

It's Everyone's Business is a monthly newsletter created by Truman State University's School of Business Academic Peer Mentors.



2012-2013 Peer Mentors (Not pictured: Michele Oberkrom)

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Mark Your Calendar!

Career Week: 10/22-10/25

ABC's for Success: 10/29

Foundation Scholarships Applications Due: 11/1

University Speaker—Ben Mezrich: 11/2

Truman Alternative Spring Break Info. Session: 11/14

Thanksgiving Break: 11/19-11/23

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Time Management

College life has been compared to a circus performer balancing many plates in the air at once. Time management is an essential skill to success, ensuring that you don't drop one of these metaphorical plates. Here are some helpful tips and tricks to help you use your time wisely!

For starters, use a planner, the calendar linked to your Truman email account, the calendar on your phone, or whatever is best for you for all due dates, exam dates, meetings, and anything else you'll want to remember. This will allow you to plan your time accordingly because you will know exactly which weeks will be the busiest.



When you need to manage your time for a specific period of time, such as finals week, start by creating a to-do list. Write down everything you need to accomplish and be as specific as possible. If you have a lot to do, determine the level of priority for each task. Label a task with an A if the task must be completed by the next day, B for tasks you need to finish within the week, and C for tasks that must be started within the week. If you have a shorter time frame, adjust the labels accordingly. You can also use a matrix, and label each task based on whether or not it is urgent and/or important.



When making your schedule, consider what study strategies work best for you. Set mini deadlines for yourself. Schedule time to make flash cards, study guides, or other study tools you use. Plan to study intensely for about an hour before taking short breaks, possibly to do your laundry or complete other tasks on your to-do list.

Finally, schedule in rewards and study breaks. A late-night run to the C-store for some much needed chocolate therapy may be just what you need to maintain your motivation! If you want more help managing your time efficiently, talk to your advisor, a Peer Mentor, or someone at the Center for Academic Excellence.

Making the Most Out of a Temporary Job

Have you ever had a job that now seems totally irrelevant to add to your résumé for a possible internship or job opportunity? Many students have worked at a restaurant, grocery store, or retail store before attending college. Many aspects of these types of jobs can become great résumé builders. Providing efficient customer service, communicating effectively, and being accountable are just a few relevant qualities that you may have acquired while working at such places.

Now that you are in college and are working for work study, scholarship,

and/or institutional pay, you can really make your work experience count when crafting your résumé and preparing for interviews.

First, you should try to find work study, scholarship, or institutional jobs that are most relevant to your interests and studies.

Second, once you are hired, think about what you can get out of your new job to help better prepare yourself for future endeavors.

Third, step up at times when additional work is needed, such as volunteering to help out with a pro-

gram or working an hour longer on a busy day. Going the extra mile can help you better market yourself to a company when writing your résumé and interviewing.

In summary, most experiences you have had or will encounter can bring out qualities that are relevant and meaningful to future employers. Just remember to make the most out of your experiences, and you'll be well on your way to landing your dream job!



Career Week Hints and Tips

Career Week (Oct. 22– 25) is a wonderful opportunity to network with employers and sports numerous professional development opportunities for all grade levels .

1. Company Presentations—

During the week, several companies will be presenting and highlighting employment opportunities. Whether or not you are interested in working for one of these organizations now or in the future, this is a great chance to learn more about them. After a presentation, you should introduce yourself to the presenter and ask him/her any questions you have about the company. This is a great way to establish connections and become more knowledgeable.

2. S.C.O.R.E. Mock Interviews—

Taking place on Oct. 23 of Career Week, these mock interviews are an excellent opportunity for students to experience a pressure-free but realistic interview. They are conducted by professionals who will be able to provide you with useful and relevant advice and feedback.

3. Career Expo—

On Oct. 24 from 12-4pm in the SUB, the Career Expo will take place. Numerous employers come to speak specifically to Truman students. Even if you are not looking for an internship yet, it allows you to become comfortable with how a career fair works. While there, you should speak with a few employers who you may potentially be interested in

working for in the future. Even if you tell them you're not looking for a job or internship right now, they'll be impressed you're starting early and may remember you when they return to recruit at Truman in the future.

For those who are looking for a summer internship or full-time job, research companies and positions available before attending the Expo. When approaching recruiters at the career fair, introduce yourself by starting off with your "30-second commercial". This will be a brief introduction of who you are, your background, and what type of position you're looking for. Be sure to bring several copies of your résumé along, so that you can leave them with recruiters.

Branding Yourself Through Social Media

Findings from surveys for both CareerBuilder.com and Microsoft show that between 45-79% of employers use social networks to screen job candidates. In other words, nothing you post online is just for your friends and family.

The following is a list of some dos and don'ts for college students using social media.

Do Create Positive Content

A big part of branding yourself is making a good impression online. One way to do this is to show interest in your prospective field.

Post links to interesting stories. Make LinkedIn connections with recruiters and join alumni networks. On twitter, follow the CEOs of companies that interest you and stay up on the news. This shouldn't be a one-time thing you do when you are looking for a job. It is an ongoing process.

Don't Post Questionable Photos of Yourself

The CareerBuilder.com study found that more than half of respondents cited inappropriate photos or information and 44% mentioned the posting of drug or drinking related content as reason for turning down a job applicant. Just because your profile has a privacy setting, doesn't mean you're invisible online. It's important for you

to recognize that what you're doing in private could very quickly become public! You need to approach your life with the idea that everything you do is open to the public.

Do Google Yourself—Search yourself. Knowing what's on the

"Always think about how you can manage your brand and your image by interacting with other people. Think about how you can use this tool or that tool to present, promote, and position yourself, so you can be the most successful moving forward."

Internet when people look for you is very important. The fact that you know that employers are looking for you means there's a way to put your best foot forward. You can show-

case all of your best work and make sure the right people find it.

Don't Post Negative Status Updates or Tweets

Sometimes it's hard to be positive. The economy is struggling. School is challenging. Don't let that come out in your status updates. Never complain about a classmate, professor, or assignment. It just isn't classy. Instead, use your page in a positive way.

Don't Make Your Online Presence All About You

Don't post what you're eating for lunch. You can make your presence known by being interactive. Share relevant articles and videos. Make thoughtful comments when you can. Retweet interesting posts from people you follow.

5 Helpful Mobile Apps for Students

1. Study Blue Flashcards

This app allows students to create flashcards using text, pictures, and audio. Digital notecards allow students to study on the go without worrying about carrying hundreds of notecards with them. This free app is compatible with iPhones and Androids.

2. Evernote

Evernote is an app where students can take notes, capture photos, create to-do lists, and record voice reminders. All notes can be organized by notebooks and synced across all devices. This free app is compatible with iPhones and Androids.

3. myHomework

With myHomework, students can track classes, homework, tests, and upcoming assignments. While it is a free app, the optional \$1.99 version will allow users to sync information to all devices and receive homework reminders. It can be used with both iPhones and Androids.

4. Study Buddy

Study Buddy tracks distractions a student encounters while studying and creates graphs and tables to give feedback. The results table tracks study sessions, time studying, study breaks taken, and time spent on study breaks. Feedback from this app will help students focus on how to improve efficiency while studying. The app costs \$0.99 and works with iPhones.

5. Calculus FTW

This free app for the iPhone demonstrates step-by-step solutions to calculus problems. It covers many calculus topics including pre-calculus, limits, derivatives, applications of differentiation, and integration. Calculus FTW also gives students tips on how to solve similar problems.

Meet the Peer Mentors

There are 10 peer mentors serving first and second-year School of Business students for the 2012-2013 school year. Three are featured in this issue. Check back next issue for more profiles. Information about the School of Business Academic Peer Mentor program can be found at the program's website, <http://peermentors.truman.edu>.



Kirsten Vollmer

Major: BSAD - Finance & Marketing
Hometown: Lee's Summit, MO

What made you want to join the Peer Mentor Program?

I wanted to use my hours for my scholarship job in a productive way that would benefit others. I love the School of Business, and I wanted to share my knowledge and experiences with younger students.

What is your favorite thing to do after you get home from class?

Usually catch up on one of my many favorite TV shows and eat Nutella

What do you hope to do after college?

I just accepted a job offer for a finance rotational position at the Boeing Company.

What are your extracurricular activities?

I am in Cardinal Key, Delta Sigma Pi, Club Soccer, Intramurals Official, Phi Kappa Phi, and Beta Gamma Sigma.

What's an item on your bucket list?

See the 7 wonders of the world!

Who do you admire most?

Definitely my mom; she is both the ultimate business woman and a great mom.



Liz Schrum

Major: Accounting & BSAD - Marketing
Hometown: Marshalltown, IA

What made you want to join the Peer Mentor Program?

I wanted to be able to give back to the university. Helping people is my passion. I wish I would've had someone to turn to as a freshman for advice. It makes me so happy to be able to be "that" person for an incoming freshman or returning sophomore.

What is your favorite thing to do after you get home from class?

I love to go running. It releases the day's stresses.

What do you hope to do after college?

I hope to continue to be challenged.

What are your extracurricular activities?

I am a member of Delta Sigma Pi, Beta Gamma Sigma, Phi Kappa Phi, CCF, and Hip Hop class.

What's an item on your bucket list?

Learn to surf!

Who do you admire most?

Cinderella; she understands the importance of doing a job right, is always home before midnight, and has the most adorable shoes!



Megan Recklein

Major: BSAD - Mgmt.
Hometown: Chicago, IL

What made you want to join the Peer Mentor Program?

I was a mentee for two years and was inspired to become a mentor after enjoying my time in the program.

What is your favorite thing to do after you get home from class?

Hang out with friends

What do you hope to do after college?

I would like to have a full-time job in the Human Resources department of a large company and eventually go to graduate school.

What are your extracurricular activities?

I am currently the president of Phi Beta Lambda. In the past, I have been involved in SSAS and Student Ambassadors.

What's an item on your bucket list?

Go to Japan! Maybe even work there for a couple years

Who do you admire most?

My dad; He's one of the hardest working people I know.