

# THE ASCE MONTHLY

THE ASSOCIATION OF SECRETARIAL AND CLERICAL  
EMPLOYEES

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## Welcome to a New Season

WRITTEN BY ANDREA SMITH

What a season we have all been through!! 2020 may have rocked your socks off, but more often than not, I saw it rough people up and discourage the strength I know is in you. 2021 has since seen people struggle to find a new normal and chipped away at the friendships, networking partners, and lifelong learning I believe we are all meant to achieve.

Well, No Longer! This is a new season for ASCE, and a new you to whatever you decide is in store for your life. I encourage you to look to the future and not only work at surviving, but THRIVING. Let's learn together, play together, and hold each other up this year and every year to come.

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*Creativity is intelligence  
having fun.*

ALBERT EINSTEIN

# THERE'S NO PLACE LIKE HOME

WRITTEN BY ANDREA SMITH

Campus is a fantastic place to be and there is somewhere on campus for everyone. One of my favorite places to tell people about is the MTSU Makerspace. This amazing resource is available to faculty, staff, and students, free of charge.

Receive training, bring your supplies, and create for a school project, Christmas gift, or just for fun on one of their many machines: vinyl cutter, laser etcher, 3D printers, sewing machine, serger, etc. It's a great tool in your belt.

Take a virtual tour and learn more about the Makerspace [HERE](#).

Makerspace Website - [Main Page](#)

## Join the Fun

MEMBERSHIP APPLICATION COMING

If you hold a secretarial, clerical, or administrative position on campus get ready to join ASCE and brace yourself for the fun!

The application for the 2021-2022 year is almost available. This year we are anticipating to go digital, including payment. We have a few details to conclude before its release, but will have it available as soon as possible.

We are doing great things this year and would love for you to be a part of our group. If you have any questions, please feel free to contact:

- President Sherry Fuller at [Sherry.Fuller@mtsu.edu](mailto:Sherry.Fuller@mtsu.edu)
- Vice President Andrea Smith at [Andrea.Smith@mtsu.edu](mailto:Andrea.Smith@mtsu.edu)

Invite Your Friends and  
Get Ready for a  
**FANTASTIC** Year!

## JUMP IN!!

Use your talents on the Development Committee and join the crew!  
Contact Andrea Smith at [Andrea.Smith@mtsu.edu](mailto:Andrea.Smith@mtsu.edu)

## Work



# Sherry's Top Ten Supervising Tips

WRITTEN BY SHERRY FULLER

I was recently asked to speak to a small group on campus about how to supervise students, and my first response was "I don't have anything to teach others. Supervising is just something I do as part of job." I was gently reminded by my colleague that everyone does not know how to supervise, and I indeed had much to offer.

1. First and foremost, be the kind of person others want to follow; People of Integrity. The supervisor sets the tone on what is expected & how things are handled. It depends on you!
2. Be kind, available, & willing to listen. Others need to know you care more about them & not just what they can do for you.
3. When something is said in confidence, keep it confidential. Never tolerate gossip.
4. People will rise to expectation for a supervisor who is respected, so set the standards high!
5. Make sure they know what to do in every emergency scenario on day one. During an emergency is not the time to explain.
6. Find the strengths of each & assign tasks accordingly. Pair up stronger team members with the inexperienced, & naturally, each learn, leaving potential for all to be strong!
7. Be clear & concise when giving instruction. Ask others to reiterate your expectations to make sure everyone is on the same page.
8. When projects are assigned, include deadlines so everyone knows what is expected, and no one is caught off guard when an assignment is requested.
9. Build people up, & when necessary, restore gently while cultivating confidence.
10. And last but not least.....Celebrate everything! New births, weddings, promotions, retirements, victories and just life in general!

## ASCE NEWS

**We received a new ASCE President and Treasurer!**

*Welcome Back President Sherry Fuller*  
*Welcome Treasurer Sarah Glass*

**There are several positions available.**

Join a committee and make a difference:

- FUNDRAISING COMMITTEE
- DEVELOPMENT COMMITTEE
- PRIZE PATROL

### Upcoming Events

Development Day - Coming Soon!



I have learned, becoming an effective and influential supervisor is a learned skill; requiring patience, kindness, and self-control.

Often, we don't see what others see in us, and I'm thankful and grateful to my friend for giving me the nudge I needed.

Take a look at yourself and see what you have to offer, or ask others what they see in you. Everyone has a gift to share and room to grow.

Be prepared and enjoy the journey!

# Murfreesboro Events

## AUGUST 6 - Friday Night Live Concerts

6:30 pm - 9:30 pm, Murfreesboro Square  
The first Friday nights in June - September are filled with Music on Main Street. Bring a chair, some snacks, and your dancing shoes! This is a yearly FREE event in Murfreesboro with a stage near the courthouse and Big Band music in the air.

## AUGUST 7 - All Together Now! Auditions

10 am - 12 pm; 116 N. Walnut St.  
Join the local theater troupe and audition for their next musical production.

## AUGUST 7 - Saturday Storytime @ Barnes & Noble

11:00 am; 2615 Medical Center Pkwy, Suite 2100  
The Children's department has stories and coloring every Saturday morning.

## AUGUST 20 - Outdoor Movie Night

Bloomsbury Farm, Smyrna; 7:30 pm  
Once a month, Bloomsbury Farm holds movie night. This month it's A Bug's Life. See more about movie nights [HERE](#).

## AUGUST 22 - You Sleuth

Augmented Reality Detective Experience  
10:00 am; Get Tickets [HERE](#).



## Do I Have A Calling?

WRITTEN BY ANDREA SMITH

I've heard about "callings" most of my life growing up in church, but it always seemed like something elusive that could never be pinned down. How do I find this magical thing that's supposed to make me feel like I'm fulfilling something incredible? Does it even exist? Are those that find it just kidding themselves to make others feel bad? What...?!

Do I know the answers to all these questions? Not really. I'm not sure I ever will, but here's what I do know. Life is long and nothing is set in stone. Maybe you have a "calling" to accomplish (fill in the blank) for this season of life. Although, in a few years, it's possible that life will turn and you will be "called" to do something else, loving it just as much, or more.

We've put the word "calling" on a pedestal and made it feel unreachable, but it's time to knock it off. Finding something to make you feel accomplished and fulfilled does not have to slam into us with a spiritual experience. Maybe it's something as simple as putting your best foot forward at work, loving your spouse and children with passion and steadiness, helping your neighbors and coworkers when you can, being a leader and a learner...

Live a life you love one day at a time and you'll end up "called" where you need to go.



# Organization With Planners

WRITTEN BY ANDREA SMITH

If you are a daily planner person or are wondering how you might begin a healthy planner journey, you may find this [VIDEO](#) helpful.

It comes from Alaina with The Organized Money. She discusses **7 habits** of her routine with a **daily planner** that help her increase productivity and calm her mind.

Some of these include a "brain dump," reviewing the next day's schedule the night before, and one of my favorite tips was writing down why you are using a planner. Don't let yourself become overwhelmed with things that don't help your planning life, such as, accessories and planner trinkets. Refer back to your list of why you are keeping a daily planner to stay balanced.



## The 4 Burner Theory

WRITTEN BY ANDREA SMITH

Dawn from The Minimal Mom tells us about the **4 burner theory** from the book **Essentialism**, by Greg McKeown, in this [VIDEO](#). And yes, she is talking about your stove.

We are constantly looking for the ideal time management tip to control the chaos of life and be a superhero by "doing it all." Dawn stresses that this is just not possible.

Some burners must be turned down so others...

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# The 4 Burner Theory

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can take precedence. Whether it be something you have intentionally or unintentionally turned down or maybe life has demanded something be turned up, Dawn assists us in understanding this concept and that we are not failures. We must go through the seasons of life and turn our burners up or down in order to be successful.

Learn more about this theory and about the four different burners on our stove that must be managed.



## *Note From the President*

WRITTEN BY SHERRY FULLER

It is truly an honor to serve the role as the ASCE President. If this past year has taught us anything, it is we need each other and need the strength of being in community together! Together we learn, together we grow, and we together we will thrive!

This year we are going to shake things up a bit, so get ready for an amazing year! We plan to move forward without looking back, because we are not going that way!

For starters, we plan to quickly build our membership with an amazing new application and will kick off the year with Development Day! Together we are not only going to survive, we are going to THRIVE!