

ATHLIFE

**“Each person must live their
life as a model for others.”**

Rosa Parks

5 Tips to Spring Clean Your Career

Take some time to freshen up your career with these professional development tips.

1. **Prioritize Your Workday** - Use the technique of time blocking to schedule blocks of time on your calendar for specific work projects and increased productivity.
2. **Update Your Resume** - Updating your resume at least once a year will help keep track of your work responsibilities, accomplishments, and new skills or training.
3. **Enhance Your LinkedIn Profile** - Use LinkedIn effectively to network, build your brand, gain industry information, and job search.
4. **Increase Your Professional Development** - Think about ways to improve your professional development to continue to learn, grow, and move forward.
5. **Expand Your Network** - Growing your network can be easier than you think and is a key factor in your success.

Click [here](#) for more information and check out our Good Reads section at the end of the newsletter for spring cleaning tips for your devices and social media.

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Tip of the Month

We have all dealt with work-related stress at some point in our lives. Even for those that love their jobs, there are times when stress is a factor. Stressing too much can cause harm to your physical and mental health. Learn about some [simple ways](#) to reduce your work-related stress for a healthier you!



Good Reads

- [Thinking About a Graduate Degree? Here are Three Valuable Questions to Ask First](#)
- [How to Turn a Volunteer Position into a Job](#)
- [Digital Spring Cleaning Tips to Clear Your Device Clutter](#)
- [Social Media Spring Cleaning](#)
- [5 Strategies for More Effective Networking](#)

Get to Know Your Professors

Whether you are taking classes online or on-campus, getting to know your professors is very important. Professors encourage students to communicate with them, ask questions and stay engaged to help them reach success. Professors can also act as a reference or serve as a mentor. Review the tips listed below to help you [build an impactful relationship](#) with your professors.

- **Read the Syllabus** - Review the course syllabus to understand your professor's expectations, policies, and suggestions on how to best communicate, including office hours (in-person or virtual).
- **Don't Be an Online Stranger** - Online classes lack face-to-face interaction, however, you can still engage with your professors through email, phone, and virtual office hours.
- **Stay Engaged** - Actively participate in classes and online message boards, submit assignments on time, utilize posted office hours, and email your professors with any questions or concerns.

