Many Thanks to the Georgia Center Staff and the Administrative Professionals Day Conference Advisory Committee 2020

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Member Since</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamie Adair</td>
<td>Center for Teaching and Learning</td>
<td>2020</td>
</tr>
<tr>
<td>Stephanie Bales</td>
<td>Carl Vinson Institute of Government, UGA</td>
<td>2019</td>
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<tr>
<td>Arlecia Battle</td>
<td>Clayton County Public Schools</td>
<td>2020</td>
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<tr>
<td>Jessica Bentley</td>
<td>Transportation and Parking Services</td>
<td>2020</td>
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<tr>
<td>Rena Blackstock</td>
<td>Gwinnett County Fire &amp; Emergency Services</td>
<td>2012</td>
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<tr>
<td>Sherry Boatfield</td>
<td>Office of Global Engagement, University of North Georgia</td>
<td>2019</td>
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<tr>
<td>Courtney Brown</td>
<td>Department of Water Resources, Gwinnett County Gov't.</td>
<td>2019</td>
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<tr>
<td>Quandra Collins</td>
<td>Georgia Department of Early Care and Learning</td>
<td>2019</td>
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<tr>
<td>Tonya C. Cox</td>
<td>Department of Marketing, Terry College of Business</td>
<td>2020</td>
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<td>Donna Doolittle</td>
<td>Recreational Sports, UGA</td>
<td>2019</td>
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<td>Karon Edge-Fitzpatrick</td>
<td>Georgia State University – PC</td>
<td>2020</td>
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<tr>
<td>Dawn Gadar</td>
<td>Georgia Gwinnett College, Office of the President</td>
<td>2020</td>
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<tr>
<td>Cheryl Gantt</td>
<td>Religion Dept. and Institute of Native American Studies, UGA</td>
<td>2018</td>
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<tr>
<td>Mandy Garrett</td>
<td>College of Veterinary Medicine, UGA</td>
<td>2018</td>
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<tr>
<td>Emma Gile</td>
<td>Enterprise Information Technology Systems, UGA</td>
<td>2018</td>
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<tr>
<td>Nancy Goodloe</td>
<td>School of Arts &amp; Sciences, Gordon State College</td>
<td>2019</td>
</tr>
<tr>
<td>Wanda Griffeth</td>
<td>Records Division, UGA Police Department</td>
<td>2016</td>
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<tr>
<td>Sara Hanson</td>
<td>Facilities Management Division, UGA</td>
<td>2017</td>
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<tr>
<td>Demetria Johnson</td>
<td>Gwinnett County Fire Department</td>
<td>2020</td>
</tr>
<tr>
<td>Stacey Johnson</td>
<td>UGA Small Business Development Center</td>
<td>2019</td>
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<tr>
<td>Jody Jones</td>
<td>Gwinnett County Sheriff’s Office</td>
<td>2013</td>
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<tr>
<td>Jana McGee</td>
<td>Georgia Museum of Art, UGA</td>
<td>2019</td>
</tr>
</tbody>
</table>
Jennifer Mobley Business Services, UGA 2019
Yaminah Moses-Daniel UGA Housing 2020
Darlene O’Baner School of Nursing & Health Sciences, Gordon State College 2019
Sherry Parker Dept. of Psychological Science, University of North Georgia 2019
Charlotte Parramore Clayton County Public Schools 2020
Buffie Phagan Hall County EMS, Hall County Fire Services 2019
Sara Pilgrim Gwinnett County Government 2020
Kim Rapien Gwinnett County Sheriff’s Office 2020
Zu Reuter Dept. of Lifelong Education, Administration, & Policy, UGA 2014
Michelle Scott Warnell School of Forestry and Natural Resources 2020
Melissa Shank Habersham County Board of Commissioners 2020
Tamara Solomon Board of Regents of University System of Georgia 2018
Szilvia Somodi Law Library, School of Law, UGA 2018
Joan Sutherland UGA Cooperative Extension, Gordon County Extension/4H 2016
Martina Tryman Carl Vincent Institute of Government, UGA 2016
Ernesta White UGA, Housing Assignments 2020
Katrina White-Johnson Department of Housing for Residence Life, Georgia Tech 2019
Renae Woods UGA, College of Agricultural and Environmental Sciences 2020
Cora Wright Athens–Clarke County Government (retired) 2020
Suzanne Beckham UGA CE
Maci Foster UGA CE
Amanda Linzy UGA CE
PRE-CONFERENCE WORKSHOP  
10:00 a.m. – 12:00 p.m. AND 1:00 p.m. – 3:00 p.m.  
Excelling @ Excel: Beyond the Basics — Data Management, Manipulations, and Analysis  
Greg Creech, MCAS-I, CompTIA CTT+, Techedutainment Services, Inc.

8:30 a.m. – 10:00 a.m. OPENING SESSION  
Keynote Presentation: How to Reach Your True Potential as a Professional  
Earl Suttle, PhD., Motivational Speaker and Business Consultant  
Leadership Success International, LLC

BREAKOUT SESSIONS  
10:30 a.m. – 12:30 p.m. Excelling @ Excel: The FUNdamentals  
Greg Creech, MCAS-I, CompTIA CTT+, Techedutainment Services, Inc.

1:00 p.m. – 3:00 p.m. Excelling @ Excel: The FUNdamentals (repeated)  
Greg Creech, MCAS-I, CompTIA CTT+, Techedutainment Services, Inc.

The Administrative Professional Career Plan  
Dr. Marian Higgins, Clinical Assistant Professor, Counseling and Human Development Services Dept, UGA

3:30 p.m. – 4:30 p.m. ONLINE BINGO

5:00 p.m. – 7:00 p.m. Managing Upward  
Judy James, Educator and Motivator

Embracing Your Best Self  
Gail Stowers, Founder, Quantum Success Consultancy

The Administrative Professional Career Plan (repeated)  
Dr. Marian Higgins, Clinical Assistant Professor, Counseling and Human Development Services Dept, UGA

Great Networking Opportunities: The People You Haven’t Met  
Catherine Bennett, Organizational and Talent Development Manager, Athens-Clarke County Government

Mindfulness and Meditation for the Workplace  
Kismet Adams, J.D., Human Resources Specialist, UGA Training & Development
8:00 a.m. – 9:00 a.m.  
ONLINE BINGO

9:00 a.m. – 11:00 a.m.  
BREAKOUT SESSIONS

**Excelling @ Excel: The FUNdamentals (repeated)**  
Greg Creech, MCAS-I, CompTIA CTT+, Techedutainment Services, Inc.

**Managing Upward (repeated)**  
Judy James, Educator and Motivator

**Embracing Your Best Self (repeated)**  
Gail Stowers, Founder, Quantum Success Consultancy

**The Administrative Professional Career Plan (repeated)**  
Dr. Marian Higgins, Clinical Assistant Professor, Counseling and Human Development Services Dept, UGA

**Mindfulness and Meditation for the Workplace (repeated)**  
Kismet Adams, J.D., Human Resources Specialist, UGA Training & Development

11:30 a.m. – 1:30 p.m.  
Managing Upward (repeated)  
Judy James, Educator and Motivator

Embracing Your Best Self (repeated)  
Gail Stowers, Founder, Quantum Success Consultancy

Great Networking Opportunities: The People You Haven’t Met (repeated)  
Catherine Bennett, Organizational and Talent Development Manager, Athens-Clarke County Government

2:00 p.m. – 4:00 p.m.  
Great Networking Opportunities: The People You Haven’t Met (repeated)  
Catherine Bennett, Organizational and Talent Development Manager, Athens-Clarke County Government

Mindfulness and Meditation for the Workplace (repeated)  
Kismet Adams, J.D., Human Resources Specialist, UGA Training & Development
This session is designed for the everyday user of Excel who is comfortable with basic formatting and the SUM, AVERAGE, and COUNT functions. Attendees should also know how to perform basic sorting and filtering in Excel. This class will concentrate on intermediate and advanced areas of using Excel in our big data world. To manage our tables, we will use the Name Box and Name Manager and helpful features of Excel, such as removing duplicates and text-to-columns. We will use conditional formatting and Format as Table to make our data tables attractive and professional. We will manipulate our data with filtering, sorting, and using custom views. Finally, we will analyze our data with Excel’s popular and powerful PivotTable features. Take your skillset and knowledge of Excel to a higher and more productive level as we have fun and excel @ Excel.

Greg Creech is a certified Microsoft Office Application Specialist—Instructor and has written over 15 books on the Microsoft Office Suite, including Office 2010/2013, Word, Excel, PowerPoint, Access, OneNote, and Outlook. In 2007, his Microsoft Office Suite courses received the top honor by the University Continuing Education Association for non-credit programs in the south. In 2009, the Association of Continuing Higher Education awarded Greg the Faculty of the Year Award for his work at Emory University’s Continuing Education Center.

Greg is also an award winning actor and comedian. His speaking and training programs are filled with music, humor, and learning. Get ready to laugh and learn with Greg.
KEYNOTE:
How to Reach Your True Potential as a Professional

In this highly interactive workshop, participants will learn ways to reach their potential to become the greatest professional they can be during challenging times.

Key Takeaways:
1. Identify obstacles that hold you back from personal growth and potential
2. ABC’s of reaching your potential
3. Reinvent yourself to become world-class performer within your organization
4. R.A.I.S.E. Your Game During Challenging Times
5. Find your passion in life and take time to pursue it

Dr. Earl Suttle is the CEO and founder of Leadership Success International, LLC, an international consulting and training company based in Atlanta, GA, that works with businesses and organizations to increase their profits and productivity through developing their people.

As a business consultant and dynamic entertaining keynote professional speaker, Dr. Suttle delivers numerous presentations throughout the year in the United States and South Africa. He is a best-selling author of five books with Dr. John Hubbard: Earl’s Pearls on Enjoying Excellence, Preparing For and Managing High-Risk Situations in the Lives of College Athletes (An Athlete’s Guide), Preparing For and Managing High-Risk Situations in the Lives of Professional Athletes (A Player’s Guide), Great Life Choices for Teens (Who Want to Make a Difference), and their newest, Stressed to Blessed. All books have received rave reviews. He also has produced a number of CDs and DVDs on leadership and professional and personal development.

“Empowerment through education and enthusiasm” is the mission statement of his company.

He has conducted keynote addresses and seminars for many corporations such as Aflac Insurance, AT&T Corporation, Delta Air Lines, The Coca-Cola Company, American Express, Kimberly-Clark Corporation, United States Postal Service, Kraft Foods, Toyota, The Hartford Insurance Group, Wells Fargo, Walmart, The Atlanta Life Insurance Company, Georgia Department of Labor, Cobb EMC, Anheuser-Busch Companies, The University of Alabama, The University of Arkansas, The University of Georgia, The University of Florida, Bartow County Government, and many more. Dr. Suttle is also a consultant to the National Basketball Association (NBA), National Football League (NFL) and World Wrestling Entertainment (WWE) where he works directly with the players. Dr. Suttle has also been featured on CNN, Ebony Magazine and In-Style Magazine.
**BREAKOUT SESSION:**

**Excelling @ Excel: The FUNdamentals**

Greg Creech, MCAS-I, CompTIA CTT+, Techedutainment Services, Inc.

This session is for those who are new to Excel or casual users and want to learn what every Administrative Professional needs to know in using the essentials of Excel. You should be familiar with other Office applications for this class. You will learn tons of shortcuts and tips and tricks in using Excel. We will learn the important 5 Fs of Excel, which are formatting, fills, formulas, functions, and filters/sorts. We learn to format our worksheets in attractive and professional manners and how to use autofill for text, numbers, and formulas. We'll create and edit formulas and the SUM, AVERAGE, and COUNT functions. Finally, we will manipulate our data with filters and sorts. Let's boost your skillset and knowledge as you excel @ Excel.

Greg Creech is a certified Microsoft Office Application Specialist—Instructor and has written over 15 books on the Microsoft Office Suite, including Office 2010/2013, Word, Excel, PowerPoint, Access, OneNote, and Outlook. In 2007, his Microsoft Office Suite courses received the top honor by the University Continuing Education Association for non-credit programs in the south. In 2009, the Association of Continuing Higher Education awarded Greg the Faculty of the Year Award for his work at Emory University’s Continuing Education Center.

Greg is also an award winning actor and comedian. His speaking and training programs are filled with music, humor, and learning. Get ready to laugh and learn with Greg.

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**BREAKOUT SESSION:**

**Managing Upward**

Judy James, Educator and Motivator

Much attention is given to emerging leaders. We educate, mentor and groom them to become the best supervisor or leader they can be. These potential leaders whether they be on their way up or seasoned leaders need support to meet goals, accomplish their work and be the movers and shakers we hope they will be. How can you become an effective manager from the support role? How can you effectively promote yourself by providing not only what your leaders need, but what you ultimately need to succeed? This could apply to an advancement opportunity, accomplishing a task or project, or just being the best administrative professional you can be.

Our discussion will include:

- **We’re In This Together, Mutual Success With Your Leader**
- **Two-way Feedback to Increase Your Potential (5 S’s)**
- **The Care and Feeding of a Boss**
- **Gain Confidence Needed to Move Ahead**

Judy James is well known in the greater Athens area as a motivational speaker, career development consultant, technology encourager, and leadership developer. After retiring from UGA in 2015 as a senior HR Leader in Technology and Human Resources, Judy has enjoyed doing what has always been her passion, teaching.

Since 2015, she has worked with local companies, local government and non-profit organizations to help develop leaders, boost career development of current and future employees and provide technology consultation. Her most popular topics include Cross Cultural and Business Communication, Trust Leadership, Conflict Management, Multigenerational Leadership, Public Speaking, Creating A High-Performance Team and Performance Management. She is also a Myers/Briggs and True Colors Personality Coach for Leaders and others in their career development.

Judy also draws from her 30+ year career in Technology Management to offer classes in Microsoft Desktop and Office 365 Collaboration courses, Data Science curriculum, QuickBooks, and Business Accounting to name a few.
What if you could manage stress, reduce anxiety, improve your sleep, and increase your well-being... all in just 10 minutes a day! You can — with mindful meditation. Thousands of studies have shown that mindfulness training reduces stress, anxiety, and depression while improving your overall health and well-being. It has even been shown to improve your immune system and sharpen your cognitive skills. This workshop will explore the latest research in this area and teach mindfulness techniques that can be used immediately to begin reaping the rewards of this practice.

Kiz Adams is a human resource specialist in Well-being, Work/Life Balance, and Human Relations at the University of Georgia. She is an advocate on campus for promoting balance and well-being among faculty and staff and for creating a healthy, positive, productive work environment at the University. Kiz is a “Double Dawg,” having earned her undergraduate degree from the Henry W. Grady School of Journalism and her law degree from the University of Georgia School of Law. Kiz has spent much of her career at Georgia Law in teaching and administrative positions, but has had a lifelong passion for helping people live healthy lives. She is a frequent speaker at conferences and retreats on topics such as work/life balance, stress management, productivity, and engagement, and facilitates team trainings. She is certified in Hogan Personality Assessments, Sherpa Executive Coaching, Real Balance Health and Wellness coaching, and Koru Mindfulness and Meditation training. She is also a personal trainer and Pilates instructor.

Have you ever thought about your professional future and what you desire to do next? If you are thinking about advancing into a new position or career, it is important to plan for it. In this session, you will gain the insight you need to create the professional future you desire. As a result of participating in this session, you will be able to:

• Identify the qualities that demonstrate you are ready for the next position
• Assess your strengths, skills, values, and interests and identify ways to market them
• Articulate the work environment most suitable for you
• Develop a plan for finding new opportunities

Dr. Marian Higgins is a Clinical Assistant Professor in the Counseling and Human Development Services department at the University of Georgia. Previously, she served as the Director of Career Development and Programs at the University of Georgia Career Center. In her role, she served on the leadership team while coordinating the recruitment and retention efforts of the department. Dr. Higgins is an experienced speaker and consultant with expertise in areas such as diversity and inclusion in the workplace, supervision and management, career preparation, and employee development.
BREAKOUT SESSION: Embracing Your Best Self

Gail Stowers, Founder, Quantum Success Consultancy

Constant change, challenging work, and arduous workloads can lead to diminished morale. These things can tear your spirit and leave you feeling devalued. How, then, do you bring forth your best self in today's workplace?

“Embracing Your Best Self” is about defining who you are and consistently building your resilience muscles to support these challenging moments in life. It is also purposed to develop habits that propel you forward rather than dismantling your confidence and self-worth.

You can be effective in the workplace and handle situations that challenge your very core without allowing yourself to roll into a pit of despair. Come learn strategies that will help reduce hindering behavior while developing habits that lead to a more pliable lifestyle. Come learn how to emerge your best self.

Gail Stowers, founder of Quantum Success Consultancy, is a Certified Resilience Facilitator and Life Coach who enjoys helping others manage change, and embrace their best self.

Gail received her Bachelor of Social Work from the University of Georgia in Athens, Georgia. Gail attended Webster University in North Carolina where she graduated with dual Masters Degrees in Management and Human Resources.

Gail works as a Policy Analyst for the state of Georgia where she manages the Statewide Substance Abuse Testing program and the Statewide Reduction–In–Force program. Gail is also an instructor at the UGA–Gwinnett campus in Lawrenceville where she teaches the Paralegal Certificate Program.

BREAKOUT SESSION: Great Networking Opportunities: The People You Haven’t Met

Catherine Bennett, Organizational and Talent Development Manager, Athens-Clarke County

In this fast-paced and engaging course, you'll focus on two key parts of networking.

In the first part, you will focus on an elevator pitch, a short speech to highlight the qualities that are important to finding a job or making a connection.

You'll practice giving your speech and get feedback on your content.

The second part of the course is about networking events. These are informal meetings to make connections with people in a certain area. You'll practice making “small talk” and you'll get better at making conversation, exchanging your information and the key to follow up. (LinkedIn)

Come ready to network, bring your business cards and make some key connections in the room.

Catherine Bennett is an Organizational and Talent Development Manager, Public Speaker and Consultant and has over twenty-five years of experience in Performance Improvement specializing in Executive Leadership and Management Training. She has expertise in identification, training and retention of “High–Potential” employees. She is a co-inventor of GOV360, a multi-rater leadership assessment tool. She has expertise in the public sector, state and local government and publicly funded higher education.
Keynote Session

How to Reach Your True Potential as a Professional

Earl Suttle, Ph.D
Leadership Success International, LLC
How to Reach Your True Potential
(ABC Formula for Success)

“If we did all things we are capable of, we would literally astound ourselves.”
Thomas Edison

A ______________________________________________________________________
B ______________________________________________________________________
C ______________________________________________________________________
D ______________________________________________________________________
E ______________________________________________________________________
F ______________________________________________________________________
G ______________________________________________________________________
H ______________________________________________________________________
I ______________________________________________________________________
J ______________________________________________________________________

“If you plan on being anything less than you are capable of being, you will probably be unhappy all the days of your life.”
Abraham Maslow
Dr. Earl’s Personal Growth Plan

1. Every day I listen to CDs on motivation, leadership, communication, finance or relationships (at least one hour). I listen while driving my car. (I turn my car into a mobile classroom and I become a member of Traffic University.)

2. Every morning I read something inspirational and motivational (i.e. inspirational book, daily meditation book or one chapter of a new book).

3. Every morning, I do a brisk walk to start my day off with a victory! Yes, I take an iPod with me each time and listen while I walk.

4. I attend at least one workshop or seminar per month. If I can’t get to a workshop, I go to the bookstore and purchase a book (that’s my workshop for the month).

5. Each week I speak to a motivational person and share my growth experiences.

6. I file something important in my journal each day.

7. I expand on dream ideas to put in my dream book or journal.

8. I attend at least two times per month meetings with my dream circle group.

9. Watch TED talks and Great Courses seminars monthly.

10. I tweet at least once per day some inspirational quote I recently learned or view tweets of others for learning.

11. I compliment at least 5 people every day to raise their self-esteem and mine.

Connect with me on Twitter @drearlspearls
Email: earl@earlsuttle.com – Website: www.earlsuttle.com
Phone: 770-992-4433, Cell: 404-819-7112; Fax: 770-992-9444
20 Point Wellness and Growth Plan

1. Faith
2. Free from all addictions
3. Fitness Plan – energize yourself!
4. Food and Nutrition Plan
5. Flee from toxic people
6. Face fear and take smart risks
7. Reward yourself for special things
8. Family and friends support system
9. Find a counseling outlet
10. Build a love relationship in your life
11. Use time wisely
12. Create a personal growth plan
13. Financial freedom plan
14. Design a dream book for yourself
15. Daily fun plan
16. Open to change and self awareness
17. Rest – start your day slowly - Renewal
18. Have written goals
19. Have a relaxation plan
20. Love thyself by keeping a gratitude list.
Write a Love or Commitment Letter to Yourself Exercise

Include at least 5 ideas from the 20 Point Wellness and Growth Plan in your letter you need to work on in the next 2 months.

Dear …
Breakout Session

Excelling @ Excel: The FUNdamentals

Greg Creech
TechEdutainment Services, Inc.

Room K
Excelling @ Excel: The 5Fs

Presented by
Greg Creech
Microsoft Certified Application Specialist - Instructor
CompTIA - Certified Technical Trainer +
Excelling @ Excel: Quick Access Toolbar

- Customize the Quick Access Toolbar for your favorite commands,
- Add buttons not in the Ribbon, i.e. AutoFilter and Speak Cells, using the Customize Quick Access Toolbar pane
- Rearrange the buttons and organize them in Customizing the Quick Access Toolbar,
- Add buttons to the Quick Access Toolbar by right clicking a button in the Ribbon and click Add to Quick Access Toolbar
Excelling @ Excel: Shortcuts

✓ Navigating and Selection Keyboard Shortcuts

<table>
<thead>
<tr>
<th>Keyboard Shortcut</th>
<th>What it Does</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTRL + Home</td>
<td>Takes you to the top of your worksheet, usually cell A1.</td>
</tr>
<tr>
<td>CTRL + End</td>
<td>Take you to the end of your worksheet.</td>
</tr>
<tr>
<td>PgUp and PgDn</td>
<td>Takes you down or up several rows (screen pages) at each press of the key.</td>
</tr>
<tr>
<td>CTRL + PgUp and CTRL+PgDn</td>
<td>Scrolls through your worksheets or tabs. CTRL+PgUp Scrolls to the Left for you and CTRL+PgDn scrolls to the Right.</td>
</tr>
<tr>
<td>CTRL + Shift + Down/Up Arrow</td>
<td>Selects an entire column of data/information based on the cell that is selected.</td>
</tr>
<tr>
<td>CTRL + Shift + Left/Right Arrow</td>
<td>Selects an entire row of data/information based on the cell that is selected.</td>
</tr>
</tbody>
</table>

✓ Status Bar and Auto Calculate - Quickly provides SUM, AVERAGE, COUNT and other functions based on your selection

| Average: $837.50 | Count: 10 | Numerical Count: 10 | Min: $175.00 | Max: $5,000.00 | Sum: $8,875.00 |
Excelling @ Excel: Formatting

✓ Formatting,
✓ Merge & Center, Orientation, and the Alignment Group,
✓ The Font group - Borders, Fills, Font, Font, Size, Bold, etc.,
✓ Different appearance for Titles/Headings and Data,
✓ Numbers Groups and Gallery for Monetary, Date, and Percentage Formatting,
✓ Format Cells dialogue box for more options,
✓ Special and Custom Formatting for SSNs, Phone Numbers.
Excelling @ Excel: Fills/AutoFill

✓ Automatically knows series of numbers, dates, and text,
✓ Copies formulas and functions,
✓ Text - Months of the Year and Days of the Week,
✓ Numbers - Copies numbers or performs a series of numbers,
✓ Date - Consecutive dates, copies the same date, and recognizes date patterns or series,
✓ Create Custom Lists to use for repetitive lists and save time.
Numbers, Formulas, and Function
Best Practices

✓ Not all Numbers in Excel are true numbers, such as SSN, Phone Number,
✓ Here are the three criteria for a number
  ➢ No leading zeroes,
  ➢ No special format (-, ?, space, :) Number formats are monetary ($1,000), decimal (98.6),
    percent (110%), exponents 10^28 etc.,
  ➢ Used in calculations.
✓ Formulas/Functions Syntax
  ➢ Begin with equal sign = (for old timers the +),
  ➢ Colon : - A range of cells =SUM(B5:B55),
  ➢ Comma , - Non-Contiguous cells =AVERAGE(B6,D10,E55) and function delimiter
    =PMT(D5,D6,D7),
  ➢ Must have parenthesis () =TODAY(),
  ➢ Absolute and Mixed References - $ ($A$1) or B$5,
  ➢ 3-D Reference and Worksheet/Workbook linkage -Exclamation Point - !
    =SUM(January:December!B5) or =January!D100.
Formulas and Functions

✓ Formulas - we construct formulas using an equal sign (=) and then the cell references with the math,
  ➢ =B5-C5 for a difference
  ➢ =B6+C10+D12 to add numbers that are not consecutive
  ➢ =B20*H1 to multiple two numbers
  ➢ =A5/G1 to divide two numbers

✓ Functions - built in math for you
  ➢ =SUM(B5:B36) - Adds numbers in this cell range
  ➢ =AVERAGE (B20,C10,D11,H20) - Averages numbers that are not in a continuous range of numbers
  ➢ =COUNT(B10:B540) - Counts numbers in a range of cells
Sorting

✓ Sort using the Home Tab or Data Tab commands or Right click and from the shortcut menu use the sort item and the menu,

✓ With a data table you may click in a cell and sort your column in various ways,
  ◢ Numbers - Smallest to Largest or Largest to Smallest,
  ◢ Dates - Oldest to Newest or Newest to Oldest,
  ◢ Text - A to Z or Z to A,

✓ Use the Custom Sort command to sort by more than one column,

✓ Excel worksheets that are not in a data table arrangement require you to select the area you wish to sort and use the Custom Sort command to sort by the column(s) you wish.
Filtering

✓ Filter using the Home Tab or Data Tab commands or Right click and from the shortcut menu use the filter item and the menu,
✓ Small filtering arrows appear in your field names/column headers from which you may choose specific text, date, or numbers,
✓ The filtering menu allows you to customize your filter for Number Filters, Date Filters, and Text Filter fields,
  ➢ Numbers - Use between for number ranges, greater than, less than, and Top 10 criteria for numbers
  ➢ Dates - Use relative dates (Next Week, Last Year) or between for ranges,
  ➢ Text - Use contains for character within a text, begins with, ends with, and so on,
✓ The Custom Filter menu allows you to perform multiple criteria for your data.
Thank you!

✓ Thank you -everyone! You are the best,
✓ OK - One Unabashed, shameless, self-promotion slide!
✓ I appreciate you and the work you do,
✓ gregcreech.biz or creechgreg@bellsouth.net
✓ Thanks for our time!
Breakout Session

The Administrative Professional Career Plan

Dr. Marian Higgins
Counseling and Human Development Services Dept, UGA
The Administrative Professional Career Plan

Presented by Marian Higgins, Ph.D., Be Inspired Counseling & Consulting, LLC

Self-Assessment

Before making plans to advance in your career, it is important to take account of the skills, interests, strengths, and values you possess. There are several ways you can gather this information including reflection, assessments, talking with colleagues and supervisors, and reviewing annual performance evaluations.

Reflection Questions

1. What skills do I enjoy using at work? What skills do I not enjoy using at work?
2. What are some of my strengths? How have I been able to use them in my work?
3. What aspects of my job interest me? What aspects do I not enjoy?
4. When I think of my dream job, I see myself using the following skills and strengths…

Assessment Resources

O*Net Interest Profiler, https://www.mynextmove.org/explore/ip

Work Environment

Think about what you need in a work environment in order to feel engaged. What aspects of your current or previous work environment(s) would you like to see in your future work environment?

Additional Factors

When planning for advancement, you may want to identify additional factors that may impact your next move. What are the family commitments, financial obligations, health concerns, and geographical considerations you need to consider in your planning? What other factors do you need to consider?

Potential Opportunities

What are some jobs you are interested in pursuing?

Action Plan

List the actionable items you need to complete in order to advance in your career.
Breakout Session

Managing Upward

Judy James
Educator and Motivator
“Managing upward – the art of consciously improving collaboration with one’s boss, to gain the best personal and organizational outcome.” (Gabarro and Kotter)

**Passivity**

The role of employee sometimes seems like the _______ early role of a ______ or _______ who accepts ___________ from _________ — parents and teachers. (Hatthaway)

---

**The Employee Gives**

- 
- 
- 
- 

**The Employee Gets**

- 
- 
- 
- 

**The Employer Gives**

- 
- 
- 
- 

**The Employer Gets**

- 
- 
- 
- 

---

**Propel Yourself**

*Move up, Speak up, and Shine Up!*

**An Upward Career**

What are your goals & values?

What is your organization’s mission?

What are your top duties (why does your job exist)?

What are your managers priorities and challenges?

What is your manager’s work style?

What is your work style?

**An Upward Understanding: Listen to be Heard**

An Upward Correction

What’s your style?

1. Prepare
2. Facts
3. Solutions
4. Accountability

An Upward Response

65% of workers would choose a new boss over a pay raise. Often, People don’t quit jobs, they quit bosses (Flaxington)

“Managing up is a subordinate customizing their workstyle/behaviors to better suite their manager and/or taking steps to make their manager’s job easier in an attempt to optimize success for all.” (Brownlee)

Pick a Boss:

Style 1 - Overbearing

Style 2 – Unreasonable expectations

Style 3 - Indecisive

Style 4 – Inflated ego
**Style 5 - Outgoing**

**Style 6 – Trend Setter**

**Style 7 - Steady**

**Style 8 – Perfectionist**

**Upward Praise: When they shine, you shine**
- Anticipate problems, Bring solutions
- Deliver Quality and Productivity
- Master Time
- Streamline

**Top 10 Tips for Managing Your Boss**
- Don’t put your boss on the spot in front of others
- Notice how your boss likes things done
- Influence by presenting your ideas in the right way
- Don’t get caught bad-mouthing your boss
- Be the Better person, support the good and overcome the bad
- Be transparent, and ask for help when you need it
- Listen for understanding
- Keep the big picture in mind
- Be good at what you do
- Follow the priorities trail
Resources


Deblauwe, Tony, and Patrick Reilly. #MANAGING UP Tweet: 140 Tips to Building an Effective Relationship with Your Boss. THiNKaha, 2012.


Action Plan

Update my resume with accomplishments _________________________________ Due date:

Create goals to better express myself to boss _______________________________Due date:

Have a conversation that leads to better understanding with my boss _____________Due date:

Get recognition from strategically aligning my work with the department or org. _____Due date:

Feel free to send me completed documents on either of these for affirmation, critique or feedback. judy.james07@gmail.com
Pick a Boss (cut out the following cards for our online activity)
Measuring tape with extension (24 in, 60 cm)
Letter paper
Breakout Session

Embracing Your Best Self

Gail Stowers
Quantum Success Consultancy
Embrace Your Best Self!

Presenter: Gail Stowers
Quantum Success Consultancy

Administrative Professional Day Conference
University of Georgia, Athens, Georgia
April 16-17, 2020
Embrace Your Best Self!

Workshop Objective
- Provide you with strategies to become your best self.
- Help you define your Self-Worth
- Help you elevate your confidence
- Show you how to strengthen your resilience muscles
Embrace Your Best Self!

- Self-worth
- Confidence
- Resilience
- Authenticity
- Emotional Intelligence
- Play To Your Strengths
Knowing Your Self-Worth
How Do You Show Up for Your Life?
What Does Your Self-Worth reflect?

- You give away your power
- You allow others to make decisions about your life and/or career
- Seek to avoid being judged by others
- See many situations as out of your control
- You feel stuck in life
- You lack gratitude for what you already have in life

- You know your strengths and weaknesses
- You maintain a positive attitude
- You require others to respect you
- See setbacks as opportunities for learning
- You network with other positive people
- You are optimistic
- You believe that you deserve good in life
**Self-Worth**

**What Does It Look Like?**

<table>
<thead>
<tr>
<th>Low</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td></td>
<td>You believe that you deserve good in life</td>
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</tbody>
</table>

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Journaling Activity

Your thoughts about yourself

1. Do you like who you have become?
2. What value do you bring to the world?
3. What are your core strengths?
4. What’s your favorite thing about yourself?
5. Which three words describe you best?
6. What’s your “why”?

I am Grateful
I am Grateful
Thank you!
Confidence

The Best Ways to Look Beautiful This Spring
Trends to Try What to Buy Deals, Deals

Confidence!

How to Build It, Radiate It—and Finally Come into Your Own

Love & Kindness = Thinner Thighs
Don't Believe Us? See pg. 31

What Does the Ultimate Food Expert Make for Dinner?
Baking Bread with Michael Pollan

Welcome Home! a Simple Step to a Home That Makes You Happy

Confidence
What Does Your Confidence Look Like?

- Prefer situations requiring less effort
- Wait for others to initiate action
- Seek to avoid negative judgment by others
- See many situations as out of your control
- Know your strengths and weaknesses
- Assert yourself calmly and powerfully
- See setbacks as opportunities for learning
- View yourself as an influencer
Confidence
What Does It Look Like?

Low
- Prefer situations requiring less effort
- Wait for others to initiate action
- Seek to avoid negative judgment by others
- See many situations as out of your control

High
- Know your strengths and weaknesses
- Assert yourself calmly and powerfully
- See setbacks as opportunities for learning
- View yourself as an influencer

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Activity: Building Confidence

Introduce Yourself! Braaagggg On You!

- Develop a list of the greatest things about you!
- Share what an awesome person you are by sharing the 3 greatest things you love about you!
Examples of a Challenge

- Moving
- Making a speech
- Having a baby
- Getting fired
- Car accident
- Running a 5K
- Chronic illness
- Promotion
- Aging parent
- Flu/ Coronavirus
- Bullying
- Home invasion
- Tornado
- Other ?

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Your Reactions to Challenge

- Think about a challenge you have recently experienced or are currently experiencing.
- From the set of pictures, choose one that best represents your feelings about this challenge. Go with your “gut” reaction...don’t think too hard.
- Discuss:
  - What was/is the nature of the challenge?
  - Why did you choose this picture?
  - How have your reactions helped or hindered you?
How To Strengthen Your Resilience Muscles

- Learn to handle stress
- Maintain an optimistic outlook
- Face your fears
- Believe that things are going to work out
- Learn to be grateful for what’s good in your life
- Practice self-compassion
Resilience
What Does It Look Like?

<table>
<thead>
<tr>
<th>Low</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>- You use your energy worrying and avoiding</td>
<td>- You engage your energy in solving problems</td>
</tr>
<tr>
<td>- You get stuck in negativity</td>
<td>- You focus on what’s going right</td>
</tr>
<tr>
<td>- You become overwhelmed and bogged down by the size of the challenge</td>
<td>- You take risk</td>
</tr>
<tr>
<td>- You “Play it safe”</td>
<td>- You ask for help in getting things done</td>
</tr>
<tr>
<td>- See many situations as out of your control</td>
<td>- You reach out for emotional support</td>
</tr>
</tbody>
</table>

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My Best life List

What Does Your Best Life Look Like?

1.
2.
3.
4.
5.
6.
7.
8.
Your 30-Day Challenge

In The Next 30-days, I will strengthen myself in the following areas:

<table>
<thead>
<tr>
<th>Self-Worth</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Confidence</td>
<td></td>
</tr>
<tr>
<td>Resilience</td>
<td></td>
</tr>
</tbody>
</table>
Find Your Strengths, Embrace Your Best Qualities, Increase Your Self Esteem

Anita Arya
Embrace Your Best Self

Be the Best Version of You!

Thank You!
Breakout Session

Great Networking Opportunities: The People You Haven’t Met

Catherine Bennett

Athens–Clarke County Government
DEVELOP A NETWORKING STYLE OR SYSTEM THAT SETS YOU APART FROM THE ORDINARY PROFESSIONAL.

➢ The Direct Networker
  ✔ Wants to get straight down to business
  ✔ Wants to know exactly what return you can give them
  ✔ A firm hand shaker and will offer a business card immediately
  ✔ When talked to, she wants to get straight to the point about how you can help her
  ✔ Punctual, especially with meetings

➢ The Promoter
  ✔ Informal
  ✔ Chatty
  ✔ Views networking events as social occasions
  ✔ Seller
  ✔ Will greet, gauge interest, then move on to the next conversation
  ✔ All about quantity with him

➢ The Expressive Networker
  ✔ Values making connections
  ✔ Lively and outgoing
  ✔ Ensures that other people attending the networking event is comfortable and isn't left on their own
DEVELOP A NETWORKING STYLE OR SYSTEM THAT SETS YOU APART FROM THE ORDINARY PROFESSIONAL.

- **The Direct Networker**
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  - Informal
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  - Views networking events as social occasions.
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  - Will greet, gauge interest, then move on to the next conversation
  - All about quantity with him

- **The Expressive Networker**
  - Values making connections
  - Lively and outgoing
  - Ensures that other people attending the networking event is comfortable and isn't left on their own

- **The Supportive Networker**
  - Values sincerity and steadiness
  - Giver and helper
  - Values meaningful relationships

- **The Analytical Networker**
  - Task-oriented
  - Thorough and focused on getting the job done
  - Hates networking events
CONVERSATION STARTERS YOU’LL ACTUALLY USE

- “So ______, what exactly do you do at______?” [then shut up and listen!]
- “Hi ____, please tell me about you?
- “What got you involved in this organization/event?”
- “I really like your______.”
- “May as well chat if we’re in line for______.”
- “How did you get involved with this line of work and what have you enjoyed most from your experience?”
- “What can you tell me about______?”
- “What is the greatest opportunity for ________? Biggest challenge?”
- “What do you do when you’re not__________?”
ASK POWERFUL NETWORKING QUESTIONS

- "What are the challenges you've been facing in your industry?"
- "What do you do when you're not working?"
- "Is there anything you need or are specifically looking for, in case I happen to know anyone?"
- "How did you get involved in...?"
- "What made you decide to go into the ___ business?"
- "What advice would you give me if I wanted to be successful in your line of work?"
- "What do you love/enjoy most about what you do?"
- "How you can be of service to them."
- "Is there anything you're specifically looking for in that area?"
- "What ways have you found to be the most effective for promoting your business/organization/product?"
- "What would make a person/company an ideal client/customer for you?"
- "What separates your business/company/organization from the competition?"
- "What significant changes have you seen take place in your profession/area of expertise through the years?"
Greetings __________!

(Intro) I hope your day is going well! I came across your profile via one of our connections, I hope you don’t mind. I’m always interested in connecting and meeting like-minded professionals and community leaders in the area such as you to better develop my role as a __________ professional.

(Insert Elevator Pitch)

(Request) From your profile I noticed that you’re actively involved with ______ and was wondering if I may send a few questions to you? I’ve always been interested in this type of work. I would love to hear more about what you do and any insights or advice you might have from your experience with __________.

(Closing) In return, is there anything you need or are specifically looking for, in case I happen to know anyone?
NETWORK TRACKING SYSTEM

- JibberJobber (Free to $9.95/month)
  - This tool allows you to organize and manage your job search, track relationships, target companies, and track the jobs you apply to.

- Gist (Free)
  - Use this tool to import your contacts from Outlook, Facebook, LinkedIn, Gmail, Lotus Notes, as well as .CSV files and vCards.
  - After you have established your network, you can view the last time you’ve reached out to all of your contacts, how many emails you’ve sent and received from them, and what companies they work for.

- Xobni for Microsoft Outlook (Free)
  - Microsoft Outlook can help you manage your address book, but with the Xobni add-on, you can integrate the social media profiles of your contacts.
  - This means you’ll receive additional contact information that wouldn’t normally be included in your address book.
Breakout Session

Mindfulness and Meditation for the Workplace

Kismet Adams

UGA Training & Development
Train Your Mind to Work Smarter

BY TARA HEALEY JANUARY 31, 2019 WORK

Work life is full of challenges that can drain us and create stress. Tara Healey of Harvard Pilgrim Health Care suggests four ways to make our work routines more mindful.


Whether you work in a traditional or progressive environment, on your own or in a sea of cubicles, work life is full of challenges. Most of us are beholden to the income we receive from our jobs, and beyond that, we get up and go to work because we have a real desire to contribute to the greater good. Turning away from work is not an option for most of us, so we buck up and throw ourselves into the challenges of the workplace. Some of us are doing well, successful and satisfied. But too many of us are not happy at work. We're stressed out and quite possibly confused. We may appear to be effective, but gnawing issues like those above can make work secretly (or not so secretly) a drag. That's not great for us and it's not great for the people we're working with. So where do we begin if we want to improve our work life for ourselves and those around us? I suggest starting with the mind. Ask yourself: what is the quality of my mind at work? What's happening in my mind as the hours at work go by day in and day out? Is my mind working at its utmost?

The mind contains untold resources and possibilities—for creativity, kindness, compassion, insight, and wisdom. It's a storehouse of tremendous energy and drive. And yet it can also be a nattering annoyance, an untamed animal, or a millstone that drags us down. Sometimes we would like to just shut it off so we can get some work done or have a moment’s peace. Yet our mind is the one thing we can’t shut off. So why not make the most of it instead? Why not put it to good use? Through mindfulness, we can train our minds to work better.

By training us to pay attention moment by moment to where we are and what we’re doing, mindfulness can help us choose how we will behave, nudging (or jolting) us out of autopilot mode. Here are a few suggestions for how to bring mindfulness into our workplace. This won’t just give us some relief from stress; it can actually change, even transform, how we work.

Four Ways To Create a More Mindful Work Routine

1) KEEP AN OPEN MIND

Do we see what is really there, or is what we experience filtered through our own thoughts and preconceptions? Maybe we should check how we’re seeing before we try to change what we’re seeing. First, we need to make sure our lens is clear.

Much of the suffering and discomfort we experience at work—and elsewhere—stems from our deeply held views, opinions, and ideas that become lenses through which we perceive the events of our lives. No doubt the machinery of perception each of us has developed has served us well for the most part, guiding and supporting us at critical junctures. But the burden of adhering to set patterns of perceiving while we grapple with the drama and minutiae of everyday life can be limiting and, frankly, an invitation to misery.

When we're convinced things ought to be a certain way and they’re not, we suffer. When someone refuses to act in the way we think they should, we suffer. When we don’t get what we want, when we want it—or when we get what we don’t want, anytime—you guessed it: we suffer. The workplace, such a microcosm of life in its entirety, is rife with opportunities to march straight into suffering. What we need to explore is whether our distress really derives from the workplace itself or instead from how we apply our default ways of perceiving to the challenges we face at work.

The mind will try to force any situation it meets into its favorite ways of perceiving and will react with distress when it meets resistance. Many years ago I had a coworker who consistently got me riled up. She had a way of doing things that just got under my skin. I would think to myself, “If she would only act this way instead of that way, we would all be happier and more productive.” This was pretty much a daily, and sometimes hourly, occurrence.

Of course, what I was really feeling was that if she acted differently, I would be happier and more productive. I was seeking the comfort of the familiar and the expected and yearned for my coworker to act in a way that precisely supported my needs. However, as soon as I realized that I was caught up in a particular way of perceiving, I found I could alter my perception and apply real choice to how I felt about her. And when choice entered the equation, I quickly realized I no longer needed my
It can be difficult enough to be open-minded toward others, but it is even more difficult to be open-minded toward oneself. It takes real training. To discover the ways of perceiving you’re apt to blindly apply, experiment with keeping yourself curious, attentive, and receptive.

Whenever you detect yourself falling into an old, familiar pattern, stop and examine what is actually going on. Notice the physical sensations in your body; notice the emotions that have bloomed; notice what stories your mind is generating that make your body tense and inflame your emotions. But it’s important not to disparage yourself for falling into an old and unhelpful pattern. Recognize the potentially explosive negative charge generated by your body, thoughts, and emotions. Accept that it has arisen, then make the decision to be in control of it instead of being controlled by it.

2) LEARN TO RESPOND, RATHER THAN REACT

Inflexible patterns of perceiving inevitably prove too small, too confining, for all that our minds need to encompass and accomplish. Inflexible patterns of reacting squeeze the life out of us. Each of us has our own pet scenarios that chafe against our expectations. When they pop up, they threaten to stir up jealousy, anger, defensiveness, mindless striving, and a stew of other possibilities. We may end up saying or doing something hurtful, something we’ll regret later and may have to apologize for.

Conversely, when we stop to examine how we typically respond to situations, we create space for more creative and flexible responses. Ultimately, as we build the habit of mindfully examining our responses in the moment, mindful awareness becomes our new default mode.

Let’s take an example that hopefully is not too familiar. You’ve been working tirelessly with a coworker on a project, but when it comes time to receive accolades for the project’s success, your partner manages to take all the credit. You’re now entering that decisive moment when you have the chance to become master of your reactions. Or, to put it another way, to meet your experience.

Becoming aware of the impact the slight has had on you is the first step. Separate yourself from yourself just enough to allow you to examine, free from rote reactions, how your body, emotions, and thoughts are combining to gear up for a response.

By decoupling what’s happening from your reaction to what’s happening, odds are you will prevent yourself from simply being carried along by the experience and instead will prove yourself capable of getting ahead of it.

In examining your thoughts, you’ll probably see a story forming, something along the lines of how you heroically brought the project to completion, only to have it stolen away at the last minute. Once you can see this narrative open out before you like a book—once you have become the reader of the story instead of its protagonist—you have put yourself in position to let it evaporate. You may notice how the pounding heart, sweaty palms, and tightened shoulders you just experienced slip away along with the storyline you just let go of. You gently shift to a state that is more relaxed and, as a result, more confident. States of being, which can seem so permanent and monumental, are not in fact static. They shift moment to moment, and they can change in response to our awareness of them. It’s amazing how easily a grimace can morph into a smile.

There’s no need to assume that mindful self-examination means you have to allow your coworker to take credit where credit isn’t due. Rather, its goal is to allow you to respond in a new way that frees you from old, ingrained, automatic patterns.

3) REMEMBER, THOUGHTS ARE NOT FACTS

Consciously, confidently meeting experiences, instead of being carried away by them, is a practice you can apply in all situations. It is helpful not just in emotionally charged events like the one above, but also in situations that may seem insignificant, but which could become more significant if left unexamined.

Let’s say you’ve taken the attitude that the tasks assigned to you are unimportant or undervalued. Ask yourself if you feel that way because it is true. Or do you feel that way because you’re so used to telling yourself it’s true that you can’t think of it in any other way?

Think even smaller. Imagine something as routine as the way you hoist the phone to your ear when it rings. By really examining this action—seemingly so inconsequential, so unworthy of examination—you feel like it’s something you’re doing for the very first time. You may detect anxiety traveling down your arm and tension as you pick up the phone. Experiencing everyday actions up close in this way is not about being self-conscious. It’s about bringing choice, attention, and awareness back into things that you’ve allowed to become automatic. By opening up to the tiniest habit, you make it possible to crack open the larger habits, which seem more resistant to change. You can look at every action and interaction freshly.
The more you understand your own mind, the more you can understand the minds of others. If you come to understand your own body language, you can read the body language of others better. Mindfulness doesn’t give you a crystal ball, but it tends to increase your empathy, your ability to put yourself in someone’s shoes with greater understanding. It enhances your connection with other people and supports you as you build relationships. No action, reaction, interaction, or relationship ever feels uninteresting or unworkable if a curious mind is brought to bear on it. You can actually transform that feeling of, “Oh man, here comes John, my supervisor—I bet he wants me to change my work, again” into “Here comes John again. How can I see and hear him, without judgment, as though we were interacting for the very first time—just dealing with what comes up in the moment?”

4) BUILD HEALTHY HABITS

For mindfulness to work at work, it helps to have both a formal practice of mindfulness and informal practices that extend mindfulness into everyday life. Formal practice involves learning a basic mindfulness meditation such as following the breath and practicing it on a regular, preferably daily, schedule. Informal practice, no less important, can literally take place any second of the day. It involves nothing more than focusing the mind on whatever is happening in the present moment, outside of the shopworn patterns we have built up over a lifetime.

Mindfulness interrupts the conditioned responses that prevent us from exploring new avenues of thought, choking our creative potential. Each time we stand up against a habit—whether it’s checking our smartphone during a conversation or reacting defensively to a coworker’s passing remark—we weaken the grip of our conditioning. We lay down new tracks in the brain and fashion new synaptic connections. We become less likely in the future to default to patterns that can trap us into being satisfied with ineffective and outmoded strategies. We take steps to improve not only how we are at work but the work environment itself.

In this way, mindfulness is not just personal. It has a contagious quality that will change the culture in an organization—not necessarily in big, sweeping ways but gradually, incrementally.