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“Be present in all things
and thankful for all things.”

– Maya Angelou

Career Development Counts

November is National Career Development Month. It's a good reminder that career development counts and is necessary for our professional growth. **What is one thing that you will do this month related to your career development?** Review the following five career development tips below and [read more here.](#)

1. **Explore your options** and learn more about different careers and where you stand.
2. **Find a mentor** who can offer you professional guidance and advice.
3. **Set Goals** that are specific and measurable to help develop your career.
4. **Make an action plan** to provide structure to help achieve your goals.
5. **Build your job skills** to gain the experience needed to advance in your career.

Prepare Now For End-of-the-Year Performance Review

It's that time of year to start preparing for your annual performance review. **Do you find it a difficult process or struggle with what to say?** Follow the tips below to make it a positive experience and [read more here](#):

- Preparation is critical to get the most out of your performance review.
- Anticipate any areas where you fell short this year with suggestions for improvement.
- Use this opportunity to set goals for the new year and make a plan to achieve them.



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Tip of the Month

When you are meeting and networking with professionals, try to listen more than you talk. Listening to people talk about their careers is one of the best ways to learn and in return, they will appreciate your interest and remember you!

Tips for Reading College Textbooks

Reading college textbooks can be challenging, however, there are strategies to help make it more manageable and less tedious. Review the 5 reading tips below and [learn more here](#).

- **Preview each chapter** - Look at the chapter outline, chapter questions and key terms.
- **Create questions** - Turn the headings and subheadings into questions for yourself.
- **Take notes** - This will help you answer the questions and retain the information.
- **Chunk reading assignments** - Break reading down into small manageable amounts.
- **Summarize** - Write a quick summary of what you read in your notes.



Good Reads

- [Gratitude: It's Always the Right Season to Say Thank You](#)
- [20 Easy Ways to Improve Yourself and Your Life \(Even if You're Busy\)](#)
- [Making The Best Decision for Your Career](#)
- [How to Balance the Holidays and Your Final Exams](#)
- [Small Talk Can Be a Big Deal: Especially During the Holidays](#)

