

ATHLIFE

Tips to Spring Clean Your Career

As you start your spring cleaning, consider refreshing your career as well with these professional development tips!

- **Prioritize Your Workday.** Use the technique of time blocking to schedule blocks of time on your calendar for specific work projects to increase productivity.
- **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.
- **Optimize Your LinkedIn Profile.** LinkedIn is a powerful platform for networking, building your brand, staying informed about your industry, and exploring job opportunities.
- **Boost Your Professional Growth.** Advance your skills and career by attending industry events, earning certifications, and seeking new learning opportunities.
- **Grow Your Network.** Building connections is easier than you think and plays a crucial role in your success.

Motivation Strategies For School

Staying motivated during the spring term can be a challenge. The combination of midterms, projects, papers, and warmer weather can make it tempting to procrastinate your coursework. Follow these strategies to stay focused and finish the term strong!

- **Reassess your goals.** Break down your remaining assignments into smaller, more manageable tasks to reduce stress and keep you on track.
- **Change your study routines.** Switch up your study space to help refresh your focus or try a new study technique to boost productivity.
- **Prioritize self care.** Make sure that you are getting enough sleep, staying hydrated, and taking breaks to avoid burnout.
- **Stay engaged with classmates.** Study groups can keep you motivated and help reinforce your understanding of material through discussion with others.
- **Celebrate small wins.** Plan a reward for yourself after completing a task, such as a coffee break or watching a television show, as a way to stay motivated.



Grow Your Network

Growing your network is important because it helps you discover new opportunities, learn from others, and get support when you need it. The more people you connect with, the more chances you have to grow personally and professionally.

Growing your network is easier than it seems. Engage on LinkedIn, attend local events or virtual webinars, and reconnect with past colleagues. Volunteering, joining professional groups, and setting up career conversations are also great ways to expand your network. Remember to follow up and nurture relationships to keep your network strong.