

# THE AIU FALL SUCCESS SERIES

## COMPLIMENTARY WORKSHOPS

### Week 1

#### **Fitting School Into Life • Tuesday, Oct. 27 • 7-8 PM**

Create a plan to make room for school by exploring proven tactics for getting more done in less time, and learn how to clearly define goals to break our loyalty to daily acts of trivia.

In this workshop you will:

- Learn “The 80/20 Rule” and how it relates to your life
- Explore five strategies to get more done
- Learn how to make deliberate choices aimed at school success

#### **Career Trends Today • Thursday, Oct. 29 • 7-8 PM**

In addition to surveying the latest employment and career trends, AIU advisors will discuss the education and skills necessary to pursue success in a variety of fields.

Topics include:

- Job Descriptions
- Educational Requirements
- Job Growth Stats and Forecasts

### Week 2

#### **Resume Builder • Tuesday, Nov. 3 • 7-8 PM**

AIU advisors will be on hand to share tips to make your resume and work experience shine. Bring an up-to-date resume for your personal evaluation.

Topics include:

- Common Mistakes to Avoid
- What Employers Want to See
- How to Showcase Your Skills

#### **H&R Block: Making Taxes Less Taxing Saturday, Nov. 7 • 10-11 AM**

Professionals from H&R Block will be on hand to discuss how to make wise tax-related decisions.

Topics include:

- Understanding the basics of taxes
- How to take advantage of tax deductions to pay for college
- Understanding how the stimulus bill affects your withholdings

### Week 3

#### **Successful To-Do Systems • Tuesday, Nov. 10 • 7-8 PM**

Learn the power of an action filing system for effectively prioritizing all the thoughts & papers that cause you to act. Plus learn to eliminate clutter by managing tasks and responsibilities.

In this workshop you will:

- Understand how the To-Do System fits within a collection of organizing systems
- Preview the two most popular systems and find the one that fits you best
- Leave ready to follow up & follow through

#### **Effective Interviewing • Saturday, Nov. 14 • 10-11 AM**

AIU advisors will share some tips and tricks for improving your interviewing skills and making a good first impression.

Topics include:

- Asking the right questions
- What to wear
- How to prepare

### Week 4

#### **XSport Fitness: Healthy Body, Healthy Mind Tuesday, Nov. 17 • 7-8 PM**

XSport Fitness professionals will discuss methods to achieve a healthy lifestyle by staying active and making healthier decisions throughout your everyday life.

Topics include:

- Discipline your diet, discipline your brain
- Total body workouts for all schedules
- Time management to take care of YOU

#### **Success Through Focus • Saturday, Nov. 21 • 10-11 AM**

Learn strategies to prioritize in order to achieve goals, rather than multitasking, which has actually been shown to increase stress as it reduces brainpower and efficiency.

In this workshop you will:

- Experience the slothfulness of multitasking and its effect on performance
- Learn three strategies for minimizing distractions
- Explore various methods for handling interruptions



**AIU SUCCESS CENTER >> 211 E. ROOSEVELT RD, LOMBARD  
PHONE: 630.495.6943 • AIUSUCCESS.COM**