



## Welcome to the second edition of the Learning and Development Newsletter!

December is arguably the busiest month of the year with a myriad of multicultural holiday celebrations and, of course, we are all racing to finish our projects before the new year. So how do we find a balance between our work and personal lives? In this edition, you will find a number of resources to help you do just that.

As we stand in the midst of the holidays we also look beyond into the new year. Are there certain things we want to do differently both at work and within our personal lives? To do this we've curated a couple of LinkedIn courses: **Habits for Becoming Your Most Effective Self** and **Mindfulness Practices**.

Lastly, we are pleased to share our new collaboration between the Learning and Development team and Gleeson Library. Electronic and Continuing Resources Catalog Librarian Justine Withers and her fellow librarians will regularly share posts and ebook recommendations. Check out our Gleason Gleanings section below!

## LINKEDIN LEARNING RECOMMENDED COURSES

Looking forward to the coming year? So are we! Be sure to take this time to reflect on how you want to start the new year at work. We have cultivated some courses to support your mental well-being and allow you to focus on becoming more mindful at home and at work.

### Habits for Becoming Your Most Effective Self »

Video, one hour, three minutes, by Lucas Aguirre, positive organizational psychologist. *Being great at your role and succeeding in your career go hand-in-hand with your personal well-being and sense of fulfillment. Each chapter addresses a different realm of a productive, successful life: your body, your mind, your emotions, your actions, and finally, your relationships with others.*

### Mindfulness Practices »

Video, two hours, by Henna Inam, team coach and leadership expert. *Mindfulness helps you be more effective in today's busy world. It reduces stress, increases focus, and improves your ability to deal with challenges, both at work and at home. Each lesson is tied to an accompanying practice, which will help you change the structure of your brain to respond better to stressors.*

## GLEASON GLEANINGS

### Professional and Personal Fulfillment at Gleeson Library

As 2021 winds down, Gleeson Library offers resources via the O'Reilly education platform for feeling well and fulfilled at work and during the winter break. The digital platform offers a wide range of titles from **O'Reilly Publications** as well as other publishers, all in electronic form. Take a look at the small sampling of selections included here and visit the **Gleeson Professional and Personal Fulfillment blog** for even more recommendations!

Recent titles on supporting yourself and your colleagues include:

- **The Leap of Your Life** by Tommy Baker has a chapter called "The Spiritual Leap (Disconnect to Reconnect)."
- **The Work-Life Balance Myth: Rethinking Your Optimal Balance for Success** by David McNeff. "All of us have Seven Slices in our lives: our Family Slice, our Professional Slice, our Personal Slice, our Physical Slice, our Intellectual Slice, our Emotional Slice, and our Spiritual Slice. These all need to be served in some fashion—and in serving them, they, in turn, serve us."

We have hobbies covered, too. Consider these and others for relaxing in the upcoming months:

- **The Travel Photography Book: Step-by-Step Techniques to Capture Breathtaking Travel Photos Like the Pros** by Scott Kelby
- **Science Art and Drawing Games for Kids: 35+ Fun Art Projects to Build Amazing Science Skills** by Karyn Tripp

Want to watch something relaxing, inspiring, or entertaining? Try some of our streaming video platforms, including:

- **World Cinema Collection** (selection of films from around the world, temporarily available from the vendor)
- **PBS Video Collection** (documentaries and drama series)

## FINDING BALANCE



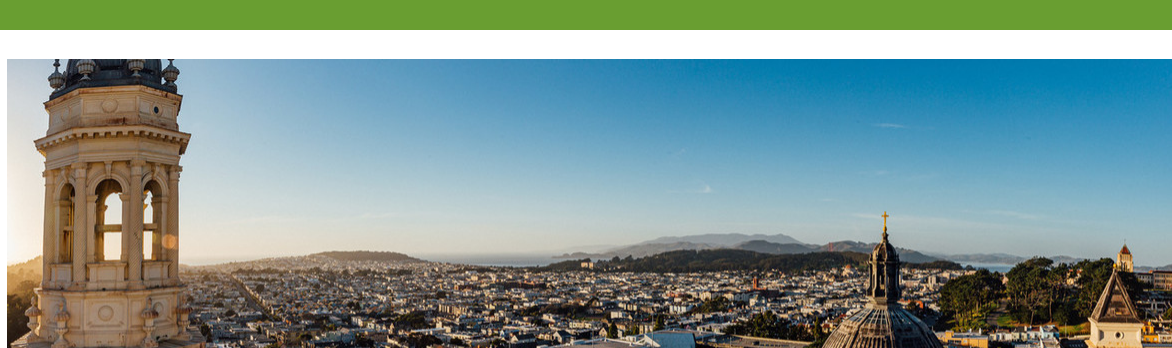
**"Never get so busy making a living that you forget to make a life."**

— Dolly Parton

We are sharing with you some thoughtful resources to help you find a place of peace in the midst of the busy holiday season.

- **"10 Simple Ways to Find Balance and Get Your Life Back"** by Lifehack.org
- **The Power of Full Engagement: Managing Energy, Not Time, Is the Key to Performance and Personal Renewal** by Jim Loehr and Tony Schwartz. *A highly practical, scientifically-based approach to managing your energy more skillfully both on and off the job by laying out the key training principles and provides a powerful, step-by-step program to guide you.*
- **The Happiness Project: Or Why I Spent a Year Trying to Sing in the Morning, Clean My Closets, Fight Right, Read Aristotle, and Generally Have More Fun** by Gretchen Rubin. *Gretchen Rubin had an epiphany one rainy afternoon in the unlikeliest of places: a city bus. "The days are long, but the years are short," she realized. "Time is passing, and I'm not focusing enough on the things that really matter." At that moment, she decided to dedicate a year to her happiness project.*
- **Atlas of the Heart: Mapping Meaningful Connection and the Language of Human Experience** by Brené Brown. *"As she maps the necessary skills and an actionable framework for meaningful connection, she gives us the language and tools to access a universe of new choices and second chances."*

## UPCOMING EVENTS



Be sure to check the **USF calendar** for more university-wide events.

- **GoUSF: Go Relax - Spiritual Wellness »**  
Dec. 1– 31
- Winter Closure Dec. 24 – Jan. 3
- **Go Start Programming: Kickoff to Wellness »**  
Jan. 1– 31

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