

ATHLIFE

Making a Great First Impression

Have you heard the expression that first impressions can make or break you? Well, it's true! That first meeting, whether it's on the phone, at a networking event, or in an interview, is crucial. Follow these five tips to make a great first impression.

- Do your research and know who you are meeting with ahead of time.
- Understand what your body language is saying. Show confidence and comfort.
- Become self-aware by reaching out for feedback from friends on how you come across.
- Find common ground and look for shared interests to help with small talk.
- Follow up after the meeting and remember to send a thank you note or email.

The Importance of Note-Taking

Note-taking is an essential skill necessary to retain the information that we learn, which is especially important in the classroom. Follow the strategies below to write more effective notes and increase your learning.

- Write phrases, not complete sentences, to capture the key points.
- Take notes in your own words to make it easier to remember.
- Use headings, subheadings, and numbered lists to help divide the information.
- Color code your notes to emphasize important information.
- Review and revise your notes soon after class to fill in missing details and reinforce what you learned.

ATHLIFE TIP OF THE MONTH

Today, job interviews are often conducted virtually, especially that first screening interview. Remember that interview preparation is just as important for a virtual interview. In addition to standard interview prep, make sure that you test your technology ahead of time, select an appropriate interview location, and dress for success!

Finding Success in Online Learning

Online learning is a great option for continuing education. Review the tips listed below for success in your online courses.

- Confirm that you have all the resources you need for online learning, such as a working computer, webcam, access to the internet, and required software programs.
- Review your school's online learning platform, practice video chats, download materials, or other computer activities so that you are prepared for your online class.
- Review your syllabus, list assignments in your calendar or planner, and set reminders; be proactive and reach out to your professors with any questions.
- Try time blocking or another time management technique to balance your class assignments with your other responsibilities.
- Stay active in your course by taking part in online discussions and building connections with your professors and classmates, just like you would in a traditional classroom.

