



Happy New Year From the Learning and Development Team!

"We must accept finite disappointment, but never lose infinite hope."

– Martin Luther King Jr.

We trust that each of you had the opportunity to spend time with friends and family over the winter break. Reconnecting with those who are important to us, whether in person or virtually, is critical to our emotional and mental well-being.

January is traditionally a month of hope and renewal. Though we are still facing the pressures of the pandemic and the discouraging surge due to Omicron, we must hold onto hope. But hopefulness is easily eroded if we don't set boundaries to protect our belief that things will get better. How do we create a construct of hope that leads to happiness? First, turn off that television! And then try some **tips to lift your spirits** and find something to look forward to 2022.

More resources:

- **"How to be Your Best Self in Times of Crisis"**: "Life's beauty is inseparable from its fragility," says psychologist Susan David. In this TED Talk, she shares wisdom on how to build resilience, courage, and joy in the midst of the pandemic.
- **"A Professor of Happiness Explains How to Deal with COVID-19"**: Research shows mental health has deteriorated as a result of stress and worry as the COVID-19 pandemic continues. Read about Santos' online course, **The Science of Well-Being** — a phenomenon with more than two million students enrolled to date and more than 40 million views of the course page. Also, check out her podcast **The Happiness Lab**.



LINKEDIN LEARNING RECOMMENDED COURSES

Holding Yourself Accountable »

Video, 35 minutes, by Dorie Clark. *To hold yourself accountable, you must find the motivation to do difficult things. You need to amplify the urgency of your mission, know why it matters, and understand how taking responsibility helps you become the kind of person you want to be. In this course, personal branding expert Dorie Clark helps you adopt the accountability mindset.*

Be an Effective Hybrid or Virtual Employee »

Video, 21 minutes, by Paula Rizzo. *Remote work offers greater flexibility and an unbeatable commute. But by leaving behind the physical office — even if it's just for a few days each week — you're also losing the structure that is provided. In this course, productivity author and Emmy-winning producer Paula Rizzo shares tips that can help you thrive in the world of hybrid and fully remote work.*

Cultivating Mental Agility »

Video, 36 minutes, by Dorie Clark. *In a fast-moving world full of rapid changes, we can't keep thinking the same old way. We have to challenge our ingrained thinking habits to become better and faster problem-solvers and decision-makers, able to think strategically or tactically depending on what the situation calls for. Mental agility is what makes employees indispensable to companies and helps those companies stay relevant in the marketplace.*

GLEASON GLEANINGS

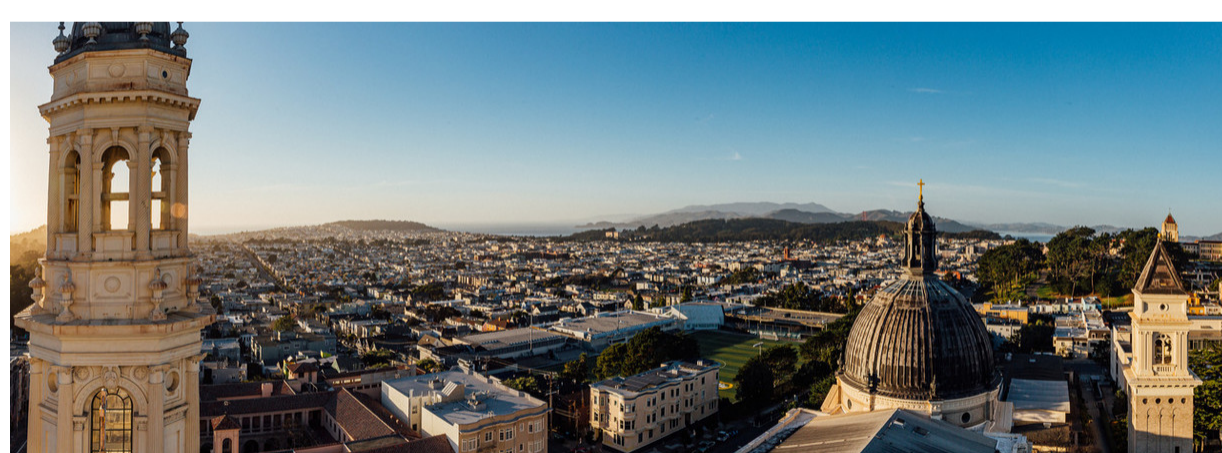


January 2022 Professional Writing

We know you have valuable thoughts to share. Take a look at these Gleeson resources for making sure your message gets across.

- Get two perspectives and solid tips in **Technical Writing for Business People** and **Business Writing for Technical People**, both by Carrie Marshall.
- Find more in-depth guidance in **Business Writing for Dummies** which offers a "step-by-step method for planning what to say and how to say it in writing."
- Per Gale's Encyclopedia of Management, "Information, the lifeblood of any organization, needs to flow freely to be effective." Read their comprehensive overview in "**Communication**."
- **Oxford Bibliographies** provides a treasure of references. The annotated bibliographies will link you to the resources within our collection or to interlibrary loan options.

UPCOMING EVENTS



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

- **On-campus COVID Testing through Feb. 3**
- **Minnjean Brown-Trickey: Living the Nonviolence Legacy of Dr. Martin Luther King Jr.**, Tuesday, Jan 25, 1–2 p.m., Online via Zoom
- **Collaboration with Google/Shared Drive**, Wednesday, Jan. 26, 9–10:30 a.m., Online via Zoom
- **GoUSF: Workstation Ergonomics led by Travelers**, Thursday, Feb. 3, 11 a.m.–12 p.m., Online via Zoom
- **Womxn of Color Leadership Conference**, Friday, Feb. 4, 10 a.m.–2 p.m., Online via Zoom

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