

With January behind us, it is time to put into perspective that 2016 has officially begun, thus it is time for us to consider ways to remain engaged and true to our development. It is a great time to reevaluate the goals we have set for the new year and ensure the continuity and completion of said goals. No matter what skills you'd like to improve, it's important to know where to begin. Click the link to find tips on how to best maximize your time and accomplish the goals you have set for yourself.

**Productivity.** Time management is an essential component to the organization of one's life. At times, it may seem impossible to complete everything you need, with so few hours in the day. However, through scheduling and allotting time to activities, it is possible to complete your tasks and take time for yourself. You can purchase a planner, calendar, or even use your phone to plan your daily activities.

**Cultural skills.** As the workforce begins to accurately reflect the diversity in our society, it is essential to establish relationships with individuals of all backgrounds. While pursuing your education in one of the most culturally diverse cities in the nation, there are an abundance of opportunities to get to know people of differing cultures.

**Emotional intelligence.** Emotional intelligence is necessary when attempting to manage one's thoughts and feelings. Take the time to measure the five emotional intelligence skills: emotional self-awareness, positive outlook, emotional self-control, adaptability, and empathy. Everyone has an inner stream of thoughts and feelings that includes criticism, doubt, and fear. Find ways to identify your thought process when it comes to avoiding or giving into negatives thoughts.

**Communication skills.** One of the most important skills necessary to survive, furthering the development of one's communication skills will prove beneficial in any situation. Take time to contemplate how you communicate with peers, faculty, or mentors and the way they perceive the information you're relaying to them.