



# PROFESSIONAL DEVELOPMENT LEARNING ROADMAP

**Learn with us!**



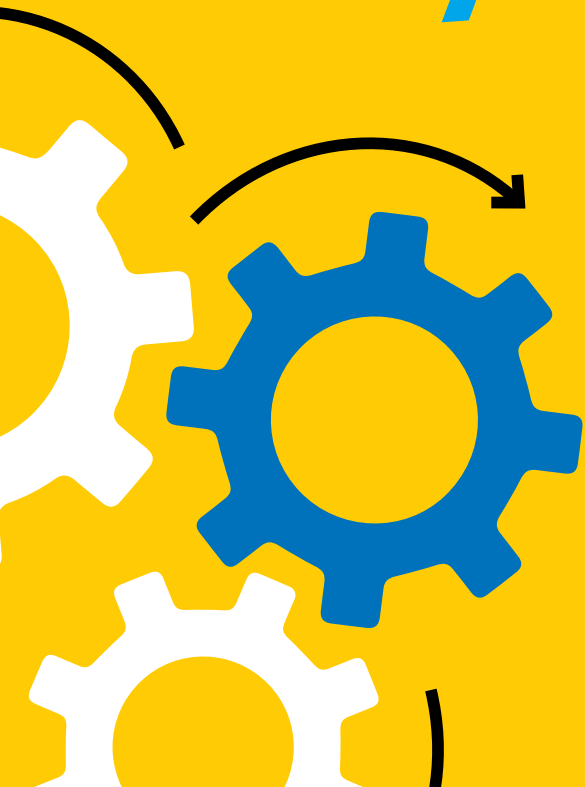
SANTA  
MONICA  
COLLEGE

# JANUARY

## Manage Your Mindset!



**The very best thing  
you can do for the  
whole world  
is to make the  
most of yourself.**



**Wallace Wattles**

# JANUARY

## Manage Your Mindset!



### Action Item

Consider creating a portfolio to make your successes more accessible and visually compelling. A well-curated portfolio is a powerful tool to showcase your skills, expertise, and the impact you've had in your professional journey. This process can combat imposter syndrome and build confidence, keep your experience top of mind, and help you be more strategic about what skills you want to build next.

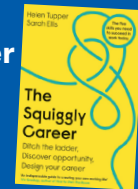
### Think about Including your:

- Educational Transcripts
- Courses you have taken
- Certificates you have earned (LinkedIn Courses, etc)
- Volunteer work
- Big projects at work you have spearheaded and their results
- Conferences you have attended
- Recommendation letters
- Travel Experience, study abroad, and language learning
- Awards
- Workshops you have facilitated
- Personality test results
- Leadership programs you have participated in
- Any time you were ever quoted in articles
- All your evaluations from work



### Read

**The Squiggly Career**  
Helen Tupper and Sarah Ellis



### Watch

**A 3-Step Guide to Believing in Yourself**  
Sheryl Lee Ralph



### Do

Get rid of diminishing words when you describe yourself

- I'm just an admissions coach
- I'm an admissions coach

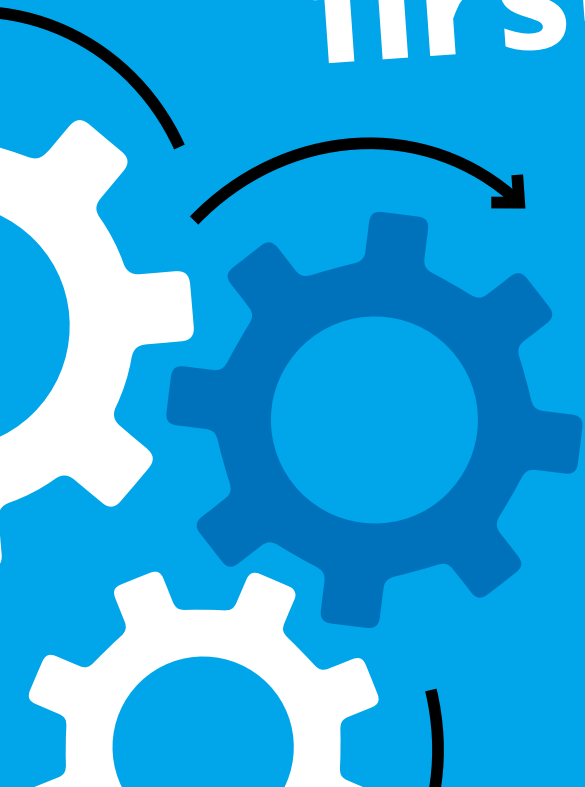
→ I think I'm good at building relationships with students  
→ I am good at building relationships with students

# FEBRUARY

## Habits for Growth



Setting goals is the  
first step in turning  
the **INVISIBLE**  
into the **visible.**



Tony Robbins

# FEBRUARY

## Habits for Growth



### Action Item

Set **SMART** goals.  
Make them:

- **Specific**
- **Measurable**
- **Attainable**
- **Relevant**
- **Time-Bound**

**Example** I want to read more books becomes: I will read at least 1 page each night before going to sleep

**Example** I want to spend more time outside becomes: I will take a walk around campus each day for my morning break



### Try it for 30 days

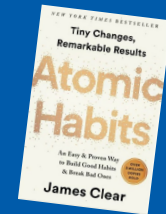
Choose a specific goal to tackle daily this month! Consistent daily commitment to your goal for 30 days will make these positive actions easier and integrated into your routine.

Monitor your progress along the way and track those satisfying checkmarks, and don't forget to reflect and celebrate at the end of the month.



### Read

**Atomic Habits**  
James Clear



### Watch

**Try Something New for 30 Days**  
Matt Cutts



### Do

**Create a "Two-Do" List**

Long to-do lists can be overwhelming. To build momentum, put the two most important things on your list, and make time to do them. When you finish them, you can add to your list.

# MARCH

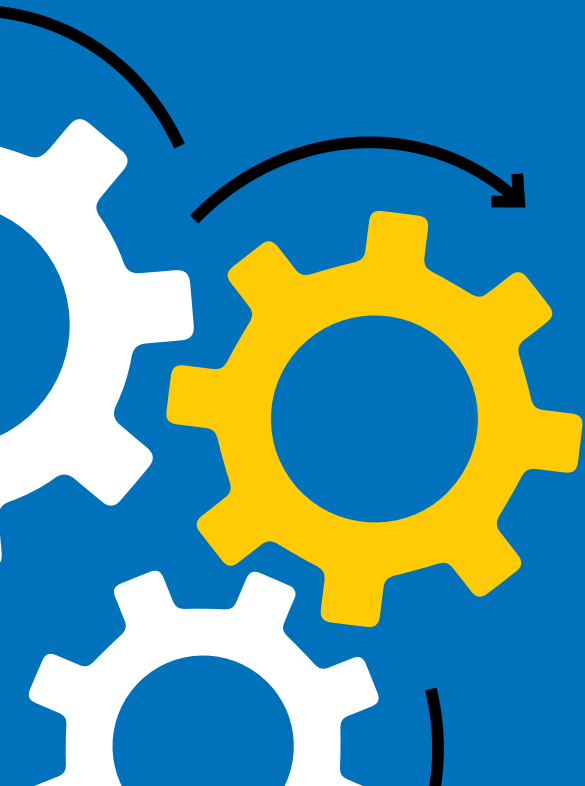
Feedback and Communication



## Great communication

## begins with

*connection.*



Oprah Winfrey

# MARCH

## Feedback and Communication



### Action Item

**Want more feedback? Ask for it!**

**Ask one family member, one friend, and one colleague  
“What three words would you use to describe me?”**

Reflect on those words. Are there trends? Do you relate to the responses? The answers can give you insight into your strengths and give you an opportunity to seek out how to use those more at work.

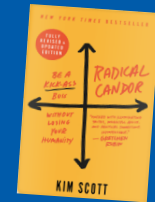
Extra credit: keep all responses on a note on your phone that you can reference anytime you need a confidence boost!

Source: The Squiggly Career



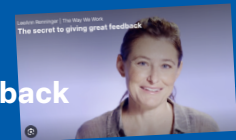
### Read

**Radical Candor**  
Kim Scott



### Watch

**The Secret to Giving Great Feedback**  
LeeAnn Renninger



### Do

**Offer solutions, not just problems**  
Instead of fixating on issues, direct your attention towards potential solutions.  
The contrast between saying “This won’t work” and proposing “Can we try this idea?” is significant.



### Update proactively

People are busy.  
Intentionally frame what they asked you to do.

Use this outline:

- Here’s what you asked me to do
- Here’s what I did
- Here are the risks/blockers (if any)
- If given more time, I’d do this

Source: Ben Meer

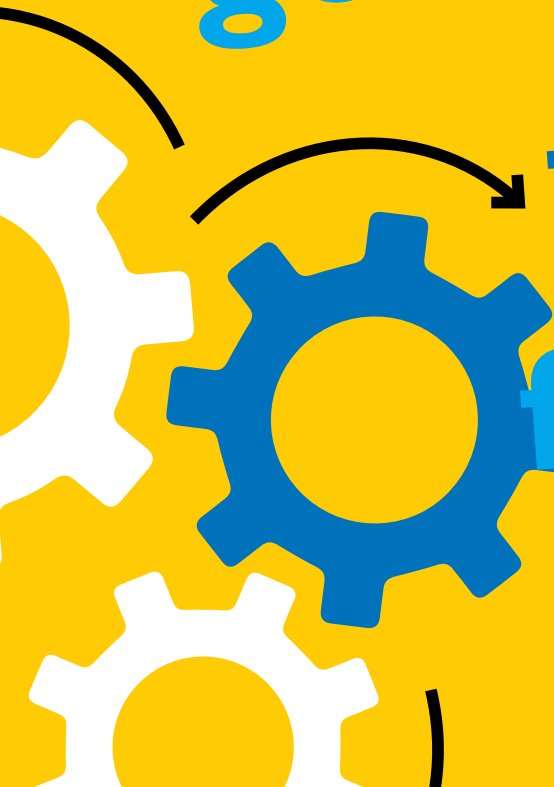
# APRIL

## Connections



I have never scored a goal in my life without first getting a pass from someone else.

Abby Wombach





# APRIL

## Connections



### Action Item

**Foster the connections you already have-  
Send a thank you card!**

**Research suggests we're happier and healthier when we have our emotional needs met by several people, from various parts of our life.**

Think of a coworker you are grateful for from your current job or position, or a past one. Write a brief letter detailing what you appreciate about them. Make it extra meaningful: don't forget to be specific!



### Increase Your Connectivity

**Ways to expand your network!**

1. Update your Outlook profile and Zoom account by adding a picture of yourself
2. Foster connections by starting your next meeting with everyone sharing a personal or professional "win of the week"
3. Have your team take the free [VIA Strengths Survey](#) and discuss how you resonate (or not!) with your results.
4. Participate in workshops or training sessions to foster collective growth
5. Volunteer for interdepartmental events on campus (Midterm Motivation is coming up on April 3rd!)
6. Attend a Campus Coffee Connections event (next up: April 4th!)
7. Pro-Actively write a LinkedIn recommendation for a colleague



### Read

**How to Build the Social Ties You Need at Work**

Amy Gallo, for  
Harvard Business Review



### Watch

**How to Find the Person Who Can Help You Get Ahead at Work**

Carla Harris



### Do

**Have a curious career conversation**

- Who's job are you interested in learning more about?
- Who is a few steps ahead of you whom you could ask for advice?

# MAY

## Happiness



One of the best ways  
to make yourself  
happy is to make  
**other people** happy.

Gretchen Rubin

# MAY

## Happiness



### Action Item

Just “thinking positively” isn’t enough. Use the **WOOP** framework to combine positive thinking with realistic problem solving. Based on research in science and motivation, the obstacles we think impede us from fulfilling our wishes can help us realize them!

- **Wish:** Identify your goal and visualize the details
- **Outcome:** Imagine the best possible outcome and feel the satisfaction of achieving it
- **Obstacle:** Identify any obstacles that might prevent you from achieving your goal
- **Plan:** Create a plan to overcome the identified obstacles

Source: Gabrielle Oettingen



### What actually increases Happiness?

According to the Yale course, The Science of Wellbeing, what we think will make us happy (money, status, etc) is vastly different from what actually makes us happier:

1. Enhance your social connections
2. Engage in random acts of kindness towards others
3. Practice gratitude by recalling the good things in your life
4. Practice savoring: take a few moments to enjoy simple things
5. Meditation and focus on learning, not outcomes
6. Aim to get 30 minutes of exercise a day
7. Aim to get 7 hours of sleep each night
8. Use your **signature strengths** at home and at work



### Read

#### Stop Being So Positive

Gabrielle Oettingen,  
for Harvard Business Review



### Watch

#### What makes a good life? Lessons from the longest study on happiness

Robert Waldinger



### Do

Know **how much is in your control**. Though somewhat contested, researchers suggest that:

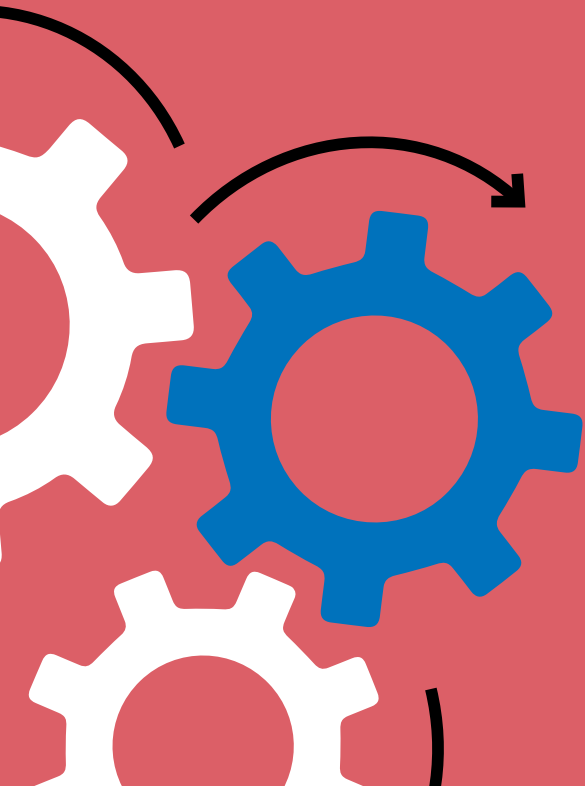
- 50% of your happiness is determined by your **genes**
- 10% by your **life circumstances**
- 40% is determined by your **daily activities and is under your control**

# JUNE

## Confidence



**Nothing will work  
unless you do.**



Maya Angelou

# JUNE

## Confidence



### Why Career Confidence Matters

- Confidence supports the strength and speed of your resilience
- Confidence helps you to make braver career decisions
- Confidence helps you stay true to your values rather than seeking validation



### Action Items

**Intentionally do things that boost your confidence!**

Find your confidence role models: Pick 1 - 3 people you admire and watch what they do for a month. Consider how you can emulate the qualities you admire.

Reflect and refine: What's holding you back on building more confidence? Is there a skill you do not have yet? Seek out resources to build new skills!

Share strengths stories: Share specific examples of how your strengths have made a positive impact at work over the last 12 months.

Develop self-supporting statements: Positive narratives about you and your abilities can boost your belief in challenging moments.

Create a confidence community: People that you spend time with should make you feel more confident. They know you and what matters to you.

Activate with small actions: Get strengths based feedback, ask for LinkedIn recommendations, have a curious career conversation.

Source: The Squiggly Career



### Read

#### How to Build Confidence at Work

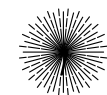
Ann Howell, for  
Harvard Business Review



### Watch

#### How to build your confidence-- and spark it in others

Brittany Packnett Cunningham



### Do

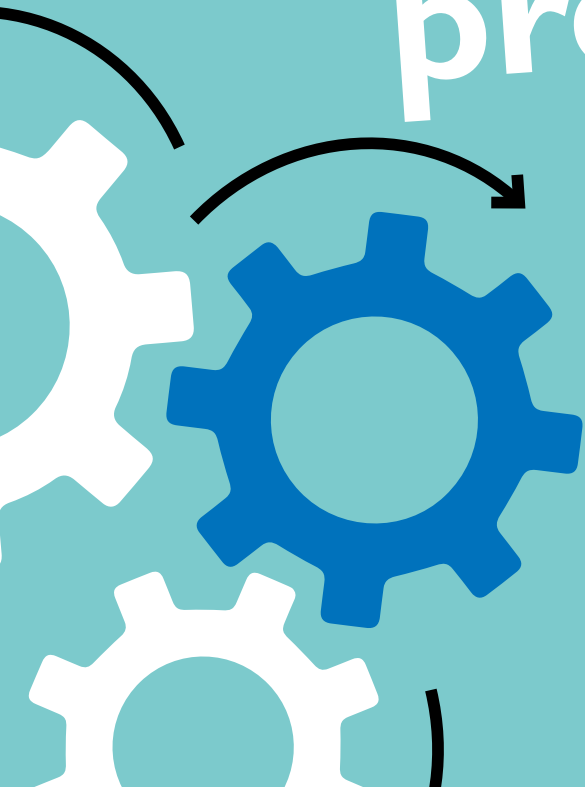
Make a daily or weekly calendar alert to **track your "wins" log of accomplishments that day/ week.** Put them in the same notebook to keep track!

# JULY

## Solutions-Oriented



Intellectuals solve  
problems; geniuses  
prevent them.



Albert Einstein

# JULY

## Solutions-Oriented



### What does it mean to be solutions-oriented?

Being solutions-oriented involves anticipating needs and proactively identifying and addressing tasks or issues before they become problems. Make it easy for someone to review and respond to you!

The difference between being problem-oriented and solutions-oriented:

- **Problem-Oriented:** Emphasizes what's wrong, what needs fixing, blame, control, past causes, deficits, weaknesses, and complications.
- **Solutions-Oriented:** Emphasizes what's wanted, what's working, progress, influence, collaboration, resources, strengths, simplicity, and future actions.

Source: "The Solutions Focus: Making Coaching and Change SIMPLE" 2nd Ed."

### What kind of problem solver are you?

Understanding your problem-solving style can help you gain self awareness and tackle potential challenges more effectively.

1. Thinker – slow decision-maker, cautious and thorough, possibly influenced by loss aversion
2. Detective – data-driven problem-solver but may fall into confirmation and projection biases
3. Adventurer - fast-moving and efficient but may fall into optimism and planning biases
4. Listener - community-oriented person and supportive, but prone to social-proof bias
5. Visionary - an innovative thinker, eager to build new things, but may fall into scarcity bias

Source: Area Method, Cheryl Strauss Einhorn



### Read

**How to give the right amount of context**

Wes Kao

Wes Kao's Newsletter



### Watch

TEDEd: How to make smart decisions more easily



### Do

Take the extra time to anticipate problems and present possible solutions:

**Problem-Oriented Approach:** "I couldn't order the SMC branded goods you wanted because they are out of stock."

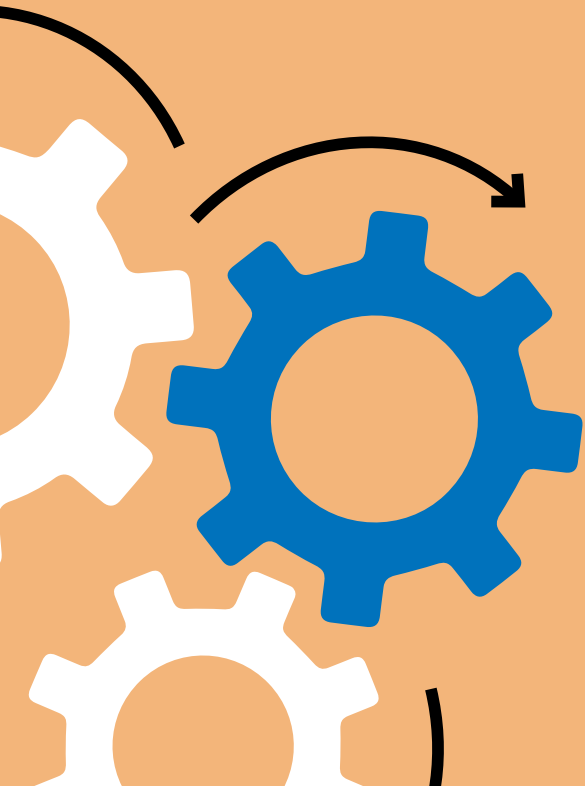
**Solutions-Oriented Approach:** "The branded goods you selected were out of stock, so I researched some alternatives. Here are the top three options I found, each with similar quality and pricing."

# AUGUST

## Managing Expectations



Don't let perfection  
be the enemy  
of the good.



William McDonough



# AUGUST

## Managing Expectations



### How do you Manage Expectations?

We all face two kinds of expectations—outer expectations (meet work deadlines, answer a request from a friend) and inner expectations (keep a New Year’s resolution, start meditating). According to Gretchen Rubin, your response to expectations determines your “Tendency”—that is, whether you’re an Upholder, Questioner, Obliger, or Rebel.

Understanding how you tackle inner and outer expectations, and how people on your team tackle them, can help you work more effectively.

- **Upholders** respond readily to outer and inner expectations—“Discipline is my freedom”
- **Questioners** question all expectations; they’ll meet an expectation if they think it makes sense; essentially, they make all expectations into inner expectations—“I’ll comply—if you convince me why”
- **Obligers** meet outer expectations, but struggle to meet expectations they impose on themselves—“You can count on me; and I’m counting on you to count on me”
- **Rebels** resist all expectations, outer and inner alike—“You can’t make me, and neither can I”



### What do the different tendencies need?

Recognize what other people might need to meet your expectations: **Upholders** value self reliance and performance and want to be told what needs to be done. **Questioners** value justification and purpose, and ask questions to see if the task aligns with their own values. **Obligers** value teamwork and duty, and want others to hold them accountable. **Rebels** value freedom and individuality, and want others to let them decide what needs to be done.



### Read

#### What Type of Gold Star Works for you?

Gretchen Rubin



#### The Promises You Make to Yourself

Sahil Bloom



### Watch

#### The Danger of a Single Story

Chimimanda Ngozi Adichie



### Do

Intrigued by the idea of the 4 Tendencies? Take the short [12 question quiz](#) and see if your results resonate!