

GET YOURSELF MOVING TO GET THINGS DONE

*Article Copied from the
ASAP Website*

If you're like most admins and assistants, you have comprehensive schedules and lengthy "to do" lists. We're really good at listing what needs to be done, so why is it that we sometimes have trouble getting motivated to act? Before we explore how to overcome inertia, avoidance and procrastination, let's address a few surprising misconceptions about getting motivated.

First, it is generally thought that the most productive people are those who get started on projects or tasks right away and finish early. However, some people are deadline driven, not task driven, and can be just as productive—sometimes with higher quality results. Second, we often hear from experts that we should strive for a positive attitude. While it is true that optimism can help us get more done, it is also true that negative emotions can motivate us. All of our feelings have a strong impact on our ability to get things done. We think when we plan but feelings motivate us to act.

Mary Lamia, Ph.D., a clinical psychologist, a professor at the Wright Institute at Berkeley, and the author of *What Motivates Getting Things Done: Procrastination, Emotions, and Success* explores both these ideas in her book.

Task Versus Deadline Motivations

Task-driven people are motivated to get tasks off their plate; deadline-driven people feel extra planning and exploration create better results and are motivated by deadlines. We are talking here about procrastinators who nevertheless DO bring projects and tasks in on time. Lamia doesn't see either approach as better than the other; the goal is to use your style to its best effect.

However, colleagues with these different motivational styles can encounter challenges when working together and clash based on *when* something gets done. Task-driven people often don't trust a deadline-driven coworker to complete something or to do a good job when the deadline is upon them. On the other hand, task-driven people can submit work that needs further revision. (They are motivated to get something off their plate as soon as possible.) Task-driven people may assume their deadline-driven partners will forget to do something and so they issue reminders or, resentfully, do it themselves. A deadline-driven partner is likely to be offended by constant reminders since he or she usually knows what must be done and how long it will take. In close working relationships, it is important to recognize the impact of each other's style and be upfront about differences.

Negative Emotions as a Motivator

There is no doubt that optimism can help us succeed because either we anticipate feeling proud or satisfied or because we are excited by the task. But it is also true that many people are motivated to avoid or relieve emotions like worry, anxiety, shame or stress. While the fear of failure may paralyze some, many successful people use negative emotions as fuel to get the job done.

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A Word from our President

HAPPY NEW YEAR!

I want to welcome everyone to the 4th year of Office Professionals of Tennessee.

We had an AWESOME Annual Meeting the weekend of October 12th & 13th in Murfreesboro. Our speaker was Dr. William Carmichael (who is none other than Judy Carmichael's husband), who spoke on "Employees & Ethics: When is doing the Right Thing, The Right Thing?" and "Using the Basics of Public Speaking to your Advantage in the Workplace." Both sessions were very informative and provided 4 Recertification points.

We had a fantastic open house on Friday night. Thanks to Danette Higdon for putting together "Sports Frenzy" for everyone to participate in. Fun was had by all!



www.thelearninginfo.com

I want to give a big huge "THANK YOU" to Judy Carmichael for being our Annual Meeting Chair. She did a wonderful job!

We are starting to plan for our Spring Seminar and our Annual Meeting. If anyone has any suggestions as to speakers, accommodations, or any other aspect of these meetings, please feel free to let me know. We are always looking for suggestions.

Please continue to visit our website www.optoftennessee.org as we try to provide updates there on a current basis.

Please feel free to reach out to any of the board members for anything you need. We are always willing to help in any way.

Theresa

Theresa Gervin, President



CONGRATULATIONS!!!

I have no submissions for this section.



AND NOW YOU KNOW

If you attempt to rob a bank you won't have any trouble with rent/food bills for the next 10 years, whether or not you are successful.

What if my dog only brings back my ball because he thinks I like throwing it?

If poison expires, is it more poisonous or is it no longer poisonous?

Which letter is silent in the word "Scent," the S or the C?

The letter W, in English, is called double U. Shouldn't it be called double V?

Maybe oxygen is slowly killing you and it just takes 75-100 years to fully work.

100 years ago everyone owned a horse and only the rich had cars. Today everyone has cars and only the rich own horses.

Your future self is watching you right now through memories.

Many animals probably need glasses, but nobody knows it.

RECOMMENDED EARTHQUAKE SAFETY ACTIONS

With all the recent earthquakes taking place, I thought it might be prudent to share this with everyone.

Federal, State, and local emergency management experts and other official preparedness organizations all agree that "**Drop, Cover, and Hold On**" is the appropriate action to reduce injury and death during earthquakes. Great ShakeOut Earthquake Drills (www.ShakeOut.org) are opportunities to practice how to protect ourselves during earthquakes.

You cannot tell from the initial shaking if an earthquake will suddenly become intense...so always Drop, Cover, and Hold On immediately!

In MOST situations, you will reduce your chance of injury if you:

DROP where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby. **COVER** your head and neck with one arm and hand

- If a sturdy table or desk is nearby, crawl underneath it for shelter
- If no shelter is nearby, crawl next to an interior wall (away from windows)
- Stay on your knees; bend over to protect vital organs

HOLD ON until the shaking stops.

- Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts
- No shelter: hold on to your head and neck with both arms and hands.

If there is no table or desk near you, drop to the ground and then if possible move to an inside corner of the room. Be in a crawling position to protect your vital organs and be ready to move if necessary, and cover your head and neck with your hands and arms.

Do not move to another location or outside. Earthquakes occur without any warning and may be so violent that you cannot run or crawl. You are more likely to be injured if you try to move around during strong shaking. Also, you will never know if the initial jolt will turn out to be start of the big one...and that's why you should always Drop, Cover, and Hold On immediately!

These are guidelines for most situations. Read below to learn how to protect yourself in other situations and locations, or visit www.earthquakecountry.org/step5.



Indoors: Drop, Cover, and Hold On. Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances, and kitchen cabinets with heavy objects or glass. However, do not try to move more than 5-7 feet before getting on the ground. Do not go outside during shaking! The area near the exterior walls of a building is the most dangerous place to be. Windows, facades and architectural details are often the first parts of the building to break away. If seated and unable to drop to the floor: bend forward, Cover your head with your arms, and Hold On to your neck with both hands.

In a wheelchair: Lock your wheels and remain seated until the shaking stops. Always protect your head and neck with your arms, a pillow, a book, or whatever is available. See EarthquakeCountry.org/disability for recommendations for people who use wheelchairs, walkers, or are unable to drop to the ground and get up again without assistance.

In bed: Do not get out of bed. Lie face down to protect vital organs, and Cover your head and neck with a pillow, keeping your arms as close to your head as possible, while you Hold On to your head and neck with both hands until shaking stops. You are less likely to be injured by fallen and broken objects by staying where you are.

In a high-rise: Drop, Cover, and Hold On. Avoid windows and other hazards. Do not use elevators. Do not be surprised if sprinkler systems or fire alarms activate.

In a classroom: Drop, Cover, and Hold On. Laboratories or other settings may require special considerations to ensure safety. Students should also be taught what to do at home or other locations.

In a stadium or theater: Drop to the ground in front of your seat or lean over as much as possible, then Cover your head with your arms (as best as possible), and Hold On to your neck with both hands until shaking stops. Then walk out slowly, watching for anything that could fall during aftershocks.

MYTH – Head for the Doorway:

An enduring earthquake image of California is a collapsed adobe home with the doorframe as the only standing part. From this came our belief that a doorway is the safest place to be during an earthquake. We now understand that doorways are no stronger than any other part of the house, and do not provide protection from falling or flying objects. You are safer under a table.

In a store: Drop, Cover, and Hold On. Getting next to a shopping cart, beneath clothing racks, or within the first level of warehouse racks may provide extra protection.

Outdoors: Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards. Then Drop, Cover, and Hold On. This protects you from any objects that may be thrown from the side, even if nothing is directly above you.

Driving: Pull over to the side of the road, stop, and set the parking brake. Avoid overpasses, bridges, power lines, signs and other hazards. Stay inside the vehicle until the shaking stops, then proceed carefully by avoiding fallen debris, cracked or shifted pavement, and emergency vehicles. If a power line falls on the car, stay inside until a trained person removes the wire.

Near the shore: Follow instructions above for your particular location. Then as soon as shaking reduces such that you are able to stand, walk quickly to high ground or inland as a tsunami may arrive soon. Don't wait for officials to issue a warning. Walk, rather than drive, to avoid traffic, debris, and other hazards.

Below a dam: Follow instructions above for your particular location. Dams can fail during a major earthquake. Catastrophic failure is unlikely, but if you live downstream from a dam, you should know flood-zone information and have prepared an evacuation plan for getting to high ground.

More information: <http://www.shakeout.org/dropcoverholdon>
[Earthquake Safety Video Series](#) (Great ShakeOut YouTube Channel)

Recommended Earthquake Safety Actions © 11/4/2016 Earthquake Country Alliance



BEEF JERKY (Keto-fied! Comfort foods made low carb.)

Ingredients: 2 lbs. thinly sliced stew meat

Marinade: 1/3 cup red wine	1/3 cup soy sauce	1 tbsp. worcestershire
2 tbsp. maple syrup	2 tsp. black pepper	1 tsp. liquid smoke
1 tsp. red pepper flakes	1 tsp. onion powder	1 tsp. garlic powder

TIP: the leaner the cut of meat, the more similar to jerky it comes out like.

Note: Not all the marinade gets used when cooking the meat.

Preparation: Combine all ingredients in a plastic bag and refrigerate for 16 to 24 hours. Preheat oven to 170 degrees F. Line a baking sheet with foil and place a cooling rack on top of it. Dry off the beef from the marinade and let it sit out for 10 to 20 minutes. Place the beef on top of the rack, in a single layer, making sure no pieces overlap. Bake for 8 hours, until beef is dried out, but not overly dry.

Nutrition Information	Calories	Fats (g)	Carbs (g)	Fiber (g)	Net Carbs (g)	Protein (g)
2 lbs. Thinly Sliced Stew Meat	1160	41	0	0	0	198
1/3 cup Soy Sauce	53	0	0	0	0	11
1/3 cup Red Wine	67	0	2	0	2	0
1 tbsp. Worcestershire	15	0	3	0	3	0
2 tbsp. Maple Syrup	25	2.7	0	0	0	0
2 tsp. Black Pepper	4	0	0	0	0	0
1 tsp. Liquid Smoke	0	0	0	0	0	0
1 tsp. Red Pepper Flakes	24	0	0	0	0	0
1 tsp. Onion Powder	8	0	2	0	2	0
1 tsp. Garlic Powder	9	0	2	0	2	1
Totals	1365	43.7	9	0	9	210

M E M B E R S C O R N E R



Our deepest sympathy to Shelby Mann on the loss of her brother, Willie Ryan. He crossed over into eternity on Friday, January 11, after a long illness. If you would like to send her a card, her address is: 1055 Sha Dawn Road, Joelton, TN. 37080



Kit McCrary says thank you all for the well wishes and prayers regarding her knee surgery. She is doing well.



From Susan Roberts: Surgery on October 29, 2018, went well. It has been a very slow recovery process, but I have seen small improvements and less pain daily. Have been going to physical therapy three times a week and exercising at home. Graduated from a walker to a cane Christmas week with family cheering me on. I have been back to work full time since the end of November.



Are you chartering a new chapter? What's going on in your chapter? Are you hosting any educational/charitable events? Holding a membership drive?

We want news—the good, the bad, and even the ugly! Have a prayer request to share? Have you found a great article that you would like to share? Anything you want to brag/gripe about? (Please, no political issues. We get enough of that on the news!) Have you taken a great vacation you would like to share? You can even send me your favorite recipe!

This is your page! Please let me know what's going on so we can share it with everyone. Otherwise, you'll just have to keep reading about my news. I have three wonderful grandsons that I love to brag about.

Get Yourself Moving Cont'd:

It is common to consciously or subconsciously fear that we will not perform well—that we will be embarrassed. This worry and anxiety create stress immediately for those who are task-driven, and is in the back of the minds of deadline-driven people until they were motivated by a deadline. Worry and anxiety are most often discussed by productivity experts as emotions that cloud the thinking and get in the way. However, in her book, Mary Lamia takes the position that they can focus your attention and energize you. The key is to recognize your emotions and use them as fuel to perform.

So, how do we sidestep avoidance and procrastination? How do we harness our stress? Read on.

The #1 Tool Successful People Use to Make Things Happen

Some people can apply their skills get things done, and others struggle. Having clear priorities is the foundation of success. The most productive people have a clear sense of which tasks and projects are the most important. You cannot just collect a list of what needs to be done; you must put those items in the order of greatest importance and work to the priorities every day.

The ability to establish *and communicate* priorities is as important for highly productive teams as it is for individuals. Confusion about what the goals and priority tasks are or which actions come first is the root of most team miscommunication when working on projects. It is critical that all team members share a common understanding of goals and priorities.

18 Actions to Help You Get Going

1. Focus on starting not on finishing. Beginning something can be half the distance to completion. Take the first step or commit to a certain amount of time on a task. Once you take action, your motivation usually kicks in.
2. Break it down. A big project will seem less overwhelming if you take it in steps—and even identify pieces that can be done in 20-minute chunks.
3. Give progress its due. Progress is a powerful motivator—celebrate your successes and give as much thought to your progress as you would to setbacks.
4. End the day with a clean and organized workspace.
5. Ask for a deadline when asked to take something on with no end date.
6. Shake it off. Schedule frequent, brief breaks...get up, stretch and walk around. Complete a different 5-minute task.
7. Use a weekly prioritized to-do list as the basis for your daily to-do list.
8. Ditch the cat videos. And, batch your email responses. We all know what a time suck social media and emails can be.
9. Challenge yourself to get something done within a certain amount of time. Create a time crunch by interjecting other tasks that you also want to get done within a certain time frame.
10. Incentivize yourself to take action by telling others what you intend to do and by when.
11. Surround yourself with motivated, successful and productive colleagues. Who you interact with can impact who you are at work.
12. You are the most important tool—keep yourself sharp. Remember that sleep is a priority as well—don't use "getting things done" as an excuse not to sleep enough, exercise enough or eat healthily.
13. Push aside thoughts of trying to extend a deadline or withdraw from a project.
14. When stress or worry emerge, view the emotions as a tool for focus and a sign of energy coming your way. If you find yourself feeling negative about your work situation, put those aside and promise yourself to think about it once the task is complete.
15. Reward yourself. Consider what the rewards of a job well done will be. Those rewards can be up to 75% of our motivation. Go further and build in small rewards for completing steps along the way.
16. Are you a perfectionist? Let it go. Perfectionism breeds procrastination. Focus on getting a draft done; then, go back and edit/revise.

17. Monitor your self-talk. Switch thoughts about what you must/should/have to do. Replace those with thoughts about what you choose to/want to/will do.
18. Find a few quotes or pictures that help you stay motivated and focused. Keep them in your line of sight.



Employment outlook across job families jobs change in thousands, 2015-2020



Across major economies - see report for full list.
Source: Future of Jobs Report, World Economic Forum



OFFICE PROFESSIONALS OF TENNESSEE

MEMBERSHIP APPLICATION/RENEWAL FORM

Last Name _____ First Name _____ M.I. _____

Job Title _____

Employer _____

Preferred Mailing Address _____

City _____ State _____ Zip Code _____

Phone No. _____ (W) _____ (H) _____ (C)

Email _____ (W) _____ (H)

Recruited By _____ Date _____

Membership Fee: \$25.00

Donation: \$ _____

Method of Payment:

To pay with PayPal go to:

WWW.OPTOFTENNESSEE.ORG
and click on the Events Tab

Cash \$ _____

Check \$ _____

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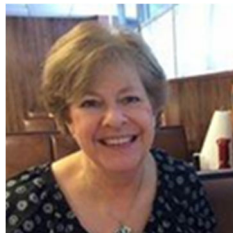
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WINDOWS 2010 KEYBOARD SHORTCUTS

Windows logo key	Open or close the Start menu.
Windows logo key + D	Display the desktop.
Windows logo key + M	Minimize all windows.
Windows logo key + Shift + M	Restore minimized windows to the desktop.
Windows logo key + E	Open Computer.
Windows logo key + L	Lock your computer or switch users.
Windows logo key + R	Open the Run dialog box.
Windows logo key + T	Cycle through programs on the taskbar.
Windows logo key + Spacebar	Preview the desktop.
Windows logo key + Up Arrow	Maximize the window.
Windows logo key + Left Arrow	Maximize the window to the left side of the screen.
Windows logo key + Right Arrow	Maximize the window to the right side of the screen.
Windows logo key + Down Arrow	Minimize the window.
Windows logo key + Home	Minimize all but the active window.
Windows logo key + Shift + Up Arrow	Stretch the window to the top and bottom of the screen.



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