STUDENT HERALD

January - April 2024 Edition

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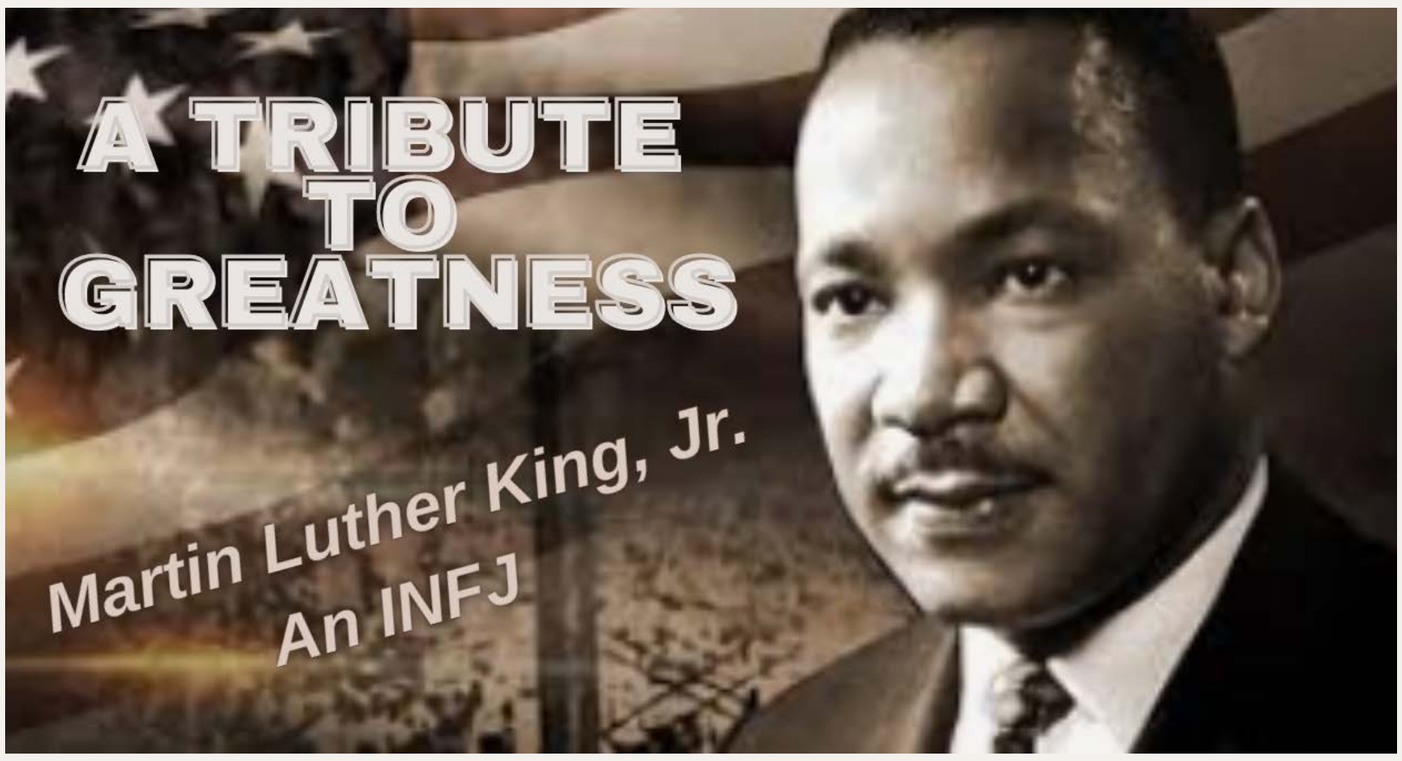
2024

UPCOMING CELEBRATIONS



“Be the peace you wish to see in the world!”

Will you be mine?

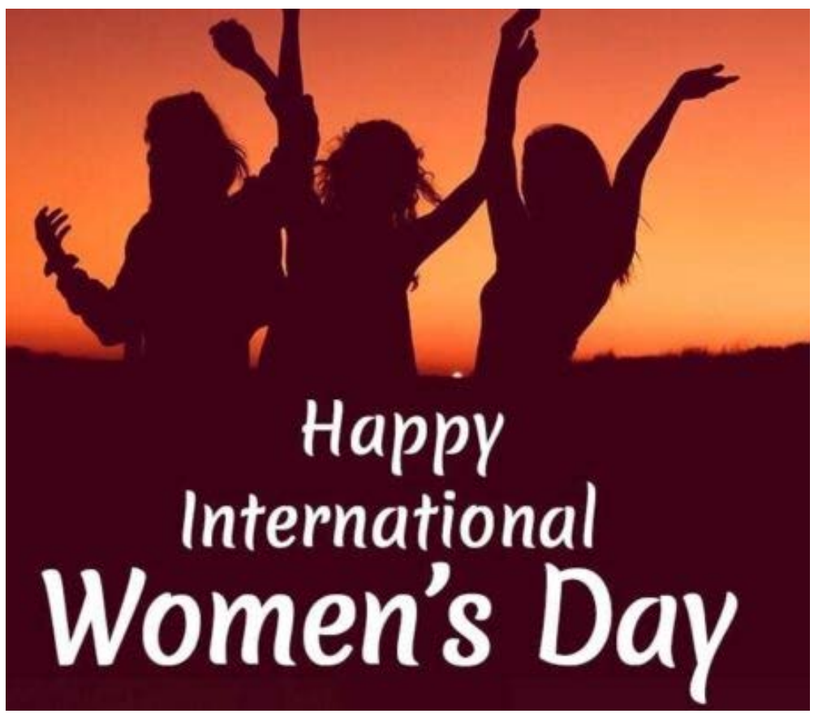
YOU MAKE ME HAPPY

“Nothing can stop the man with the right mental attitude from achieving his goal.”- Thomas Jefferson

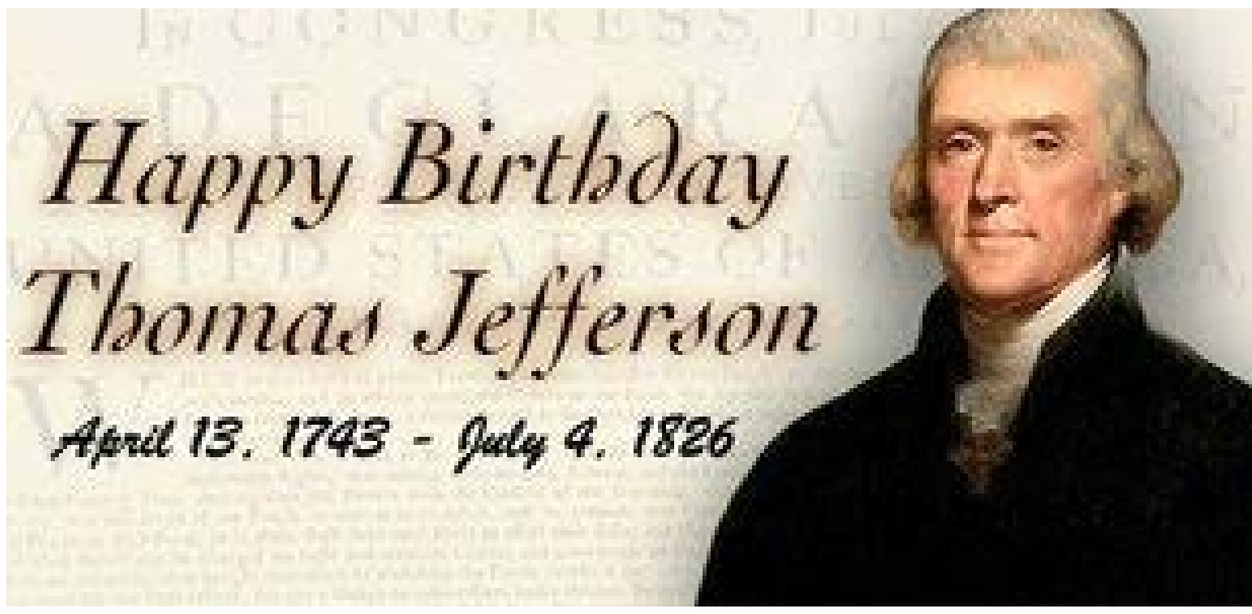
2024

UPCOMING CELEBRATIONS

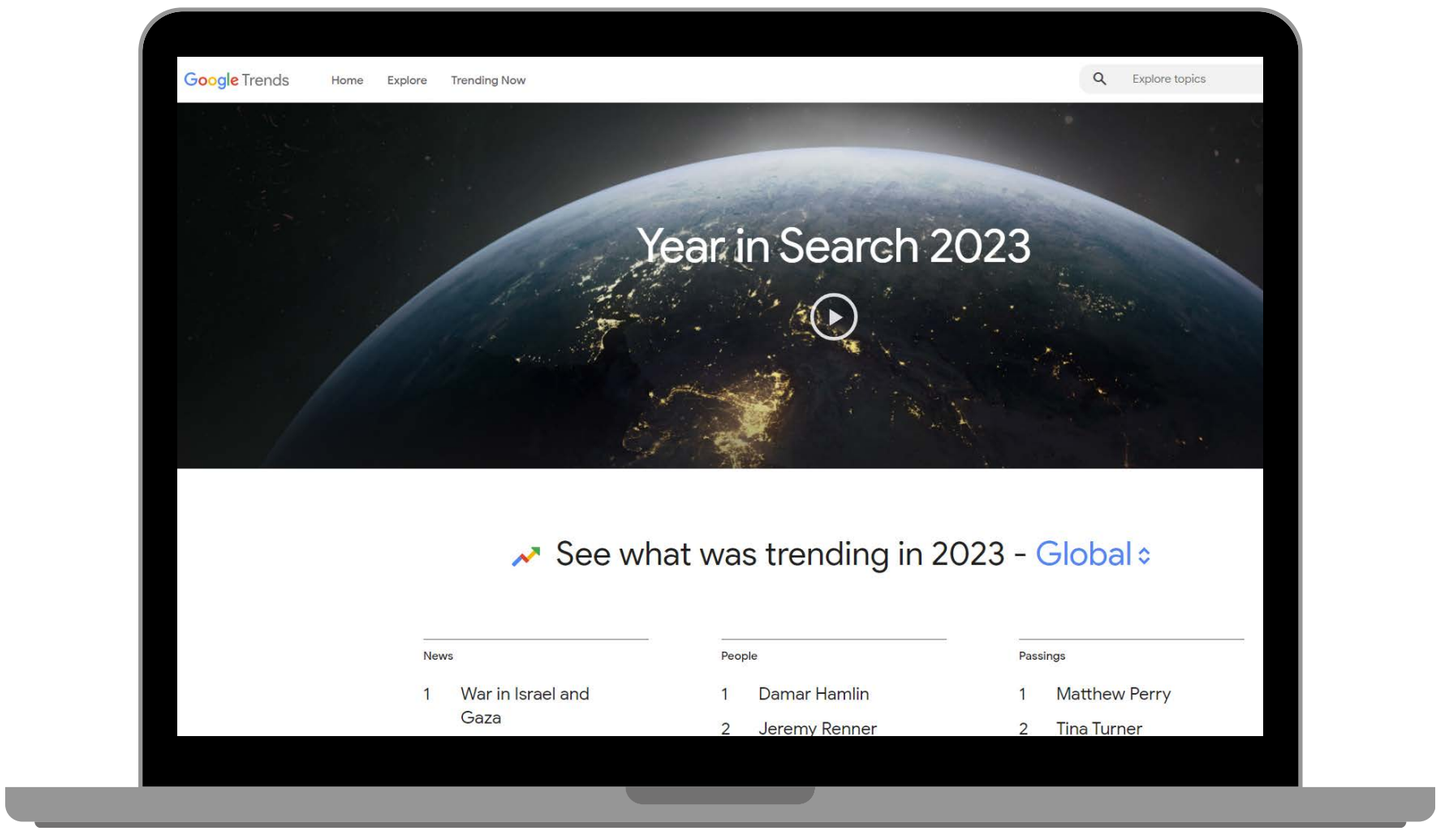
“May the blessings of teach day be the blessings you need the most.” -Irish Blessing



“The great gift of Easter is hope.” - Basil C. Hume



Google Year In Search: 2023, 25 Years Searched



Each year, Google in partnership with YouTube, produces “Year In Search”, a global reflection of trends. With each video, we see what is important to each of us across a worldwide population. Often showing us how small the world is, as our concerns, hopes, loves, and faith are really not that different. Take a look at 2023's Year In Search; it is not only a reflection of 2023, but *25 Years Searched*. We hope you enjoy this reflection, as much as we we look forward to it each New Year; giving us insight to the past for inspiration to the future.

For the complete article and trends from 2023 visit https://trends.google.com/trends/yis/2023/GLOBAL/

Google Local Year In Search 2023

While, the signature *Year In Search* reflects global trends, each city, state, country, and zip code has their own trends. Some searches are unique to that location. So what was your *Year In Search?* Student Services, check out the cities that mean the most to us!

Heather Cordner,
Director Student Services

Searched her hometown:
Pittsburgh, PA

- The Pittsburgh, PA area ranked 2nd in the U.S. in top trending searches for the fall of the house of usher
- The Pittsburgh, PA area ranked 3rd in the U.S. in top trending searches for catholic church near me

Lakeysha Edwards, Associate Director
Student Services Undergraduate Programs

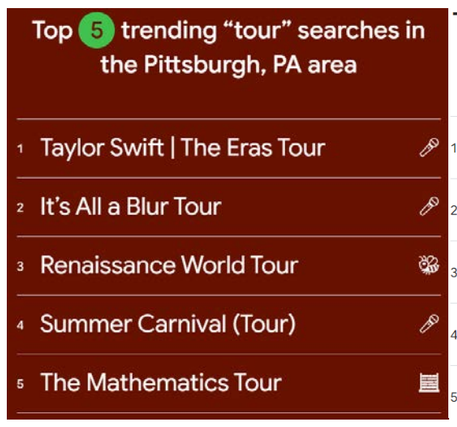
Searched her favorite city to visit:
Los Angeles, CA

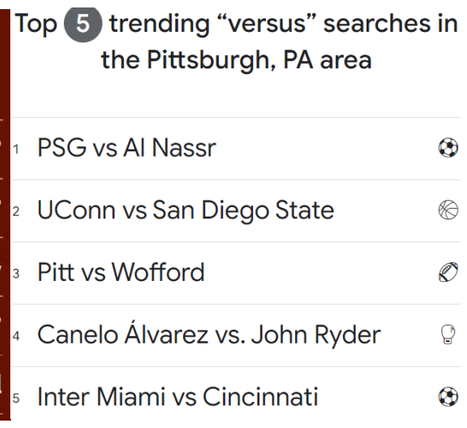
- The Los Angeles, CA area ranked 1st in the U.S. in top trending searches for beef
- **The Los Angeles, CA area was the only place in the U.S. with argentina vs curaçao as a top trending search**

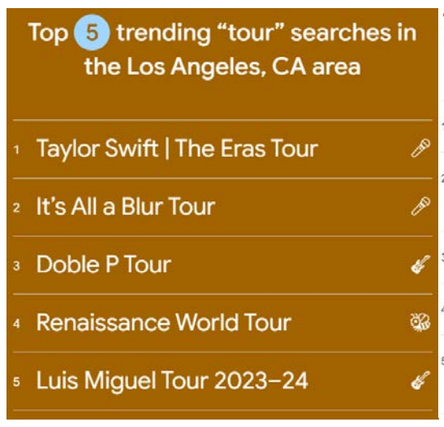
Hisela Tamayo, Associate Director
Student Services Latin Division

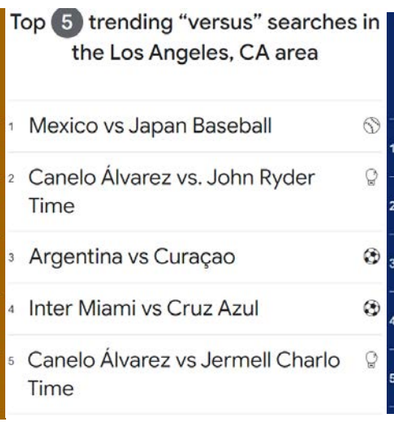
Searched where she lives:
Miami, FL

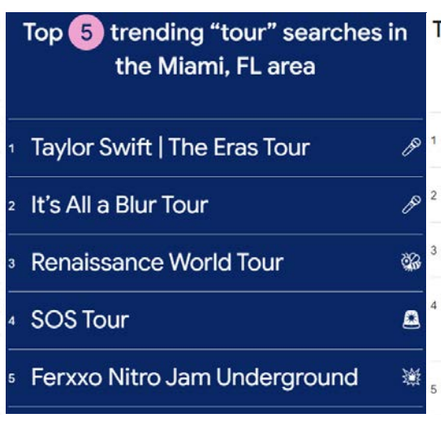
- The Miami, FL area was the only place in the U.S. with ferxxo nitro jam underground as a top trending search
- **The Miami, FL area was the only place in the U.S. with venezuela vs usa baseball as a top trending search**

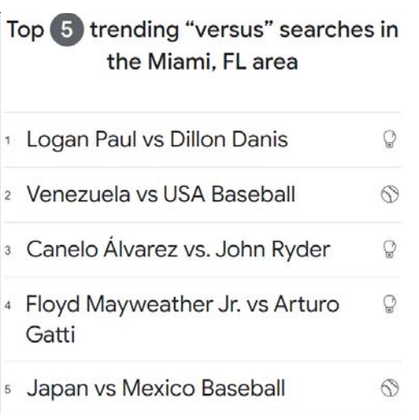


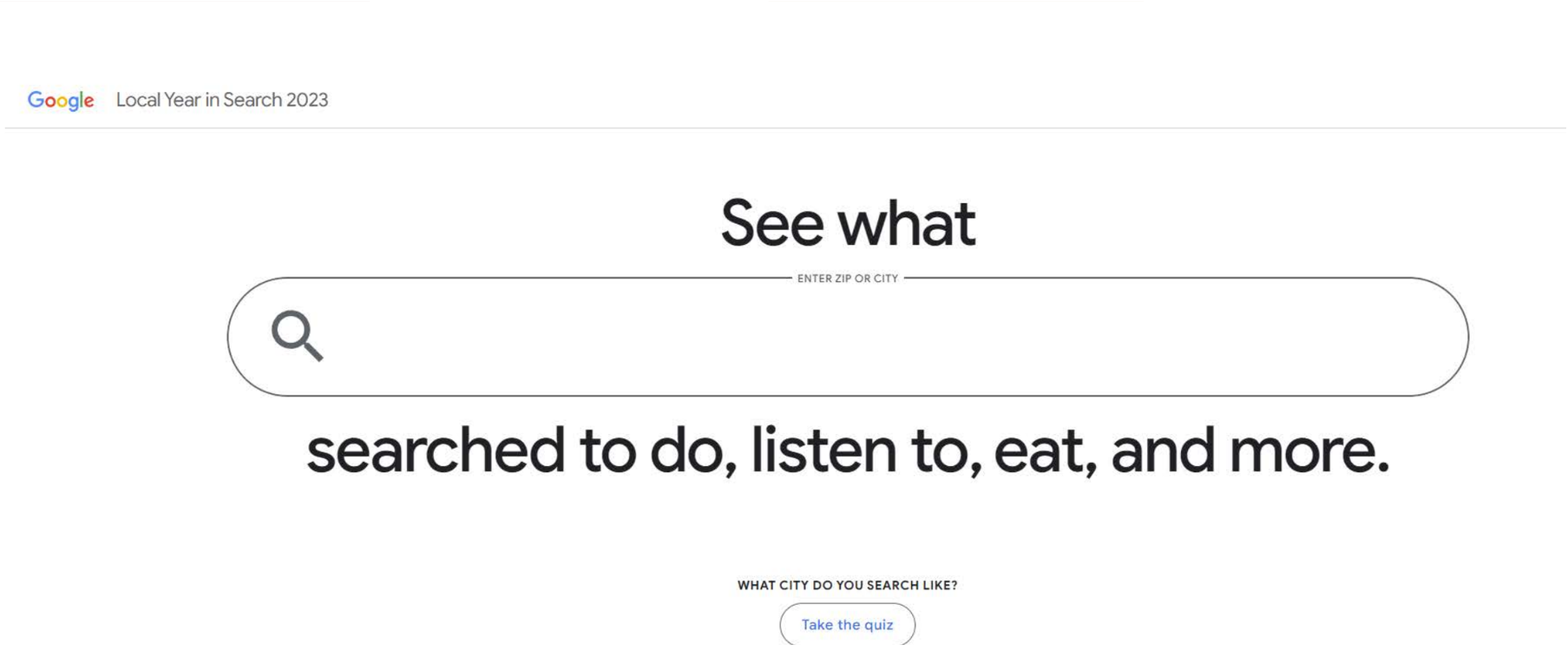












See what you local search looks like, Take the quiz

Student Services Organization on Blackboard

The Student Services Team is here to help!
Call us at 866-537-7371 or email us at
eCampusStudentServices@keiseruniversity.edu
- Heather Cordner, Director
- Lakeysha Edwards, Associate Director - Undergraduate Programs
- Hisela Tamayo, Associate Director - Latin Division

Access **eCampus Student and Career Services** resources on Blackboard, keiseruniversity.blackboard.com located under "My Organizations"

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eCampus Student and Career Services - 2024

Business Office

Financial Aid: Here are quick links for commonly used websites:
- Financial Aid Docs Portal
- FAFSA Website
- Federal Student Aid

Questions? Please call in at 877-597-2552 and ask for your Financial Aid Officer.

Bursar Services: For assistance with student balances, stipend requests, invoices, and payments.
Payments may be made online by visiting forms.keiseruniversity.edu/ku-ec-online-payment/
Questions? Please call in at 877-597-2552 or email ecampusbursar@keiseruniversity.edu

Office of the Registrar

Ordering Official Transcripts

Ordering Official Transcripts, is quick and easy thanks to Parchment!
https://www.parchment.com/u/registration/2011918/institution

- Follow the instructions to first create a free account.
- Select Order Your Transcript
- Enter the Destination.
- Select Delivery Method
- Please note there is a cost per copy PLUS shipping.

(shipping costs vary depending on location shipping to and method)

- Review Transcript Guidelines, sign, and submit request.
- Proceed to checkout to Enter Payment Information.
- Please allow 3-5 days for processing.

TIP: Plan wisely; order transcripts early!

If you have questions please contact the Registrar Office
Calling in at 877-597-2552 or eCampusRegistrars@keiseruniversity.edu

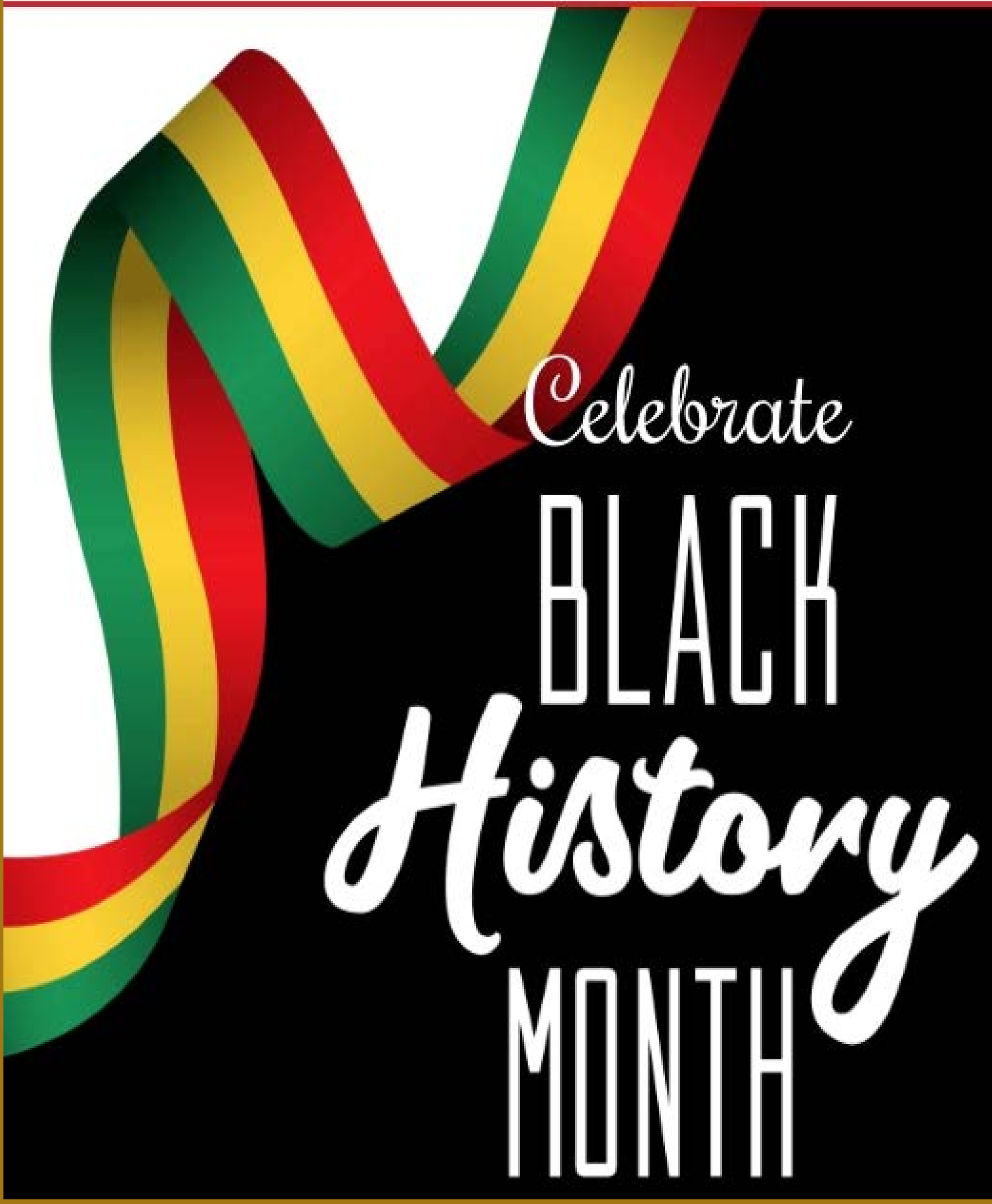
Understanding Transcripts

Unofficial Transcripts
Can be accessed by the students on prior institution platforms.
Can be used for admissions and enrollment evaluation of transferring credits.
Can be emailed, hand-delivered, mailed, or whatever is the easiest way to send the transcript.

Official Transcripts
Requested by student from prior institution(s), refer to their guidelines.
To receive PERMANENT transfer credits from previous institution(s), provide the Registrar's Office by the end of the student's first semester.
All provided official transcripts need to be SEAL and NON-OPENED.

Keiser University eCampus

Celebrates Black History Month!



BLACK HISTORY MONTH

Honoring the PAST and Inspiring the FUTURE.

Famous Black History People

SERIES 05

Coretta Scott King
(April 27, 1927 – January 30, 2006)
was an American author, activist, civil rights leader, and the wife of Martin Luther King, Jr. An active advocate for African American equality, she was a leader for the Civil Rights Movement in the 1960s. Mrs. King was also a singer who often incorporated music into her civil rights work. She met her husband while attending graduate school in Boston. King played a prominent role in the years after her husband's assassination in 1968 when she took on the leadership of the struggle for racial equality and became active in the Women's Movement. She also founded the King Center and sought to make his birthday a national holiday. She finally succeeded when Ronald Reagan signed legislation which established Martin Luther King, Jr. Day on November 2, 1983.

Kenneth Bancroft Clark
(July 14, 1914 – May 1, 2005)
& Mamie Phipps Clark
(April 18, 1917 – August 11, 1983)
were African American psychologists who as a married team conducted research among children and were active in the Civil Rights Movement. They founded the Northside Center for Child Development in Harlem and the organization Harlem Youth Opportunities Unlimited (HARYOU). Kenneth Clark was also an educator and professor at City College of New York, and the first black president of the American Psychological Association. They were known for their 1940s experiments using dolls to study children's attitudes about race. The Clarks testified as expert witnesses in *Briggs v. Elliott* (1952), one of five cases combined into *Brown v. Board of Education* (1954). The Clarks' work contributed to the ruling of the U.S. Supreme Court in which it determined that de jure racial segregation in public education was unconstitutional.

Hiram Rhodes Revels
(September 27, 1827 – January 16, 1901)
was a Republican U.S. Senator, minister in the African Methodist Episcopal Church, and a college administrator. Born free in North Carolina, he later lived and worked in Ohio, where he voted before the Civil War. He became the first African American to serve in the U.S. Congress when he was elected to the United States Senate as a Republican to represent Mississippi in 1870 and 1871 during the Reconstruction era.

Blanche Kelso Bruce
(March 1, 1841 – March 17, 1898)
was born a slave in Prince Edward County, Virginia. Later becoming a politician, he represented Mississippi as a Republican in the United States Senate from 1875 to 1881. He was the first elected African-American senator to serve a full term (Hiram R. Revels, also of Mississippi, was the first African American to serve in the U.S. Senate but did not complete a full term).

Richard Allen
(February 14, 1760 – March 26, 1831)
was a minister, educator, writer, and one of America's most active and influential black leaders. In 1794, he founded the African Methodist Episcopal Church (AME), the first independent black denomination in the United States. He opened his first AME church in 1794 in Philadelphia, Pennsylvania. Elected the first bishop of the AME Church in 1816, Allen focused on organizing a denomination in which free blacks could worship without racial oppression and slaves could find a measure of dignity. He worked to upgrade the social status of the black community, organizing Sabbath schools to teach literacy and promoting national organizations to develop political strategies.

Billie Holiday
(April 7, 1915 – July 17, 1959)
born Eleanora Fagan, was an African American jazz singer with a career spanning nearly thirty years. Nicknamed "Lady Day" by her friend and music partner Lester Young, Holiday had a seminal influence on jazz music and pop singing. Her vocal style, strongly inspired by jazz instrumentalists, pioneered a new way of manipulating phrasing and tempo. She was known for her vocal delivery and improvisational skills. She won four Grammy Awards, all of them posthumously, for Best Historical Album. She was inducted into the Grammy Hall of Fame in 1973. *Lady Sings the Blues*, a film about her life, starring Diana Ross, was released in 1972.

Louis Armstrong
(August 4, 1901 – July 6, 1971)
nicknamed Satchmo, Satch, and Pops, was an American trumpeter, composer, vocalist, and occasional actor who was one of the most influential figures in jazz. His career spanned five decades, from the 1920s to the 1960s, and different eras in the history of jazz. His beautiful tone and gift for structuring bravura solos with brilliant high-note climaxes led to such masterworks as *That's My Home*, *Body and Soul*, and *Stardust*. One of the inventors of scat singing, Armstrong began to sing lyrics on most of his recordings, varying melodies or decorating with scat phrases in a gravel voice that was immediately identifiable. In 2017, he was inducted into the Rhythm & Blues Hall of Fame.

Elijah Muhammad
(October 7, 1897 – February 25, 1975)
born Elijah Robert Poole, was a religious leader, who led the Nation of Islam (NOI) from 1934 until his death in 1975. He was a mentor to Malcolm X, Louis Farrakhan and Muhammad Ali, as well as his own son, Warith Deen Mohammed.

Toni Morrison
(February 18, 1931 – August 5, 2019)
born Chloe Ardelia Wofford, was an American novelist, essayist, editor, teacher, and professor emeritus at Princeton University. Her first novel, The Bluest Eye, was published in 1970. The critically acclaimed Song of Solomon (1977) brought her national attention and won the National Book Critics Circle Award. In 1988, she won the Pulitzer Prize and the American Book Award for Beloved (1987).

John Henrik Clarke
(January 1, 1915 – July 12, 1998)
was an African American historian, professor, and a pioneer in the creation of Pan-African and Africana studies, and professional institutions in academia. Becoming prominent during the Black Power movement in the 1960s, while began to advocate a kind of black nationalism, Clarke advocated for studies of the African American experience and the place of Africans in world history. He challenged the views of academic historians and helped shift the way African history was studied and taught. Clarke was "a scholar devoted to redressing what he saw as a systematic and racist misrepresentation and distortion of African history by traditional

Keiser University eCampus
Presents:

Impactful Black Voices
Virtual Open Mic Night Celebration!
Wednesday February 14th@ 7pm EST

Sign up to be an act today!

In celebration of Black History Month, we will be hosting an open mic night with the theme of Impactful Black Voices; a celebration of the past, present, and future who have influenced the arts.
We are currently holding sign ups for anyone interested in being an act on this night. *Link to connect to be sent out closer to the event.*

All acts need to submit their registration and piece to Student Services no later than February 7th by emailing:
EcampusStudentServices@keiseruniversity.edu

The Extraordinary Life of Mary McLeod Bethune

BREAKING NEWS

"You're free to be different. You have the courage to begin again."

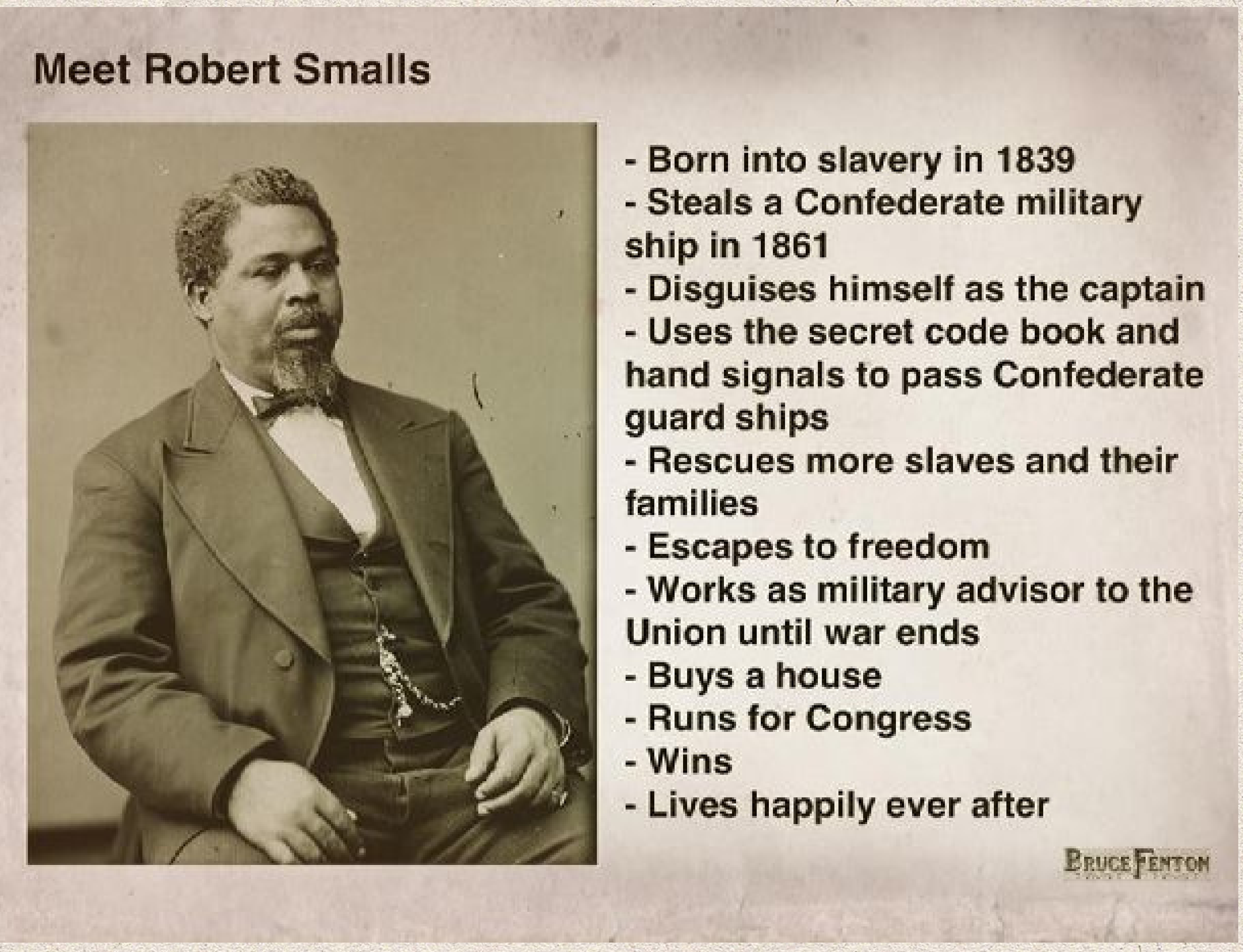
"I leave you hope. The Negro's growth will be great in the years to come. Yesterday our ancestors endured the degradation of slavery, yet they retained their dignity. Today, we direct our strength toward winning a more abundant and secure life. Tomorrow, a new Negro, unhindered by race taboos and shackles, will benefit from more than 330 years of ceaseless struggle. Theirs will be a better world. This I believe with all my heart."
www.theroot.com

Mary McLeod Bethune was a passionate educator and presidential advisor.

SPECIAL EDITION

Robert Smalls

“My race needs no special defense, for the past history them in this country proves them to be equal of people anywhere. All they need is an equal chance in the battle of life.” https://en.wikipedia.org/wiki/Robert_Smalls



Robert Smalls (April 5, 1839 – February 23, 1915) was an American politician, publisher, businessman and maritime pilot. Born into slavery in Beaufort, South Carolina, he freed himself, his crew and their families during the American Civil War by commandeering a Confederate transport ship, CSS Planter, in Charleston harbor, on May 13, 1862, and sailing it from the Confederate-controlled waters of the harbor to the U.S. blockade that surrounded it. He then piloted the ship to the Union-controlled enclave in Beaufort–Port Royal–Hilton Head area, where it became a Union warship. His example and persuasion helped convince President Abraham Lincoln to accept African-American soldiers into the Union Army.

After the Civil War, Smalls returned to Beaufort and became a politician, winning election as a Republican to the South Carolina Legislature and the United States House of Representatives during the Reconstruction era. He authored state legislation providing for South Carolina to have the first free and compulsory public school system in the United States. He founded the Republican Party of South Carolina. Smalls was the last Republican to represent South Carolina's 5th congressional district until the election of Mick Mulvaney in 2010.

Do you have a red cord to wear at graduation??

Attend workshops for the Leadership Distinction Program (LDP)

- Earn the skills needed to land a job in your industry.
- Enhance your leadership skills.
- Complement academic and career goals.
- Be a part of a community of leaders who pursue leadership opportunities while acquiring, sharpening, and using new skills.
- Expand your network of contacts.

For more INFORMATION and a SCHEDULE of upcoming workshops, visit the Student and Career Services Organization on Blackboard.

Leadership Distinction Program (LDP)

Schedule of Seminars:
January 2024- April 2024

Date & Time	Topic
January 16th @ 1:30pm est & 4:30pm est 25th @ 1:30pm est & 4:30pm est 30th @ 1:30pm est & 4:30pm est	***Financial Success:** All 3 parts offered Reducing Financial Stress Improving Financial Success with Credit Student Loan Repayment - Resources and Legislation Updates
February 8th @ 7:00PM est	In partnership with Psi Chi, Graduate School Chapter LinkedIn with Guest Speaker Dr. Richard Mendelson
March TBD 12th @ 7:00PM est	Do's and Don'ts of Social Media Time Management for Online Students
April TBD TBD	Ethics in Academia **Master and Doctoral Programs* Leadership

***Required Seminars**

All dates, times, and topics are subject to change

Quick Tips for Saving Money in the New Year!

Contributed by: Geoff Stam, Director Financial Wellness and Default Management

It's the new year and with every new beginning, many of us have 'resolutions' when it comes to our money. Maybe finding a way to save a little more towards the so important Emergency Fund. Possibly putting away some cash for a trip, a new vehicle, or just having a little extra each pay period is your goal. Whatever the situation, building an emergency fund or creating any other savings may seem daunting (and not fun). Add in the current economic environment (though indications are inflation is 'cooling') and it seems even more challenging. Savings usually does not happen very quickly and figuring out the most effective process for each of us can be quite a test.

Conversing with students over the last few years, I have compiled a few of the simpler, applicable tips that STUDENTS have used to reach their own savings goals. As I always tell students, find what works best for you and helps you mitigate some of your spending behaviors to be successful.

With a little creativity and discipline, you can successfully reach your savings goals without completely stretching your financial limits. Here are a couple of ideas that I have heard from our students in the last few years:

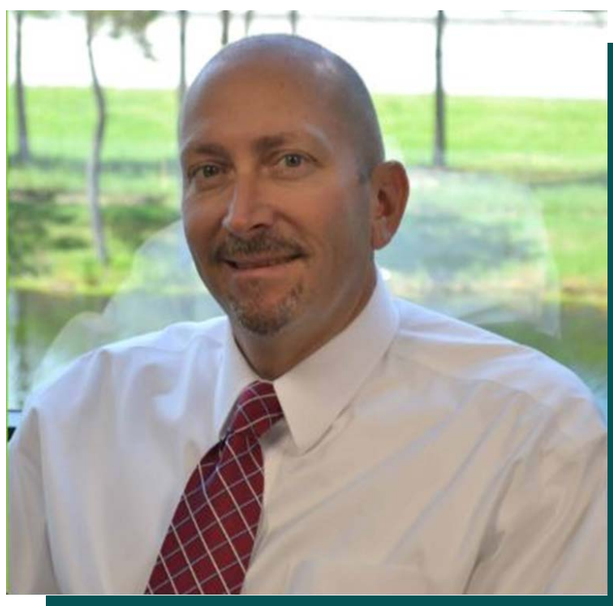
1. The "No Excuses" Box
This student referenced Dave Ramsey (www.Daveramsey.com) when they explained it to me, but it seemed effective. This individual decided to modify two of their spending habits; going out for coffee and buying lunch when they already had lunch items available. Placed by the front door and next to the car keys was a small box with "No Excuses" written across it. When the student thought of going to buy a cup of coffee $5 was put in the No Excuses box, and coffee was made at home. The same process was used for thoughts of going out for lunch. Put $5 in the box, go back to the kitchen and make some lunch. (Of course, having gone grocery shopping helps, so make sure that you budget and have coffee and lunch items on the grocery list!)

2. The Lunch Envelope
The average cost of eating a lunch out is now exceeding the $10 mark. That could add up to quite a cost if you spent just $10 daily for lunch out, 5 days a week, 52 weeks a year! Maybe we cut going out to lunch by 2 days a week. The 2 days you don't go out, take a $10 bill, to represent what you would have spent on lunch out, and place it in an envelope. By physically putting the money in the envelope, you are actively completing your savings behavior. Maintaining this process over the course of one year can lead you to around $1,000 in your envelope! Well on your way to an emergency fund or whatever savings goal is.

3. $5 Bills
One student explained that every $5 bill they came across was put into an envelope, headed towards a savings account (deposited monthly).
This individual used cash more than the debit card so whenever a $5 bill was handed back as change, they decided that might be a great way to create some "forced" savings for things like emergencies or Christmas.

4. The 52-week Money Challenge (https://www.money-challenge.com/tools/52-week-money-challenge-printable-chart)
Starting with the first week of the year, put $1 in a savings account, $2 in week two, $3 in week three… and so on, until you finish the year depositing $52 to savings in the last week. The result is nearly $1380 in savings!! Some students have tried it reverse, starting with $52 week one, $51 week 2, $50 week 3, and so on, finishing the last week of the year with $1 into savings. You may consider splitting this in half and doing it every 2 weeks; $26 week two, $25 week four, $24 week six, etc. Again, it's what works best for you, but this can be a fun way to challenge yourself to create savings. It might take some time, but most bank accounts will allow you to set this up to occur automatically to make it a little easier on you. Regardless of the method, a little creativity, some discipline, and planning, can set you up for success with creating savings that have previously eluded you. If it works for you and your behaviors, you will see your savings begin to grow. Just remember it takes time, but the more you do it the small steps become larger ones and you will find yourself closer to reaching your financial goals!

STUDENT LOAN BORROWERS, please register for the free website iontuition.com (portal.iontuition.com) to track your loans; know your servicer, review interest rates and interest accrual, understand repayment plans/options, forgiveness opportunities, as well as deferment, forbearance, and consolidation.

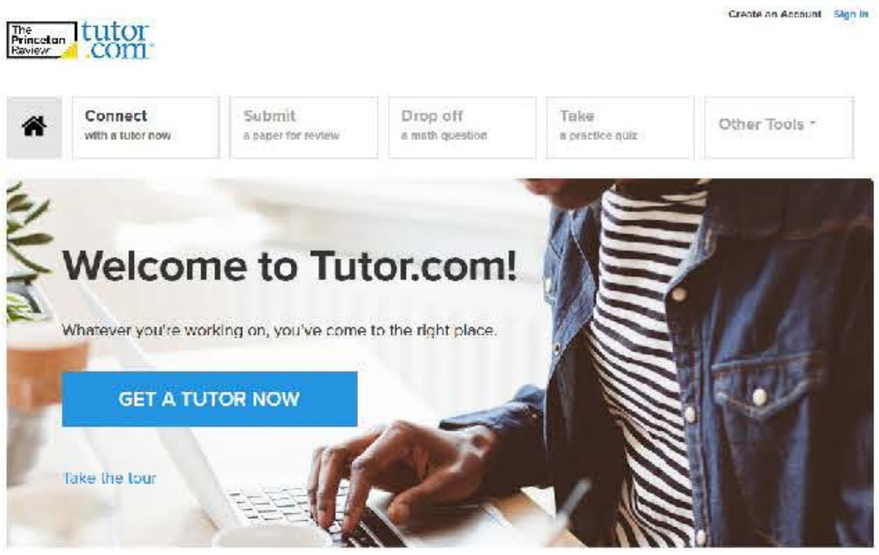


Please feel free to contact me if you have any questions or need additional assistance. I can be reached at (904) 238-3099, or gstam@keiseruniversity.edu.

How It Works: Tutor.com Classroom

Connecting with expert tutors for on-demand, 1:1 help

The expert tutors at Tutor.com can help you work through a tough homework problem, improve your writing skills, study for a test, review a difficult concept, and so much more!



Get started

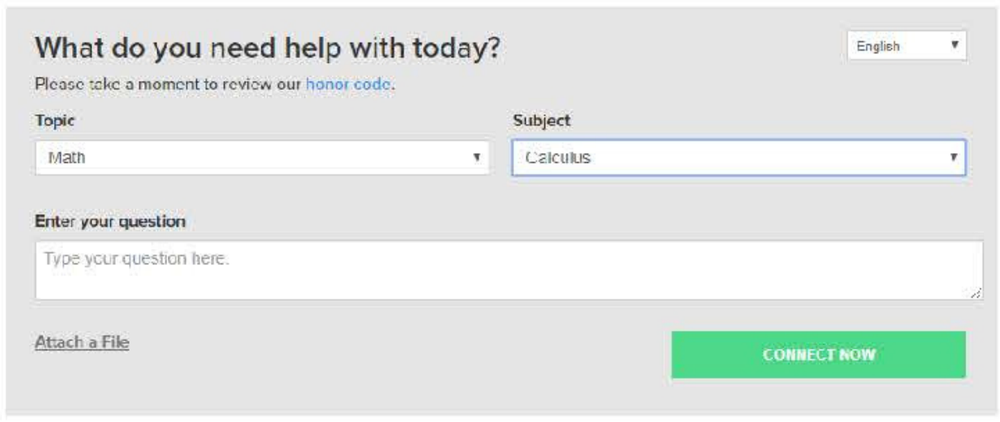
1. Go to: The bottom left menu in your course, click on Tutor.com, read and then click Tutor.com
2. You will be in you Tutor.com account.
3. Click on Connect with a Tutor.

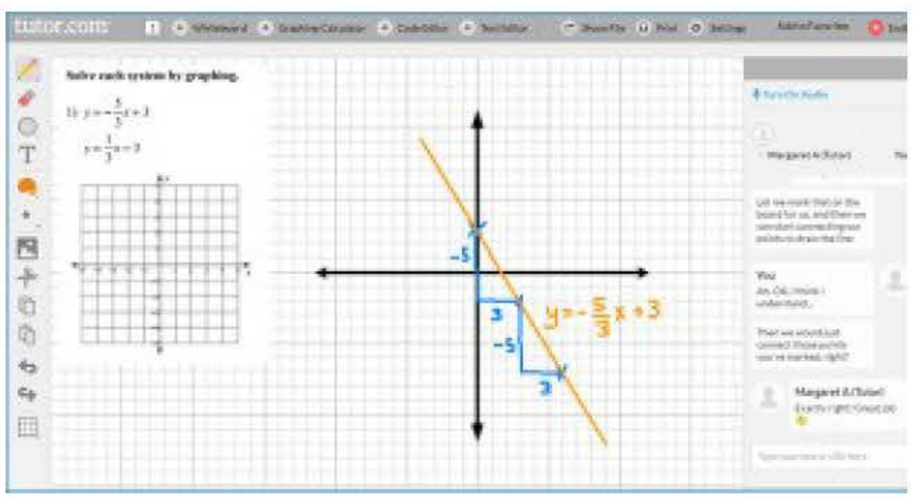
01

02

Get the right tutor

Fill in the quick pre-session questionnaire. Using this information, we will match you with the first available tutor best qualified to assist you.





Communicate

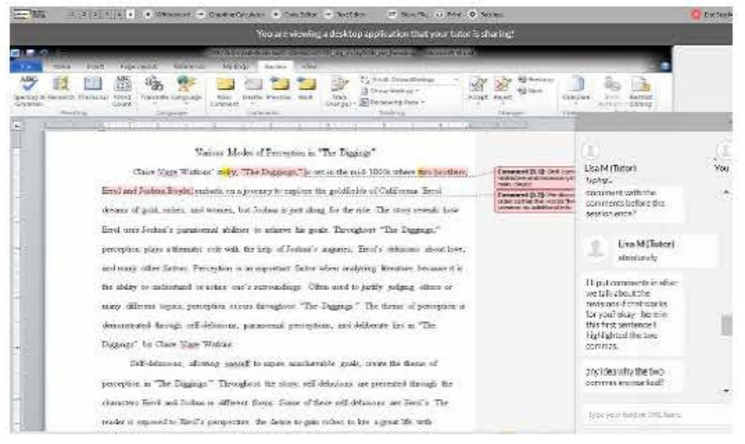
Use our chat box or an audio connection to instant message or speak with your tutor in the online classroom. You and the tutor may also use the interactive whiteboard to share work and ideas. *All activity in the classroom is recorded for review and quality control.*

03

04

Share a file

You can share many types of files with your tutor in the classroom. Upload an essay, your lab report, a PowerPoint presentation, and more. You and your tutor will be able to view the file together in the classroom.



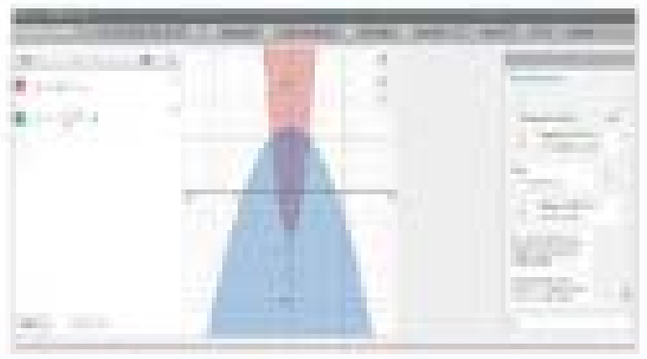
KEISER UNIVERSITY

tutor.com™
A Service of The Princeton Review

Tutoring Services

05 Use special tools

The classroom includes a graphing calculator, text editor, and code editor when working on subject material that may require these special tools. Open them by using the buttons above the whiteboard.



06 Rate & review your session

After each session, be sure to let us know how we did! Complete the survey and share your comments. Then you'll have the option to play a video of your session, and email or print the chat log and whiteboards.

07 Submit your paper

Our **Drop-Off Review** service allows you to get expert help from a tutor without having to connect for a real-time session. Upload your writing assignment and get detailed feedback and explanations within 12 hours. Retrieve your tutor's completed review under **My Sessions**.

08 Practice for a test

Use our practice quizzes to assess your level of knowledge and practice for upcoming tests or quizzes in math, science, and English. Take a quiz, review your results, and connect with a tutor to discuss any missed questions.

09 Use *My Account*

- Review previous sessions and retrieve drop-off reviews from **My Sessions**. Be sure to tag your favorite tutors when reviewing your sessions.
- Reconnect with your favorite tutors or see when they are next scheduled from the **My Favorite Tutors** section.
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Inside Seahawk Athletics

Congratulations to all KU sports teams!

This year as been a hallmark year, for all of our Seahawks Sports Teams. Check out some of the key accomplishments from this talented group of student athletes. For complete stories, be sure to check out kuseahawks.com as wells as upcoming game schedules.

NATIONAL CHAMPS: No. 3 Keiser Claims First Red Banner

The National Championship victory capped off the most-successful season in Keiser history as the Seahawks finished the year with a 12-2 record (12-0 in NAIA play). In just the sixth year of the program, the Seahawks improved to 55-15 all-time as Keiser made its second straight NAIA National Championship appearance.

No. 1 Men's Swimming Claim Their Fifth Straight NAIA National Title

KEISER UNIVERSITY SEAHAWKS

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Inside Seahawk Athletics

Keiser Men's Lacrosse engraved its name in history this afternoon in the championship round of the NAIA Invitational Tournament.

No. 1 Women's Swimming Claims Second NAIA National Title in Program History

Keiser University

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46 of the Best Pieces of Career Advice To Help You Grow

Genevieve Northup, MBA, SHRM-CP, HCI-SPTD as published in *Indeed's Career Guide*

Developing your desired career takes time, patience and training, and keeping a positive mindset is important. Whether you're at the beginning of your career or have been in your industry for years, there are always opportunities for growth and improvement. Reading career advice could help you build effective habits and make a plan to advance in your field.

In this article, we provide our 46 best pieces of career advice to motivate you when pursuing your long-term career goals.

46 best pieces of career advice to help you grow
Here are our best pieces of career advice to help you reach your goals:

1. Venture outside your comfort zone
When you try new things, you prepare yourself for your next role. You may consider taking on new and difficult tasks that initially feel uncomfortable. Embrace upskilling, which is the process of building more advanced skills for your role, and reskilling, which is the process of learning new skills to pursue a different role. You can pursue challenging new skills by volunteering for leadership responsibilities and working cross-functionally with different departments at work.

2. Meet new people
It's best to view each person as valuable and worthy of your time and consideration. Opportunities, referrals and growth can come from unexpected places. For example, if you're working a temp job outside your field, the relationships you build with colleagues could lead to a referral to a permanent role more aligned with your goals.

3. Show up early
Even if you become jaded in your position, do your best to show up early and be ready to complete your assigned tasks. Employers may appreciate and notice your effort, and you might continue to stay on good terms if you display your eagerness to work by showing up early.

4. Become a lifelong learner
You can continue to learn no matter what stage of your career you are in. When you learn continuously, you can gain more skills and become flexible and adaptable in your career path. Possessing a willingness to learn is an attribute that many people value in today's workforce. Attend any professional development events and training sessions your employer may host.

5. Check in with your career path once per year
About once a year, refresh your network, study new opportunities and conduct salary comparisons. It's easier to make strategic career decisions when you have real data to compare to the benefits of your current job.
You may also consider sharpening your knowledge of new industry trends each year to remain competitive in the job market in case you ever decide to leave your current workplace. It's also a good time to conduct informational interviews with people you admire and review your career development plan to ensure you're pursuing your goals.

6. Search for the value in feedback or criticism
Each piece of feedback you receive can help you grow and further develop in your career. Rather than focusing on the delivery method or the person providing you with the feedback, do your best to manage your emotions, take the value out of the message you are receiving and move on. Feedback is a critical part of growth.

7. Cultivate perseverance
It may take some time to become a top performer in your job. It's important that you continue to persevere and develop to reach your career goals. For instance, if you're a writer and an editor continuously rejects your pitches, try refining and developing your ideas before presenting them to the same editor or a different one.

8. Keep your promises
It's essential that you match your words with your actions, and employers appreciate dependable employees they can trust. If you tell your leader you can finish a project by a certain date, then taking the necessary steps to finish the project accordingly is essential. Relationships are essential to any business, and trust is a key component. Once you become accountable, you might notice that you attract people who are also dependable.

9. Ask the important questions
Many successful professionals have become successful because they ask important questions. Maintain a curious disposition and ask questions in all professional environments. Asking questions can build your knowledge and contribute to your learning process and development. You may also consider asking questions about things outside your job title if you think it could help you better understand your organization as a whole.

10. Speak up
Many employers appreciate employees sharing their thoughts and ideas on important topics affecting the business. Try to get comfortable sharing your convictions with leadership when it's appropriate. Learning to express your opinions in a professional way with accurate data to back up your claims can help you make a positive impact on your workplace.
You may also request a personal meeting with a manager to discuss a sensitive matter or ask for advice. When you participate and speak up, employers may notice that you care about your job and take it seriously.

11. Develop a work wardrobe that suits you
Each workplace has a different dress code, and many environments allow you to express yourself through your style. Slowly crafting a wardrobe of options that help you feel confident, poised and comfortable may help you excel at work, especially when giving presentations or meeting new people. The clothes and accessories you choose may reflect your dedication to your job and allow you to express elements of your personality, background and goals to your teammates.

12. Pursue a job you enjoy
When you enjoy your work and the people you work with, it leads to higher job satisfaction. Finding a job that's a good fit for you could take time, but having one that aligns with your interests may help you contribute more and feel motivated.

13. Say "yes" to opportunities that scare you
If you're afraid of an opportunity, trying it may be a good idea. This could help you build confidence, and you may often find that you can do what you think you cannot do.

14. Set SMART goals
Setting goals can help to keep you motivated throughout your career. SMART goals are:

- **S**pecific: Your goal is clear.
- **M**easurable: You can determine if you met your goal successfully.
- **A**chievable: Your goal is realistic, and you have the resources to achieve it.
- **R**elevant: Your goal aligns with your values, passions and long-term objectives.
- **T**ime-bound: You have a deadline for when you expect to complete the goal.

15. Release perfectionism
Once you give up on trying to be perfect, you allow yourself the opportunity to learn from your mistakes and grow. Most managers and leaders expect people to make mistakes, especially at the beginning of their careers. Having high standards for yourself can be motivating, but it's important to allow room for growth.

16. Find a passion outside of work
A job you enjoy can contribute to your purpose in life, but your life outside of work is also important. Remember to make time for hobbies and social relationships, as these experiences can help you find fulfillment.

17. Expect some challenging days
All jobs involve challenging situations that may frustrate you. Remember that these unexpected inconveniences are temporary. Develop effective stress management skills to move forward and regain focus after resolving a frustrating situation.

18. Improve your workplaces
Making a difference in an environment that needs structure and leadership can be fulfilling. One way to make a difference may come from stepping into a position that requires you to bring order to chaos. These environments can be challenging, but they highlight your value.

19. Find a mentor and be a mentor
Having a mentor and being a mentor can give you valuable insight and help increase your visibility in the industry. It can help you along your career path if you ask your mentor to introduce you to individuals currently working in the industry you are interested in. When you begin to mentor, you can introduce your mentee to others and help them grow their career, too.

20. Distinguish yourself by working hard
Work ethic often commands respect. Cultivate habits that can contribute to your performance and put in more time and effort than those around you. Doing so may show your dedication and result in respect from your peers and leaders.

21. Ask for help
You may face tasks or projects outside your scope of understanding. It's best to ask clarifying questions rather than make unnecessary mistakes. Asking for help saves time and ensures that you can complete the task or project successfully the first time.

22. Rely on your strengths
By focusing on your strongest skills, you could become an expert at them over time. You may have stronger collaborative results by outsourcing your weaknesses to others who excel in those areas. Specializing in an area that utilizes your natural talents may help you become more valuable in your field and lead to greater job satisfaction.

23. Make sacrifices when necessary
Your career goals may require investment. You might extend your time and money for training; some careers require long hours, weekends, and evenings. These sacrifices could result in advancement and flexibility in the future.

24. Resist the urge to compare yourself to others
Everyone achieves their goals at a different pace, and peers in your industry may have unique advantages, challenges and skills that make their path different from yours. Instead of measuring yourself against your colleagues, measure yourself against your past self. This can help you retain your individuality and build your confidence.

25. Define your professional code of ethics
Integrity is vital at work, as it helps you make decisions that align with your values and beliefs. Acting with integrity may also help you earn the trust and respect of your colleagues, clients and partners. Develop and abide by a professional code of ethics to ensure you remain in control of your career decisions.

26. Stay open to career changes
You can switch roles or industries at any stage in your career. If you're unhappy in your current field, reflect on industries that benefit from transferable skills. For example, if you're a teacher and enjoy working with kids but want to work outside of education, you might consider earning a degree in child psychology.

27. Decline opportunities professionally
You may get opportunities in your career that you decide against, and it's important to learn how to decline a job offer, partnership or meeting without offending the other party. When you're disinterested in an opportunity or request, it helps to respond promptly, use professional language and suggest some people in your network who might be a better fit.

28. Maintain a positive attitude
People who can stay optimistic even during times of stress can be valuable leaders and teammates. Viewing challenging situations as opportunities to test and refine your problem-solving skills is important. Showing up to work with a positive attitude may also relieve stress for your colleagues and help the team stay focused on shared goals.

29. Use your intuition
Your gut or intuition often has the answer. Try listening to it to guide your decisions. If something feels right, like changing jobs, making a career transition or finding a new circle of friends, trust it. Use it as a foundation you can always rely on in moments of doubt.

30. Reward yourself when you achieve goals
Keep yourself motivated by rewarding yourself when you achieve goals. This may include short-term goals and small rewards, like taking a break or going for a walk when you complete an item on your to-do list. It also can include bigger rewards for long-term goals, like scheduling a vacation after you get a promotion you've been pursuing.

31. Prioritize your health
Work-life balance is vital to your health, happiness and productivity. When you're busy with work, it's important to schedule time for exercise, sleep and recreational activities you enjoy. If your employer offers wellness benefits, such as health app subscriptions or gym membership reimbursements, consider using these perks to protect your health.

32. Help others when you can
Lend your skills to others when it's appropriate. For example, you might refer a former colleague to an open position with your employer, connect two people in your network with one another or offer to speak at a nearby college about your industry. This builds effective relationships and strengthens your network.

33. Establish efficient habits
You can be more productive by looking for ways to optimize your work routines. Using tools and software programs to automate some of your tasks, finding ways to focus more intently on tasks and creating a schedule that works for you might all help you work more efficiently.

34. Consider working with a career coach
If you're unsure of your best career path, consider hiring a career coach to help you. Career coaches help clients analyze their strengths, interests and personalities to choose a career that suits them. Then, they help you build an action plan to reach your goals.

35. Research emerging technologies in your industry
Learning new skills and tools could help you stay competitive in the job market. Even if you're happy in your current job, study the latest in-demand skills and take courses or practice independently to add them to your resume.

36. Resign professionally
If you leave a job, how you submit your resignation may affect how your former employers view you. If you want to protect your professional relationships, be kind, confident and respectful when quitting. It's a common courtesy to write a resignation letter, give your employer ample notice and complete any project you're currently working on before you leave the company.

37. Perform simple tasks well
Most jobs involve simple, repetitive tasks like entering data, sending check-in emails or gathering office supplies. Even if these tasks seem less satisfying than more complex projects, it's important to be intentional and conscientious when doing them. This may showcase your attention to detail and respect for your job.

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46 of the Best Pieces of Career Advice...

...Continued from page 22

38. Be honest about your goals
Tell your colleagues and supervisors what you want to do. They may be able to assign you tasks that align with your interests and guide you toward developing your career.
For example, if you're an administrative assistant at a marketing agency but want to become a copywriter, tell the creative director you assist about your career aspirations. They may ask you to create a deck for a client presentation or perform market research, which may help you learn more about marketing.

39. Attend company events
When your employer hosts social events, conferences or client events, make a habit of attending them. They can be great networking opportunities, showing you care about the organization. You can also learn more about the company culture. You could even volunteer to help plan the next company outing to grow your leadership skills.

40. Share your work publicly
When you create work you're proud of, display it on your professional website, portfolio or social media page. This may help attract recruiters, peers and clients searching for someone with skills like yours. However, ensure you have a client or employer's permission before sharing your work.

41. Negotiate well
Negotiation skills are critical for many business jobs, but they can help people in any industry. Understanding how to advocate for yourself and support your claims with evidence may help you earn a higher salary, better benefits and more favorable outcomes in workplace conflicts.

42. Practice interview skills
When you have the right qualifications for a job, your interview often helps distinguish you from other qualified candidates. Building interview skills, such as knowing how to research a company beforehand, learning how to calm your nerves and using the STAR (situation, task, action and result) method for crafting responses may increase your chances of getting the jobs you want.

43. Learn about different departments across the organization
All departments work together to achieve a company's mission, so learning what other teams do could help you better understand your employer's processes and goals. For example, if you work as a software developer, learning what the marketing team does could help you better understand the demographics of the users you're targeting and how the company plans to brand the software you're building.

44. Always send follow-up messages
When you meet a new person at a networking event, discuss business with a potential client or interview for a new job, send a follow-up note to thank the other party for their time. An effective follow-up might include a detail unique to your conversation to help them remember you and show your interest in the connection.

45. Listen intently
It's more appropriate to quietly and actively listen to others in some situations. Developing active listening skills may help you better understand project requirements and gain powerful insights from your peers and leaders.

46. Choose workplaces that inspire you
If you're searching for a job, refine your search by learning more about each company's values and culture. This may help you choose between different employers. By choosing to work with teams that align with your personality, preferences and values, you may be able to find a role that fulfills you.

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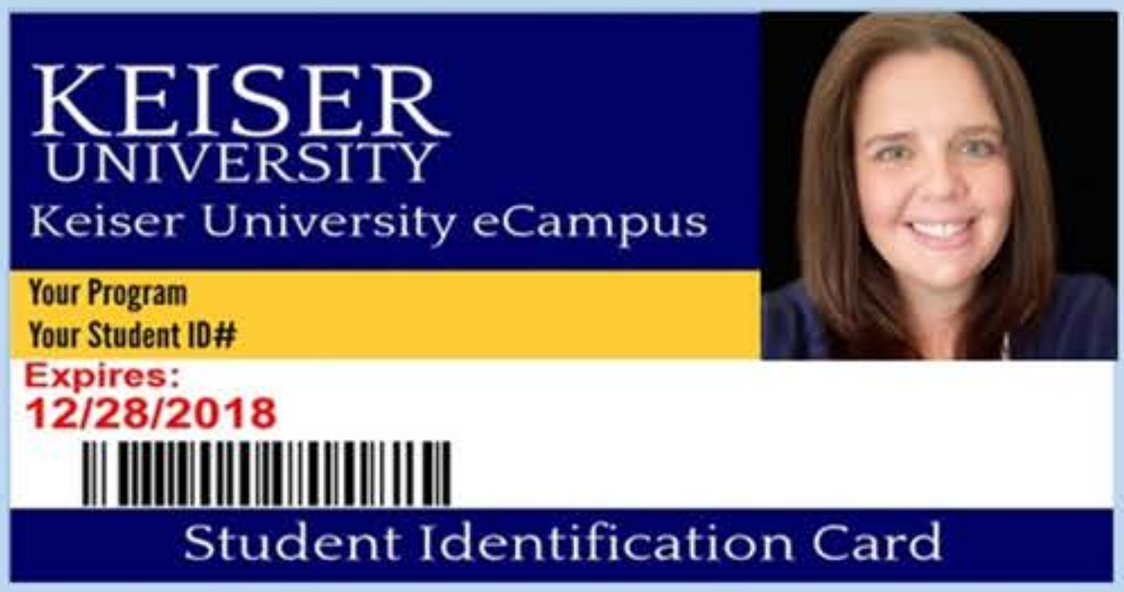

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