

Start the School Year Strong

Are you taking classes this fall or sometime soon? Set yourself up for academic success with these key tips. A strong start will help you build momentum for a successful term!

- **Review** your course syllabus to understand expectations, assignments, deadlines, and grading policies.
- **Ensure** you're ready for online learning by checking that you have a reliable internet connection, working technology, and basic computer skills.
- **Learn** effective textbook reading strategies to help manage reading assignments and retain key concepts efficiently.
- **Choose** a notetaking method, like outlines, Cornell notes, or mind maps, that supports how you learn best.
- **Plan ahead** and stay organized by marking key assignments and test dates in a daily calendar, and be sure to schedule regular study time as well.
- **Stay engaged** early and often by introducing yourself to your professors, participating in class discussions, and asking for help when needed.

TIME MANAGEMENT TIP

Try using the "2-Minute Rule" to help manage your time. If a task takes less than two minutes, do it right away instead of waiting to do it later. This will help clear your mind, reduce your to-do list, and keep small tasks from piling up. Try it today!



Boost Your Career This Fall

Make the most of the fall season with these tips to boost your career. Small steps now can lead to big progress before the end of the year!

- Update your resume and LinkedIn with recent skills, accomplishments, and experiences.
- Set a career goal that is achievable by year end, with action steps and deadlines to keep you on track.
- Attend virtual or local professional events, webinars, or career fairs to expand your network or take time to reconnect with your current network.
- Explore new career paths through online research or by scheduling career conversations with those in your field of interest.
- Review and revise your online social media presence to make sure it matches your professional brand.

