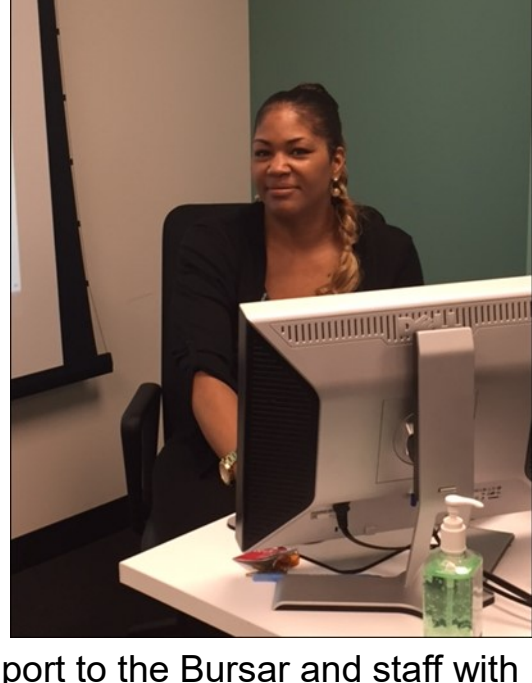




Member Spotlight: TeNiqa Hairston

TeNiqa Hairston has been with Ohio State since 2003. She began working at OSU as a temp in October 2002 and became a full time employee in February 2003. TeNiqa has seen several changes throughout her years at OSU. She initially began working in Student Loan services as a Front Desk Receptionist and later became the Front Desk Coordinator, expanding her responsibilities to managing staff and assuming administrative duties. TeNiqa's position transitioned from the Front Desk Coordinator to the Administrative Assistant, providing administrative support to the Assistant Treasurer.



While Student Loan Services and Fees and Deposits combined into what is now known as the Office of the University Bursar, TeNiqa aptly provided the support necessary to merge the two offices into one functioning unit. Additionally, TeNiqa served on a committee charged with relocating the newly founded department from Lincoln Tower to the Student Academic Services building. On this team, she provided important insight on the floor plan based on the business needs of the department. TeNiqa continues to provide exceptional administrative support to the Bursar and staff with integrity and pride. In the midst of her professional transitions, TeNiqa attended OSU and graduated with a Bachelor degree in Sociology, in 2003.

Outside of work, TeNiqa is active in her church, serving on the dance ministry as well as working with the youth. A health advocate, TeNiqa was recently featured in OnCampus as she shared her testimony for weight loss journey and the adoption of a healthier lifestyle. She is an active participant for the SASB Weight Watchers group and is happy to share the great techniques she has picked up along the way. Also, TeNiqa is extremely close with her family and enjoys spending time with her parents and siblings, including her twin sister and her daughter, Keyante, who graduated from the Fisher College of Business with a BS in Marketing and a Minor in Fashion and Retail studies in 2014.

OSUAP Annual Conference

June 8, 2016 | 8:30am — 4:30pm
Fawcett Center | 2400 Olentangy River Road

Conference Theme

The conference programming provides opportunities for both personal and professional development. Through growth in these areas, we enhance our overall happiness and professional satisfaction.

The conference planning committee carefully selected programming that will benefit Ohio State administrative professionals at all points in our careers. Whether you are new in your career or a seasoned administrator, you can benefit from the conference sessions.

Conference Details

Our keynote speaker is Toni Teague Bell, President and Chief Executive Officer of Phoenix Consulting and Tapestry Presentations. You can learn more about Toni on her LinkedIn profile <https://www.linkedin.com/in/toni-bell-formerly-toni-teague-4a69798>. She will speak on "Becoming Unapologetically You!" *Reconnect with you to better connect with the mission. Become so unapologetically you that you perform each task and live each day to the fullest, with no regrets.*

Other Plenary Sessions include an Executive Panel featuring VPs and AVPs from across campus, and "Are You Leaving Footprints in the Earth" presented by Tei Street. Conference attendees can select one of three breakout sessions as well: *Embracing Diversity* led by Dr. Patricia Cunningham, *Facing Setbacks with Resilience* led by MJ Abell or *Proactive Planning for an Unexpected Job Search* led by Katherine Margard.

Conference Registration

Registration for the OSUAP Conference is a two-step process:

First, complete the online registration survey at:
https://osu.az1.qualtrics.com/SE/?SID=SV_0vU3sjrv0ccpl7

Second, complete an eRequest to pay the \$50 conference registration fee (in the eRequest system, select internal order and list OSU Administrative Professionals as the internal vendor).

The conference fee includes:

- Participation in the conference sessions
- Continental breakfast
- Light snacks
- Lunch
- A professional development book related to one of the conference topics

Other Conference Details

You will receive more details (parking, attire etc.) upon the confirmation of your online registration request. In the meantime, should you have questions, please feel free to contact: [Tricia Hohl.9](#) (Conference Co-Chair), [Quanetta Batts.8](#) (Conference Co-Chair) or Samantha Primmer samantha.primmer@osumc.edu (Conference Registrar).

tri·age

/trē' äZH, 'trē äZH/ ⓘ

noun

1. (in medical use) the assignment of degrees of urgency to wounds or illnesses to decide the order of treatment of a large number of patients or casualties.

verb

1. assign degrees of urgency to (wounded or ill patients).

How can the idea of Triage be applied to your daily life?

Focus on triage.

- I. What's the stuff that needs to be done but isn't priority or time-sensitive?
- II. What's the stuff that needs to be done but **is** priority or time-sensitive?
- III. And what's the stuff that takes too much effort, too much time and isn't worth the investment?

Editor's Note: I found this in a blog post last month, and it really resonated with me in terms of how administrative professionals have to prioritize what they are working on. The full post can be view here: <http://www.dubyawife.com/2016/04/triage.html>. —Sophia

Tech Tips

Boost e-mail/Outlook Efficiency

Taming the Outlook monster is something we all need help with, so here are a few easy ways to start cleaning up your Outlook inbox.

Sort by sender. This is a good first step. It allows you to easily spot and delete email from advertisers whose messages you no longer need. This also makes it easy to spot email from friends and family, which don't have a real retention requirement. Tip: Make a separate folder for emails that contain pictures you might want to save. Then, just like in "olden" days, you can "cut" them out and "paste" them into a PowerPoint album and save that instead of the email.

Search for old emails. If you have accumulated several years of emails, start by creating search folders for each year. Search folders aren't actual folders; it's a search criteria and a way to see all email, no matter what folder it is in. The largest unit of time allowed is months, so you'll need to search for mail that's older than a year by specifying 12 months, 24 months, and so on. Drag all emails into a folder named for the year (2013, 2014). Add a task item to your list to start cleaning up one year at a time. Check with your IT staff to see if they already retain emails for legal purposes, which would free you up to delete them from your inbox! One solution for keeping it all organized: Keep the current year's emails in your inbox and subfolders, the previous year's email in its own folder and anything older on backup media (or deleted).

Mark for handling. Now that your inbox is free of old mail and advertising, you can start sorting through what to keep and what to toss. Create a category for emails you think you should delete. Assign that category a shortcut, so it's quick to mark things for review. This method is only useful if you allow it to sort or filter by the category each day and either delete or folder the items.

Set up rules. If you find yourself moving the same type of email to the same folder, consider letting Outlook do that for you by creating a rule. For example, this would be a perfect solution for nightly reports or status updates that you don't actually read, but need to reference for a period of time. You can even leave it marked unread, so you always know how many reports you haven't seen. However, they no longer clutter up your inbox or bury urgent messages.

-from "59 Technology Tips for the Administrative Professional" from the editors of *Administrative Professional Today*;

<http://nr.nlh1.com/downloadablePremiums/59techtips.pdf>

Webinar: Developing the Power of Your Inner Circle

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

Almost every successful person freely admits that success is not a one-person job. Without a trusted support network—an "inner circle" of people to share their wisdom, experience, and belief in you—the road to success is elusive, if not impossible. Regardless of your job title, intelligence level or personal skillset, there is one certainty that *always* holds true: **You simply cannot achieve your vision of greatness (whatever it may be) without the help of other people**. 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.

Almost every successful person freely admits that success is not a one-person job. Without a trusted support network—an "inner circle" of people to share their wisdom, experience, and belief in you—the road to success is elusive, if not impossible. Regardless of your job title, intelligence level or personal skillset, there is one certainty that *always* holds true: **You simply cannot achieve your vision of greatness (whatever it may be) without the help of other people**.

Learning Highlights

As an attendee, you'll learn...

- Why developing your inner circle is a crucial part of success in ALL areas of life, not just work.
- What your inner circle really brings to the table. *Hint: It's not just about "networking" for a new job!*
- How the idea of the inner circle is revolutionary and why it has the power to raise the level of respect for our profession.
- Simple strategies for creating your own inner circle and attracting meaningful connections with the right people.

Remember: Success is not a one-person job; don't go it alone!

Register for this FREE Webinar [HERE!](#)

Upcoming Important Dates

05/30/2016	Memorial Day (Offices Closed)
06/08/2016	OSUAP Annual Conference

THE OSUAP EXECUTIVE COMMITTEE

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Email: [Sophia Rester](#)
Chair, Communications Work Group

Submit suggestions by the 8th of each month.



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