

AAASAC MONTHLY NEWSLETTER

JANUARY 2024

WELCOME BACK FROM AAASAC!



PROVOST AWARD FOR ADMINISTRATIVE EXCELLENCE

NOMINATIONS FOR THE 2023-2024 PROVOST AWARD FOR ADMINISTRATIVE EXCELLENCE ARE BEING ACCEPTED UNTIL JANUARY 31ST. CONSIDER NOMINATING A COLLEAGUE OR TALKING TO YOUR SUPERVISOR ABOUT BEING NOMINATED FOR YOUR WORK! THE AWARD RECOGNIZES 2 FULL-TIME & 1 PART-TIME EMPLOYEE FOR EXCELLENT WORK.



CRITERIA &
INSTRUCTIONS: [HERE](#)

PLEASE JOIN US FOR OUR
NEXT NETWORK
GATHERING EVENT!

FEBRUARY
6TH, 2024
3:00-5:00PM

MEMORIAL
HALL 6125



Need help or have a question? ASACHelpline@jmu.edu

AAASAC MONTHLY NEWSLETTER

JANUARY 2024

Large tasks can often feel overwhelming. Too many meetings and not enough time often cause procrastination and stress. To help navigate these busy times consider implementing some of the following:

YOU GOT THIS!



- BREAK EACH TASK INTO SMALLER STEPS
- WRITE EACH TASK DOWN SO THAT THEY ARE VISIBLE
- SET A TIMER FOR 20 MINUTES AND WORK ON A PORTION OF THE TASK, THEN TAKE A 5 MINUTE BREAK. REPEAT EACH HOUR.

REMEMBER TO CREATE A SYSTEM THAT WORKS BEST FOR YOU!



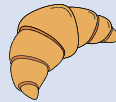
JANUARY WACKY HOLIDAYS



JANUARY 19TH : POPCORN DAY

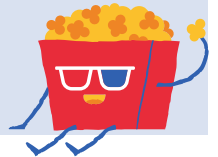
JANUARY 20TH : PENGUIN AWARENESS DAY

JANUARY 21ST : SQUIRREL APPRECIATION DAY-FOLLOW [@JMU_SQUIRELS](https://twitter.com/JMU_SQUIRELS)



JANUARY 25TH: OPPOSITE DAY

JANUARY 30TH: CROISSANT DAY



SURVIVAL TIP

TO MINIMIZE ALL YOUR WINDOWS AT ONCE GRAB ONE WINDOW AND SHAKE IT AROUND YOUR SCREEN, THIS WILL MINIMIZE ALL THE OTHER WINDOWS.

Don't Forget!

Annual Select event requests for Spring 2025 can be submitted February 5-16, 2024

Annual Select event requests for Fall 2024 can be submitted March 11-22, 2024

JMU'S TALENT DEVELOPMENT HAS STARTED THE NEW YEAR WITH NEW WORKSHOP OFFERINGS!

SOME OF THE WORKSHOP TOPICS INCLUDE:

- SWEET SURRENDER
- NEW PROFESSIONALS
- RESUME TIPS

YOU CAN CHECK OUT THE FULL LIST OF NEW WORKSHOPS [HERE!](#)



Need help or have a question? ASACHelpline@jmu.edu

CALENDAR OF EVENTS

**FIRST DAY
SPRING
SEMESTER**

First Day Classes

Classes begin on January 16th

**UNIVERSITY
CLOSING**

Martin Luther King Jr. Day

January 15th, 2024

**JAN.
23RD/24TH
10-11:30AM**

Finance Forum

Location: 1/23: Union Ballroom

Location 1/24: Festival Highlands Room

**JAN. 30TH
11:00- 5:50**

Art Exhibit Opening: girls + eggs

Location: Duke Hall, Gallery of Fine Arts

**FEB. 6TH
3-5PM**

AAASAC's Recognition Committee- Network Gathering

Location: Memorial Hall 6125

Want to publicize a campus event? Email us at aaasacnews@jmu.edu.