



# The OSUAP Connection

Issue #68

July 30, 2021

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

## Inside this issue:

Time Management Self-  
Assessment 1

Languishing During the  
Pandemic? Here's Help. 2

It's a Time Warp 2

## OSUAP Goals

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

## Special Notes:

*Happy July!*



Don't miss an opportunity to join the  
[OSU Leadership Center](#) for free  
online with [Coffee and Conversation!](#)

**August 10** For more information, or  
to register [click here.](#)

**August 20** For more information, or  
to register [click here.](#)

## Time Management Self-Assessment

RATE YOUR SKILLS!

EatYourCareer.com

Helping you create a *nourishing* professional life

### Time Management Self-Assessment: Rate Your Skills *by Chrissy Scivicque*

I am a big believer in the power of self-awareness. All growth starts with understanding where you currently are.

I am also passionate about all things related to time management. Recently, I wanted to assess my own skills in this area, so I did a personal inventory. I thought I'd recreate that for you as a self-assessment tool, so you can take stock of your skills in this area as well.

#### How it works

For each of the following statements, give yourself a score from 1 to 5 based on *how often this statement is true for you*, where:

5 = Always

4 = Usually

3 = Sometimes

2 = Seldom

1 = Never

Remember to answer truthfully based on your current reality—not the reality you want for the future! This is for your eyes only so there's no need to sugar coat things.

Each of these statements is directly tied to a specific component of time management (which is truly a multi-faceted skill). While some of them are also related to communication, organization, or other professional skills, they all impact your ability to use your time

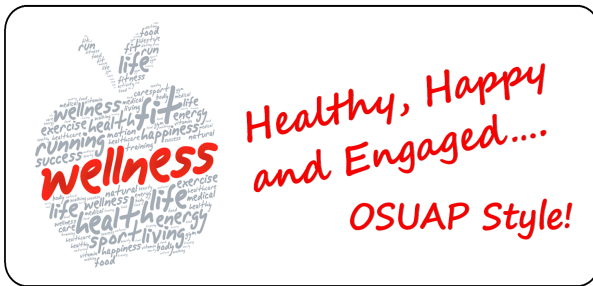
productively.

I discuss strategies and techniques for accomplishing all of these things in my [Task & Time Management Learning Lab](#). So, if your score is less-than-stellar, I'd love to help you improve.

#### Time Management Self-Assessment

1. I maintain a work environment that supports my productivity and doesn't detract from it.
2. I can quickly and easily find things I need when I need them.
3. I comfortably and confidently set boundaries when needed.
4. I am comfortable asking for the information I need to get the job done.
5. I push back on unrealistic expectations and counter with more realistic ones.
6. I know what I need to do and what deadlines I have committed to.
7. I have systems in place to remind me of my commitments.
8. I have systems in place to remind me of "open loops" that I need to check on in the future.
9. I follow through and meet my commitments in a

(Continued on page 3)



## Languishing during the pandemic? Here's help. *by Bernadette Mazurek Melnyk*

**Mental health exists on a continuum, from the depths of depression to flourishing. But what if you feel neither depressed nor excited about life?**

### You may be languishing.

Sociologist Corey Keyes first adopted the word “languishing” to describe the middle ground of mental health between all-out depression and flourishing. People who are languishing aren’t thriving or functioning as well as they could, and may feel tired, listless and unmotivated. They might underperform at work and cut back on social contact. Languishing can affect your mental health and resilience, and it may be an indicator that mental health problems could follow. Often, people who are languishing don’t realize anything is wrong, so they don’t seek help.

Organizational psychologist Adam Grant describes languishing as “a sense of stagnation and emptiness. It feels as if you’re muddling through your days ... and it might be the dominant emotion of 2021.”

Many of us are emotionally fatigued. The COVID-19 pandemic has been an emotional roller coaster, triggering unhealthy lifestyle behaviors and mental health problems in its wake. Across the nation and around the world, people have experienced feelings of despair, fear for loved ones, decreases in job security and increased loneliness as they switched their focus from thriving to just surviving. As the pandemic has dragged on, we are no longer reacting with panic, but we may be feeling fatigued and bogged down by long-term emotional turmoil.

If you are languishing, it’s time to take good self-care, put your mental health first and try some of these tactics:

### Acknowledge grief

All of us are experiencing different levels of grief and loss arising from all of the changes to our everyday lives brought on by the pandemic. Stop for a moment to acknowledge your losses, large and small. Talk to someone or write in a journal about the people and things you miss. Healing begins when we acknowledge and listen to our feelings. Also try to create new routines that will bring happiness, such as positive self-affirmations and reaching out to new people to create friendships.

### Practice gratitude

Studies show that a daily dose of “Vitamin G” can improve mood, heart health and sleep as well as trigger optimism we may need to rise above languishing.

## It's a Time Warp *by Michele Woodward (Written 10/19/2020)*

Time has taken on a weird, bendy quality in these pandemic days. Quick quiz: Without checking any available resource - do you know what day it is?

'Nuff said.

People tell me the lines between work time and non-work time (and school time and family time and every other kind of time) have blurred and bled into one another in a crazy grid of insanity.

### Find flow

Getting focused and fully involved in a project has positive mental health benefits. When you’re “in the zone,” doing something you enjoy, you lose track of time and live fully in the moment. Getting into a state of flow can help you feel more enjoyment and engagement in life. Start the morning off by choosing one meaningful task to accomplish. If taking on a project sounds like too much trouble, focus on small wins.

### Achieve small wins

Try a small version of an activity you enjoy. Even if you don’t feel like it, do it to feel better later. Take a walk around your neighborhood, tuning into your senses, rather than trying to train for a marathon. Make yourself a simple meal rather than trying a complicated new recipe. As confidence grows, take on larger projects.

### Reach out

People who are languishing often become socially withdrawn. Reach out to old friends and acquaintances to rebuild your social support.

### Practice good self-care

It is not selfish to take good care of yourself. Take mini recovery breaks during the day to engage in activities that reduce stress and improve mood, such as physical activity, deep abdominal breathing and/or mindfulness. Self-care is absolutely necessary for our mental health and to give us the capacity to take good care of others.

How do you know if a state of languishing has progressed into clinical depression? It’s normal to feel sad or depressed now and then. When feelings of depression persist for days on end and symptoms interfere with concentration, judgment and/or functioning, that’s clinical depression. If you are suffering from these symptoms, don’t wait. Get help! It is a strength to recognize when we need help, not a limitation.

Article originally appeared in [OSU's Alumni Magazine](#).



*Bernadette Mazurek Melnyk is vice president for health promotion, university chief wellness officer, dean and Helene Fuld Health Trust Professor of Evidence-based Practice in the College of Nursing, professor of pediatrics and psychiatry in the College of Medicine and executive director of the Helene Fuld Health Trust National Institute for Evidence-based Practice in Nursing and Healthcare.*

We've never been busier even though we have no commute.

We're swamped although we don't leave our house.

We're burned out while all we've got is time.

**It's a time warp.**



(Continued on page 4)

(TIME MANAGEMENT SELF-ASSESSMENT Continued from page 1)

timely manner.

10. I use a system for managing email and other virtual correspondence and do not let it pile up.
11. I know how long my most common tasks take to complete.
12. I can make reasonable estimates for how long unfamiliar tasks will take to complete.
13. I understand my own natural productivity rhythms and do my best to accommodate my needs.
14. I know where I tend to waste time most often and am careful to manage my behaviors.
15. I know how and when to delegate appropriately.
16. I know how to determine my priorities and feel comfortable involving management in the discussion when needed.
17. My team and I have a clear, agreed upon vocabulary for discussing priorities.
18. I know which tasks can be strategically postponed or delayed, and which cannot.
19. I think through the consequences of my decisions and try to minimize negative ripple effects.
20. I know the difference between importance and urgency, and I can evaluate my workload based on these characteristics.
21. I keep a rigorous calendaring system to manage my time-based events and activities.
22. I am on-time for appointments and meetings.
23. I have systems to remind me of recurring tasks that take place at different intervals (quarterly, annually, etc.).
24. I create checklists and templates for tasks I do frequently to avoid “recreating the wheel” each time.
25. I document the steps of processes that I do infrequently so as not to forget.
26. I continuously take note of my accomplishments so I can effectively speak about them spontaneously.
27. I set aside time to review what’s coming up and plan for the future.
28. I spend time organizing my work and keeping my systems up-to-date.
29. I continuously look for ways to streamline my work.
30. I have productive routines I engage in to keep me on track throughout the day.

## Scoring

Add up your scores and then see how you rate.

**If you scored between 125-150: Congratulations! You are a master of time management!**

Clearly, you have spent time learning how to manage time...and it's paying off. You appear to leverage a wide variety of productive practices. Just remember not to get complacent. These strategies only work when you work them. It's an ongoing effort. Additionally, keep your eyes open for opportunities to upgrade and refine your systems. Needs are constantly changing—what worked yesterday, might not work tomorrow.

Lastly, share your wisdom with others! Be a resource and role model for those who are not yet masterful in this arena.

**If you scored between 90 and 124: You're doing great! Keep learning and you'll be a time management master in no time!**

I'm betting you've done a little work in this area already, and perhaps you're starting to experience some of the rewards. But time management is a skill that requires practice and patience. So keep putting in the effort! Look at the statements for which you scored the lowest. These are the things you should focus on first. Often, small adjustments can create big improvements! Tackle one thing at a time and you'll be surprised how quickly things change. Come back to this assessment and re-score yourself in a few months so you can celebrate your growth! And consider joining the [Task & Time Management Learning Lab](#).

**If you scored below 90: You have room for improvement, my friend.**

Your scores indicate that time management has not necessarily been your biggest priority in the past. That's okay! But you may be suffering some negative consequences as a result. The good news is: This is a learnable skill. If you're willing to commit the time and energy, you can become a time management master, though you may have quite a bit of work to do. Don't let that intimidate you! Choose one area to focus on first, and make it something high-impact. Perhaps prioritization or email management? Dive deep into learning best practices (consider joining the [Task & Time Management Learning Lab](#)). Talk to people who are particularly skilled and ask for their help. Try new things and see how it goes. Remember that time management is highly personal, so you'll always want to adapt strategies to suit your needs and preferences. Come back here ([Time Management Self-Assessment: Rate Your Skills! - Eat Your Career](#)) frequently and re-assess yourself. Each time you do, celebrate your growth and pick another area to focus on for continued development.

[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)



# 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!

© 2021 | OSU Administrative Professionals Group  
<http://u.osu.edu/osuap>  
Columbus, Ohio 43210



"He who robs you of your time steals your greatest treasure."

- James Lendall Basford

## Upcoming Important Dates

8/8	Summer Commencement
8/5-8/23	Final Summer Break
9/6	Labor Day — Offices Closed
12/31	Buckeye Box Officially Retires ( <a href="#">Learn More</a> )

(IT'S A TIME WARP Continued from page 2)

The other day a client told me that she'd spent eight and a half hours in back-to-back Zoom calls. When she finally lifted her head from her computer screen, her family had made dinner. She ate, then promptly fell asleep on the couch. Where she stayed until she woke up the next morning and got ready for her 8am Zoom call.

A friend shared that since she's monitoring her children's studies during the day, she works well into the evening. "I'm pulling more hours than ever, mostly because I feel so guilty about parenting during the work day," she said.

Let me lay out a few facts for you, just as a reminder:

We are in a global pandemic;

As I write this, it's only getting worse;

We're in an economic downturn;

Which, as I write this, is only getting worse

It seems to me that we can all use with finding a way to manage our time, our selves, our stuff better. Fortunately, I know exactly how to do it.

### Set some boundaries.

No doubt, you've heard those three words strung together before, said by me or by a million other well-meaning folks. "Set some boundaries, set some boundaries, set some boundaries" - like a droning mantra.

Sets your teeth on edge, am I right?

I know, I know: You haven't done it because boundaries feel so harsh and self-centered.

And they might very well require you to say no.

Which feels very icky.

Because you're a person who says "yes!"

Happily, with an exclamation point or two.

Boundaries, you fear, may make someone so angry that they will never, ever, ever speak to you again.

**To which, I say: Maybe that's a good thing in a pandemic. One less person in your bubble.**

### #Justsayin

Boundaries work because they allow you to know where your edges are. So, let's think about one that's easy to set and could help you a ton. Ready?

Your boundary is simply saying, "That's it. I'm done with work for today." And then push back from wherever you're working in your home to do something else.

That's all you have to do.

You can say this at any time of the day you want to say it. Personally, if I get an 7:15am start with my first client of the day, I'm pushing back from the desk at 4pm.

**Which means that from 4pm on, it's Michele Time.**

I read books, I take walks, I exercise, I chit chat

on the phone with friends and family, I cook, I watch TV, I listen to music, I eat.

I store up my energy for the next day.

Now some of you dear readers are saying, "Fine for you. But I have a JOB and other people have access to my schedule and put things on my calendar and I'm getting paid more than my dad ever got paid and there's a shaky economy and I can't lose this job so I need to hustle and never say no and deliver, deliver, deliver."

All I can say is that coffee is probably not helping you.

I also can say that I have a JOB and people have access to my calendar and put themselves on it and I'm also getting paid more than my dad ever got paid and all the rest.

### I still set boundaries.

When you believe that you cannot set boundaries due to external pressures, you are giving every bit of your power to those external forces.

**It's OK to hustle. I am all about the hustle. Just do the right kind of hustle.**

The kind that fills up your tank, not the kind that depletes it.

And hustling within boundaries you set for yourself fills up your tank.

Start small by deciding when your workday is over and push back from your desk, knowing that you've hustled enough for today given everything you're experiencing and enduring.

Give yourself and everyone else around you a break by saying, "That's it. I'm done for today", and go about your life.

This pandemic will end one day. It will all become a misty watercolor memory and no one will remember that on a certain Monday in October you pulled a 15 hour day.

But you'll always remember the toasty crunchy feel of the burnout you experienced because you didn't set a simple boundary. That knowing will stay with you forever.

#justsayin #onemoretime #setaboundary

Michele



[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](#).

© 2021 Michele Woodward Consulting · All Rights Reserved.