

ATHLIFE



**“Everybody can be great, because
everybody can serve.”**

- Dr. Martin Luther King Jr.

Professional Development Tips to Take Charge in the New Year

Have you thought about how you can make this your best year yet? Listed below are some ideas you can implement today to [boost your professional development this year.](#)

- **Listen More Than Speaking** - Focus on active listening. Active listening will help build trust, respect, and it is ultimately appreciated by others.
- **Fail to Succeed** - Use failure as a tool to succeed. If you view failure as a way to grow, you can alter your mindset and reach your goals faster.
- **It's Okay to Say No** - Say no to opportunities that do not align with your values or goals. This will enable you to say yes to those that do fit within your professional development plan.
- **Practice Self-Awareness** - Become self-aware. This will help you identify your strengths, weaknesses, and emotions, and acknowledge areas that need improvement.
- **It's All About Perspective** - Change your perspective to a positive one to create a path to success. Reframe negative experiences as a way to help you grow and move forward.



AthLife Tip of The Month



The new year is a great time to work on your professional development goals. [Follow these tips](#) for setting SMART goals and learn about ways to help you reach your 2024 goals.

Tips to Get to Know Your Professors

Whether you are taking classes online or on-campus, it's important to get to know your professors. Professors encourage students to communicate with them, ask questions, and stay engaged to help them reach success. Review the tips below to help [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 posted office hours.

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.

Study Tips To Maximize Your Learning

Did you know there are ways to help you learn more efficiently and better retain information? Review the study tips below to help [maximize your learning](#) and succeed in your classes.

- **Read Ahead** - Complete the reading assignment before class to understand the material and identify any questions you may have.
- **Review New Information** - Take time after class to review your notes and the reading material while it's fresh in your mind.
- **Identify Difficult Material** - Use flashcards right away to help you learn challenging terms or concepts.
- **Study Every Day** - Get in the habit of reviewing your reading material, notes, and flashcards every day to help retain the information.
- **Practice Healthy Habits** - Make sure you get proper nutrition, hydration, sleep and exercise for optimal learning.



Good Reads

- [Successful Online Learning Tips](#)
- [Tips for Completing Your Goals](#)
- [How to Determine if Graduate School is the Right Path](#)
- [Take a Break and Increase Your Focus and Productivity](#)
- [Email Etiquette 101](#)

