

# ATHLIFE

“A person who never  
made a mistake never  
tried anything new.”

- Albert Einstein

## 5 Tips to Spring Clean Your Career

As you think about doing some spring cleaning, why not also 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 career 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.

## AthLife Tip of The Month



We have all dealt with work-related stress at some point in our lives. 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!

## Graduate Degree Questions

Graduate school is a commitment that requires some serious thought. If you are considering a graduate degree, take some time to reflect and answer these [three important questions](#).

- **What graduate degree do you plan to pursue and why?** You should have a clear understanding of what you want to study and why it's important to you.
- **Will a graduate degree help your career?** Do your research ahead of time to make sure that a graduate degree is the right answer for your career field and goals.
- **Are you prepared for graduate school?** Assess your home and work responsibilities to ensure that you have the time and energy required for a graduate degree program.

## Digital Spring Cleaning Tips

Spring is a great time to clean up your digital storage, such as your email, phone contacts, and computer files. Review the [tips below](#) to help you get your digital spring cleaning done!

- **Email** - Delete old email accounts, update your passwords, declutter your inbox, unsubscribe from email ads or junk email.
- **Phone** - Update your phone's operating system, delete duplicate or old contacts, delete unwanted apps or photos to free up storage space.
- **Computer** - Uninstall any unused software programs, organize your files and delete files no longer needed, check your security preferences.



## Good Reads

- [Smart Goal Setting and Action Planning](#)
- [Tips for Completing Your Goals](#)
- [Social Media Spring Cleaning](#)
- [Unlocking New Skills With Coursera](#)
- [Troubleshooting \\_\\_\\_\\_\\_ Tips \\_\\_\\_\\_\\_ & \\_\\_\\_\\_\\_ Tricks \(Technology\)](#)

