



The OSUAP Connection

Issue #67

June 30, 2021

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

Inside this issue:

- How Color Affects Your Mood (And Wellness) 1
- Four ways to improve our EQs 2
- Pandemic Professional Development Looks Different 3

OSUAP Goals

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

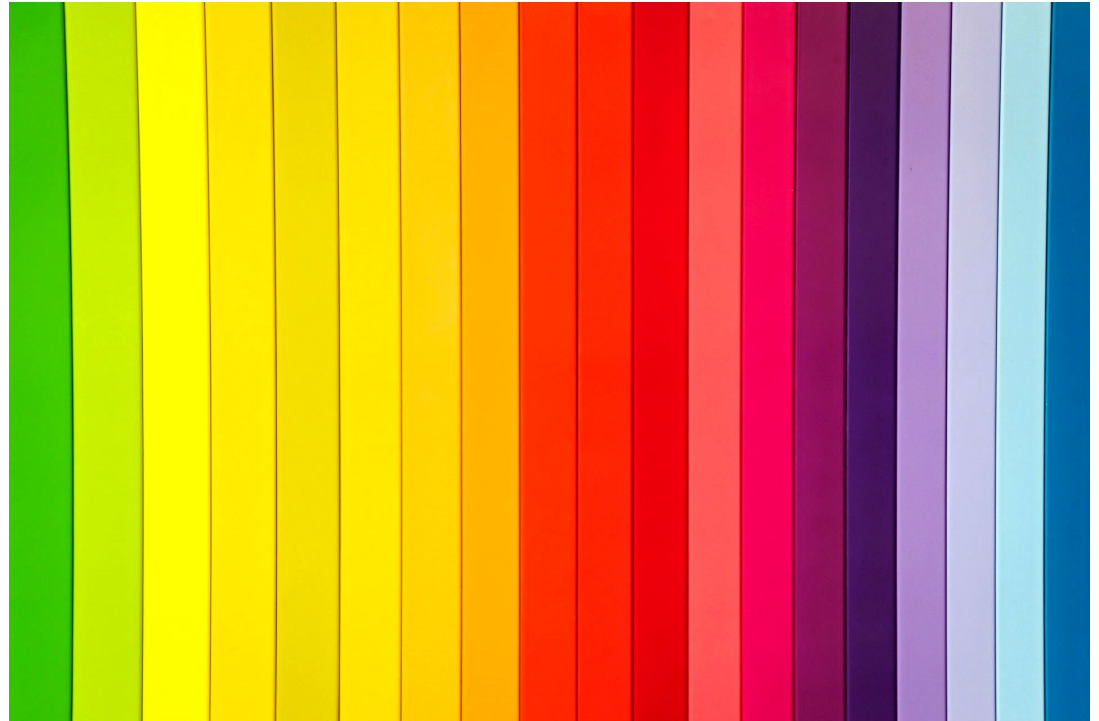
Special Notes:

Happy June!



Visit [Multicultural Center \(osu.edu\)](https://multiculturalcenter.osu.edu) to learn about who they are and what they hope to share through their Vision:

*Universal participation in
establishing an intellectually
vibrant and socially just
community.*



How Color Affects Your Mood (And Wellness) *by Joan Burge*

When you hear talks about wellness, it is often classified as booking a vacation, taking a yoga class, going to the spa, or taking a warm bubble bath. I want to share a new twist on wellness. Let's think about color, clothing, and attitude.

Just look at the colors above and what they represent or the emotions they evoke. Imagine if you wore orange this week, how much more determined and creative you might be? Or if you wore yellow—it actually generates muscle energy. Who wouldn't want that? Do you want to feel more calm or tranquil this week when you attend a meeting? If so, wear blue.

I notice how wearing different colors makes me feel different. I probably don't need to tell you, but I love red! My next favorites, although not really colors, are black and white. You can probably tell this from our corporate colors. But I also love bright yellows, oranges, greens, and blues. When I wear any clothing with those colors, I feel better in terms of being energetic; get-up-and-go; happy; sunny. All of those positive feelings affect my well-being.

Now, what about black affecting my well-being? Well, I don't feel morbid in black. I feel very powerful when I wear black. It is a symbol of authority so if I am going into a situation where I want to feel empowered, I will wear black. This helps my mental well-being and also plays a role in how I come across to others. It is a positive experience that boosts my self-esteem and emotional well-being.

Interestingly when I remodeled my bedroom and bathroom a few years ago, I chose colors that are very calming – beautiful silvers, pewters, grays, and white. I added bathroom tile and hardware that sparkles and shimmers like the evening stars. My bedroom is a place of calm and serenity which is very important to me with my crazy travel and work schedule. I feel peace as soon as I open the door to my room.

Think about it. What colors do you favor? Why might you like those colors? Are there new colors you need to surround yourself with to help create what you want to feel? Don't be afraid to mix up the various colors for the different spaces you reside.

Color speaks to us all the time. We are surrounded by color (or lack of color) in nature. For example, when I travel to the mid-west during the winter when it is gloomy and the skies are gray, I notice I don't eat as healthy. I crave foods that are heavier, more fattening, and could be described as comfort foods. I don't feel like jumping out of bed in the morning. And at night, I'm ready to just sit inside and 'veg' out which means I'm not getting much exercise. I notice as soon as I get back to sunny Las Vegas, I eat much healthier, eagerly awake with the sunshine, and want to be active throughout the early evening and weekends. I want to get up, get out and go! (No offense to those who live in the mid-west; I was born in Cleveland)

You should surround yourself with the colors that help

(Continued on page 4)



Four ways to improve our EQs

by Bernadette Mazurek Melnyk

Emotions. They affect our friendships, our moods, our workspace, our families and, let's be honest, everything we do. The wonderful thing about emotions is that we can learn more about them and grow our own emotional intelligence.

Travis Bradberry and Jean Greaves, authors of *Emotional Intelligence 2.0*, describe four components of emotional intelligence: self-awareness, self-management, social awareness and relationship management. Unlike personality traits, these are skills we can build and improve upon all of our lives. Let's take a deeper dive.

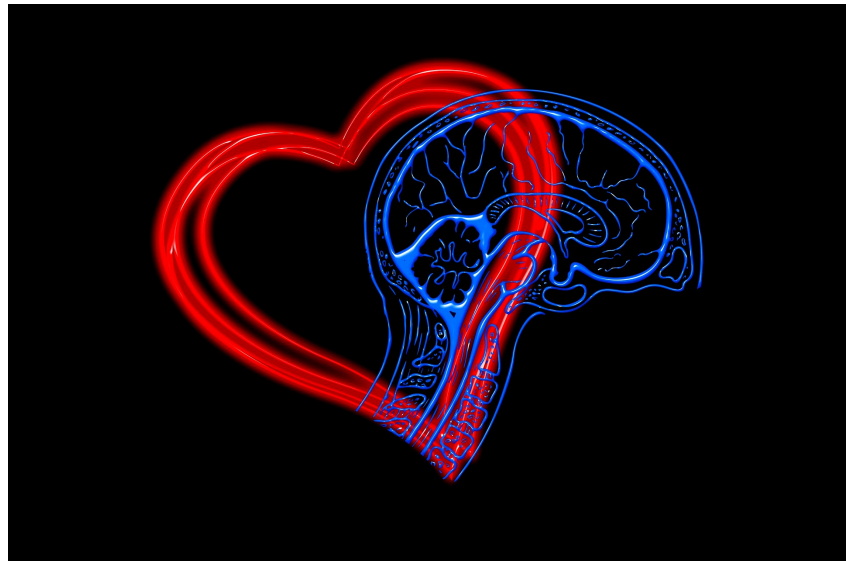
1. Become self-aware

Chris Cooke '03 MBA and Laura Cooke, co-founders of [Positive Foundry](#) in Columbus, recognize how important emotional intelligence skills are to thriving in the workplace and in life — and they incorporate them in their corporate training and coaching sessions. The Cookes consider self-awareness the ability to recognize and name one's own emotions, and they suggest several ways to improve it:

- **Build a strong emotional vocabulary.** There are hundreds of words to describe the subtle shades of our feelings. Are we elated, happy or content? Agitated, aggravated or disgruntled? We can learn new words to describe our feelings and practice writing about how we feel in a journal. A strong emotional vocabulary will allow us to identify how we are really feeling and talk about it with someone else.
- **Learn our triggers.** If we know what sets us off, we can see trouble coming and deal with the emotions that follow. Often the things that really get us steamed are based on our fears — of not being safe or treated fairly, for instance. We can identify situations in our work and personal lives that lead us to feel threatened or uncomfortable.
- **Sit with our emotions.** Rather than label emotions "good" or "bad," we can practice just observing them. How long do they last? Can we name them and let them go? If we need to, we can distract ourselves with deep breathing, a short walk, a glass of water — anything to give ourselves time to cool down and think.
- **Take a personality test.** This can help us learn our communication style. We all have different ways of expressing ourselves. A personality test such as DiSC or Myers-Briggs can give us more insight into our tendencies and how we might be presenting ourselves to others.

2. Self-manage our emotions

This refers to productively managing our emotions so we can perform well at work and in our relationships. We feel emotions; we are not our emotions. Once we have gained self-awareness about our emotions, we can figure out ways to navigate emotional situations. Take time to answer questions such as these in a journal: "When I'm frustrated I need to ..." or "When I'm discouraged, I should ..." Planning ahead for the next emotional hot spot can help us keep our cool, slow down and present ourselves as we'd like to. Other ways to manage our emotions:



- **Practice mindfulness.** When possible, we can ground ourselves in the present moment without worrying about tomorrow or feeling regret for the past.
- **Catch, check and change our thoughts.** When we feel stressed, anxious, depressed or angry, we can catch negative thoughts and check them by asking: What was just going through my mind? Is it true? Do I have evidence to back it up? Is this thinking helpful? Chances are, those negative thoughts aren't helpful. If we turn them around, we'll feel better.
- **Get curious.** When we feel frustrated or when unexpected occurrences trigger a negative emotional response, curiosity can help us see new possibilities for our response.
- **HALT:** This acronym from the recovery community urges us to pay extra attention to our emotional reactions when we are hungry, angry, lonely or tired — HALT for short. If we are experiencing more than one of these at a time, it might be best to halt what we're doing and rest!
- **Sleep on it:** It's often best to put aside big problems until the morning. Also, we need to make sure we are getting enough sleep so we can feel our best: 7–9 hours a night is recommended for adults.

3. Become socially aware

Social awareness means understanding and dealing with the emotions of others. Of course, the best way to find out how someone is feeling is to ask them, rather than to make assumptions. We can act in ways that make others feel relaxed, happy and important to us, and that is part of social awareness, too — building trust and showing that we care. Ways to build social awareness:

- **Show you care:** Take the time to ask people how they are doing and what's going on in their lives — both at work and at home. Then listen.
- **Check-in regularly:** We might think a co-worker is angry with us when, in fact, he is only tired. Or we might think our team is happy with a plan when secretly they are anxious. We should check in with our partners to see what they really feel and allow them to express their feelings in a safe space where they feel free to speak.
- **See it their way:** We can try to step into others' shoes to see things from their perspective.

4. Work on our relationships

The skills of self-awareness, self-management and social awareness can

(Continued on page 4)

Pandemic Professional Development Looks Different, And It Is Here To Stay *by Dr. Ruth Gotian*



There are many opportunities to increase your professional development while not leaving your home. GETTY

11 ways to leverage professional development opportunities

Pre pandemic, the most popular method of learning and obtaining professional development was through conferences. Covid put an acute and unexpected halt to professional meetings, but the need for professional development and growth has never been greater. While in-person meeting may resume at some point, the future of work will likely demand a more hybrid format. To fill in the gaps in between these professional meetings, there are many informal learning methods you could leverage to develop professionally.

Learning does not require a formal classroom, expensive tuition, or enrollment in a degree-granting program. There are flexible options, you can partake in from the comfort of your own home. The critical issue is to constantly keep your mind open to everything around you and absorb any new knowledge that you can. Learning is not about a certificate or diploma. It is about constantly being open to the transfer of new knowledge. Some ways you can continue learning include:

Read in your preferred format

Billionaires Mark Cuban, Bill Gates and Warren Buffett are [known for reading many hours every day](#). What they read is as diverse as the format. Read books, articles, and blogs to gain insight on a new topic. Do not just read about issues in your industry as you will quickly get tunnel vision. Expand your horizons by reading about other subjects.

Be the least interesting person in the room

Surround yourself with interesting people and listen to what they are sharing. Stories of joy and pain points will present themselves. Hear what they are saying and remember it. You do not need to know everything, but you should surround yourself with people who can serve as advisors. Do yourself a favor and listen to what they are saying.

Pay attention

Watch what everyone around you is doing. Look for gaps and opportunities. Consider the challenges being faced by those who are one and two steps up the chain of command. Identify ways you can help alleviate that challenge, and offer your expertise.

Listen to Podcasts

Podcasts are on the rise and are a wealth of information on every conceivable topic. Interviews with luminaries and deep discussions about topics of interest can be heard while you multitask, such as during your commute or while making dinner.

Watch Videos

YouTube is the second most popular search engine after Google. Millions of videos are available to learn about any topic you might find interesting

and wish to learn more about. TED, TEDx and random YouTube videos serve as a rich source of learning.

Engage on social media

Social media is here to stay. There is an endless hive of information on various platforms. Join some of the groups you identify with, read posts to learn what topics are important to people, and engage with their posts. Shut off notifications so that it does not become a distraction and carve out time to read the latest posts.

Participate in webinars

Like videos, webinars offer content and interviews, which often you would have to pay thousands of dollars if you attended them in person. The difference is that the webinars are usually live, and you can ask the speakers questions via the chat function. This converts your learning from being passive to active.

Talk to everyone

Talking to people is a great way to learn more about them, what they value and strategic information which might be helpful in the future. Talk to everyone around you, including those who are senior and junior to you and your peers. Everyone has something important to share.

Attend conferences

In person, hybrid or virtual conferences offer the ability to learn from curated luminaries who are subject matter experts. Keynotes and workshops provide excellent opportunities to learn new things or a new application of something old, thereby making it new again.

Don't ignore people in the hallway

Hallway conversations both at conferences and at work offer a perfect opportunity to meet new people. Be ready for a conversation by having [starter sentences](#) that you can pull out and use when the situation presents itself.

Read your emails

Although emails flood our inbox, they can also provide helpful information which many people overlook. Most people do not read broadcast messages. When you do, look for patterns about challenges and opportunities. You might find information about a job opportunity, grant, call for papers, or request for award nominations.

Whether in person, hybrid or virtual, there are numerous opportunities to develop both personally and professionally. Start by finding the one or two methods of informal learning which resonate with you the most and start learning.

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.

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



"Unapologetically own your leadership strengths. When you do you it sets you apart"

- Jo Miller

Upcoming Important Dates

7/5	Independence Day (Observed) — Offices Closed
7/27	OSUAP July Bi-Monthly Meeting (https://aka.ms/OSU-Lists)
8/8	Summer Commencement

(FOUR WAY TO IMPROVE OUR EQS Continued from page 2)

help us manage relationships, whether one-on-one or in a group. Relationship management means controlling our own emotional responses and being aware of how others feel so we can all work together effectively and enjoy the interaction. It may be helpful to learn more about conflict resolution and communication, and to discover our personal communication style, which is based on our personality. The Cookes from Positive Foundry also suggest:

- **Practice giving and taking feedback well.** If someone gives us honest feedback, we should thank them for it, then pause long enough to control how we respond to it without reacting. We can make our own feedback direct and constructive. When giving feedback, we should do so like an Ore cookie — say something positive about the person, give the constructive feedback and finish with a positive.

(HOW COLOR AFFECTS YOUR MOOD Continued from page 1)

evoke the feelings, emotions, and energy that you desire. This would include your workspace, rooms in your house, the inside of your car, or any space or place where you spend a lot of time.

Have fun exploring color, meaning, and the connectedness to your Wellness Pillar.

Orange is associated with joy, sunshine, and the tropics. Orange represents enthusiasm, fascination, happiness, creativity, determination, attraction, success, encouragement, and stimulation.

Yellow is the color of sunshine. It's associated with joy, happiness, intellect, and energy. Yellow produces a warming effect, arouses cheerfulness, stimulates mental activity, and generates muscle energy.

Green is the color of nature. It symbolizes growth, harmony, and freshness. Green suggests stability and endurance. It indicates growth and hope.

Blue is often associated with depth and stability. It symbolizes trust, loyalty, wisdom, confidence, intelligence, faith, truth, and heaven. Blue is considered beneficial to the mind and body. It slows human metabolism and produces a calming effect. Blue is strongly associated with tranquility and calmness.

- **Adopt a "learner" mindset rather than a "judge" mindset:** In challenging situations, we can try to learn more about what others are thinking, feeling and wanting, rather than passing judgment.

Emotional intelligence is about showing up in the world the way we want to so we can build strong relationships and have positive and meaningful interactions with others. These are skills we can all practice, and research shows they lead to a happier life.

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.

Purple symbolizes power, nobility, luxury, and ambition. It conveys wealth and extravagance. Purple is associated with wisdom, dignity, independence, creativity, mystery, and magic.

Red is associated with energy, war, danger, strength, power, determination as well as passion, desire, and love. Red is a very emotionally intense color. It enhances human metabolism, increases respiration rate, and raises blood pressure.

White is associated with light, goodness, innocence, and purity. It is considered to be the color of perfection. White means safety, purity, and cleanliness.

Black is associated with power, elegance, formality, death, evil, and mystery. Black denotes strength and authority.

The color information above is from [Color Wheel Pro](#).

For more great workplace tips, videos, ebooks, and more visit our [free educational resources for administrative assistants](#) page.



Joan Burge is the Founder and CEO of [Office Dynamics International](#) and is an accomplished author, writer, speaker, consultant and corporate trainer.

You can find Joan's [blog](#) here.

COPYRIGHT © 2021 OFFICE DYNAMICS INTL.

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