


ATHLIFE



“Don't sit down and wait
for the opportunities to
come. Get up
and make them.”

- Madam CJ Walker

Soft Skills to Advance Your Skills

Did you know that soft skills can help advance your career? Soft skills are personality traits and qualities that are transferable from job to job, developed from life and work experiences. Review the following six soft skills that are important for career advancement at any stage.

- **Coachability** - Remaining open and positive when accepting constructive feedback and professional advice is key.
- **Empathy** - Relating to others and their feelings will help build strong work relationships.
- **Communication** - Effective writing, speaking, and presentation skills are essential in the workplace.
- **Critical Thinking** - Evaluating and analyzing information to solve a problem or make a decision involves critical thinking.
- **Creativity** - Offering new ideas and suggestions or thinking outside the box contributes to creative thinking.
- **Problem-Solving Attitude** - A positive attitude will help with problem-solving and keep you motivated to resolve the issue.

★ AthLife Tip of The Month ★

Now that you have set your SMART goals for the year, it's time to focus on how to finish those goals. Understanding that making progress on your goal completion will take time and can be a challenge is the first step. Follow these suggestions to help you check goals off your list!

Tips to Complete Your College Homework

Completing your homework can feel like a daunting task, however, it does not have to be a painful experience. Implement the strategies below to help complete your homework and become a better student.

- **Create a study environment** that is quiet and free from distractions.
- **Plan ahead** and use a calendar to list assignment due dates and create to-do lists.
- Start with your **least favorite subject** to reduce anxiety and increase confidence.
- **Chunk your reading assignment** into smaller, more manageable units.
- **Plan a reward** for yourself after you have completed your homework.

6 Key Questions for a Doctoral Degree

Making the decision to pursue a doctoral degree, or any type of degree is a challenge. Knowing the answers to these basic questions can help guide your decision-making process to ensure you make the right decision for you.

- Why is this degree important to you?
- What do you want to accomplish or study?
- When will you find the time to complete the degree requirements?
- Will your goal achievement depend on whether you complete a degree?
- Which type of institution or program is right for you?
- How will you balance school with your current lifestyle, job, and family life?



Good Reads

- [The Importance of Note-Taking](#)
- [Technology: Tools to Prepare for In-Person and Virtual Networking](#)
- [Certificate, Certification, License, & Designation - What's the Difference](#)
- [How to Make the Best Decision About Continuing Your Education](#)
- [Time Management Success Tips from a Former Professional Football Player](#)