



# The OSUAP Connection

Issue #20

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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:

- Learn about Learning At Sea by Office Dynamics 8/2 ([register here for the free Webinar](#))
- 2018 YWCA Women of Achievement Awards—deadline for nominations is 8/3 ([details here](#))
- Leadership Center Workshop Sale ends 8/5 ([contact Beth Flynn for details](#))
- Family Wellness Expo at the RPAC 8/12 ([register here](#))
- Seize the Summer celebration event 8/16 ([details here](#))



## Anchoring a Reputation of Excellence—Free Webinar

by Joan Burge CEO, Office Dynamics with notes by Michelle Pennington

Your reputation in the workplace can be your most treasured professional asset or most dangerous liability. Creating a strong, consistent presence can establish you as a long-term power player for your organization—a steady rock of competence and excellence.

In the webinar session, you will learn:

- Specific traits and best practices that will empower you to achieve excellence.
- Why the “ownership” mentality is essential for standing out from the crowd.
- The power of branding in the workplace—what it means and how to do it.
- How to demonstrate excellence by being the best version of you.
- 8 keys to assembling a reputation that will serve you well.

[Replay Link](#) (Just click Register Now!)

Notes by Michelle Pennington:

Now, you might be asking yourself why I have given you information and links to a webinar that is talking about anchors and such. Well, I have a pretty good reason. I have taken the correlated training session personally with Joan Burge of Office Dynamics.... With over a dozen other Administrative Professionals.... From all over the world.... For almost a week.... On a cruise ship.... That I received a [Staff Career Development Grant](#) from Learning and Development for part of the cost....

Amazing. Yes.

Incredible. Yes.

Unbelievable. No. Because I believed in myself enough to take that leap. And fill out that form and make that request for support to be a part of the inaugural [Learning at Sea](#).

I sincerely hope you took advantage of the special notice we sent out to everyone at the beginning of July announcing the open application period for the month of July. If you didn't apply for this round, there will be another open application period before you know it and we will make sure to send that notification out to our members.

One of the reasons you might just want to make sure and apply for that Grant is the opportunity to be in the Anchoring Your Reputation in Excellence training session personally with Joan Burge on the next [Learning at Sea](#), scheduled for March 12-16, 2018. In fact, there is a special Q&A Webinar scheduled for 8/2/2017 to talk about the opportunity. If you are even remotely interested, I would highly suggest attending the Webinar to get a better

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## Inside/Outside by Michelle Woodward



Tell me – what do you think is more important? Is it knowing deep inside that you're making the right choice, doing the

right thing, wearing the right clothes? Or is it looking outside for confirmation that you're doing it all right?

Now, plenty of people will tell you that the only thing that matters is how you feel inside, and to heck with everyone else. [Sometimes they say this with a bit of a jutting jaw and stomping foot, have you

noticed?]

But the majority of us live in the real world and operate within a social compact where it does, indeed, matter how we relate to one another. So, the answer to what's more important might rightly be: **Both**.

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## A Well-Rounded Fitness Routine

By Megan Amaya, PhD, CHES, AFAA,  
Director of Health Promotion and  
Wellness

Have you recently given thought to your exercise routine? There is a lot of information on exercise out there – enough to make your head spin. An effective routine doesn't have to be difficult, though. A well thought-out fitness routine includes all of the important components you need:

1. Moderate exercise. Guidelines indicate you should accumulate 150 minutes of moderate exercise a week to reduce your risk of long-term illness. Moderate exercise can be any activity that raises your heart rate and increases your breathing rate, but that still allows you to hold a conversation.
2. Vigorous exercise. Along with moderate exercise, you should accumulate 70 minutes of vigorous exercise a week. This will decrease your odds of developing a chronic illness even more. Vigorous exercise can be any activity that dramatically increases your heart rate and breathing rate. You know you've reached this level if you are unable to hold a conversation very well.
3. Twice-weekly strength training. This is also referred to as weight training, but not in the body-building sense. You should lift enough weight to feel a good amount of resistance 8-12 repetitions for every major muscle group. Strength training keeps bones strong and muscles tight. You will also want to strengthen your core muscles, which includes not only your abdominals but lower back, hips and sides.



4. Flexibility. Stretching is an important component of any fitness routine. Stretching your major muscles two to three times a week can help decrease the risk of injury, and keep your range of motion healthy, which will allow you to perform everyday movements easier.

When people begin exercise programs, they sometimes don't know where to begin.. They may sign up for that hour long spin class, take a step aerobics class, or expect to be able to run 3 miles. Except for the exception-to- the-rule-type person, most people need a more realistic approach to beginning and maintaining their exercise program.

The first step you want to consider is the type of exercise you want to do. You want to enjoy what you are doing, right? Enjoying exercise can be a very motivating technique. If you don't enjoy what you are doing, why would you stick with it? A great place to start would be to look at all of the exercise programs in your community. Do they offer an activity you are interested in trying, or one you have done before that you remember enjoying, such as a group fitness class? Do they offer an activity

that fits your desired level of intensity, such as hiring a personal trainer who can work with you? A certain skill that you want to learn, like tennis? Something you can do with a friend? Choosing an activity you enjoy will help you stick to your exercise program.

A second important component to your exercise program that you will want to consider is setting goals. Goal setting gives you a plan, which is very important to people who are new to exercise, as well as those who are competing in marathons. A goal can be as simple as signing up and participating in a city recreation league, such as the softball league, or deciding you want to be able to run 3 miles on the local trails). Goals give you a plan, and help you progress in your exercise program. Try setting weekly, short term goals to keep you on track. Aim for goals that are specific, measureable (i.e. number of days per week or time), attainable and realistic, and can be accomplished within 7 days. Don't forget to evaluate your goal after the 7 day period to see where adjustments need to be made. Increase your exercise or back it down a bit.

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## Upcoming Important Dates

08/06/2017	Summer Commencement
08/22/2017	Autumn Semester Begins
09/04/2017	Labor Day—Offices Closed
09/08/2017	Next OSUAP Bi-Monthly Meeting ( <i>Details Pending</i> )

## OSUAP Member Spotlight—Featuring Mary Peters

Mary joined OSU and the senior administrative staff of the College of Dentistry in 2013 as the Executive Assistant for External Affairs in the Office of the Dean. With her previous experience working at Battelle as an executive assistant and at Time Warner Cable as PR Coordinator, she felt the time was right to move on to a new, challenging position and she submitted her application.

When offered the position in the Dean's office, Mary was excited about returning to her alma mater! She had earned a bachelor's degree in communication from Ohio State "years ago," and although she's lived her entire life in Columbus, was amazed at how much the campus had changed over the years. But she has embraced these changes and enjoys the college environment.

For the past several years, Mary managed the dean's activities that are external to the

university, including all administrative aspects of the college's newest venture -- Phase 1 of the Postle Hall Replacement Project. She has learned a great deal about the many steps involved in planning a new capital project on campus. She is definitely proud to be part of this exciting project!

In March, Mary had an opportunity to assume a different level of responsibility in the Dean's office. She was promoted to Executive Assistant for College and University Affairs, serving as a liaison between the dean's leadership team and senior university officials, as well as other colleges and programs campus-wide. She manages the dean's meeting and travel schedules, and creates and edits college-wide communications. She appreciates the increased contact with college and university faculty, staff, students, and patients that the new position offers her.

Mary loves to read -- books, not e-readers! -- especially historical fiction, and she recently joined a book club. She enjoys writing and editing and is a member of the OSUAP Communications Committee. She has also been involved in the Komen Race for the Cure as a proud cancer survivor.

Since she and her husband both attended Ohio State, and her two children are OSU students, Mary is, of course, a forever faithful Buckeye fan!

**O-H-I-O! Go Bucks!**



Mary Peters, College of Dentistry

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Humans beings seek belonging, don't we? And sometimes our happiest path is the one where we make our choice based on our own internal guidance system, and then toggle out to get feedback from trusted folks about the wisdom of our choice.

For instance, I might really be very comfortable wearing a bikini while playing a trombone in Grand Central Station in January but by doing so I'd likely create some discord. **Mostly because I am lousy at the trombone.**

My friend Crystal would tell me that wearing the bikini was OK, but maybe I should consider a coat given January's weather, and perhaps I should hum a little rather than attempt the trombone given my complete lack of skill with that instrument. And I'd be very grateful for that input.

**So would everyone in the train station.**

However, even the most grounded among us can get out of balance from time to time and spend more energy attempting to **please others with our choices**, rather than **making a choice on our own first** -- and that can lead to trouble.

Sometimes it's because we lack confidence in our ability to make choices. This lack of confidence often stems from the environment in our childhood homes and schools. If you had authoritarian teachers or parents (or siblings)

who always had to be right -- thereby making you always wrong -- then it's likely you never really learned how to have the kind of self-knowing that makes deciding easier.

[A note to parents: regardless of your child's age, remember that one of your most important jobs is teaching your kids to have confidence in their choices. Not confidence in your choices on their behalf, but of their choices on their own behalf. Refrain from fixing problems, or solving stuff for your kid -- as hard as that might be. Allow them to fail early, and fail well, so they will learn how to right their own ship, and have the kind of self-confidence that some of us have to re-learn later in life.]

The good news is that any of us who didn't learn it early, can learn it now. And you can start today. First, write down every time you've had an gut hunch about something in your life. Did you just know that you'd marry your spouse? Did you just know not to take that job? All of those instances -- write 'em down. Then note whether you listened to your hunch or not, and the consequences.

When you look it over, I'll bet you'll find that **your gut is almost always right**. And I'll also bet that **when you override your gut, you find yourself making a choice that doesn't work out so well**.

Once you know that your gut is always on your side, you'll learn to rely on it more and more.

And you'll have more and more success. And you'll feel more and more confident about your choices.

**Voila! A happier, stronger you.**

Because, truly, no one knows you the way you know yourself. You are the best expert on you, and when you come from that place of knowing -- shoot, your decisions get really easy.

And if you feel murky, reach out to your own Crystal for advice on whatever feels like your own Grand Central Station thing.

**Because feedback from a clear-headed friend who has your back can prevent a number of foolhardy disasters.**

Yes, go inside to make choices. And if you feel the need to double-check, go outside.

Ain't no shame in that.

*Michele Woodward is the author of several books and has appeared as an expert in The Wall Street Journal, The Washington Post, Harvard Business Review, PsychologyToday.com and other key outlets. She's a sought-after speaker, leads workshops and classes around the country, and writes a [popular blog](#).*

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# Sometimes you WIN, other times you LEARN

## The OSUAP Connection

to overcome them, in advance of them happening. We will then be more prepared for the day when that particular barrier interferes with our exercise. Although we may need to take time away from exercise, we have already set the wheels in motion when we return.