

## Tell Me About Yourself

Are you ready to answer this question - Tell me about yourself? As you network, interview for jobs, and move throughout your career, you will often hear this question. It's important to have a concise response prepared ahead of time. When developing your professional introduction, keep in mind your audience, your relevant skills and accomplishments, career development goals, and the most important thing you want your audience to remember about you. And practice, practice, practice!

## Enhance Your Academic Skills This Summer

If you have some free time this summer, there are several ways to keep your brain sharp. Review the following suggestions and make it a productive summer!

- Any type of reading, including audiobooks, increases your vocabulary, exposes you to grammar, and keeps your brain active.
- Journaling for a few minutes each day, on the topic of your choice, can help enhance your writing skills.
- Improve your technical skills by enrolling in a low-cost computer class, a free online MOOC (Massive Open Online Course), or even a free class offered at your local library.
- Increase your knowledge in a specific subject area, along with your critical thinking skills, by visiting a museum.
- Check out the community college or park district for some fun summer classes to keep

## ATHLIFE TIP OF THE MONTH

Summer is a great time to review the career goals you set at the start of the new year and evaluate your progress. Or maybe it's time to set some new goals for yourself! Remember to set SMART goals (specific, measurable, attainable, relevant, and time-based) and develop action plans to help move your career forward.

The SMART goals framework will help you develop goals that answer the following questions:

- **Specific** - What exactly will you accomplish?
- **Measurable** - How will you know when you have reached this goal?
- **Attainable** - Is this goal realistic, and do you have the resources?
- **Relevant** - Why is this goal significant to your career?
- **Timely** - When will you achieve this goal?

An action plan can also help you monitor your progress and make changes to your plan along the way. An action plan should include the following information:

- **Tasks** - Create a list of tasks needed to reach your SMART goal.
- **Timeline** - Set a start date and a reasonable deadline for each task.
- **Resources** - Determine the resources needed for each task.
- **Obstacles** - Identify any challenges and strategies to deal with them.
- **Evaluation** - Set dates to review your progress and make revisions as needed.

