



# UPDATE

Official publication of the University Association for Administrative Development

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<http://uaad.unl.edu>

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## December Program



**Wednesday, December 17**

**@ 11:45-1:00**

**Nebraska Union, 14th & R St**

If you are planning on attending, you should have already sent your RSVP to Brian Keiser. If you have, you may be enjoying the University Grand Buffet - Mixed field of greens with assorted dressing, Greek salad, fruit salad, orange and jicama salad, grilled chicken breast, cheese and

broccoli soup, dinner rolls, and fudge brownies. Served with coffee, decaffeinated coffee, iced tea, hot tea, and water. Cost: \$9.00

For those of you who will bring Your Own Brown-bag, you can still enjoy the socializing and networking.

The December meeting will be a donation drive for the Food Bank to assist with whatever else they may need for the Backpack program..



## President's Message

**Dear UAAD Members,**

Happy Holidays! This is my favorite time of the year, with the amazing decorations on campus and around town and holiday music on the radio. However, with this time of the year comes a great amount of stress getting everything done at work before the end of the year along with all of those extra holiday to-do things checked off our lists, shopping, baking/cooking, decorating, family events, extra work events, etc. Of course, the closedown

is coming up so we can get all those things we've had waiting on our to-do lists during the fall semester done. Please, over the break take a day for yourself to recharge your batteries, and don't feel guilty about it. It's important that we take care of ourselves, so that we can take care of other people. This is often referred to as the oxygen mask theory—when you are in an airplane and they are

giving the emergency instructions and say that you must put on your own oxygen mask first before helping others. It's simple. If you don't put yours on first and you pass out neither one of you are going to make it. So don't feel guilty and take that day to spoil yourself, whatever that may be—reading a book you've been saying "someday" to, or staying in bed until 10:00 am and watching football or romantic comedies all day, or just taking an extra 15 minutes in the bath or shower. And if you have a spouse, trade them days so that they, too, can take some time to recharge their batteries as well. I wish everyone a wonderful and safe holiday season and a very successful new year!

Valerie Lefler

UAAD President 

## Managing the Holiday Season

By F. John Reh, About.com

Does it seem like everyone around you is getting into the Holidays, but you are too busy to join in? Do you feel like you are the only one doing any work anymore. Would you like some help getting through the Holiday season?

### Concentrate on what is important

The first rule of getting through the year end craze, without seeming like Ebenezer Scrooge and without losing your mind, is to concentrate your efforts on the important tasks.

What really has to be done? Do you have production deadlines to meet. What customer satisfaction issues require attention? Does a specific project need to be completed this year or would you get more creative work if it slips into January?

Focus your management effort on those things that have to get done this year. Encourage as much production as you can get, but make sure you are applying that effort to the issues where it will make a difference. This is a classic case of the 80/20 rule.

### Make last minute fiscal "adjustments"

Think about your financials. Should you accelerate income for this year to meet stakeholder expectations, or should you defer it into next year to reduce taxable income for this year. You plan your financials all year long, but this is your last chance to "buff them up".

### Plan and budget

If you haven't already done your planning and prepared your budgets for next year you had better get busy. (Here's some help on building your annual

## Backpack Donation Update

Thank you to everyone who has donated to the Backpack Program. Here is the tally to-date:

73 boxes of mac and cheese

25 peanut butters

29 jellys

Dodie Eveleth

UAAD Social Conscienceness Chair 2008-09 



budget.) It's hard, especially in smaller companies, to take time away from more immediate issues in order to deal with planning, but it is essential.

If your budget planning cycle is done already, this is still a good time to review your plan. Have your secretary block out all your appointments for half an hour and just sit and think. Are we heading in the right direction? Do we know how to get there?

### Reflect on the good things

This is also a great time to think back on all the good things you have accomplished this year. Take the time to congratulate yourself for these successes, whether they are financial successes or inter-personal successes.

### Reward Key Employees

This is also another good time to recognize key employees and reward them for their contributions during the past year. Remember, that the behaviors and accomplishments for which you reward these employees are the behaviors you are encouraging for all your employees for next year.

If you pay holiday bonuses to the employees with the highest production you encourage everybody to produce. If you acknowledge those with the fewest errors, people will focus next year on reducing their errors. And if you praise the employees who excelled at customer service,... well you get the idea.

### Thank all employees

Finally, thank all your employees. They all contributed in some measure to your success. Depending on your position in the organization, and your budget, this recognition may vary. It can be a hand-written note, a small gift, or a company party. 