



The OSUAP Connection

Issue #63

February 24, 2021

*Know an Admin
who is new to
The Ohio State University?
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:

- Register for **“Wonder Woman Wednesday”** Running throughout March 11:30-12:30 **each Wednesday**—Topics will include women’s history and strengths, empathy and perspective, vulnerability and authenticity, self-empowerment, and creating your own personal Board of Directors [Register here](#)
- Register for **“Servant Leadership”** a Fisher Leadership Initiative Webinar Series on March 9 2:00-3:00 [Register here](#)

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Workday Help and Support

We're here to help! The resources below are available to help you successfully access and use Workday.

GET STARTED WITH WORKDAY	FIND THE ANSWERS TO MOST OF YOUR WORKDAY QUESTIONS	GET HELP WITH WORKDAY TRAINING	GET HELP WITH HR AND PAYROLL	GET HELP WITH FINANCE AND SUPPLY CHAIN
workday.osu.edu	admin.resources.osu.edu	workday-training@osu.edu	hrconnection.osu.edu	
Get Started with Workday To log in to Workday, visit workday.osu.edu . Watch Workday Basics #, to view Workday navigation, terminology, and frequently used features. If you are having trouble logging in to Workday, call: 614-688-4357 (HELP) For questions regarding your Workday Security Role assignments #, contact your college finance officer or unit VP.	Find Answers to Most Workday Questions Visit admin.resources.osu.edu # (ARC) and select Workday to find the answers to most of your employee and manager Workday questions. The new Administrative Resource Center (ARC) is your one-stop spot for questions about Ohio State's IT services, such as Workday. You'll find job aids, demos, training and more for employee and manager tasks.	Get Help with Workday Training The answers to many training questions can be found at About Training . For questions about specific training or technical issues with training, email workday-training@osu.edu .	Get Help with HR and Payroll If you can't find the answer to your question in the Administrative Resource Center #, the HR Connection portal # hosts articles and helpful quick links, it also allows you to submit an inquiry for HR and payroll services. You can also reach out to your unit's HR Consultant # (HRC) or call 614-247-6947 (myHR) with questions.	Get Help with Finance and Supply Chain If you can't find the answer to your question in the Administrative Resource Center , use the numbers below and follow the phone tree prompts to be routed to the appropriate area for assistance. Health System employees: 614-293-4357 (HELP) Campus employees: 614-247-7000 (available beginning 12/28)

A letter to the OSU Administrative Professionals by Janis Wolens

Hello friends,

You have been kind enough to invite me to speak with your organization multiple times about Workday and the Enterprise Project and I want to thank you for all the work you are doing to make us successful.

I know it isn't easy. I know your resilience is being tested.

Although it took us years to get here, the actual switch from old to new tools happened quickly. Transition and learning are incremental, so it can be difficult to see it happening. But every day, no matter how small the step, you learn more, experience more, and get closer to proficiency.

Here are some ideas on how to stay engaged as we all navigate our changed world.

Keep asking questions

We can't find answers until we know the questions, so keep asking. We won't always know the answer immediately, and it may take time to find the right resource or figure out the right solution.

Don't give up. Keep asking questions. Find [Workday help and support](#).

Take time to disengage

Yes, you are determined to learn and get processes right. But no one can be fully engaged all the time. Sometimes a break is exactly what you need to clear your head and reclaim your focus. Something as simple as working on a different task for an hour or taking ten minutes to really enjoy a cup of your favorite hot beverage will help you be more effective when you re-engage.

Be kind – to yourself and your colleagues

Keep the [#buckeyelove](#) going! With so many different stressors in our lives now, it can be difficult to remember how much simple acts of kindness can lift us, and everyone around us, up. Struggling with new technology and processes is expected. It will take time to get back to the same level of effectiveness you had. Give yourself that time. And remember that everyone you talk to is facing the same struggle, the same transition.

We will successfully get through this transition. And you will be an important part of that success. Thank you, so much, for your dedication and perseverance.

Janis

How Do You Find a Decent Mentor When You're Stuck at Home? *by Ruth Gotian*

According to research, mentorship helps mentors and mentees succeed with job promotion, salary growth, and decreased burnout, and it also improves institutional retention. A recent study from Olivet Nazarene University illustrates that 76% of 3,000 surveyed American professionals believe mentorship is important, yet only 37% actually have a mentor. Equally as illuminating is that 61% of survey respondents explained that they never asked someone to be their mentor. Instead, the mentoring relationship developed naturally.

It is abundantly clear that mentoring relationships which develop organically are more fruitful. In fact, assigned mentors can serve more harm than good. While an assigned mentor can tell you which expenses you can or cannot reimburse or who to go to in order to get your IT questions answered, the best mentoring relationships develop over time and over a common cause, interest or purpose. But where does one find a person who can serve as a potential mentor and sounding board when we are socially distancing? Here are six ways to meet potential mentors, even while you're working or attending classes from home.

1) Meet interesting people, virtually. At the root of finding mentors is networking and, more importantly, developing relationships. Put yourself in a place where you can meet and talk to interesting people both within and outside your field. Consider starting or joining virtual events including webinars, happy hours, or online groups (think out of the box including your virtual yoga session, calligraphy class, or book clubs). These are places where you're meeting people with a common interest.

On a webinar, for example, you can communicate by asking questions or making a comment either verbally or by typing it into the chat box. If someone else says something that resonates with you, be sure to follow up with them by connecting on social media and mentioning which statement was meaningful to you and why. If you read an interesting article, reach out to the author (their social media handles are often near their byline or at the bottom of the article) and tell them what specifically you enjoyed about their article.

And when you're reaching out to someone, always begin by being authentic. In lieu of trying to contort yourself to meet perceived expectations, research has shown that being your authentic self is more compelling.

2) Reach out to your friends' friends. When considering people to turn to for guidance, start by considering your immediate network and the connections they can offer. A good mentor-mentee relationship is char-



HBR Staff/Unsplash

acterized by mutual trust, respect, and empathy. Your mentor can even be a friend who has some work experience or a neighbor who might be in an industry you aspire to work in. The warm introduction can lead to a good discussion. Even though these may be people you have known, optimize the conversation by mentioning the specific challenge or area you're looking for guidance on, not life in general.

3) Reconnect with people from your school. This is a great place to find a mentor since you and other fellow alumni have something in common already. Many of these could be dormant ties — people you used to know but lost contact with over time. Just like you, they and their networks have likely evolved with the passage of time. Reach out to them to see how they are doing and rekindle that relationship. Don't ask for anything — simply reconnect. Discuss how they're doing, what challenges they've been through at work, and how they overcame the challenges. There's a possibility someone's been in your shoes may be able to offer guidance on how you can navigate your career.

4) Give a talk. Never miss an opportunity to give a talk, whether if it's at an alumnus meet up or a virtual team meeting. Besides practicing your public speaking skills, people are likely to approach you about your talk, a topic you are well versed in. I've had people contact me after my presentations just to tell me who they are and that they enjoyed my keynote. We learned a great deal from each other and enhanced our individual networks by way of introductions to other people. The communication ensued over months and soon we started to seek guidance from each other. It was a mentoring relationship that blossomed after a 60-minute keynote.

5) Host a virtual event and invite guest speakers. Use the power of

(Continued on page 4)

2021 OSUAP Professional Development ^{Virtual} Conference is coming! *by Sherrie Kaufman*



Due to the ongoing effects of COVID-19 and social distancing requirements, the 2021 OSUAP Professional Development Conference will again be held

virtually for our members. The conference committee is hard at work identifying a series of informative presentations which will be offered during the week of **June 14-18, 2021**.

Additional details about the conference presentations and the respective presenters as well as the registration information will be coming soon. Please check OSUAP [website](#) for updates.

Top 7 Proven Ways to Practice Mindfulness at Work *by Catherine Adenle*



Certain words can carry a perception of their meaning. The word, 'Mindfulness' is one of these words. First thoughts when we hear this word is that it has an external meaning in which we are to be ever-present of mind to what others are feeling around us. It actually does not mean this at all, but it is an internal idea that will help improve our life tremendously.

Mindfulness is the basic human ability to be fully aware and present. Be aware of where we are and what we're doing, and not be overly reactive or overwhelmed by what's going on around us.

Mindfulness is a quality that we all already possess, it's not something we have to conjure up, we just must learn how to access it better. Mindfulness is innate, but it needs to be successfully cultivated through proven techniques.

So, how do you practice mindfulness at work?

Mindfulness is essential, an effort to live in the moment without judgment of whether a decision is right, wrong, or how it may affect you in the long-term. Too many people suffer from anxiety in their personal lives which can translate to poor work performance. When you are in a constant state of anxiety over what is to come, you never actually focus on what is right in front of you. It is time to take back the "Now" and become more mindful of the present.

Here are the top 7 proven ways to practice mindfulness at work for a better life and a more productive work experience.

1. Practice Conscious Presence of Mind

Be present and be aware of what you are doing at work. Getting sidetracked by unnecessary head clogging thoughts, especially at work, is easy to do. Just focus on the work you're doing and not on distracting aspects of life.

Getting sidetracked at work is very easy to do. We think about what we want to eat for lunch, what we have to do once the workday is completed, and even what the person to our right might be thinking about us.

Thoughts rage drastically in our heads when we should be focused on the task at hand. Start to maintain a conscious presence of mind at work. You are at work to do a job and other thoughts at this current juncture are futile as you cannot change what may be going on in other areas of your life. This may be easier to say than practising it, but actively practising the conscious presence of mind at work will help you to be mindful.

2. Be Thankful and Say Thank You

A critical aspect of the top 7 proven ways to practice mindfulness at work is to be thankful and appreciate every little thing that makes you feel loved, fulfilled and alive. In your quiet moments, reminisce and be appreciative of all the great people and things around you. Also, remember to show appreciation to others for any help they render to you. This will help you to be mindful. Practising gratitude has a positive impact on you, your wellness, creativity, work relationships, and the quality of work that you do.

3. Avoid Multi-tasking

People often brag about the fact they can multitask better than others at work. However, if when you find yourself needing to practice mindfulness, this is negative. Begin to focus your attention on one, a singular task at a time and how to do it well. It will help you to be more mindful.

4. Remind Yourself to Switch Off

Our minds work like machines and can quickly get set to autopilot while at work. Getting off a task and focusing on other things is way too easy, so it is essential that you set reminders to take intermittent breaks, walk around, breathe in the fresh air in circulation outside your office and clear your head.

5. Change Your Perception of Stress

Another one of these 7 proven ways to practice mindfulness at work is knowing how to manage stress. Try actively to manage stress by focusing on what stops or relieves you from feeling stressed. It sounds difficult but you should try to embrace stress at work with mindful techniques and you will see a significant difference in your stress level.

6. Focus on the Positive, Avoid the Negative

Our first instinct as human beings may often be a negative reaction at work to things we don't like or can't change. Even though this is a natural response, it should be avoided. Practice being mindful of other things that are positive at work.

7. Be Humble

A critical one of these 7 proven ways to practice mindfulness at work is knowing how to remain humble. Humility is thought of as a weakness in the world we live in today. However, the root word, "humilis" is the Latin term for "remaining grounded." We are taught, especially in certain work environments, that humility is to be avoided, but it is the

humble person that's often more quietly productive and rises through the ranks while remaining well respected by others.

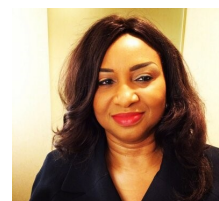
A mindful nature is possible but will take great practice. It is the focus on the now rather than what is outside of that realm, so take the time to be mindful at work as well as in your personal life.

If you work in an environment where mindfulness is a myth, it may be time to re-evaluate your working environment.

If you are struggling with being mindful at work, there are apps, courses, experts, articles, journals, and meditation techniques help to you. The PDF downloadable from this page provides information on mindfulness, how to practice it and how it can help with mental health problems.



Catherine Adenle is the founder of Catherine's Career Corner: catherinescareercorner.com, the free career management site giving expert advice, tips, tools and the community needed to help all career minded people. Catherine is passionate about helping others to reach their career and job search goals. Although she writes a lot about career development and job search tips, she is also interested in lots of other areas like publishing, social media and technology.



THE OSUAP EXECUTIVE COMMITTEE

Effective Sept. 1, 2020

President: Roxann Damron
Interim Vice-President: Sherrie Kauffman
Secretary: Sherrie Kauffman
Treasurer: Heidi Hamblin
Membership Chair: Christine OConnell
Member-at-Large: Alice Gardner and Kristina Toliver
Immediate Past President: Quenetta Batts

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 20th of each month to be included in the Newsletter!

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<http://u.osu.edu/osuap>
Columbus, Ohio 43210



"There are plenty of obstacles in your path. Don't allow yourself to become one of them."

~Ralph Marston

Upcoming Important Dates

3/3-3/4	First-Session Final Exams
3/12	Bi-Monthly OSUAP Meeting: OSUAP—Transitioning Back to the Workplace Registration Survey
3/17	☘ St Patrick's Day—Offices Open
3/31-4/1	Instructional Break

(HOW DO YOU FIND A DECENT MENTOR Continued from page 2)

new age tech to your advantage. If there is someone you are genuinely interested in hearing from, see if you can invite them for an Instagram or LinkedIn live where you would serve as the host. You could invite your peers, colleagues, and college classmates to this event. This will give you direct contact with the speaker for weeks prior to the event and a lifetime afterwards. I once hosted two amazing speakers. We got along beautifully, and years later, they routinely mentor me on developing and delivering my content to a broader audience.

6) Engage with authenticity on social media. Social media is a great way to find mentors, as most people engage with some platform to discuss and amplify their work. Connect with those you've previously met or whose work you admire. Engage with their posts on a regular basis so that your name is top of mind. Don't simply say "great job" —instead, explain how their work is transferable to what you do.

You can also reach out to them to ask them a question about their work. Here's an example:

"Dear _____, I saw your post on Twitter regarding your work on _____. I work on _____ and was interested in how I might be able to implement your technique. Might you have 15 minutes for a quick phone chat to discuss? I'd be grateful for your perspective."

These are all places where you can potentially meet people and develop relationships which can grow to one of mentor-mentee. It is important to keep the potential mentor in the loop of your progress and challenges and ask for very specific guidance over time. These relationships take time, so be open to meeting new people and let the mentoring relationship take its natural course.

Originally published in [Harvard Business Review](#)

Dr. Ruth Gotian is the Chief Learning Officer and Assistant Professor of Education in Anesthesiology and former Assistant Dean of Mentoring and Executive Director of the Mentoring Academy at Weill Cornell Medicine. She has been hailed by the journal *Nature* and *Columbia University* as an expert in mentoring and leadership development and is currently a contributor to *Forbes* where she writes about 'optimizing success'.



During her extensive career, she has personally coached and mentored thousands of people ranging from undergraduates to faculty members. As Assistant Dean for Mentoring she oversaw the success of nearly 1,800 faculty members at Weill Cornell Medicine. Currently, she researches the most successful people of our generation, including Nobel laureates, astronauts, Fortune 500 CEOs and Olympians, in order to learn about their habits and practices so that we may optimize our own success.

Dr. Gotian received her B.S. and M.S. in Business Management from the University at Stony Brook in New York and certificates in Executive Leadership and Managing for Execution from Cornell University. She earned her doctorate at Teachers College Columbia University where she studied Adult Learning and Leadership and focused her research on optimizing success.

Dr. Gotian publishes in both medical education and lay journals on topics ranging from networking, mentoring, leadership development and optimizing success and has given talks on the topic all over the globe. She regularly publishes in such journals as *Nature*, *Scientific American*, *Academic Medicine*, *Forbes* and *Harvard Business Review*. She is the co-editor of a book on medical education, won numerous mentoring awards and is currently working on a book on the 35 best places to find a mentor.

FREE Resource: 40 Questions to Ask a Mentor by Jo Miller

A quick-start guide to making the most of every meeting with a mentor:

This free [10-page guide](#) includes:

- 4 types of questions to ask your mentor
- 40 examples of mentor questions
- 20 prompts for inspiration to create your own questions
- Mentor meeting worksheet

Imagine showing up like a rock star to every mentor meeting, knowing exactly the right topics to discuss. This guide is the ideal starting point—even if you don't yet have a mentor.



Professional Development Links and OSUAP Opportunities

- BuckeyeLearn - <https://buckeyelink.osu.edu/task/all/buckeyelearn>
- Employee Assistance Program (EAP) - <https://hr.osu.edu/benefits/eap/>
- Leadership Center - <https://leadershipcenter.osu.edu/>
- Learning and Development - <https://hr.osu.edu/services/learning-and-development/> and gatewaytolearning.osu.edu.
- Diversity, Intercultural and Community Engagement (DICE) - go.osu.edu/dice