

ATHLIFE

**“If you want to lift yourself up,
lift up someone else.”**

Booker T. Washington

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.



AthLife Tip of The Month



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

- [Time Management Success Tips from a 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](#)
- [Tips for Your Next Job Search](#)

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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

- 1
 - 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

- 2
 - 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

- 3
 - Organize your task list by priority to schedule properly in your calendar.
 - 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

- 4
 - 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

- 5
 - Review your calendar to help plan your time better and increase productivity.
 - 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 went well and what you can improve upon.

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](#)

