



Happy New Year!

A Message from our President:

Welcome to 2016: A Wish for YOU

The new year – a time for fresh beginnings, renewed hopes and those dreaded resolutions...

After years of making resolutions, with some achieved and others not, I have taken a new approach to kicking off the new year. Rather than making resolutions, I am “recommitting” myself to something that is important to me, that is, making a promise to myself to take steps to move forward in my life.

This year, I have recommitted myself to trying to be the best that I can be in my professional role. Through my work with OSUAP and other professional development opportunities, I will continue to seek ways to improve my skills and to network with and learn from others. By far, my greatest resource is our OSUAP community. All of you bring with you a unique blend of knowledge, expertise and innovation, independent of your job title or years in your role. I am filled with gratitude to have you as my peers and mentors.

As you know, the life of an administrative professional is very busy. Most days, there is barely enough time to accomplish the things that you must. Recognizing the scarcity of time, my wish for YOU is that you take some time to reflect on last year, look ahead to this year, and make it a point to recommit or commit to something that matters most to YOU. As you go through the year, try to take advantage of opportunities that benefit you – and be kind to yourself if you are progressing more slowly or differently than you had planned. If possible, see if one of your friends has set similar goals and you can take the journey together. On a related note, please take time for YOU. Whether it's a short break to breathe and calm your mind, or a moment to remind yourself to appreciate all that is YOU, or outings with people you enjoy, those things (and others) can go a long way in revitalizing and centering you.

I look ahead to 2016 with optimism and enthusiasm and I wish you a year filled with much success and happiness!

-Elaine Pritchard

What Administrative Professionals Need to Know About Project Management Solutions

Those of you who support Project Managers, especially PMP certified folks, you already know the terminology and basic concepts of Project Management. Even if you don't, you have been part of projects in the past.

But, do you consider yourself a Project Manager?

- [Read more...](#)

Reminder:

Central Ohio is adding an area code – 380 – requiring a switch to 10-digit dialing. Callers now must dial the area code (three digits) followed by the phone number (seven digits) for all local calls. Central Ohio added an area code to increase the number of available phone numbers; with an additional area code identical 7-digit phone numbers with different area codes can be issued in the same geographical area.

10-digit dialing can be used immediately, but it becomes **mandatory across central Ohio for all local calls on January 30, 2016**. There is no change to dialing numbers that on campus – if you currently use five digits to dial a number on campus, such as 8-4357 (8-HELP), you will continue to use five digits to dial these numbers. To get ready, you should:

- ◆ Reprogram your equipment – make sure your saved cell phone numbers include the area code
- ◆ Include department 10-digit phone numbers on checks, forms and stationery and update databases – for students, employees, suppliers, etc.

The ever-growing popularity of new telecommunications services and changes in the competitive environment are driving a huge increase in demand for phone numbers in the region. The demand for new phone numbers is driven not only by increased device and cellphone use but also by an increase in machine-to-machine communication by devices that accept credit cards such as gasoline pumps and vending machines.

Tech Tips

Simplify moving items in a list:

Highlight the line you want to move, hold Alt+Shift and use the up or down arrow to rearrange items in a bulleted or numbered list.

No cutting and pasting required!

Best Practices

We all love to save time and energy, so if you have any tips on how to do something better, faster, or more efficiently, please let us know!

Suggestions for Tech Tips, Best Practices or What You are Up To can be sent to:

[Sophia Rester](#)

Tell us what you are up to!

Have some news you would like to share with your fellow Admins?

New position at the university, special accolades, retirement?

Let us know and we will include it in the next issue of the newsletter.

Looking to Work Smarter?

These six simple tips will help you get great results while wasting less time and energy!

- ⇒ Make a Plan
- ⇒ Check Off Small Goals
- ⇒ De-clutter
- ⇒ Schedule regular meetings with your boss
- ⇒ Find daily blocks of quiet time
- ⇒ Work faster—literally

Click [here](#) for details on each tip!

Follow Up from the January 8, 2016 OSUAP Meeting

If you were unable to attend the session on the 8th, where Megan Amaya, Director of Health Promotion & Wellness, spoke about Wellness at Ohio State, you can view the full presentation of the 2015 State of Health address via these links:

<https://youtu.be/gokn3BTbiUM> (part 1)

<https://youtu.be/9tmsi23KP64> (part 2)

Wellness programs are an important initiative for the University and we look forward to incorporating more information on stress management, nutrition, and how to get more exercise at work into OSUAP led events and publications.

Upcoming Important Dates

| | |
|------------|--|
| 01/18/2015 | Office's Closed—Martin Luther King Jr. Day |
| 01/30/2015 | 10-Digit Dialing becomes Mandatory |

Do what you can, with what you have, right where you are.

-Theodore Roosevelt

THE OSUAP EXECUTIVE COMMITTEE

President: Elaine Pritchard

Vice-President: Tricia Hohl

Secretary: Quanetta Batts

Treasurer: Barb Gassin

Member-at-Large: Susan O'Brien

Membership Chair: Roxann Damron

Have suggestions for the Newsletter?

Let us know!

Email: [Sophia Rester](#)

Chair, Communications Work Group

Submit suggestions by the 8th of each month.



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