



The OSUAP Connection

Issue #66

May 28, 2021

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

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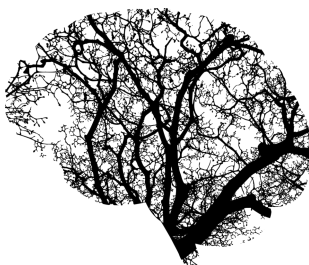
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OSUAP Goals

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

Special Notes:

*MAY IS
MENTAL HEALTH
MONTH*



*The articles thoughtfully
included this month are
important to all of us...and our
Mental Health.*



9 Tips To Increase Your Mental Energy *by Joan Burge*

You've likely taken to Netflix and come across documentaries and shows like *The Social Dilemma* that prove firsthand how much technology dominates our lives. From the time we wake up until the time we go to sleep, we are bombarded with information from all avenues. Please do not get me wrong. I love technology. We need these important tools to be productive and to communicate with people worldwide. The challenge is the fine line between too much and not enough. Do you know how to determine when enough is enough? Do you have the courage to disconnect? Have you discussed parameters with your leader or others who rely on you to be available, even after hours?

Are you ready to take the steps necessary to increase your mental energy?

Brian Tracy, one of America's leading authorities on the development of human potential has a great deal to say about electronic communications and stress. Brian says, "Deliberately create zones of silence in your life where no one can break through to reach you." This comes from a man who is extremely successful, travels extensively, and addresses 250,000+ people annually.

Ask yourself the following questions while keeping an open mind.

1. In what ways could you "disconnect" from electronic communications during your business day? Really give this one some thought. In the past year, so many assistants have transitioned to working

remotely. With that comes more freedom to go about your day in ways you would not if you were in the office. Have you taken to social media more? Are you answering emails in the evening?

2. Do you believe it is feasible for an administrative professional to develop this habit? As an assistant, you have a "figure things out" attitude. Many of the frustrations and stressors you experience day-to-day become so common that over time you may begin to associate them as part of the role. That isn't good. It is important to set boundaries to cognitively shift from a chaotic mindset to a systematic one.

What do you see as the benefits of disconnecting? In what creative ways can you disconnect from electronic communications from the time you awake until the time you go to sleep? Could you spend more time with loved ones? Would you be able to attend educational classes, leisure classes, or both?

Administrative Assistant Tips to Increase Mental Energy

1. Allocate times when you will read e-mails.
2. Do not turn on your cell phone as soon as you awake.
3. Discuss your executive's preferences and establish processes. Also, discuss after-business-hours protocol. You will need to come to an agreement on this one.

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10th Annual 2021 OSUAP Annual (Virtual) Conference

Adapting to Change / Resiliency — June 15-18, 2021

**Tuesday, June
15th @ 9:00-
10:00AM**

Mindfulness: An Effective Path towards Adaptation and Resiliency

Dr. Maryanna Klatt

Professor, College of Medicine at Ohio State University, Department of Family Medicine

Presentation Description:

- Discover the meaning of mindfulness VS meditation
- How to utilize these to remain resilient through these turbulent times
- Learn what is available to YOU through OSUMC for Mindfulness training
- Get a small taste of mindfulness and see if it's something you want to Explore

**Wednesday,
June 16th @ 9:00-
10:00AM**

Leading in the New Normal

Dr. Tracy Dumas

Associate Professor, Fisher College of Business, Management and Human Resources

Presentation Description:

In this timely and immersive session, Dr. Dumas will share detailed research findings on the act of managing boundaries, both professional and personal, while leading in a new normal. Participants will be guided to better identify blurred or unfair boundaries, based on trends and data, and apply strategies to best navigate these new scenarios

**Thursday, June
17th @ 9:00-
9:45AM, Part 1**

Resume Building

Jillian Fair

Human Resources Generalist, College of Dentistry

Presentation Description:

- Dos and Don'ts of resume writing
- Tips for tailoring your resume for the position you want
- The art of the cover letter

**Thursday, June
17th @ 10:00-
10:45AM, Part 2**

LinkedIn Workshop for Professionals

Kelly McDonald

Senior manager of social media at the Ohio State University Wexner Medical Center

Presentation Description:

- Set up and complete your LinkedIn profile
- Navigate the LinkedIn platform to connect with others in your industry
- Create updates and long-form posts to position yourself as a thought leader in the industry
- Utilize best practices to get the most out of your LinkedIn presence

**Friday, June 18th
@ 9:00-10:15AM**

Cultivating Awareness and Activating the Radical Activist within Administrative Professionals

Jasmine Marks

Director of Diversity & Inclusion at Equitas Health and Doctorate Student in Higher Education & Student Affairs at The Ohio State University

Presentation Description:

Administrative Professionals play an essential role within higher education institution ecosystems and should be encouraged to be active participants in change. This presentation will increase participants' knowledge by traveling through our collective history to understand better the significance of movements that culminated in 2020. Ultimately, we will tie this knowledge to practical skills to apply in their daily work and life.

REGISTRATION LINK: https://osu.zoom.us/webinar/register/WN_fN5qlu_SAKc32edtYX6Tg

Note: 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. Please check OSUAP [website](#) for any last minute updates.

There's a Name for the Blah You're Feeling: It's Called Languishing *by Adam Grant*

Rediscover your "flow".

The neglected middle child of mental health can dull your motivation and focus — and it may be the dominant emotion of 2021.

At first, I didn't recognize the symptoms that we all had in common. Friends mentioned that they were having trouble concentrating. Colleagues reported that even with vaccines on the horizon, they weren't excited about 2021. A family member was staying up late to watch "National Treasure" again even though she knows the movie by heart. And instead of bouncing out of bed at 6 a.m., I was lying there until 7, playing Words with Friends.

It wasn't burnout — we still had energy. It wasn't depression — we didn't feel hopeless. We just felt somewhat joyless and aimless. It turns out there's a name for that: [languishing](#).

Languishing is a sense of stagnation and emptiness. It feels as if you're muddling through your days, looking at your life through a foggy windshield. And it might be the dominant emotion of 2021.

As scientists and physicians work to treat and cure the physical symptoms of long-haul Covid, many people are struggling with the emotional long-haul of the pandemic. It hit some of us unprepared as the intense fear and grief of last year faded.

In the early, uncertain days of the pandemic, it's likely that your brain's threat detection system — called the amygdala — was on high alert for fight-or-flight. As you learned that masks helped protect us — but [package-scrubbing didn't](#) — you probably developed routines that eased your sense of dread. But the pandemic has dragged on, and the acute state of anguish has given way to a chronic condition of languish.

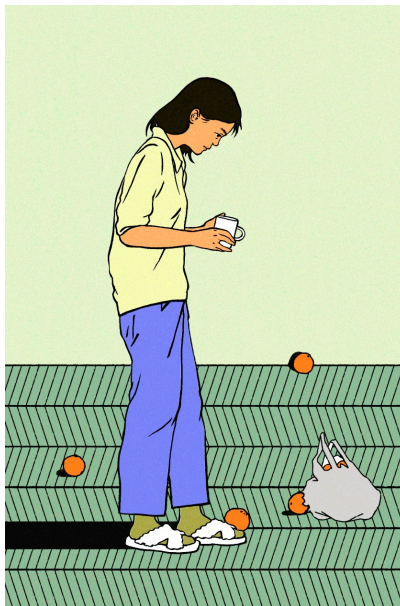
In psychology, we think about mental health on a spectrum from depression to flourishing. Flourishing is the peak of well-being: You have a strong sense of meaning, mastery and mattering to others. Depression is the valley of ill-being: You feel despondent, drained and worthless.

Languishing is the neglected middle child of mental health. It's the void between depression and flourishing — the [absence of well-being](#). You don't have symptoms of mental illness, but you're not the picture of mental health either. You're not functioning at full capacity. Languishing dulls your motivation, disrupts your ability to focus, and [triples](#) the odds that you'll cut back on work. It appears to be [more common](#) than major depression — and in some ways it may be a bigger risk factor for [mental illness](#).

The term was coined by a sociologist named Corey Keyes, who was struck that many people who weren't depressed also weren't thriving. His [research](#) suggests that the people most likely to experience major depression and anxiety disorders in the next decade aren't the ones with those symptoms today. They're the people who are languishing right now. And new [evidence](#) from pandemic health care workers in Italy shows that those who were languishing in the spring of 2020 were three times more likely than their peers to be diagnosed with post-traumatic stress disorder.

Part of the danger is that when you're languishing, you might not notice the dulling of delight or the dwindling of drive. You don't catch yourself slipping slowly into solitude; you're indifferent to your indifference. When you can't see your own suffering, you don't seek help or even do much to help yourself.

Even if you're not languishing, you probably know people who are. Understanding it better can help you help them.



A name for what you're feeling

Psychologists [find](#) that one of the best strategies for managing emotions is to name them. Last spring, during the acute anguish of the pandemic, the most viral post in the history of Harvard Business Review was an [article](#) describing our collective discomfort as grief. Along with [the loss of loved ones](#), we were mourning [the loss of normalcy](#). "Grief." It gave us a familiar vocabulary to understand what had felt like an unfamiliar experience. Although we hadn't faced a pandemic before, most of us had faced loss. It helped us crystallize lessons from our own past resilience — and gain confidence in our ability to face present adversity.

We still have a lot to learn about what causes languishing and how to cure it, but naming it might be a first step. It could help to defog our vision, giving us a clearer window into what had been a blurry experience. It could remind us that we aren't alone: languishing is common and shared.

And it could give us a socially acceptable response to

"How are you?"

Instead of saying "Great!" or "Fine," imagine if we answered, "Honestly, I'm languishing." It would be a refreshing foil for toxic positivity — that quintessentially American pressure to be upbeat at all times.

When you add languishing to your lexicon, you start to notice it all around you. It shows up when you feel let down by your [short afternoon walk](#). It's in your kids' voices when you ask how online school went. It's in "The Simpsons" every time a character says, "Meh."

Last summer, the journalist Daphne K. Lee [tweeted](#) about a Chinese expression that translates to "[revenge bedtime procrastination](#)." She described it as staying up late at night to reclaim the freedom we've missed during the day. I've started to wonder if it's not so much retaliation against a loss of control as an act of quiet defiance against languishing. It's a search for bliss in a bleak day, connection in a lonely week, or purpose in a perpetual pandemic.

An antidote to languishing

So what can we do about it? A concept called "flow" may be an antidote to languishing. Flow is that elusive state of [absorption](#) in a meaningful challenge or a momentary bond, where your sense of time, place and self melts away. During the early days of the pandemic, the best predictor of well-being wasn't optimism or mindfulness — it was [flow](#). People who became more immersed in their projects managed to avoid languishing and maintained their prepandemic happiness.

An early-morning word game catapults me into [flow](#). A late-night Netflix binge sometimes does the trick too — it transports you into a story where you feel attached to the characters and concerned for their welfare.

While finding new challenges, enjoyable experiences and meaningful work are all possible remedies to languishing, it's hard to find flow when you can't focus. This was a [problem](#) long before the pandemic, when people were habitually [checking email 74 times a day](#) and switching tasks every 10 minutes. In the past year, many of us also have been struggling with interruptions from kids around the house, colleagues around the world, and bosses around the clock. Meh.

Fragmented attention is an enemy of engagement and excellence. In a group of 100 people, only two or three will even be [capable](#) of driving and memorizing information at the same time without their performance

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?

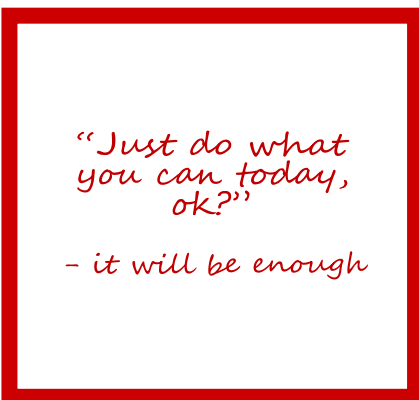
Let us know!

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



Upcoming Important Dates

5/31	Memorial Day — Offices Closed
6/15-6/18	OSUAP Virtual Conference (Registration link on Page 2)
7/5	Independence Day (Observed) — Offices Closed
8/8	Summer Commencement

(THERE'S A NAME FOR THE BLAH YOU'RE FEELING Continued from page 3)

suffering on one or both tasks. Computers may be made for parallel processing, but humans are better off serial processing.

Give yourself some uninterrupted time

That means we need to set boundaries. Years ago, a Fortune 500 software company in India [tested](#) a simple policy: no interruptions Tuesday, Thursday and Friday before noon. When engineers managed the boundary themselves, 47 percent had above-average productivity. But when the company set quiet time as official policy, 65 percent achieved above-average productivity. Getting more done wasn't just good for performance at work: We now know that the most important factor in daily joy and motivation is a [sense of progress](#).

I don't think there's anything magical about Tuesday, Thursday and Friday before noon. The lesson of this simple idea is to treat uninterrupted blocks of time as treasures to guard. It clears out constant distractions and gives us the freedom to focus. We can find solace in experiences that capture our full attention.

Focus on a small goal

The pandemic was a big loss. To transcend languishing, try starting with [small wins](#), like the

tiny triumph of figuring out a whodunit or the rush of playing a seven-letter word. One of the clearest paths to flow is a [just-manageable difficulty](#): a challenge that stretches your skills and heightens your resolve. That means carving out daily time to focus on a challenge that matters to you — an interesting project, a worthwhile goal, a meaningful conversation. Sometimes it's a small step toward rediscovering some of the energy and enthusiasm that you've missed during all these months.

Languishing is not merely in our heads — it's in our circumstances. You can't heal a sick culture with personal bandages. We still live in a world that normalizes physical health challenges but stigmatizes mental health challenges. As we head into a new post-pandemic reality, it's time to rethink our understanding of mental health and well-being. "Not depressed" doesn't mean you're not struggling. "Not burned out" doesn't mean you're fired up. By acknowledging that so many of us are languishing, we can start giving voice to quiet despair and lighting a path out of the void.

By Adam Grant, an organizational psychologist at Wharton, the author of ["Think Again: The Power of Knowing What You Don't Know"](#) and the host of the TED podcast [WorkLife](#). Originally appeared in [The New York Times](#).

(9 TIPS TO INCREASE YOUR MENTAL ENERGY Continued from page 1)

4. Take breaks throughout the day from using technology and do something that stimulates your creativity.
5. When you go on vacation, go on vacation!
6. Dismiss feeling guilty when you cannot respond to every e-mail in one day.
7. Be selective and use your brain; remember ... you are not a robot.
8. When attending a workshop or conference, stay focused on the speaker. Resist reading e-mails, IM, or listening to voice mails.
9. Limit the time you spend on your computer in the evening.

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.

Joan has authored four groundbreaking books for administrative professionals including the Amazon Best Seller *Who Took My Pen ... Again? Secrets from Dynamic Executive Assistants*. Her administrative-career "bibles" entitled *Become an Inner Circle Assistant* and *Underneath It All* continue to be favorites among executive and administrative assistants worldwide. She is a member of the American Society for Training & Development, National Speakers Association Las Vegas Chapter, Society for Human Resource Management, Vistage International, and Las Vegas Chamber of Commerce.

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

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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