

## **Share a Heartfelt Tip with Other Advisers!**

The following tips were shared at the February 9, 2009 Winter Advising Forum:

- Pick up the phone and call a colleague if you don't know an answer – besides increasing your knowledge you'll get to know another adviser!
- When a student leaves your office, no matter why they came to your office, attempt to give each student a sense of HOPE!
- Check out the Career Center website. There is so much information on the website that students can access. Take a look yourself so you direct students to specific areas of the website.
- Scan student paperwork instead of keeping copies to save paper. Originals kept with the student helps support student responsibility.
- Be user-friendly, and not in a hurry to see the next student or to finish a report/ email to your supervisor.
- As Maria Mata once told me as a peer adviser, “You never know when you might be someone's rainbow.” Have faith during the “slower” times that you are affecting lives.
- Free yoga classes Monday evenings at 2300 Delaware, 5:30 – 6:30 PM with Path Star. Very relaxing!
- BREATHE! It's a bona fide best practice.
- Compassion toward students can sometimes make the difference between success and failure.
- Take advantage of your resources!
- Follow the advice we give to students: break down large tasks that seem overwhelming into smaller, more manageable parts. It allows you to tackle a big project more easily AND gives you the opportunity to feel a sense of completion as you finish each piece of the task.