



About Administrative Professionals Day

During World War II, there was an increased need for skilled administrative personnel, particularly in the United States. The National Secretaries Association was formed to recognize the contributions of secretaries and other administrative personnel to the economy, to support their personal development and to help attract people to administrative careers in the field. The association's name was changed to Professional Secretaries International in 1981 and, finally, the International Association of Administrative Professionals (IAAP) in 1998.

These changes in name reflected the changing nature of the tasks, qualifications and responsibilities of the members of the organization. IAAP now has an international orientation and continues to provide education and training and set standards of excellence recognized by the business community on a global perspective. The organization's vision is "to inspire and equip all administrative professionals to attain excellence".

The first National Secretaries Week was organized in 1952 in conjunction with the United States Department of Commerce and various office supply and equipment manufacturers. The Wednesday of that week became known as National Secretaries Day. As the organization gained international recognition, the events became known as Professional Secretaries Week® and Professional Secretaries Day®. In 2000, IAAP announced that names of the week and the day were changed to Administrative Professionals Week and Administrative Professionals Day to keep pace with changing job titles and expanding responsibilities of the modern administrative workforce. Many work environments across the world observe this event. (www.timeanddate.com)

Getting People to Notice You: Cultivating High Self-Esteem

April 26, 10:00 - 11:00 AM Pacific Time

Do you ever feel invisible at work? As an Administrative Professional, it's easy to fall into the role of "silent supporter." Your job is vital, and yet, others seem to take it for granted. In fact, many assistants shy away from the spotlight, preferring to remain comfortably in the shadows. Some dim their light for so long, they actually start to believe their accomplishments don't *deserve* acknowledgement, appreciation or recognition.

It's time to stop this self-defeating behavior once and for all. When you hide in the background, you eventually get lost in the shuffle. That's a serious problem for you and your career.

In this month's webinar, Joan Burge is sharing her no-nonsense approach to getting noticed in the workplace and addressing the most common obstacle that stands in the way for most Administrative Professionals--lack of self-esteem. She'll show you how to slay those inner demons that prevent so many of us from speaking up. Most importantly, she'll share her own experiences with mastering these skills, both as an assistant and as a successful entrepreneur.

Learning Highlights

As an attendee, you will learn...

- Why self-promotion is essential for your career--and yet so hard to do.
- How to identify the subconscious beliefs that may be holding you back (and what to do about them).
- Simple strategies for earning positive attention in the workplace while still remaining humble and gracious.
- How to build, deepen, and strengthen alliances within your network.

How to comfortably and confidently showcase your value.

Put your talents on display...in the *right* way!

[This webinar is essential for you if you've ever wondered...](#)

- How to self-promote
- How to talk about yourself without bragging
- How to speak up at work
- How to get noticed
- How to earn recognition
- How to get more attention at work
- How to gain visibility at work
- How to impress people
- How to build your network

[Register For This Webinar](#)

Tech Tips

Recover Unsaved MS Word Documents With Version Control

It isn't until you lose a very important document moments before a deadline that you truly get in the habit of compulsively saving documents. I'd be lying if I said I didn't sometimes accidentally try and save the tab I currently have open in my browser but I'd rather be safe than sorry. If you have however had the misfortune of your computer crashing, or accidentally hitting 'Don't save' when closing a document when you meant to save it, there's a way to recover it. It works even if you don't have file history enabled in Windows because the recover feature is in MS Word itself.

You've closed a document you were working on and didn't save it. Open a blank Word file and go to File>Info. Next to Versions, you will see a large square with a drop-down that reads Manage Versions.

Open the drop-down and select 'Recover unsaved documents' and it will open a dialog box showing the many unsaved files it can recover.

During tests, it managed to recover a file that was five days old so it's not bad.

~Special Thanks to Amy Metzendorf for this Tech Tip [From Addictive Tips](#)

Getting a tax refund?

[Click here for a few ways to wisely use it!](#)

Save the Date!

OSUAP Annual Conference

June 8, 2016

8:30am — 4:30pm

Fawcett Center

Details Coming Soon

Upcoming Important Dates

4/27/2016	Administrative Professionals Day
05/08/2016	Spring Commencement

*“There are no secrets to success.
It is the result of preparation, hard work,
and learning from failure.”*

- Colin L. Powell

Support OSUAP via Campus Campaign

OSUAP Staff Career Development Grants are awarded to assist eligible OSUAP members with education and training costs associated with the pursuit of professional development and to fund OSUAP sponsored professional development events.

[Click here to give now](#)

Ohio State University Administrative Professionals Development Fund Number: 314852

Share your Best Practices

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

[Sophia Rester](#)

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!

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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