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UNOPA Press

Montly NewsLetter

unopa.unl.edu

Upcoming Events

- NAEOP Virtual Book Club**
 November 2, 2023 | 6:00pm
 Zoom (Must be member to attend)
- NAEOP Virtual Summit**
 November 8, 2023 | 11am-2:30pm
 Zoom (Registration required)
 Contact staff@naeop.org for link
- Guest Speaker: President's Charity The Arc of Lincoln - Jennifer Meints President of the Board**
 November 14, 2023 | 12-1:30pm
 Heritage Room City Campus Union
- NAEOP: Microsoft Word Tips & Tricks**
 November 16, 2023 | 2:00pm
 Zoom (Must be member to attend)
- NAEOP Virtual Book Club**
 November 16, 2023 | 6:00pm
 Zoom (Must be member to attend)
- Holiday Celebration**
 December 12, 2023 | 12-1:30pm
 Great Plains East Campus Union
- NAEOP Virtual Book Club**
 December 7, 2023 | 6:00pm
 Zoom (Must be member to attend)
- Guest Speaker: Effective Communication: Email, Nonverbal and Verbal - Kyla Gorji from EAP**
 January 17, 2024 | 11:45-1pm
 Arbor Suite East Campus Union
- NAEOP Annual Conference**
 July 14-17, 2024
 Doubletree Downtown
 Little Rock, Arkansas



Letter from the President

Christina Franklin

Hello UNOPA Members!

What a busy and productive month we've had in UNOPA! As many of you remember, the UNOPA board spent the summer looking at and updating our Bylaws, Standing Rules and Standing Committees. I am happy to inform you all that the membership has voted to accept those changes. I feel confident that we can say our Bylaws now accurately reflect what our association is doing.

adding boundaries where we need them. I know it really challenged me to "own my 'no,' so I can say my best 'yes!'"

Better Together!
Christina

Many of us attended the workshop "You DA Bomb" presented by Dr. Becky Haddad. It was a great discussion as we were given tools to start

You Da Bomb!

“Boss of my Boundaries” Guest Speaker Dr. Becky Haddad

On October 19, 2023, UNOPA welcomed Dr. Becky Haddad with the Department of Leadership, Education, and Communication.

She presented to our group about Setting boundaries and how to be self-aware of what our own boundaries are.. It was a great experience to start thinking about how to set boundaries and what to think about when setting them. We enjoyed the presentation and learning to put a positive spin on saying no.

Dr. Haddad reached out to President Christina Franklin after the presentation to thank UNOPA for the opportunity. Here is what

she said:

“Thank you so much for the opportunity to join UNOPA today. I was so impressed with the culture you've created among that group and how quickly everyone was willing to share their boundary struggles. I hope today started the conversation in a productive direction and supports UNOPA members in their boundary ownership moving forward. If there are ways I can continue to provide support in this area, please let me know. Thanks again for the opportunity to spend time with you today!”

I am the
BOSS OF MY BOUNDARIES **BOMB**

GUEST SPEAKER:
DR. BECKY HADDAD
YOU DA BOMB: BOSS OF MY BOUNDARIES

SAYING “NO” IS HARD, WE GET IT. BUT IT’S ALSO ESSENTIAL FOR BUILDING A CAREER (AND LIFE) THAT IS MEANINGFUL AND DOESN’T LEAVE YOU FEELING OVEREXTENDED, EXHAUSTED, SHAMEFUL, OR RESENTFUL AT THE END OF THE DAY. IN THIS INTRODUCTORY WORKSHOP, WE’LL TALK ABOUT WHAT BOUNDARIES ARE, WHAT IT FEELS LIKE WHEN THEY HAVE BEEN GROSSED OR IGNORED, AND WHAT WE CAN DO TO RECLAIM THEM.

BRING YOUR OWN LUNCH
-FREE FOR UNOPA MEMBERS
-NON-MEMBERS \$5.00 (PAY AT THE DOOR, PLEASE BRING EXACT AMOUNT)

REGISTER HERE



OCTOBER 19TH
11:30AM-1:30PM
EAST UNION-ARBOR
SUITE



How a Growth Mindset Fuels Administrative Excellence

Are you looking for a simple secret to success as an administrative professional? It's not a magic spell or potion but rather the power of a growth mindset. A growth mindset is an attitude that one's capabilities and potential are not fixed but can be developed through effort, learning, and persistence.

Let's explore how having a growth mindset fuels administrative excellence and dive into how you can develop a growth mindset vs. a fixed mindset!

The Importance of a Growth Mindset

In the fast-paced and ever-changing world of administrative work, a growth mindset is critical for lasting success. With a growth mindset, admins are open to new opportunities and can adapt to the demands of their roles. As the saying goes, “The only limit to our realization of tomorrow will be our doubts of today.”

A growth mindset is important for administrative professionals. In fact, it can unlock your true potential and help you to advance in your career more quickly.

Why Is a Growth Mindset Essential for Admins?

A growth mindset is useful and essential for all professionals, but it is especially important for administrative professionals. As an administrative professional, you are the eyes and ears of your organization. Supporting your team or executive to the best of your ability requires big-picture thinking. Additionally, it requires flexibility, a desire to grow and learn, and a hunger for more.

An administrative professional with a growth mindset is truly invaluable to their organization. Not only will you grow to new levels in your

career, but you will be better positioned to help those you support to do the same.

Growth Mindset vs Fixed Mindset

So, what is a growth mindset? People with a growth mindset believe that their success can be improved with time and effort. Additionally, people with a growth mindset understand how their intelligence and skills can be improved with persistence, effort, and hard work.

Opposite of the growth mindset, people with a fixed mindset believe that their intelligence, skills, and workplace qualities are fixed traits. Rather than spending time developing and growing their talents, they instead document and flaunt the talents they already possess.

An administrative professional operating with a fixed mindset believes that their skills and abilities are predetermined. They put in little effort to improve their skills as they believe they “are how they are,” full stop.

Alternatively, an administrative professional with a growth mindset will welcome feedback and learn from it. Additionally, they embrace challenges and continuously work to improve themselves and their workplace skills. Learning and taking on new challenges are welcomed by professionals with a growth mindset.

Tips for Developing a Growth Mindset

A growth mindset is characterized by several key qualities.

Firstly, individuals with a growth mindset embrace challenges as opportunities for growth and learning rather than avoiding them out of fear of failure. They see effort and hard work as essential for improvement. Moreover, those with a growth mindset are open to feedback and criticism, as they see it as a chance to gain

insight and make adjustments.

Developing a growth mindset as an administrative professional is essential for personal and professional growth. Here are some tips to help you cultivate a growth mindset:

- Embrace challenges and view them as opportunities for growth and learning
- Emphasize effort and hard work, understanding that mastery takes time and dedication
- Be open to feedback and criticism, seeing it as a chance to gain insight and improve
- Surround yourself with growth mindset quotes and success stories for motivation
- Draw inspiration from growth mindset quotes and success stories

These characteristics combine to create a mindset that is adaptable, resilient, and constantly evolving. Remember, developing a growth mindset is a journey. However, with persistence and the right mindset, you can unlock your true potential and excel in your administrative role.

For more helpful resources and education on how to succeed in your administrative career, look to ASAP. Our articles, webinars, and in-person events are built to support your journey to career success.

ASAP membership is completely free!

Source:
<https://www.asaporg.com/>

Maximizing Productivity: How to Conquer Workplace Disruptions

Picture it: You are sitting at your desk in the office, deeply engrossed in a task, when a colleague appears at your door who has a “quick question.” Twenty minutes later, a barrage of emails overflows your inbox, and the constant ping of notifications on your computer becomes maddening.

Workplace disruptions have become increasingly problematic, depleting our energy and sapping our productivity, creativity, and overall job satisfaction. The burning need to conquer these disruptions and reignite productivity is universal.

The Cost of Disruptions

Disruptions in the workplace are more than just an annoyance. They come with a high cost, both individually and collectively.

Decreased Productivity: According to a study at the University of California, Irvine, it takes 23 minutes and 15 seconds to regain full focus after an interruption. Now multiply that by the number of times you get interrupted daily.

Reduced Quality of Work: Our work must be completed at the end of the day. The constant interruptions cause us to rush through our endless tasks. Frequent disruptions can lead to errors and decreased quality of work. Over time, there can be long-lasting consequences on your reputation and career.

Stress and Burnout: Studies have shown that constant interruptions contribute to higher stress levels and burnout, negatively impacting mental and physical health.

Undermined Creativity: Creative thinking often requires uninterrupted time for deep concentration. Disruptions can stifle innovation and problem-solving.

The Psychology Behind Disruptions

Understanding why we are so susceptible to disruptions is crucial to finding effective solutions. Our brain is wired to pay attention to novel or potentially relevant information. This survival mechanism helped our ancestors detect threats, but it can lead to information overload and constant distraction in today's information age.

After the last few years of being holed up in our homes, our desire for social interaction and the fear of missing out (FOMO) are rising. Therefore, we are tempted to check emails, messages, and social media constantly. These factors, workplace culture, and technology create the perfect storm for disruptions.

Strategies to Overcome Disruptions

Prioritize Tasks: If everything is a priority, then nothing is a priority. Start your day by identifying your most important tasks and, where possible, leverage the best times you can focus. If you are a morning person, don't leave deep focus tasks until the end of the day, when it will take you



twice as long to get the work done.

Set Boundaries: Establish clear boundaries with your colleagues. Let them know when you are available for non-urgent discussions and when you need uninterrupted time. Consider hanging a “do not disturb” sign on your door when you wish to concentrate.

Technology Management: Do you need to be notified whenever an email is dropped in your inbox or when someone engages with your social media post? Turn off nonessential notifications on your devices, and consider using the “focus” button on your computer.

Design a Distraction-Free Workspace: Create a workspace that minimizes distractions. A clutter-free, organized environment can help you stay focused. Not every Post-it note, paperclip, and pen needs to be on your desk. Focus on a clean surface.

Batch Communication: Rather than respond to messages and emails as they are received, set specific times to check and respond to them. This strategy prevents constant interruption and

increases efficiency. Consider doing this during the hours when you are a bit more sluggish. You don't need to waste your deep-focus hours on passive tasks that require less concentration.

Collaboration and Meetings: If a meeting offers only updates, make it an email. If it is to strategize, invite the appropriate people and keep the meeting short and focused.

Reignite Your Productivity Flame

In our fast-paced, technology-driven world, overcoming workplace disruptions has become necessary for personal and professional success. By understanding the psychological underpinnings of distractions and implementing practical strategies, you can drastically improve your productivity.

Remember, it's not about completely eliminating disruptions but managing them effectively to reclaim your time and focus. As you implement these strategies, you'll find yourself more engaged, creative, and satisfied in your work, ultimately igniting your productivity.

Source: <https://www.psychologytoday.com/>

Get to Know UNOPA

Jaime Long

How long have you been with the University of Nebraska-Lincoln? What have your roles been?

I just celebrated my 15th anniversary at UNL in October. I started out in the Business Services Complex serving as an Accounting Clerk with the NCard Program for 7 years. From there, I joined the State Museum as an Accounting Clerk. I enjoyed 4 years at the Museum. After leaving the Museum, I joined the College of Arts & Sciences where I started out as a Financial Specialist, moved to a Budget/Financial Analyst, and recently became the Business Manager of the Pound Business Cooperative.

How long have you been a member of UNOPA?

Martha Young invited me to a UNOPA meeting the month after I started at the University and I have been a member ever since.

What about UNOPA appeals to you?

I love the amazing connections I have made through UNOPA. To say I am very passionate about the networking UNOPA provides is a gross understatement. I can't tell you how these connections have helped me in so many capacities throughout the years. I look forward to seeing the opportunities that are yet to come.

Are you a member of NEOPA or NAEOP?

I am not a member of NEOPA or NAEOP and honestly couldn't tell you why.

Do you have any career goals?

I just recently hit my ultimate career goal of becoming a Business Manager of a business center. I thought it would be a good 5 more years before this opportunity would come around but fate (or something) had



other plans for me. It has been a wild ride, but I like a good challenge (ask me this again sometime!)

What does your life outside of work look like?

Life outside of work revolves around being a taxi driver for my 15-year old very social son, Zhane (secretly, I like it but I don't let him know that). My husband Mark and I love cheering on Z at his basketball and baseball games. We love to try new breweries and just hanging out. I love having girl time with my two fur babies, Stella and Diesel whether that is taking long walks or just snuggling up in bed.

Members

BOARD MEMBERS

President : Christina Franklin
President Elect : Jennifer Greenlee
Treasurer : Breana Garretson
Recording Secretary : Beth Zager
Past President :
Corresponding Secretary : Jodie Barnes
Website manager : Mirhuanda Meeks
Membership Coordinator : Kaelie Kellner

COMMITTEE CHAIRS

Awards : Sarah Giles
Elections : Vacant
Professional Standards
Program - PSP : Debbie Hendricks
UNOPA Newsletter : Laura Buis
Ways & Means : Tricia Liedle
Planning : Jaimie Long

Mission

Education is the birthright of every person.

We as members of the University of Nebraska Office Professionals Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community.

The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals with the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.

We invite all office support staff at UNL to attend one of our meetings and get enthused about this special organization. We hope you find exciting opportunities and events within UNOPA.