

BENEFITS OF SERVICE-LEARNING

GET. IN THE. GAME!

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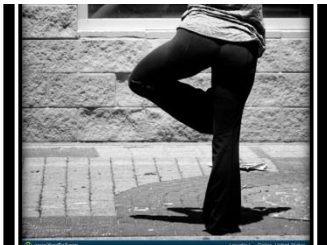


GOAL SETTING

GOAL
Setting
Specific
Measurable
Attainable
Relevant
Time-bound



TIME-MANAGEMENT



STRESS-MANAGEMENT

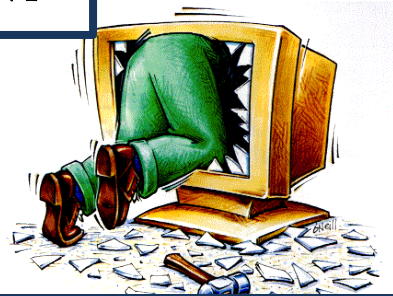


Ways to stop littering

PROBLEM-SOLVING

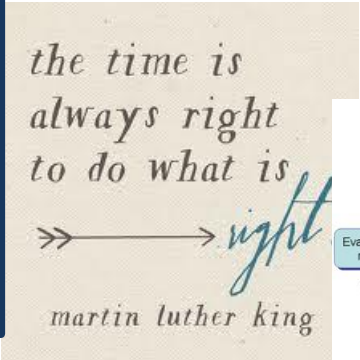


NEGOTIATING



TROUBLE-SHOOTING

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PROFESSIONAL ETIQUETTE

DON'T
"Reply to All" on your work e-mails if your message isn't relevant to everyone

DO
Double-check your response before sending to multiple recipients



FINANCIAL MANAGEMENT