# Activity 1

Get to know the people at your table.

Step1: Introduce yourself.

* Share your business card
* Tell your table-mates
	+ Where you work
	+ What you do there
	+ How long have you been at it
	+ Something important about your work
* Then… Tell them **your favorite JOKE**!
	+ If you *have* a favorite joke, you are way ahead of the game! Give it your best shot! (Keep it classy though… )
	+ If you *don’t* have a favorite joke, not to worry! Check out the joke sheet on the table. Find something funny and share it with the table!
* Report out –
	+ If your table has a real knee-slapper – volunteer to tell the joke to the entire room!

# Activity 2

Try your hand at adding humor (pick one, or try them all!

Serious option 1:

“Please take a look at our staff and faculty knowledge base.  Go to the central portal.  Click on the *Service* menu.
Search for topics that you think should be in the database.  If you don’t find what you are looking for, submit a request to have an article added.  “

Your Humorous version!

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Serious option 2:

“Every year we update our blackboard system, keeping it up to date with the rest of the world and taking advantage of new features. This year the update will happen on Thurs, May 14.  Get the details with this knowledge base article. We are offering a webinar that will go through the changes. enroll here. “

Your Humorous version!

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Serious option 3:

“You are receiving this email because you have access to student data in our organization”

Your Humorous version!

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# The Joke Page!

**Got a Cell phone?**

(For Activity 1)

How many economists does it take to screw in a light bulb?
None. If the light bulb really needed changing, market forces would have already caused it to happen.

Try these sites!

[www.cleanjokes.com](http://www.cleanjokes.com)

<http://laffgaff.com/funniest-jokes>

[www.rd.com/jokes](http://www.rd.com/jokes)

[www.laughfactory.com/jokes/clean-jokes](http://www.laughfactory.com/jokes/clean-jokes)

[www.jokesclean.com](http://www.jokesclean.com)

[www.tickld.com/x/clean-jokes](http://www.tickld.com/x/clean-jokes)

[www.funniestcleanjokes.com](http://www.funniestcleanjokes.com)

[www.sfwjokes.com](http://www.sfwjokes.com)

[www.jokebuddha.com/Clean](http://www.jokebuddha.com/Clean)

If opportunity came disguised as temptation, one knock would be enough.

Where there's a will, I want to be in it.

42.7 percent of all statistics are made up on the spot.

Good judgement comes from experience. Experience comes from bad judgement.

Pride, commitment, teamwork - words we use to get you to work for free.

Bumper Sticker: It's Been Lovely But I Have To Scream Now.

I am in total control, but don't tell my wife.

Creativity is no substitute for knowing what you're doing.

I Have The Body Of A God... Buddha.

Almost everything in life is easier to get into than to get out of.

Despite the high cost of living, it remains popular.

Latest survey shows that 3 out of 4 people make up 75% of the world's population.

It's not hard to meet expenses... they're everywhere.

A preposition is a bad thing to end a sentence with.
And a conjunction is a bad thing to begin a sentence with.

The best way to inspire fresh thoughts is to seal the envelope.

Two snowmen are standing in a field.
One says to the other: "Funny, I smell carrots too".

I intend to live forever - so far so good.

One out of every three Americans is suffering
from some form of mental illness.
Think of two of your best friends. If they are OK….

Shin: a device for finding furniture in the dark.

I'm not into working out. My philosophy: No pain. No pain

All I ask is the chance to prove that money cannot make me happy.

The trouble with life is that it's a
do-it-yourself kit without instructions.

We have enough youth, how about a fountain of Smart?

I couldn’t repair your brakes, so I made your horn louder.

I had an “hour glass” figure, but unfortunately the sand shifted.

Honesty may be the best policy, but it’s important to remember
that apparently, by elimination, dishonesty is the second-best policy.

I went to a bookstore and asked the saleswoman, Where’s the self-help section? She said if she told me, it would defeat the purpose.

The best way to make a fire with two sticks
is to make sure one of them is a match.

# Sample: Humorous – p1

To see more examples:

https://bit.ly/1oKPGgp

You are receiving this message because you have been selected to teach us all how to do that “Fork” thing with our hands at the basketball games…

OR

You have access to student data in PeopleSoft.

**Don’t Trip!**

It has come to our attention that the campuses are *covered* with trip hazards.. Yes –that is why there is an annual effort to encourage TRIP REDUCTION.  Cases of duct tape are being shipped to each department to secure the curling ends of any carpet… why there’s even a SURVEY about how you are reducing tripping in your… what?  …. It’s not about…. oooohh – my bad..   ahem.

Folks – our crack research team has just informed me that the trip reduction survey is about something much MORE important than the ends of curly carpet.   It’s about reducing global warming and our carbon footprint.  Maricopa County has given us until March 31 to complete the survey – and they have requested/ insisted on/ kinda demanded/ got a little snarky about/ having at least 80% of us complete the survey.. So far about 20% of us have completed it.  **Please take 5 minutes and follow the instructions below to complete the survey… TODAY..** (says the angry little voice that leaks out more and more through my fingers – eek!)…

Here’s how!

1. (Detailed steps listed here – removed for brevity in this sample)

If you need [more instructions, see if these help](https://docs.google.com/document/d/1ZBqCIk1R_Nu0EgPtIhKnl2yjmJEAw9ToxJF5_m5mASg/edit?usp=sharing).   If you still need help completing the survey – contact utotraining@asu.edu

If you have questions about the survey or the process, Juliet Nelson is on the hot seat.

It took you longer to read these instructions than it will take to complete the survey..   If you have already completed it, you are our hero!   If you haven’t please, please, please do it now… (go ahead… we will wait here…. da, da, da ..  doo, doo…  dum.. dum…  hmmm, hhmmm )

**What should I do with my Friday Afternoon???**

Hmm, it’s Friday.. it’s warm outside, the birds are singing, the students have drifted to where ever they drift to.. Now that we’ve completed that arduous trip reduction survey, what should we do with the rest of our afternoon?

I KNOW!   MANDATORY TRAINING!   YEAH!

This training is very important, because it is about Title IX.   We have all read in the news about attacks of students on various campuses.  It is vital that we all know our responsibility for, and how to report any actions that could be attacks on our students.   The folks who put this together did a great job, they know you are SUPER BUSY reading email updates so they kept it short.   The instructions are similar to the trip survey…

1. (Detailed steps removed here for brevity)

When you want to thank them for how cool the class is, send your kudos to Kiersten and Robin.

**Those Dashboard lights**

Yep, the heat of the day has drained away, the top’s down, there’s a cool breeze, kickin’ back in the ol’convertible, listening to the radio by the dashboard lights.. brings back memories of that rock and roll song..      what? Wrong again?  Twice in one update… dang.

I’ve been informed by the (now tired) research crew that ASU has a dashboard that has nothing to do with cars or rock and roll..  But it’s great!

You can see who in your department has completed all of this mandatory staff training.  Go to <https://dashboard.asu.edu>. On the left, click on “ASU Staff Training”.  Pull down the course you are interested in and you can drill down into any department, or you can see if you have completed it!

Note: It takes overnight for the dashboard to update.

**To-Do or not To-Do, that’s not much of a question!**

I am sure that at this very moment you are glaring at the To-do list on your My ASU page, irritated that you can’t clean that slate and return it to its normal empty condition.  We put “To-Dos” on your My ASU when there are items that need your attention (like trip reduction and Title IX).

On rare occasions, we can make a to-do turn off when you complete a particular task.

More commonly, we add a “don’t show this again” link at the bottom of the to-do, so that you can dismiss it when you complete the task.

We also have some to-dos that the administrator will turn off after a designated time period.   You just have to wait those ones out!

It’s starting to get warm out there… so walk in the shade and drink more water.   We care about you!

If you need help, contact us.. utotraining@asu.edu

(ed. note:  Tired of all this silliness? Click here to unsubscribe

# Sample – Serious Version – P1

You are receiving this email because you have access to student data at ASU.

(ed. note:  This informal update describes actions of the University Technology Office that may affect your work life.   It is published monthly and is a supplement to any formal communication from the UTO.  Looking for the humorous version? Click here to subscribe.)

**Trip Reduction Survey**

Each year Maricopa Country tracks our travel habits with the Trip Reduction survey.  This year, we have put it on line.  The County has mandated an 80% return rate.  We are at 20% and have until March 31st to complete the survey.  If you have not done so yet, please follow these instructions.

A)   (Specific steps deleted in this sample for brevity’s sake)

[Detailed instructions and troubleshooting tips are here](https://docs.google.com/document/d/1ZBqCIk1R_Nu0EgPtIhKnl2yjmJEAw9ToxJF5_m5mASg/edit?usp=sharing).   If you still need help completing the survey – contact utotraining@asu.edu

If you have questions about the survey or the process, contact Juliet Nelson.

**Title IX**

This training will help you understand how to report any instances of abuse that you encounter on campus.  Please follow these instructions.

a)  (Specific steps deleted in this sample for brevity’s sake)

Questions or comments about the content can be directed to Kiersten and Robin.

**Dashboard**

The ASU dashboard helps you track many different types of university data.  One set germane to today’s update is the ASU staff training dashboard.  Go to <https://dashboard.asu.edu>. On the left, click on “ASU Staff Training”.  Pull down the course you are interested in and you can drill down into any department, or you can see if you have completed it.

Note: It takes overnight for the dashboard to update.

**To-Dos on My ASU**

To-Dos can be dismissed in three ways.

On rare occasions, we can make a to-do turn off when you complete a particular task.

More commonly, we add a “don’t show this again” link at the bottom of the to-do, so that you can dismiss it when you complete the task.

We also have some to-dos that the administrator will turn off after a designated time period.   You just have to wait those ones out!

If you need help, contact us.. utotraining@asu.edu

# The Plan

... for adding humor to my ongoing communication.
created by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item 1: Audience and Content

Audience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(Who will you be communicating with on a regular basis? What are they like?)

Content/
Timing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(How often will you communicate? What content do you want to deliver? )

Item 2: Opt-in

Opt-in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(How will you let your customers opt-in to your humor? Email? Website? List-serve?)

Item 3: Gentle and Positive

Inspiration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Where will you look for inspiration to write positive, healthy humor?)

Item 4: Be Responsive

Do you have the time? :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Describe how people will respond to your communication. How do they do it? How quickly will you respond? Who will do the responding?)

Item 5: Carry On

Plan for the year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(How often will you communicate? How long will you do this (till the end of the year? Where will you get your content? )

# Questions? Comments?

Please contact me! I’d love to hear your thoughts about adding humor to your ongoing communications!

Paul.Stoll@asu.edu or UTOTraining@asu.edu

480-415-4562