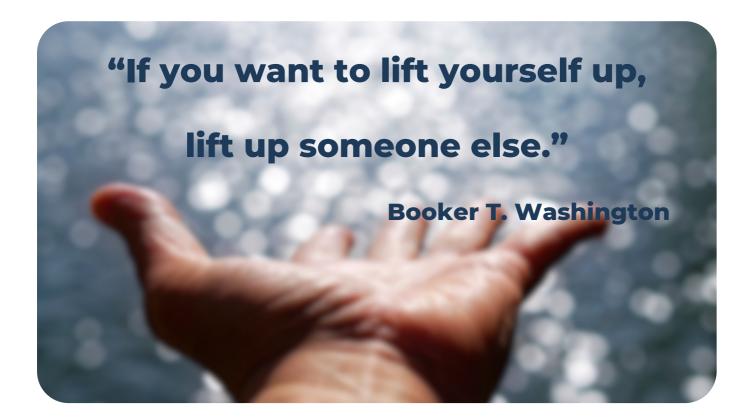
# ATHLIFE



# The Importance of Notetaking

Learning is a lifelong journey where we continue to accumulate knowledge on a daily basis. Notetaking is an essential skill necessary to retain the information that we learn. Follow the strategies below to write more effective notes.

- Write phrases, not complete sentences, to capture the key points.
- Take notes in your own words to make it easier to remember.
- Use headings, subheadings, and numbered lists to help divide the information.
- Color code your notes to emphasize important information.

For more information, read our AthLife Fundamentals article.



Are you enrolled in graduate school or thinking about pursuing a graduate degree? Graduate school requires a shift in priorities and a significant time commitment. Take some time to think about how you will balance life, work, and graduate school. Follow these steps to ensure balance and success in your graduate program.

# How to Ace the **Coaching Interview**

The interview is the final step in the hiring process and can be a game changer. Preparation and practice are key to a successful interview. A former basketball general manager shared some interview questions, listed below, that he used to evaluate potential coaches.

- What do you think your coaching path will look like? Where do you see yourself in three years?
- What side of the ball do you feel most comfortable coaching?
- What is an area in coaching where you are trying to grow? What do you hope to learn this season?
- Tell us about a time when you made a mistake. How did you respond?

Click here to read the entire article to understand why the GM asked these interview questions.



## **Good Reads**

- <u>Time Management Success Tips from a</u> Former Professional Football Player
- How to Determine if Graduate School is the **Right Path**
- Troubleshooting Tips and Tricks (Technology).
- SMART Goal Setting and Action Planning
- <u>Tips for Your Next Job Search</u>

# ATHLIFE

## **5 STEPS TO BETTER** TIME MANAGEMENT

**Using a Calendar** 

A daily calendar is a valuable tool to help you schedule and manage your time and ultimately increase your productivity.

## SELECT A CALENDAR



- Decide which type of calendar will work best for you.
- Calendar options include (but are not limited to):
  - Calendar app on your smart phone
    Google and Microsoft Outlook
- Daily planners or other paper calendar
  Create your own calendar
  Action Item: Access or purchase your calendar.

## **DETERMINE GOALS & TASKS**

- Identify and write out your goals or responsibilities (daily, weekly, monthly).
- Decide which tasks are needed to complete your goals and responsibilities.
- Action Item: Make a list of your goals and the tasks needed to complete them.

## **PRIORITIZE TASKS**



- Think about how quickly you want to complete the task and how difficult it is.
- Action Item: Lists your tasks in priority order and assign deadlines if needed.

## **SCHEDULE THE WEEK**

- · Review your prioritized list of tasks and schedule them in your calendar.
- · Add meetings, appointments, or events to your calendar.
- · Action Item: Schedule weekly time for tasks, meetings, and events in your calendar.

## **REVIEW & REFLECT**



- Did you complete your tasks or need to allot more/less time in your calendar?
- Action Item: Review your calendar at the end of the week and decide what we

## **RESOURCES**

- How to Use a Calendar for Time Management in 4 Steps
- The 5 Best Calendar Apps of 2022
- Smart Goals for Time Management
- Effective Scheduling



