Introductions

- Presenters
  - MacGarret Becker
  - Joe Bezousek

- Attendees
  - Who are you, where are you from, what’s your favorite thing you’re involved in on your home campus, and why are you at this session?
    - *keep it brief, please!*
What We’ll Cover

- Time Management
- Making the jump from student to professional
- Maintaining balance while managing responsibilities
- Recommendations and References
Time Needed for Basic Commitments

- Sleeping, eating, classes, work, and other obligations constitute much of our time during the week.

- Video games, a work out at the gym, a long phone call, or commuting/driving also contribute to our weekly time usage.

- Procrastination, lacking self-discipline, unorganized work space or files, and other interruptions can negatively impact our available time.

- Magic number = 168
Time Expenditures

**Column A**
- Hours for Sleep
- Hours for Meals
- Hours for personal grooming
- Hours for household commitments
- Hours spent in class
- Hours spent at work
- Hours spent commuting

**Column B**
- Hours per activity
  - Class #1
  - Class #2
  - Class #3
  - Class #4
  - Leadership organization #1
  - Leadership organization #2
  - Physical health

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## Sample Time Usage

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Time Expenditures

Column A
- Sleep (56 hours)
- Meals (20 hours)
- Personal grooming (6.5)
- Household chores (5.5)
- Class (0)
- Work (40)
- Commuting (0)

Column B
- Hours spent per activity
  - Softball (2)
  - Exercise (0-4)

A + B = 130
168 - 130 = 38
Time Management Tips

- Plan for the unexpected
  - The 5 P’s: Prior Planning Prevents Poor Performance
  - Be realistic about time commitments
- Learn to say no. Start small and build confidence in yourself to know your boundaries.
- Manage your time now!
  - Consider viewing each week as a 40 hour work week.
- Allow time for yourself, such as a trip off-campus, a good workout, or other ways of mental self-help.
- Reward yourself when you complete important projects
Making the Jump

- College is meant to prepare you for the “Real World”
- Where Universities often fail
  - Too large of a safety net?
  - Level of parent interaction
  - Too grade driven
- Where students often fail
  - Lack of time management skills
  - Professionalism
  - Be yourself, but...
  - What’s next?
What’s Next

- Career Service Departments are step one
- Graduate/Professional School
  - Interviews become key. Use every interview as a chance to improve your skill set.
  - Learning your trade or delaying the “Real World”?
- Employment
  - Long term or interim
- Volunteer Work
- Where to live
  - Family
  - Friends
Social Networking-Friend or Foe?

- The Internet is everywhere, so is anything you put on there.
  - Beware of facebook, myspace, etc.
    - Even private sites can cause damage
  - Emails are forever

- Behaviors in social settings
  - A new paparazzi?

- Using sites to network is key
  - Much easier today than in the past
  - The world is smaller than ever before
Networking & References

- Remember, it’s not always what you know, it’s also who you know!
  - Networking goes a long way in every field – it really is a small (flat) world out there, so meet and develop relationships with a wide variety of people.

- Avoid burning bridges

- By attending NJSLC, your potential network has grown by 200 people!
Social Etiquette

- Mingling
  - Who
  - What
  - Where
  - When
  - Why

- Dinner Etiquette

- Cell Phones should not be seen nor heard
- More important than your GPA
Finding a Recommender/Reference

- First, consider the relationships that are important to you.
  - Title of the recommender isn’t necessarily important, but the value/depth of the relationship is valuable.
  - These persons should be able to speak to your academic success, leadership, balance, and growth.
  - Consider having 2-5 persons as possible references.

- Second, have a serious conversation with your recommender/reference about your future plans.
  - Openly discuss the challenges & opportunities for graduate/professional school, service, going abroad, or entering the world of work.
Third, consider who would be best to speak to your qualities for each application.

- While some references are solid for all applications, others may be better suited for a specific application.
- Share a broad view – supervisors, advisors, & youth group leaders will each share a different perspective.

Fourth, discuss with your references when and how you will list their names on applications.

- Inform your reference when you make an application.
- Provide your reference with:
  - Listing of the positions,
  - Contact person
  - Skill sets you’d like them to highlight
If you are relying on a person to complete a letter or form on your behalf, give them plenty of time.

Consider also providing references with the name, title, address, and official program/position name for accuracy.

Ask if the reference needs an envelope & stamp

Be sure to thank your recommenders & references

Let them know if you got the job or scholarship!

Keep in touch with your recommenders & references

Send updated résumés
Conclusion and Questions

- We covered:
  - Time Management
  - Making the jump from student to professional
  - Maintaining balance while managing responsibilities
  - Recommendations and References

- Questions & Discussion – let’s hear from you!
Keep in Touch after the Conference

- Joe Bezousek, Associate Director of Admissions
  - wdwjoe@creighton.edu
  - 800-282-5835

- MacGarret Becker, free agent
  - mdbecker@creighton.edu
  - 402-280-2717