



Tracy Shroyer, PhD

INVEST IN YOU

UPSKILLING AMIDST UNCERTAINTY

www.tracyshroyerphd.com



What We Will Cover Today

**Value &
Examples**

**3
Dilemmas**

**Potential
Solutions**

**Staying
Focused**

**Leveraging
Systems**



UPSKILLING



UNCERTAINTY

MOVIE EXAMPLES



MOVIE EXAMPLES

THE WIZARD OF OZ CHARACTERS



MOVIE EXAMPLES

THE WIZARD OF OZ CHARACTERS



"EVIL DEAD" ASH



REAL-LIFE EXAMPLES



REAL-LIFE EXAMPLES

MICHELANGELO



REAL-LIFE EXAMPLES

MICHELANGELO



MADAM C.J. WALKER



REAL-LIFE EXAMPLE



REAL-LIFE EXAMPLE

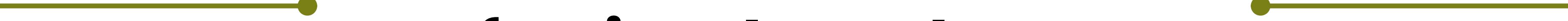


ABOUT ME





The Value of Professional Development





The Value of Professional Development



Enhanced Employability

Being a step ahead in a competitive world.

The Value of Professional Development



Enhanced Employability

Being a step ahead in a competitive world.

Heightened Productivity

Leveraging new skills for efficiency.

The Value of Professional Development



Enhanced Employability

Being a step ahead in a competitive world.

Heightened Productivity

Leveraging new skills for efficiency.



Increased Self-Confidence

Trusting your skill set in a changing environment.

The Value of Professional Development



Enhanced Employability

Being a step ahead in a competitive world.

Heightened Productivity

Leveraging new skills for efficiency.



Increased Self-Confidence

Trusting your skill set in a changing environment.

Long-term Career Growth

Setting yourself up for future opportunities.

THE DILEMMA



THE DILEMMA



Choice

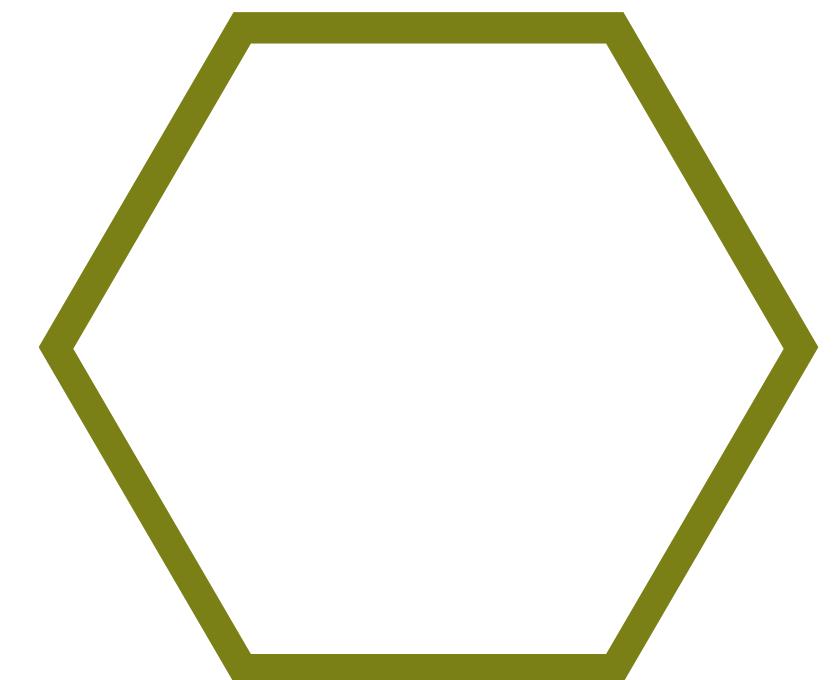
THE DILEMMA



Choice



Time



THE DILEMMA



Choice



Time



Accountability

Potential Solutions

5 STEPS



Create a Solid
Professional
Development Plan

Potential Solutions

5 STEPS

1

Identify your purpose.



Create a Solid
Professional
Development Plan

Potential Solutions



Create a Solid
Professional
Development Plan

5 STEPS

1 Identify your purpose.

2 Conduct a self assessment.

Potential Solutions



Create a Solid
Professional
Development Plan

5 STEPS

- 1 Identify your purpose.
- 2 Conduct a self assessment.
- 3 Identify your goals.

Potential Solutions



Create a Solid Professional Development Plan

5 STEPS

- 1 Identify your purpose.
- 2 Conduct a self assessment.
- 3 Identify your goals.
- 4 Develop effective strategies.

Potential Solutions



Create a Solid Professional Development Plan

5 STEPS

- 1 Identify your purpose.
- 2 Conduct a self assessment.
- 3 Identify your goals.
- 4 Develop effective strategies.
- 5 Build a solid action plan.

Potential Solutions



Create a Solid
Professional
Development Plan



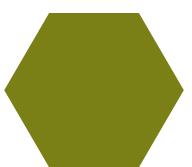
Improve Time
Management

Potential Solutions



Improve Time Management

TIPS & BEST PRACTICES



Pomodoro technique



Potential Solutions



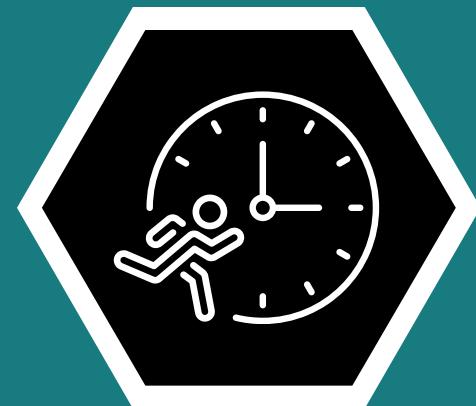
Improve Time Management

TIPS & BEST PRACTICES

- ◆ Pomodoro technique
- ◆ Time blocking

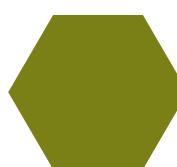


Potential Solutions

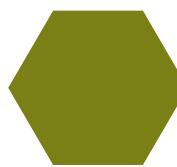


Improve Time Management

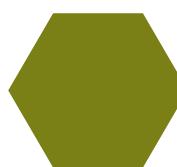
TIPS & BEST PRACTICES



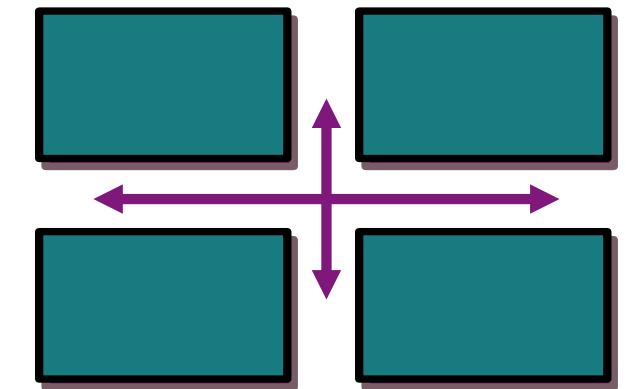
Pomodoro technique



Time blocking



Prioritization matrix



Potential Solutions



Improve Time Management

TIPS & BEST PRACTICES



Pomodoro technique



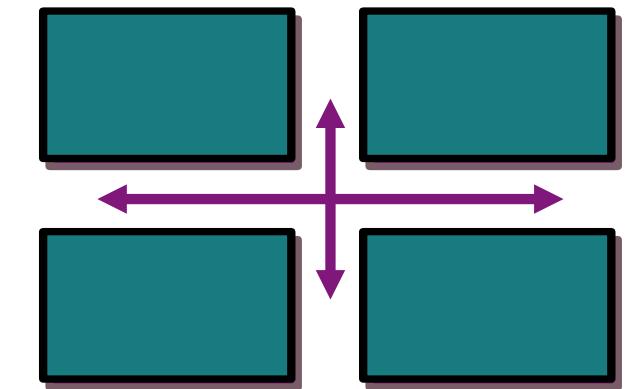
Time blocking



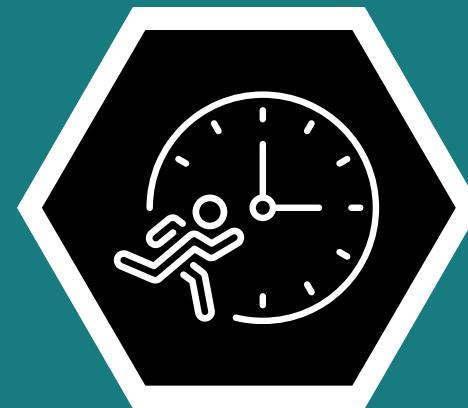
Prioritization matrix



Time audit



Potential Solutions



Improve Time Management

TIPS & BEST PRACTICES



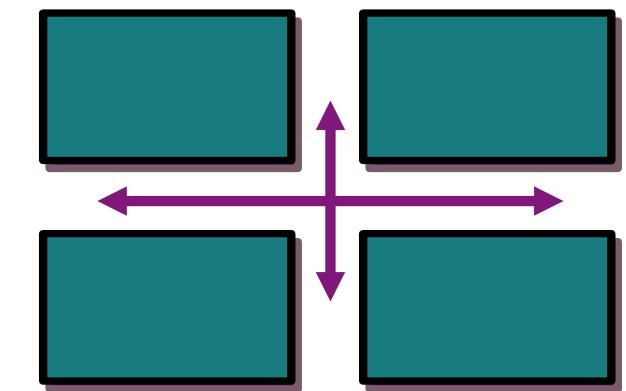
Pomodoro technique



Time blocking



Prioritization matrix



Time audit



Batching like tasks

Potential Solutions



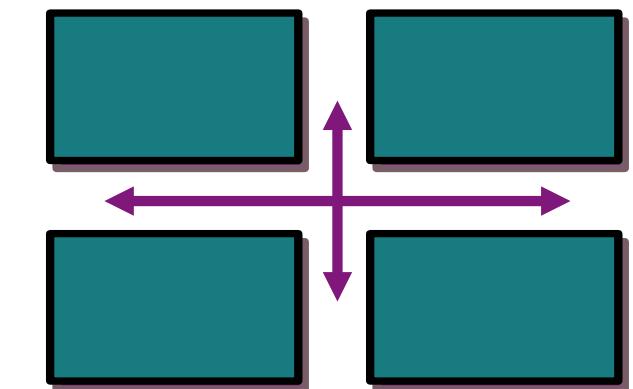
Improve Time Management

TIPS & BEST PRACTICES

Hexagon icon: **Pomodoro technique**



Hexagon icon: **Time blocking**



Hexagon icon: **Prioritization matrix**

Hexagon icon: **Time audit**



Hexagon icon: **Batching like tasks**

Hexagon icon: **3 things**

Potential Solutions



Create a Solid
Professional
Development Plan



Improve Time
Management



Secure
Accountability

Potential Solutions



Secure Accountability

TIPS & BEST PRACTICES

- Friends & Family
- Colleagues or Professional Contacts
- Social Media & Online Communities
- Workshops & Events
- Mentors & Coaches
- Apps & Online Tools



Staying Focused

- Embrace change as a constant.

Staying Focused

Staying Focused

- Embrace change as a constant.

- Set clear boundaries between work and learning.

Staying Focused

- Embrace change as a constant.

- Set clear boundaries between work and learning.

- Regularly revist and adjust your plan.

Staying Focused

- Embrace change as a constant.

- Set clear boundaries between work and learning.

- Regularly revist and adjust your plan.

- Seek mentorship or peer support.

Staying Focused

- Embrace change as a constant.
- Set clear boundaries between work and learning.
- Regularly revist and adjust your plan.
- Seek mentorship or peer support.
- Set aside dedicated 'learning hours' in your routine.

LEVERAGING SYSTEMS

TASK MANAGEMENT TOOLS



Enhance productivity and team collaboration with tools like **Asana**, **Trello**, **Microsoft Planner**, **Notion**, and **Motion**.

Streamline workflows and simplify project management by organizing tasks, setting priorities, and tracking progress effortlessly, keeping your projects on track with seamless task management and organization.

LEVERAGING SYSTEMS

Considerations

TASK MANAGEMENT TOOLS



- User Interface and Ease of Use
- Task Assignment and Tracking
- Prioritization and Categorization
- Collaboration Tools
- Integration Capabilities
- Customization and Flexibility
- Notifications and Reminders:
- Scalability
- Security and Data Protection
- Reporting and Analytics
- Mobile Access
- Cost and Subscription Model
- Customer Support and Community
- Trial Period or Demo

LEVERAGING SYSTEMS

TASK MANAGEMENT TOOLS

Functionality Fun Facts

Planning

Campaign brief and launch timeline 3

Overall goals and success metrics 2 5

Approved budget

Milestones

Campaign creative concepts 3 Jun 19 - 27

Campaign messaging Jun 18 - 20

Select agency and secure SOW 3 2 Jun 21 - 22

Media plan 8 Jun 23 - 24

Campaign performance tracking 8 Jun 25 - 26

Assets completed

Pages live on website 2 5 Jun 27 - 28

Launch! 8 Jun 29 - 30

Asana

- Unique feature: workforce management views and tracking
- Includes dependency tracking & templates for recurring workflows

www.asana.com



LEVERAGING SYSTEMS

TASK MANAGEMENT TOOLS

Functionality Fun Facts



Trello

- Unique feature is Card Aging Power-Up
- Includes email to board feature & “Power Ups”

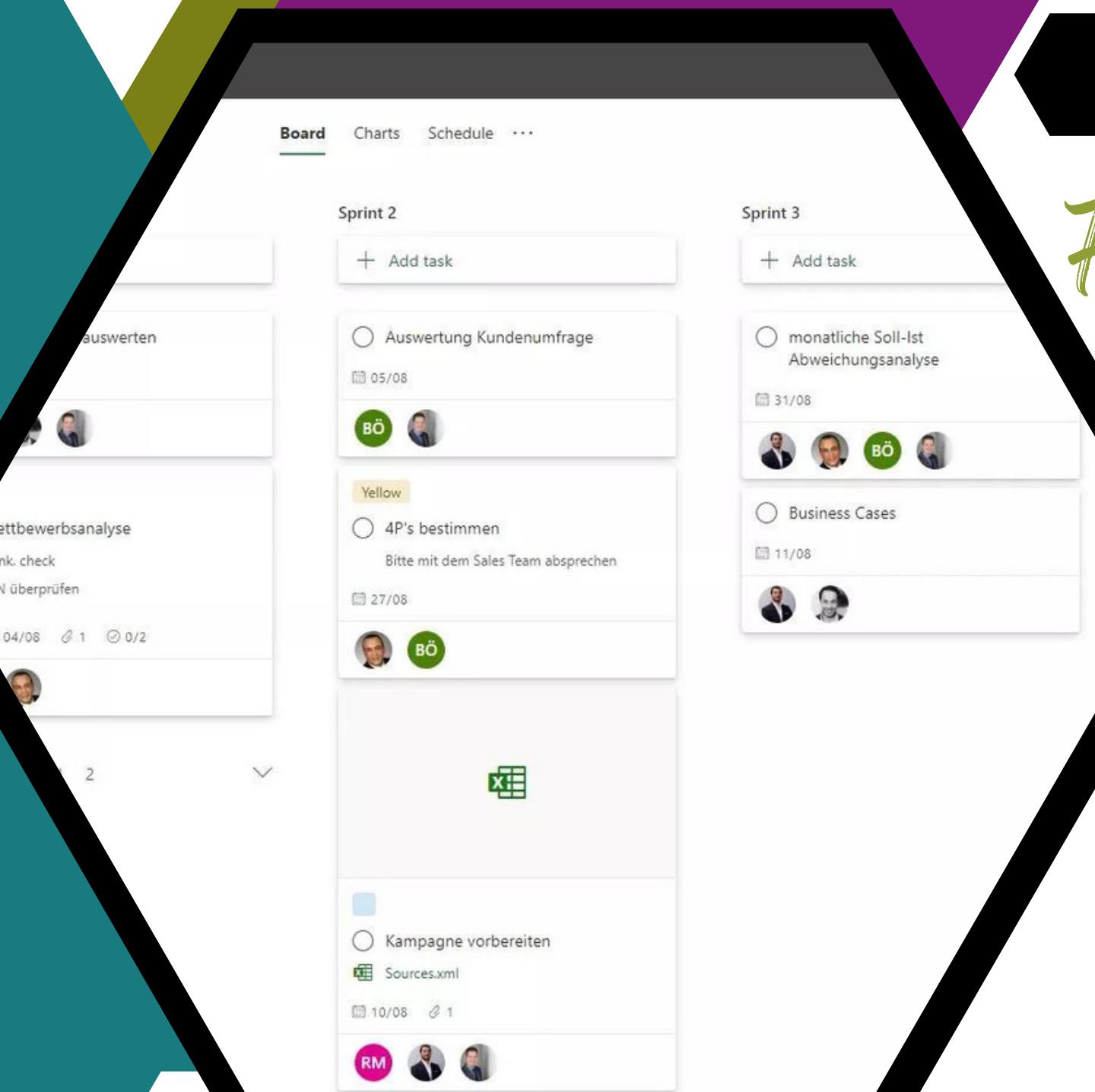
www.trello.com



LEVERAGING SYSTEMS

TASK MANAGEMENT TOOLS

Functionality Fun Facts



Microsoft Planner

- Unique feature is its integration with Microsoft suite of products
- Includes checklists within tasks, and ability to group and filter

www.tasks.office.com

LEVERAGING SYSTEMS

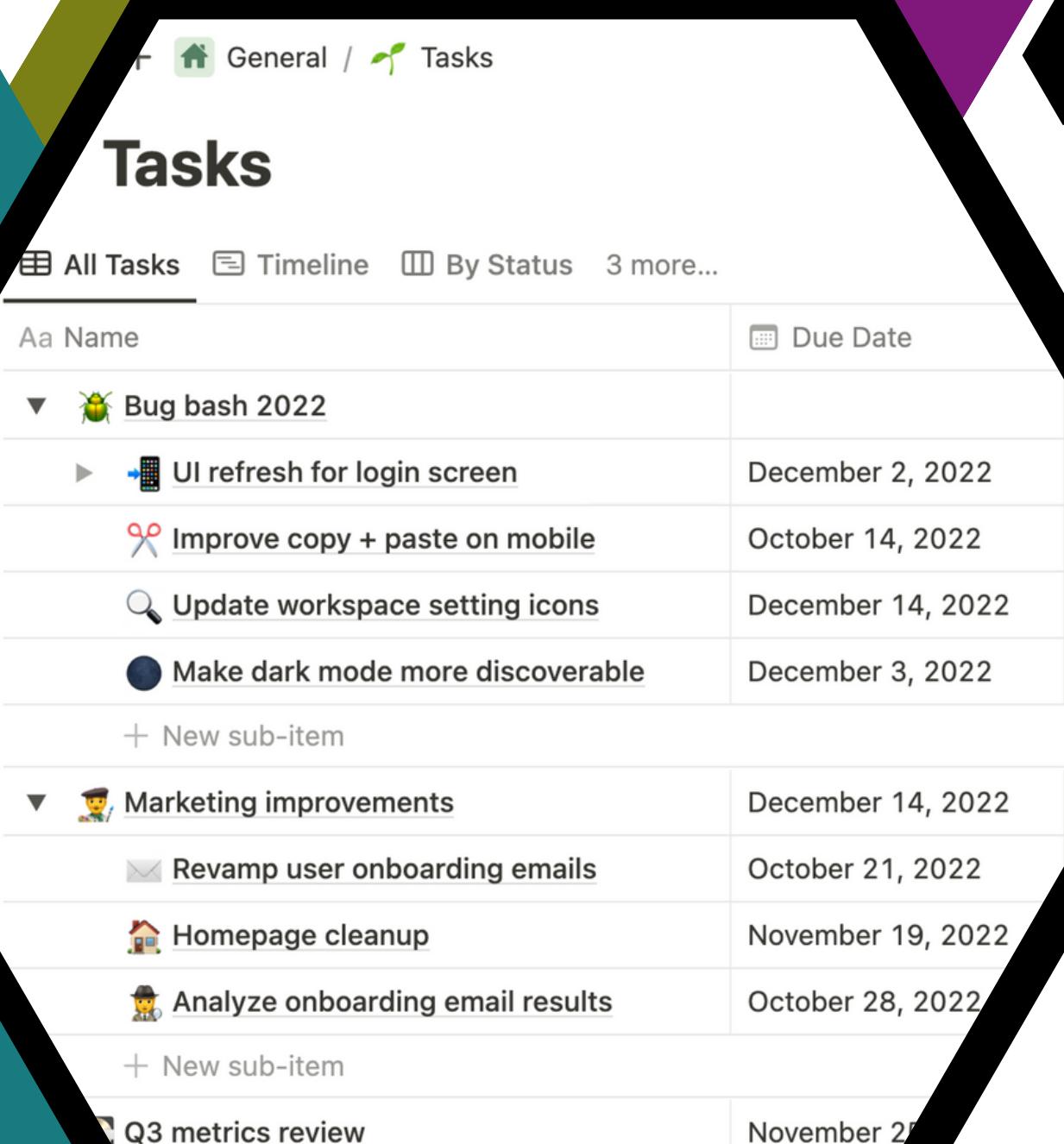
TASK MANAGEMENT TOOLS

Functionality Fun Facts

Notion

- Unique feature is its all-in-one workspace
- Includes linked internal databases and toggle list functionality for clean user experience

www.notion.so



Tasks	
Aa Name	Due Date
Bug bash 2022	December 2, 2022
UI refresh for login screen	December 14, 2022
Improve copy + paste on mobile	October 14, 2022
Update workspace setting icons	December 14, 2022
Make dark mode more discoverable	December 3, 2022
+ New sub-item	
Marketing improvements	December 14, 2022
Revamp user onboarding emails	October 21, 2022
Homepage cleanup	November 19, 2022
Analyze onboarding email results	October 28, 2022
+ New sub-item	
Q3 metrics review	November 25, 2022



Notion

LEVERAGING SYSTEMS

TASK MANAGEMENT TOOLS

Functionality Fun Facts

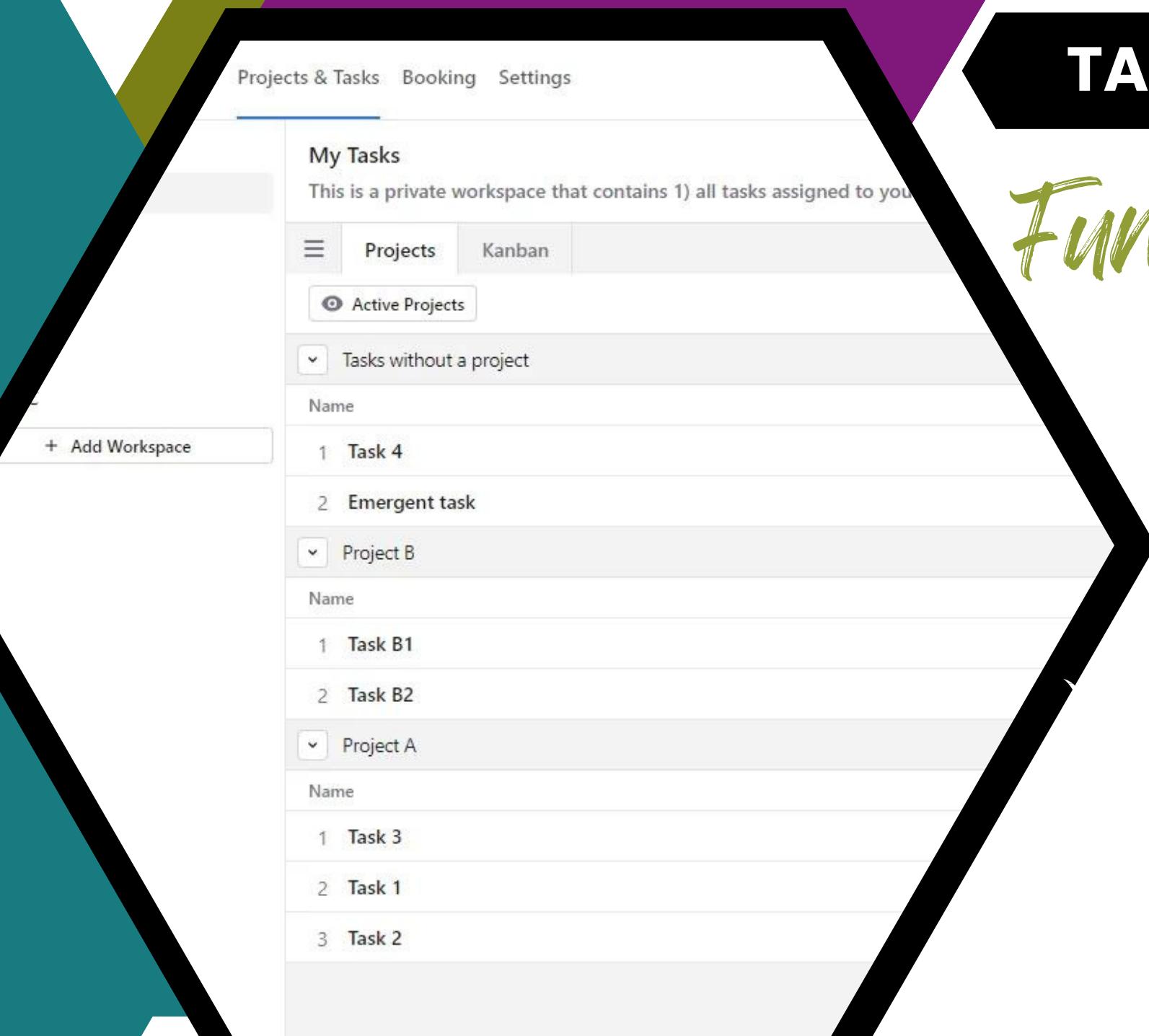


motion

Motion

- Unique feature is use of AI-powered scheduling
- Includes prioritization algorithm and meeting coordination tool

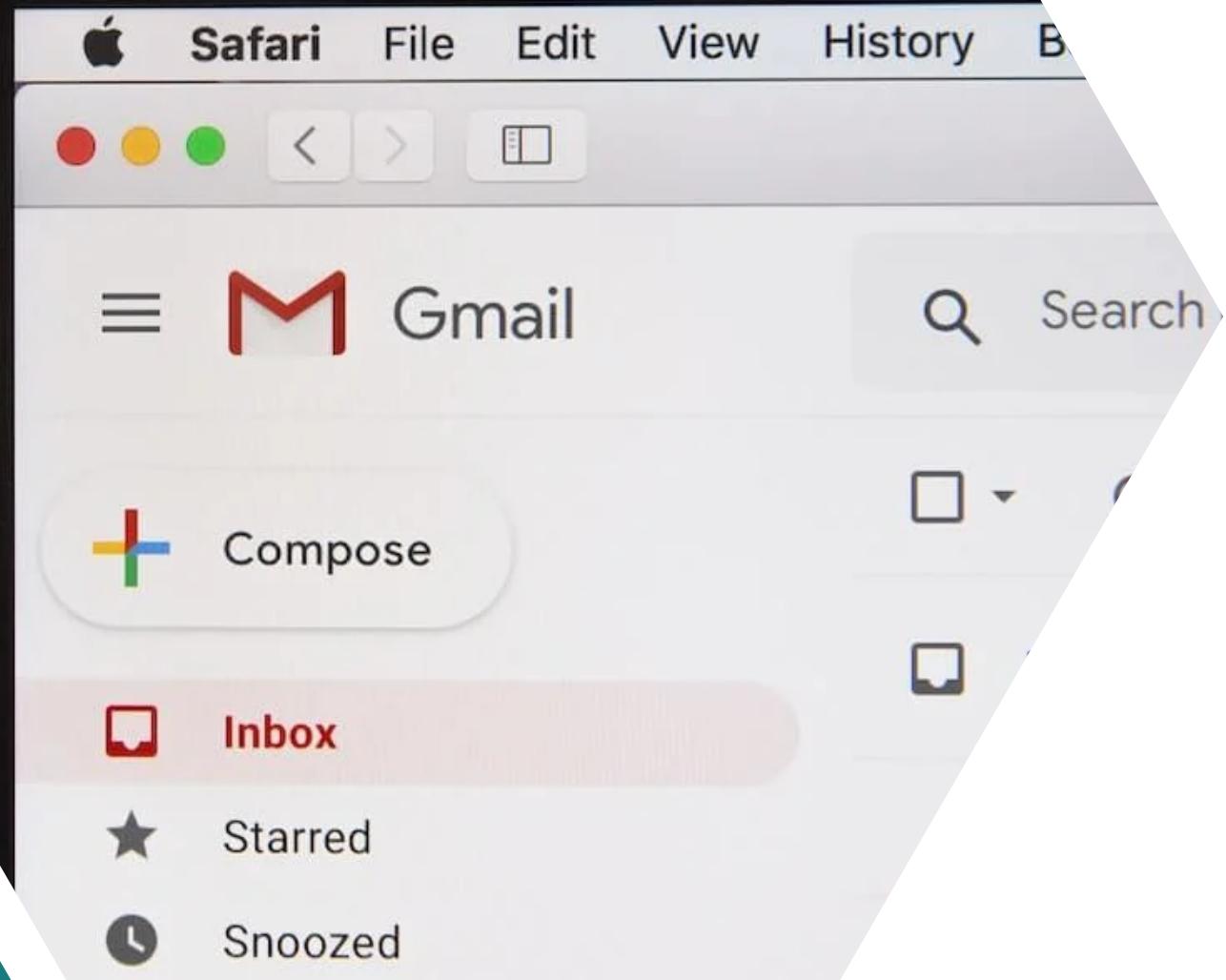
www.usemotion.com



LEVERAGING SYSTEMS

EMAIL MANAGEMENT

Did you know...?

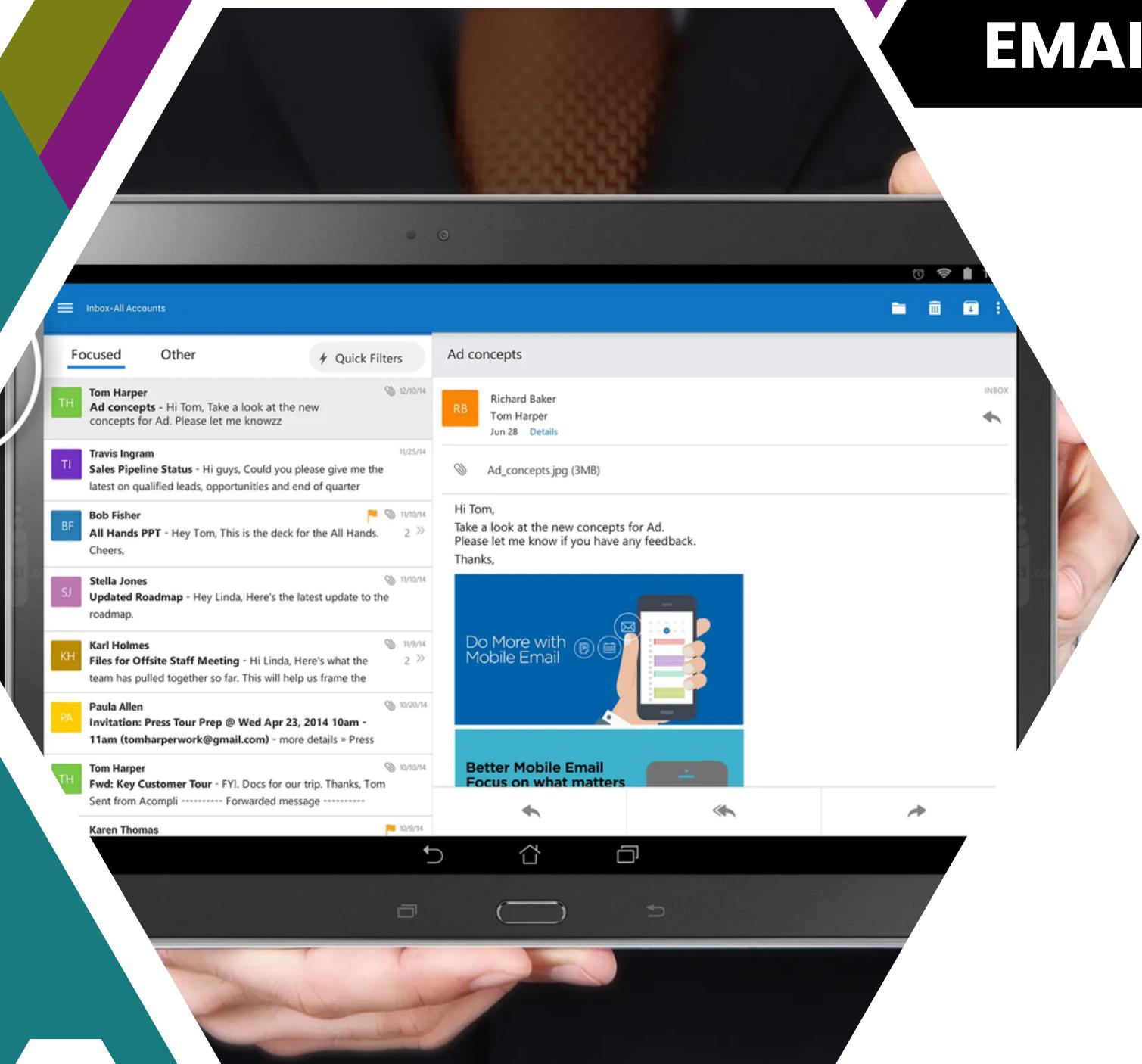


- ✓ Undo send*
- ✓ Nudges
- ✓ Schedule Emails
- ✓ Advanced Search Operators
- ✓ Confidential Mode
- ✓ Offline Mode
- ✓ Smart Compose & Smart Reply

LEVERAGING SYSTEMS

EMAIL MANAGEMENT

Did you Know...?



- ✓ Focused inbox
- ✓ Email Templates
- ✓ Quick Steps
- ✓ Ignore Conversation



- ✓ Rules for Sorting & Managing Emails
- ✓ Time Zone Management
- ✓ Integration with Other Microsoft Apps

What we covered today

**Value &
Examples**

**3
Dilemmas**

**Potential
Solutions**

**Staying
Focused**

**Leveraging
Systems**

GET IN TOUCH WITH ME



Visit my website
www.tracyshroyerphd.com



Let's connect on LinkedIn
Tracy Shroyer, PhD



Join my FREE group on FaceBook
Let's Talk About Layoffs

