. [Attending networking events](#) will help you expand your horizons and open your mind to what's possible in the working world.

15. Join a professional association

Associations within your field and industry are great resources for education and networking. Don't just join though—be an active participant! Attend meetings and events, and even consider volunteering within the leadership group. This can be a great way to re-spark your [passion for what you do](#).

16. Create a lunch and learn group

This is an easy, convenient and free way to collaborate with your colleagues, learn something new and have fun all at the same time. Pick a topic, ask everyone to bring their own lunch, gather in a conference room, and talk. You can leverage online learning tools ([like my free webinars](#), for example), books and other learning resources. There's no limit to what you can do.

17. Get to know new people in the office

When new employees join the team, take them under your wing. Share your insider tips for success, help them meet new people, and be a sounding board as they acclimate. Focusing on helping others is a great way to get outside of yourself and shift your perspective.

18. Start an office club

Many organizations have informal employee "clubs" where people gather together regularly to share a common interest. Here are just a few that I've seen:

- Walking Clubs: Members get together to take walks on their lunch breaks a few times a week.

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(27 WAYS Continued from page 4)

- **Books Clubs:** Members pass books around library-style or all read the same book and then discuss it once a month during lunch.
- **Lunch Clubs:** Members bring food items to share (like a potluck) a few times a month and enjoy their meal together.

Please be welcoming with your club and allow anyone to join! This isn't about exclusivity; it's about camaraderie and building more work life integration. You don't want this to become a clique.

19. Organize an office charity event

If you have a cause you're passionate about, consider hosting a charity event with a group in your workplace. This, of course, should be a voluntary activity—no one should feel pressured to participate. But you might find a small group of people who are all inspired by the idea. Maybe do a charity walk or gather toys for kids at the holidays. Shared service is an easy way to bond with your teammates.

20. Invite a leader to lunch

Leaders have to eat too. Why not make efforts to connect with them by breaking bread together? You can probably learn a lot from the conversation. Plus, you may be surprised by how much more comfortable your relationship becomes once you're back at work.

21. Create a contest

A little friendly competition can be both motivating and fun! Set up a simple game where participants earn "points" for completing certain tasks or accomplishments. You might be able to get leadership to supply a small reward too!

Improve Fulfillment Outside of Work

22. Take up a new hobby (or nurture an old one)

Life is not all about work. I know you're busy, but hobbies have been proven (repeatedly) to be incredible tools for stress management. When you regularly engage in an activity purely for the enjoyment and fulfillment it brings, everything else in life gets easier.

23. Volunteer in your community

There's no quicker way to feel grateful for what you have than to help the less fortunate. A little time spent working in your community will shift your mindset completely. Plus, you may even develop some new skills you can apply at work, or meet some fabulous new professional contacts in the process.

24. Go back to school

Education is not only motivating, it's a great way to expand your career options. Plus, it will keep you crazy busy! When it comes to energy, the more you exert, the more you have. So, adding a big job like [going back to school](#) to your schedule may actually amp up your work enthusiasm as well.

25. Take a vacation

Look, we all need time off to recoup. A well-spent vacation could be just what the doctor ordered. It doesn't have to be extravagant though. A mini-vacation or even a stay-cation can do the trick. Just remember to do something that really feels different. When you get back to work, you want it to feel like you've been in another world! With any luck, the familiar routine you're returning to will feel like an old friend—and you'll be eager to get reacquainted.

26. Start a workout regimen

Exercise stimulates endorphins and the feel-good chemicals in your brain. By incorporating even a small amount of it into your regular weekly routine, you'll experience a greater sense of well-being. Plus, you'll have more physical energy during the day, which makes work a whole lot easier to deal with!

27. Start a side business

These days, the "side hustle" is a common thing. Many people rely on their day jobs to pay the bills, but channel their personal passions and creativity into side ventures. This can help release energy and—surprisingly—can make your everyday work-life more manageable as well. After all, when you're actively following your dreams, you gain new perspective about everything in your life.

I know not ALL of these will work for EVERYONE. But try to find one or two suggestions you can implement. What have you got to lose?

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 Penngrove, CA. Chrissy is also a Certified Professional Career Manager (PCM) and she has completed 120+ hours of CTI core curriculum for life coaches. In a former life, she worked for several years in the field of banking and finance in Northern California.

A born entrepreneur, Chrissy launched The Executive Assistant's Toolbox in 2007. This gave her a platform to promote her writing online while also sharing her passion for personal and professional development. In 2008, a start-up company called OfficeArrow purchased the website and hired her as Managing Editor, where she stayed for three years. In this role, she also acted as company spokesperson and community advisor.

Chrissy's writing on career-related topics is regularly featured on dozens of websites including Forbes, Monster, CareerBuilder, CBS News (formerly BNET), and Careerealism among others. She is currently a contributing writer for U.S. News & World Report (career section) and Ivy Exec's Executive Insights blog.

You can find a list of Chrissy's recent US News articles [here](#)

You can find a list of Chrissy's recent Ivy Exec articles [here](#)

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

THE OSUAP EXECUTIVE COMMITTEE

Effective Sept. 1, 2016

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

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



***Excellence is doing
ordinary things
extraordinarily well.***
~ John W. Gardner

A Little Bit About: Ohio State University
Administrative Professionals (OSUAP)
Work Groups—Networking Session



We hope everyone had a
good time at the
Networking Session in
early September!

*There are lots of
opportunities to join a Work Group. What
is your passion?*

*We'll share more about OSUAP and
what's going on behind the scenes in our
next newsletter!*

**Click [here](#) if you are interested in joining
OSUAP!**

(CAREER Continued from page 1)

Dates: Fridays October 6 & 13, November
3 & 17, December 1 & 8.

(Can't make the first session? Join me for a
catch-up on Monday, October 9 at 12 p.m.
Central time.)

Times:

- Cohort A, 11:30 a.m. – 12:30 p.m.
Eastern time • Cohort B, 12 p.m. – 1 p.m.
Central time • Cohort C, 12 p.m. – 1 p.m.
Pacific time

Cost: \$297 per person.

REGISTER NOW! [www.beleaderly.com/
groupcoaching](http://www.beleaderly.com/groupcoaching)

Program Schedule

Friday, October 6 1. Introduction

- The greatest roadblock to career
advancement • Why you need to take
charge of your career trajectory • Goals
for this program

Friday, October 13 2. Getting the lay of the land

- Why office politics is the number one
“career killer” • Developing positive
political savvy • The Shadow Organization
Map • Navigating with organizational
awareness

Friday, November 3 3. Your sphere of influence

- 5 key people you need to have in your
network • A strategic networking plan •
Making the most of mentors • Attracting
the attention of influential sponsors

Friday, November 17 4. Your leadership brand

- 3 essential elements of a great personal
brand • Your ideal career niche • Making
your brand scalable • Your leadership
brand statement

Friday, December 1 5. Making your value visible

- 4 steps for making your brand visible •
Communicating your brand to others •
Identifying career-defining projects •
Promoting your accomplishments

Friday, December 8 6. Leading from where you are

- 100 qualities of a leader • Your signature
leadership style • Leading others, with or
without direct authority • Personal action
plan

To read testimonials, or to register, visit
www.beleaderly.com/groupcoaching

Don't be the best kept secret in your
organization! Let's work together to set
some inspiring new stretch goals for your
career advancement, and translate your
career development plan into action.

Regards,

Jo.

*P.S. Please feel free to forward this
invitation to colleagues and friends who
would like to advance their careers.*

Jo Miller

**Women's Leadership Speaker and
Founding Editor of Be Leaderly**
www.beleaderly.com

Email:

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Call: (319) 449-3333



Association for Staff and Faculty Women (ASFW) Membership Recruiting Event

Friday, Dec 8, 2017 - 12 to 1:00pm

Overview

Learn about the benefits of being an ASFW
member! During this informative session,

ASFW board members will provide the
perks to joining our dynamic organization.
Light snacks will be provided.

www.asfwohiostate.org