



# The OSUAP Connection

Issue #64

March 26, 2021

Know an Admin  
who is new to  
The Ohio State University?  
Please forward this  
Newsletter to her or him!

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- Feeling Like A Fraud? 1
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## OSUAP Goals

- ◆ Encourage professional development
- ◆ Develop leadership skills
- ◆ Network with peers

## Special Notes:

◆ **Mental Health:** Personal safety and wellness is not always physical. A person's mental health is equally as important. In this week's Safety Spotlight, OSUPD's Lt. Marjorie Rizalvo will be discussing mental health and the role we all have in keeping each other safe. In addition, you'll hear about the Crisis Intervention Training that OSUPD officers take to respond to those in need. Watch the video and learn more about resources that are available to help the university community. [Click Here](#)



70% of people are impacted by imposter syndrome. GETTY

## Feeling Like A Fraud? How To Outsmart Imposter Syndrome by

Dr. Ruth Gotian

Did you just win an award, get a promotion, or accepted into a prestigious school? Are you questioning if the selection committee made an error in taking you? Do you doubt your achievements, asking yourself if you are good enough and belong? If so, stop. What you are feeling is 'imposter syndrome,' the feeling you are a fraud. This crushing feeling, first coined in 1978 by Pauline Clance and Suzanne Imes, impacts 70% of people, including Oscar winner Tom Hanks, Facebook COO Sheryl Sandberg, former Starbucks CEO Howard Schulz, famed poet Maya Angelou, Supreme Court Justice Sonya Sotomayor, and former First Lady, Michelle Obama.

Few are immune to this feeling. The good news is that there are steps you can take to mitigate this unsettling concern.

### To Whom Are You Comparing Yourself?

When imposter syndrome shows its ugly head, you might be comparing yourself to someone else. But to whom exactly are you comparing yourself? If you stop and think about it, no one person is accomplishing the different things you are doing. They might be an expert in one aspect of a task, but that is not your focus. Keep things in perspective, and don't compare yourself to others.

### Reframe The Task

Make sure that your expectations and aspirations do not rise faster than your accomplishments. In other words, manage your expectations. You can't do everything well all the time, so make sure that your task aligns with your ability and support.

### Work With Others

Often, our expectations for ourselves are misaligned and out of touch with reality. Working and checking in with others will help set appropriate benchmarks.

### Reward Yourself

We tend not to give ourselves sufficient (or any) credit for what we accomplish. Make a list of all of the small and large wins you've recently achieved. You will notice you likely did more than you recognize. Reward yourself for the small victories as a reminder that you did well.

### Stop Being a Perfectionist

Being a perfectionist will stop you from turning something in or consider a project done until it is 100% perfect. 99% won't do, which means you will never finish. Most project tasks will never be perfect.

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## Admin Tip: How to Get Your Boss to Give You More Control *by Chrissy Scivicque*

April is Admin Appreciation Month, so today I'm sharing some tips specifically for all of you hardworking admins. As a proud, former executive assistant, I know how challenging your role can be. One of the most common frustrations I hear from admins goes something like this: "How am I supposed to be a true partner for my executives when they are so hesitant to release control?"

If you're an admin who wants to take on more responsibility but your boss won't give you the control you need to do so, here are some things to try:

### 1. Focus on building trust.

Trust is the foundation; it's an absolute requirement for any successful executive/assistant partnership. As a support professional, your executive needs to believe *fully* that your primary function is to help make his or her life easier. They need to know that you have their best interests at heart.

When you make a suggestion to take on added responsibilities, they should understand (based on that trust) that it will help make them more efficient and effective. When you ask them to release control, they need to trust that whatever they are releasing is in good hands with you. As hard as it may be for them to let go, having trust will make it possible.

If you don't already have a deep level of trust in your partnership, this is the place to start. Trust is built through consistent, reliable behavior. Your executive needs to know that they can expect top performance from you at all times. If you believe your performance already warrants this trust but it's not yet there, consider having a conversation. Discuss your desire to take on more responsibilities and why it's in your executive's best interest to release control to you. Then, ask explicitly for the trust required to make that happen.

### 2. Be assertive.

Many executives have never been trained on how to properly leverage the talents of their support staff. They need you to teach them—and, in my experience, they need more than a gentle nudge. They need clear, confident instructions.

When you identify a specific task you can or should take over for your executive, speak up assertively. Say something like, "I can handle that for you," or "Why don't you let me take over?"

Wherever you can, *assume* responsibility for admin duties. That's your job after all. Grab anything and everything that falls under your scope of work *before* your boss can take control. The more he or she can see that you're capable of handling these things without them, the more they will be willing to send your way in the future. As you demonstrate



confidence, their confidence in you will grow.

### 3. Suggest a trial and review period

When you ask to take over certain responsibilities, don't make it sound like an irreversible decision. That can make it harder for your executive to release control. Instead, suggest a short trial and review period. Say, "Why don't you allow me to do this for 30 days and see how you like it? If you want to take it back at that point, no problem."

This gives your executive an easy way out of the situation if he or she isn't happy. But it also gives you a chance to show what you can do. Even in just a short period of time, you may be able to create enough of a positive impact to inspire your exec to release control permanently.

### 4. Ask for one step at a time.

Executives are like the majority of human kind—they don't like big, sweeping changes. It's much easier to adapt to change when it happens in small steps. Therefore, don't ask for them to release control over everything all at once. Instead, take it in stages. Maybe just a small portion of a task can be handed over. Then, once you're successful with that, you can take another small piece.

For example, you may have heard that it's a best practice for assistants to have full access to their executives' email inboxes. That way, the assistant can help organize and prioritize messages and respond to urgent requests on the executive's behalf.

Not surprisingly, this kind of suggestion often gets a lot of pushback from executives. Email is a highly sensitive and very important part of doing business. Releasing control of it all at once will probably strike

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## Administrative Professionals Month is Coming and You should CELEBRATE!

Keep an eye on our [website](#) for more info and lots of links to help and support you during our special month! Make sure to forward any we've missed and we will get them posted.

Last year the American Society of Administrative Professionals asked: "What word best describes what it means to be an Administrative Professional?" The image shown here is a word cloud compiled from the responses they received. You can click the link to learn more about [ASAP](#) and you can click the image to see the page where you can download a copy to share or print!

\*These words are based off of answers from 2020 Admin Month



(FEELING LIKE A FRAUD? Continued from page 1)

Also, who decides what is perfect? A colleague once told me, “Your B level work is like everyone else’s A level work.”

### Stop Procrastinating

Procrastination is the cousin of perfectionism. You are so afraid of not knowing all of the information needed to start or complete a project, so you simply don’t begin. Get started, get perspectives from others, rework the project, and turn it in. Sometimes just being done needs to be the goal.



Iris Zimmermann is an Olympic fencer and performance coach. NCAA PHOTOS VIA GETTY IMAGES

Olympic fencer and performance coach, [Iris Zimmermann](#), suggests stopping to look at opportunities from the point of a deficit and areas of growth. “Take inventory and recognizing what you have. Shame and need for proving oneself are powerful rocket fuel, but what happens when you get there and want to go further? There just isn’t anything in the tank; the rocket fuel is spent. It is at the point we are stuck and need to try something else.”

Zimmerman suggests pushing yourself from a place of opportunity rather than a deficit. “To continuously refine your craft and focus on the process is where most high performers can avoid burnout. Balance is

key, and to achieve it, you need outside inputs of worth besides work. You need rest and recovery, and ultimately take ownership of the things you have done.”

Having feelings of doubt is normal. Have a plan in place so that imposter syndrome doesn’t derail your career.

Article originally published in [Forbes](#).

*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.*



## Lots to do on Campus for Earth Month—Week—Day! Coming up in April!

The following is shared from the [Sustainability Institute](#) here at The Ohio State University: The theme for Earth Day, April 22, this year is Restore Our Earth. Here’s a look at Earth Day-related events scheduled across the university. [Download the Earth Day flyer](#).

### [Where You Live Matters: Equity, Resilience and the Built Environment](#), April 1, noon

Where you live matters when it comes to social justice — issues like energy, access to food and air quality are all impacted by the engineering and design of a community. Join faculty from civil engineering and city and regional planning for an engaging discussion on the impacts of infrastructure on our public health, economic stability and overall well-being.

**Acting Sustainably Through YP4H**, April 1-30  
Sustainability isn’t just about the health and well-being of the planet; it’s about the health and well-being of you as well! [Your Plan for Health, powered by Virgin Pulse](#), begins a month-long “Every Day is Earth Day” Challenge on April 1. Enter the challenge and keep track of actions you take that are good for the Earth and your health. YP4H also offers staff the ability to personalize health and wellness programming based on their interests, including sustainability. Log into the portal to get started. Under your user profile (top right of the screen), select “Topics of Interest” and select “Acting Sustainably” to receive daily tips on sustainable actions you can take to improve you and our planet’s health. You can also track sustainable habits and receive 15 points (up to 3 habits a day for 45 points) by clicking “Healthy Habits” under the “Home” tab at the top, selecting “Browse All” and then clicking “Acting Sustainably” on the left side.

**Ohio State Time for Change Week**, April 5-11  
Time for Change (T4C) aims to transform Ohio

State into a model of global citizenship by mobilizing the community to actively participate in environmental stewardship and compassionate social responsibility.

### [Ohio State Time for Change Week - Voices on Sustainability](#), April 7, 7:30 p.m.

Intersectionality is crucial to the environmental movement. Join us for a panel on intersectional environmentalism with guest speakers Saad Amer, Dr. Deondre Smiles, Michael Charles and Wanjiku Gatheru.

### [Ohio Sea Grant: Plastic Pollution in the Great Lakes](#), April 9, 11:30 a.m.

An estimated 10,000 tons of plastic pollution enter the Great Lakes each year. This talk will cover what we know about plastic in the Great Lakes, some science-based solutions, and ways to engage the public in reducing their plastics consumption.

**Focus on Women in Sustainability**, April 9, noon  
The Sustainability Institute hosts its annual Women in Sustainability Event, with panelists including Laurie Stevenson, director, Ohio Environmental Protection Agency; Crystal Davis, vice president of policy and strategic engagement, Alliance for the Great Lakes; and Lauren Koch, sustainability consultant, Ohio State University Wexner Medical Center. This year’s virtual event is free; registration is required.

### [For Earth Day and Beyond: Rapid 5 Plans to Expand Franklin County Waterways and Trails](#), April 16, 1 p.m.

Keith Myers, vice president for planning, architecture and real estate and chair of the nonprofit Urban Land Institute Columbus, will present the latest details on a comprehensive vision for Central Ohio that would create an extensive green-space system unparalleled in the nation. Rapid 5 will develop five key greenways through Franklin

County, interconnecting our five major waterway systems: Big Walnut, Alum, Olentangy, Scioto and Big Darby. The comprehensive system would ensure that all residents, including low-opportunity neighborhoods that have historically been cut off from nature, are within ¼ mile of greenspace or a park. It anticipates the expansion of navigable waterways for long-distance kayaking and cross-city biking and running trails that connect most parks in Franklin County, creating extensive environmental, economic, health and equity benefits for our region.

### [Wexner Medical Center 2021 Earth Week Lunch and Learn Webinar Series](#), April 19-23

Join the Ohio State University Wexner Medical Center Green Team for five days of Earth Day webinars: Going Solar from a Homeowner’s Perspective; You Don’t Have to Be a Master Gardener to Grow a Sustainable Garden Masterfully; Community and Health Benefits of Gardening; Climate Change: The Fierce Urgency of Now; and Why Trees Matter.

### [Environmental Professionals Network: Take Flight! Protecting the Monarch Butterfly](#), April 21, 6 p.m.

Take Flight! is an Earth Day celebration of local and global effort to protect and restore the monarch butterfly, an icon of our planet’s biodiversity. Take Flight! is a story uniting the shared journeys of the monarch butterfly and our cross-boundary conservation efforts from Ohio to Mexico, including through traditional lands of the Muscogee (Creek) Nation and other Tribal Nations. While its population in Ohio and globally borders on extinction, this program will focus on solutions to restore monarch habitat and give tangible resources for all to contribute, including landscape planning by public and private landowners.



## THE OSUAP EXECUTIVE COMMITTEE

Effective Sept. 1, 2020

President: Roxann Damron  
Vice-President: Nicole Helton  
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



"You are confined only by the walls you build yourself."

~Andrew Murphy

### Upcoming Important Dates

4/21	Administrative Professional's Day!!
4/24	Last day of regularly scheduled semester and second-session classes
4/27-5/1	Final examinations for semester and second-session classes
5/3	Spring Commencement

(ADMIN TIP Continued from page 2)

fear in the heart of any executive.

So, instead of asking for full access, start with just one small step: ask for read-only access first. Even if that's all you get, you still gain valuable context and insight by being able to see what's happening in there. Then, once that's working well, ask for authority to move certain types of messages into certain folders to help organize the inbox. After that, you can slowly add more and more authority, until you eventually have the ability to do everything you need.

Try this approach with any major responsibility you want to take on. Breaking it down into bite-sized pieces will make the process more manageable for you and more easily acceptable for your executive.

#### 5. Position it as an "investment."

Finally, recognize that your executive may resist handing things off because of the (perceived) time it takes to train you on how to do it. If that's a concern directly expressed, be sure to emphasize your ability to learn quickly and your existing skills with similar tasks. You can also ask if there's someone else who can get you up to speed—that way, the executive doesn't have to use his or her time for training.

Always position the time it takes to learn something new as an investment. Yes, it takes time on the front end, but it will pay dividends in the end for your executive. You'll be able to handle this task on their behalf from here on out, saving them *many* more hours in the future.

Above all else, be pleasantly persistent. Your executive might hold tight to control on certain things, but with a little effort on your part, that

could change in the future. Don't give up just because you heard "no" the first time around. You don't have to nag; just continue to make your case.

#### Chrissy Scivicque

(pronounced "Civic") is the founder of Eat Your Career (a division of CCS Ventures, LLC).

She is a certified **Project Management Professional (PMP)** and certified **Professional Career Manager (PCM)**. She also holds a bachelor's degree in Business Administration from Sonoma State University, CA.

Chrissy is the author of [The Proactive Professional](#), [The Invisibility Cure](#), and the [Build Your Professional Development Plan Workbook](#).

She has also authored 10+ e-books and e-guides.

Chrissy's writing on career-related topics is regularly featured on dozens of websites including *Forbes*, *Monster*, and *CareerBuilder* among others. She was a contributing career expert for *U.S. News & World Report* for 4 years and has written over 100 articles for *Ivy Exec's Executive Insights* blog.

Chrissy has trained teams in companies large and small, including Northrop Grumman, Capital One, Microsoft, TIAA-CREF, Turner Broadcasting, and W.W. Grainger (to name just a few). She has also presented at numerous conferences including the ASAP's Administrative Professionals Conference (APC), IAAP Annual Forum, Office Dynamics Conference for Administrative Excellence, and many more.

Chrissy currently lives in Denver, CO where she served as the featured career expert on *Good Day Colorado* for 2 years. [www.eatyourcareer.com](http://www.eatyourcareer.com)



## 2021 OSUAP Professional Development <sup>Virtual</sup> 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.

### 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](https://gatewaytolearning.osu.edu).
- Diversity, Intercultural and Community Engagement (DICE) - [go.osu.edu/dice](https://go.osu.edu/dice)