



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**



The background features a complex geometric design. A large, light gray hexagon is centered, containing the word "UPSKILLING" in bold purple letters. Surrounding this central hexagon are various other geometric shapes: a purple triangle at the top left, a teal triangle at the top right, a large olive green triangle at the bottom right, and a teal triangle at the bottom left. A thick black diagonal stripe runs from the bottom left towards the top right. Several smaller hexagons are scattered throughout: a white one in the top right teal area, a light gray one in the bottom left teal area, and a small purple one near the bottom center. The overall color palette includes purple, teal, olive green, black, and light gray.

UPSKILLING



UNCERTAINTY

MOVIE EXAMPLES

The background features a large olive green shape on the left, a large purple shape on the right, and a black diagonal band separating them. Two teal lines with circular endpoints are also present: one in the upper center and another in the lower right.

MOVIE EXAMPLES

THE WIZARD OF OZ CHARACTERS



MOVIE EXAMPLES

THE WIZARD OF OZ CHARACTERS



"EVIL DEAD" ASH



REAL-LIFE EXAMPLES

The background features a large teal shape on the right, a large purple shape on the left, and a black diagonal band separating them. Two thin olive green lines with circular endpoints are also present: one in the upper left and one in the lower right.

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.

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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



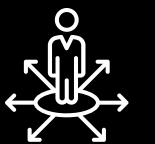
Leveraging new skills for efficiency.



Increased Self-Confidence

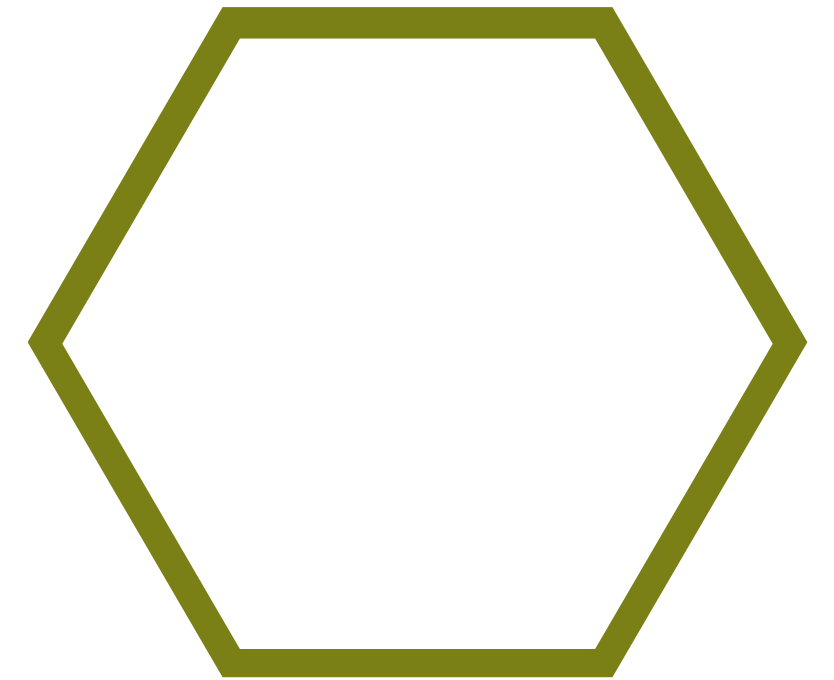
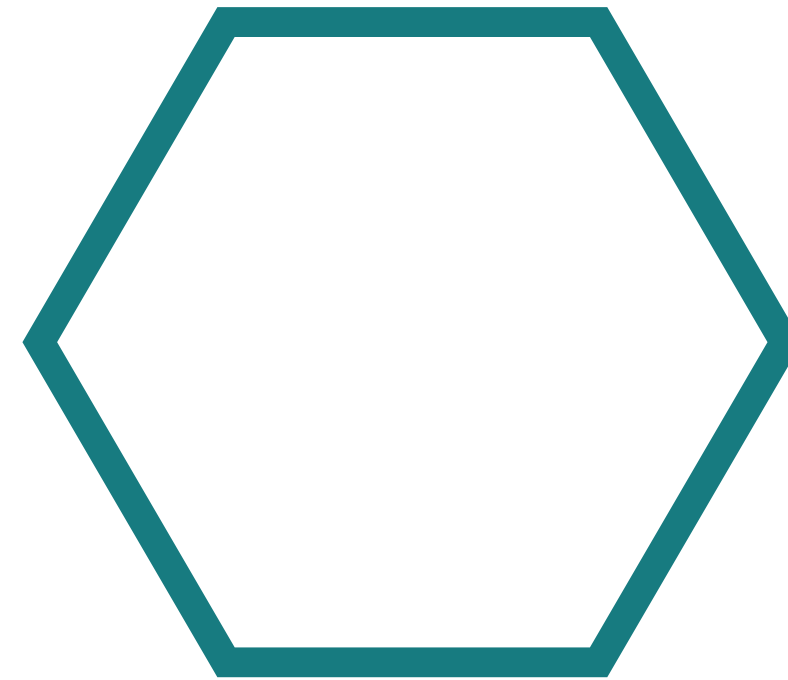
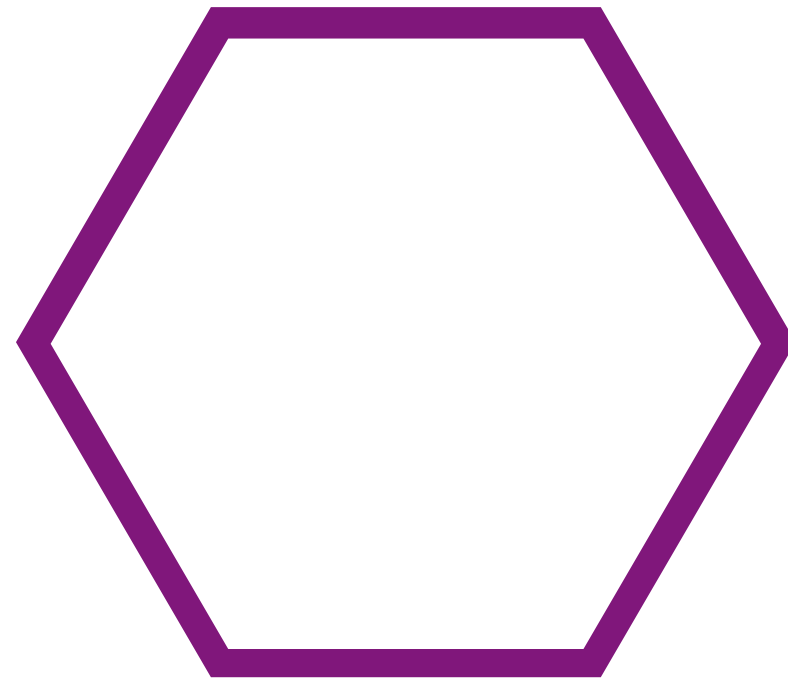
Trusting your skill set in a changing environment.

Long-term Career Growth



Setting yourself up for future opportunities.

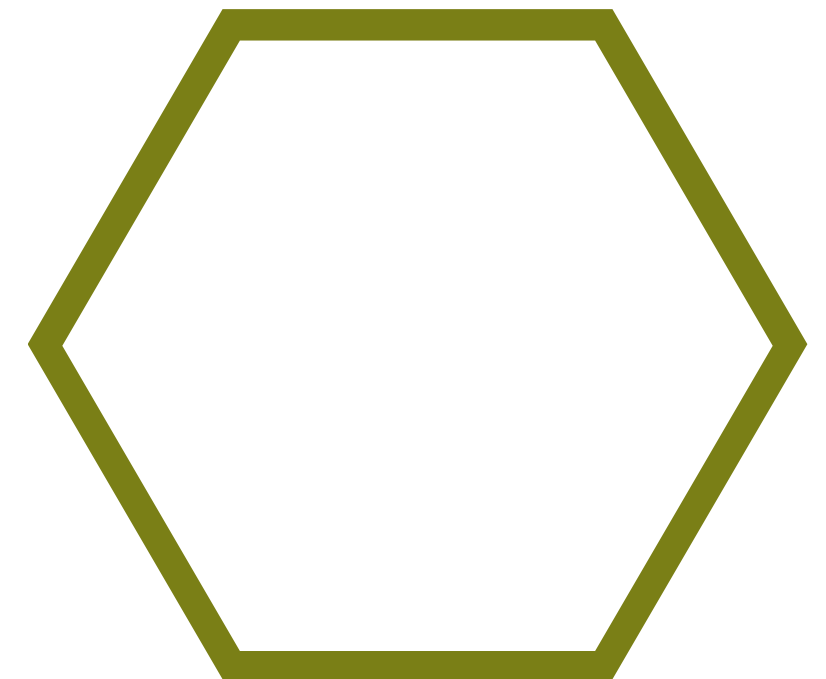
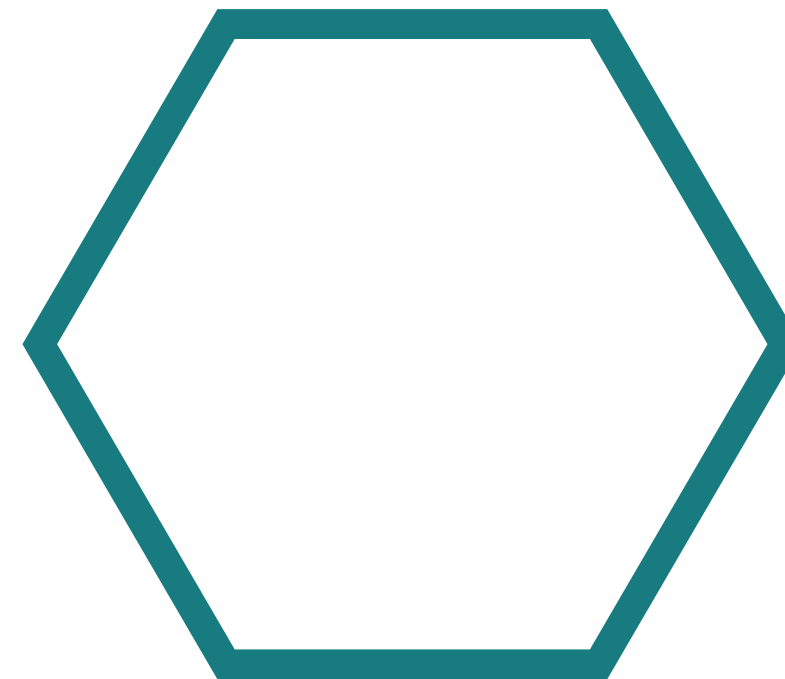
THE DILEMMA



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



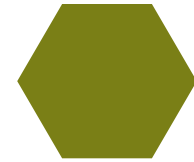
Improve Time
Management

Potential Solutions



Improve Time
Management

TIPS & BEST PRACTICES



Pomodoro technique

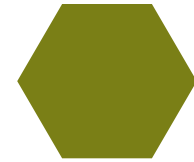


Potential Solutions

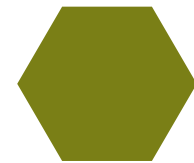


Improve Time
Management

TIPS & BEST PRACTICES



Pomodoro technique



Time blocking

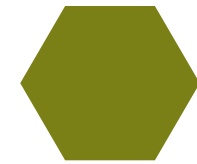


Potential Solutions

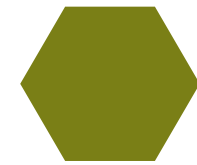


Improve Time
Management

TIPS & BEST PRACTICES



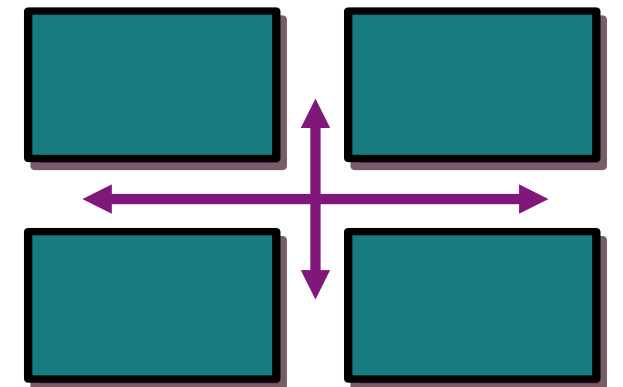
Pomodoro technique



Time blocking



Prioritization matrix

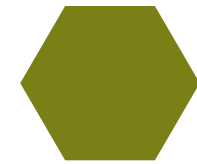


Potential Solutions

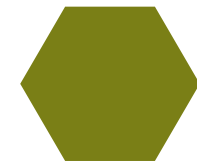


Improve Time
Management

TIPS & BEST PRACTICES



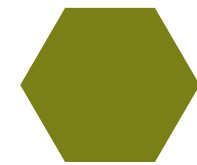
Pomodoro technique



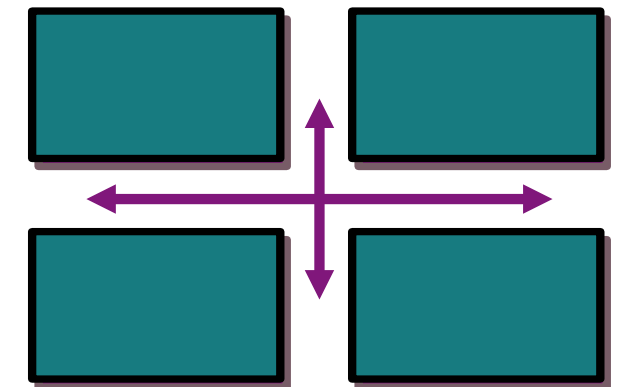
Time blocking



Prioritization matrix



Time audit



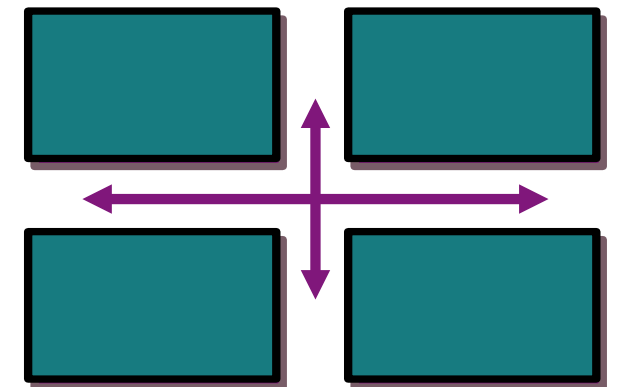
Potential Solutions



Improve Time
Management

TIPS & BEST PRACTICES

- Pomodoro technique
- Time blocking
- Prioritization matrix
- Time audit
- **Batching like tasks**

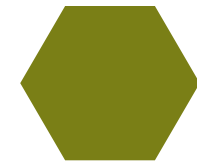


Potential Solutions



Improve Time
Management

TIPS & BEST PRACTICES



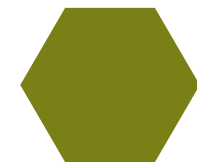
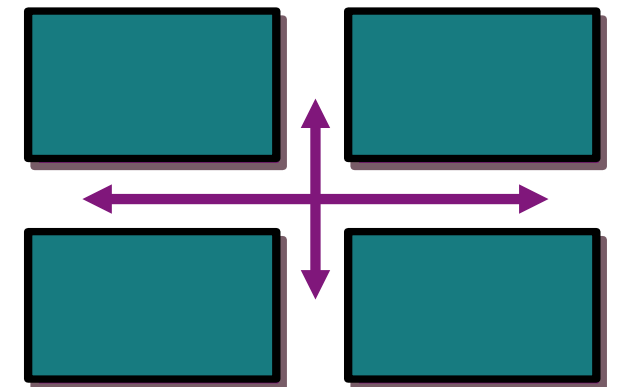
Pomodoro technique



Time blocking



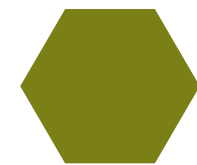
Prioritization matrix



Time audit



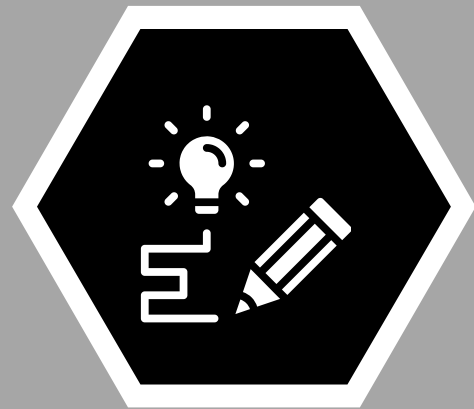
Batching like tasks



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
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- Embrace change as a constant.

- Set clear boundaries between work and learning.

Staying Focused

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- Embrace change as a constant.

- Set clear boundaries between work and learning.

- Regularly revisit and adjust your plan.

Staying Focused

- **Embrace change as a constant.**

- **Set clear boundaries between work and learning.**

- **Regularly revisit and adjust your plan.**

- **Seek mentorship or peer support.**

Staying Focused

- **Embrace change as a constant.**

- **Set clear boundaries between work and learning.**

- **Regularly revisit 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.

Considerations

LEVERAGING SYSTEMS

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

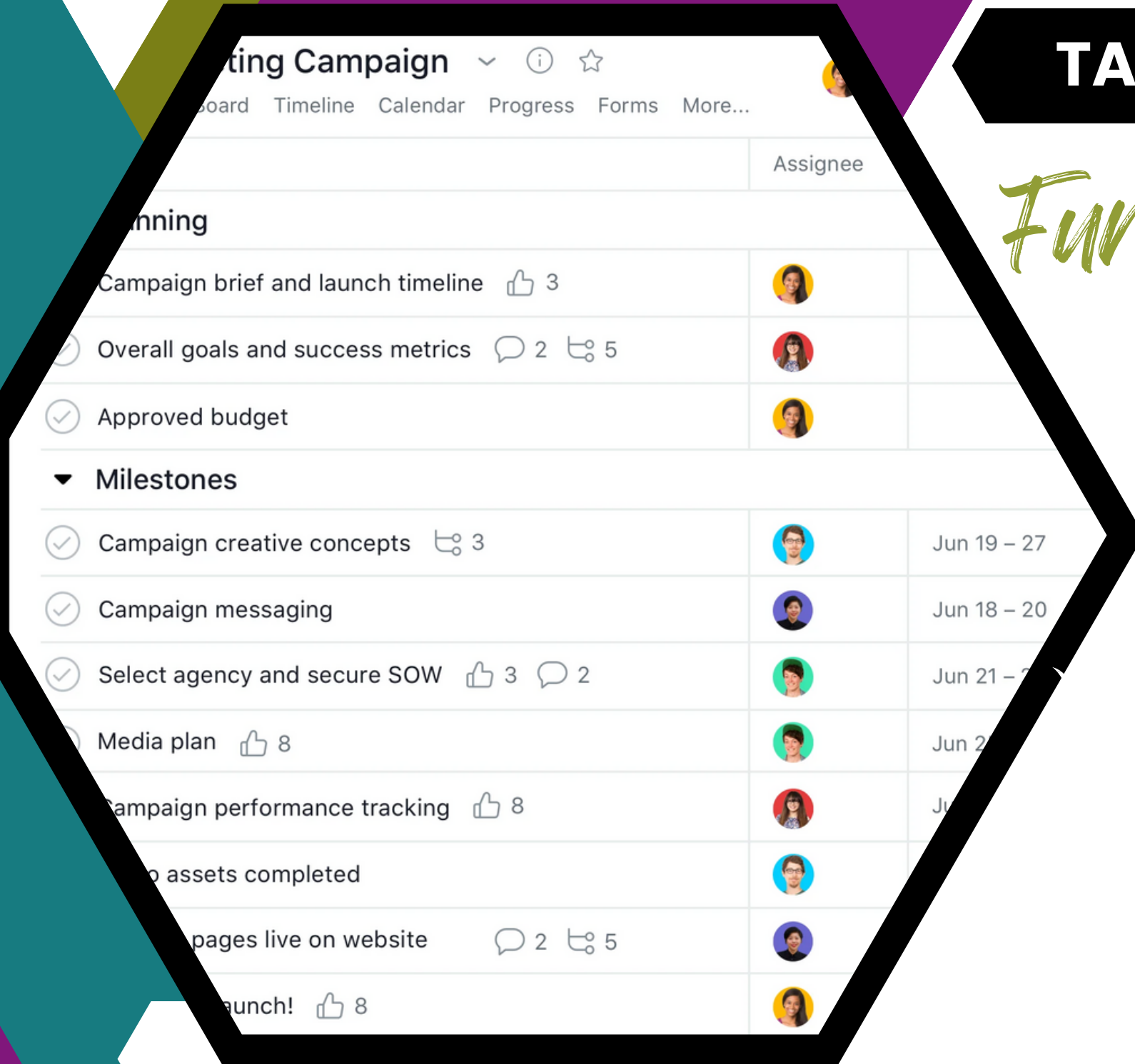
Functionality Fun Facts



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

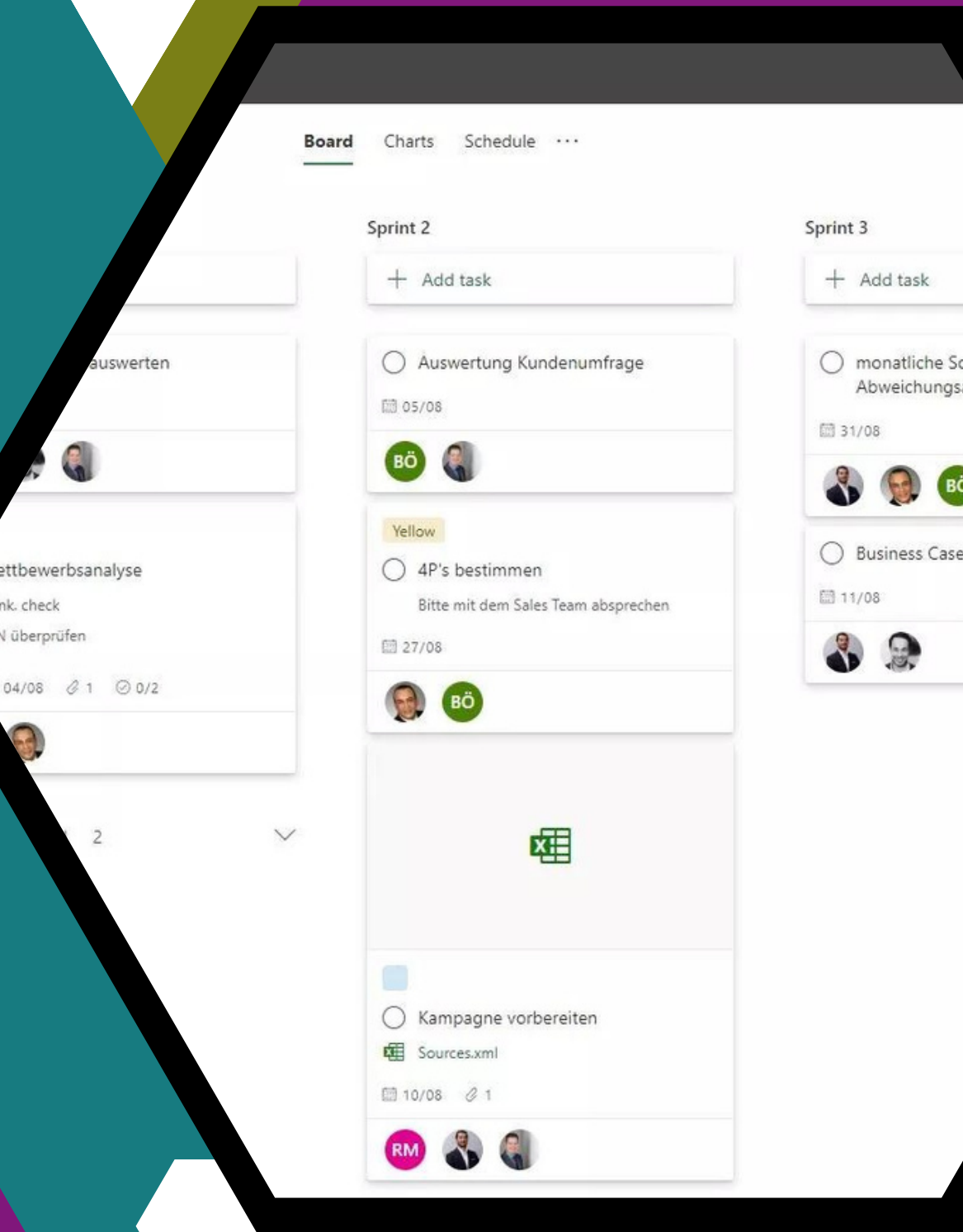
Functionality Fun Facts



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

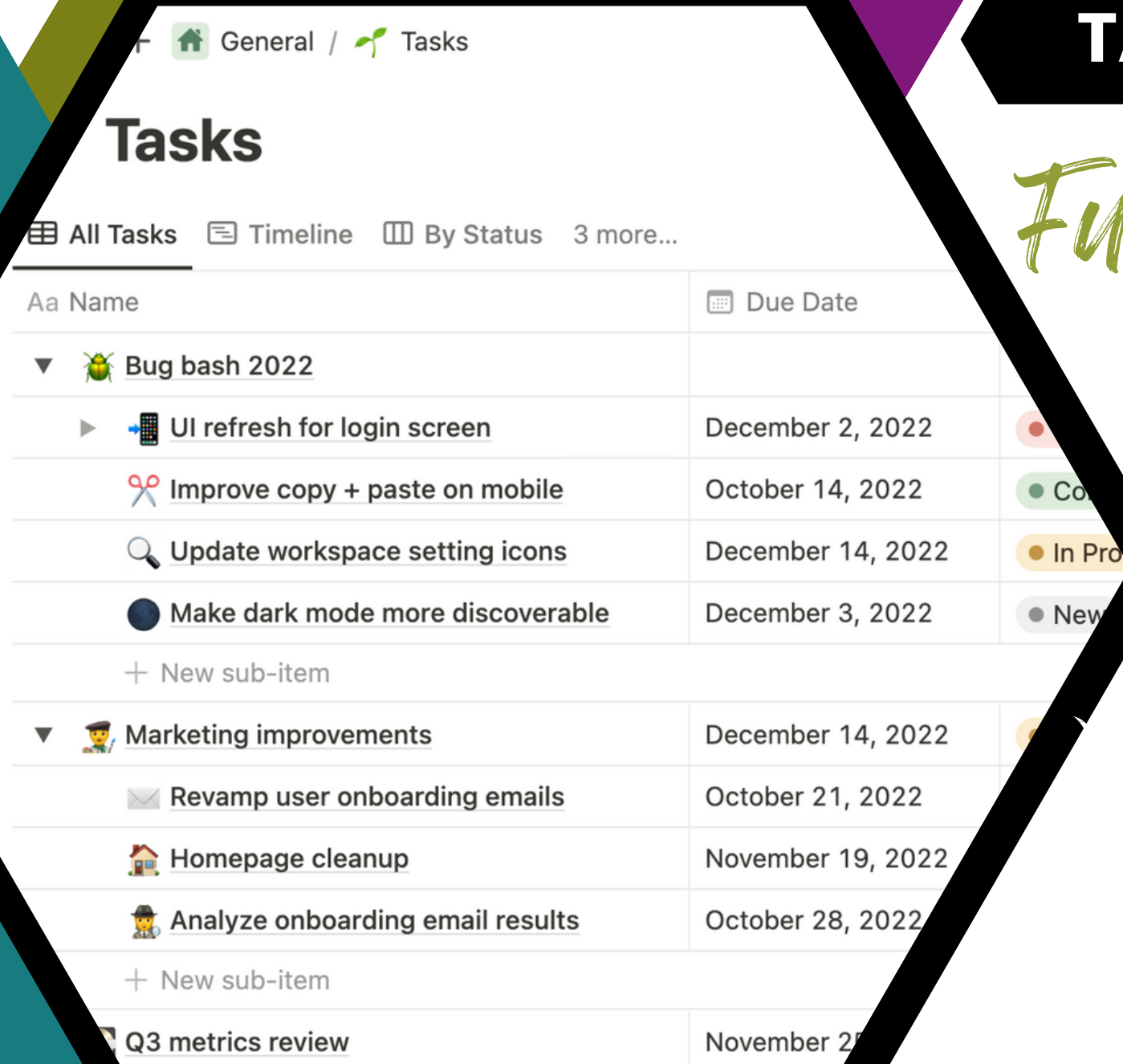
Functionality Fun Facts



Notion

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

www.notion.so

A screenshot of the Notion 'Tasks' page. The page has a header with 'General / Tasks' and a title 'Tasks'. Below the title are tabs for 'All Tasks', 'Timeline', 'By Status', and '3 more...'. The main content is a table with columns 'Aa Name' and 'Due Date'. It lists tasks under two categories: 'Bug bash 2022' and 'Marketing improvements'. Each task has a status indicator on the right.

Aa Name	Due Date
▼ 🐛 Bug bash 2022	
▶ 📱 UI refresh for login screen	December 2, 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

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TASK MANAGEMENT TOOLS

Functionality Fun Facts

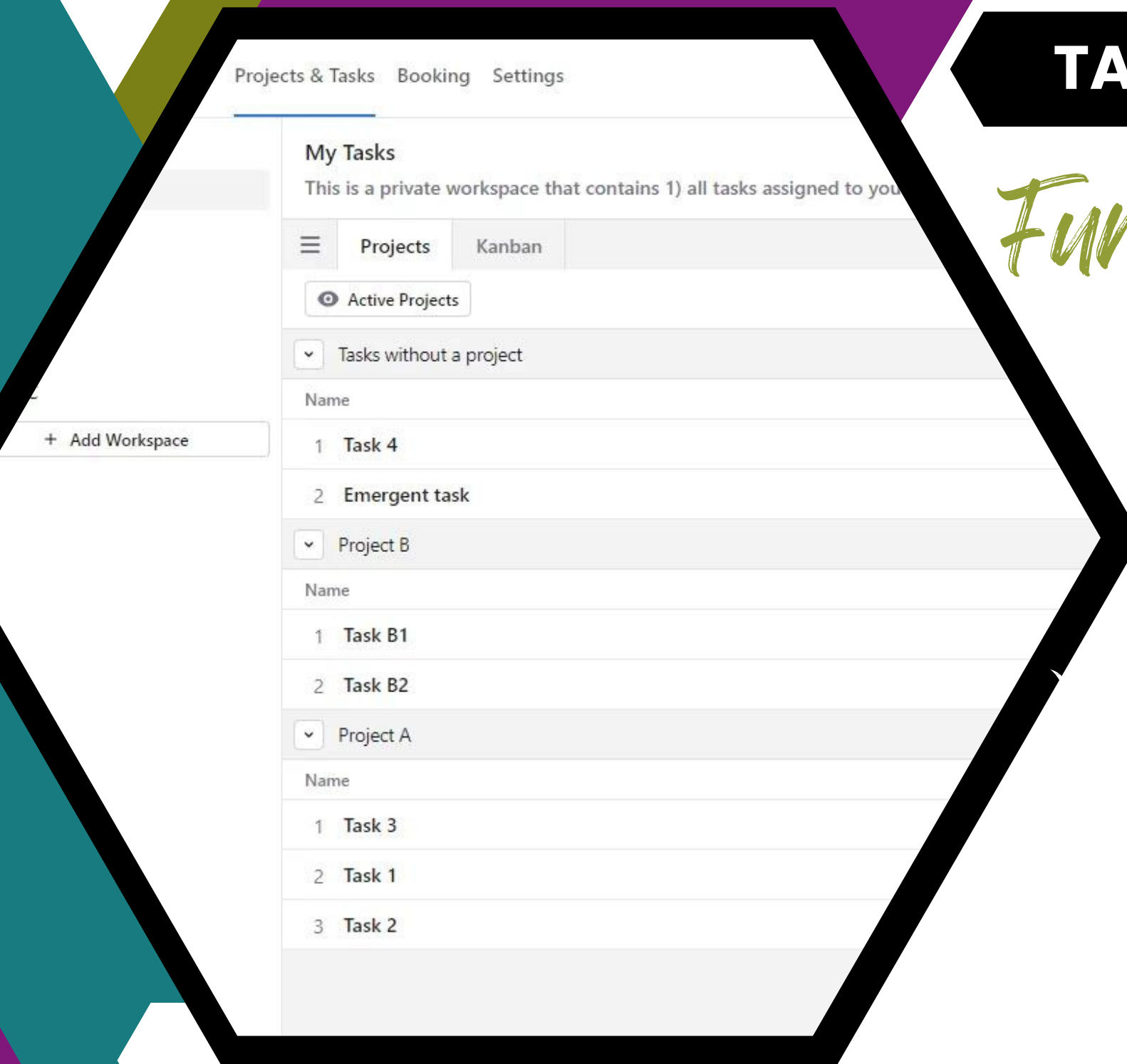


motion

Motion

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

www.usemotion.com



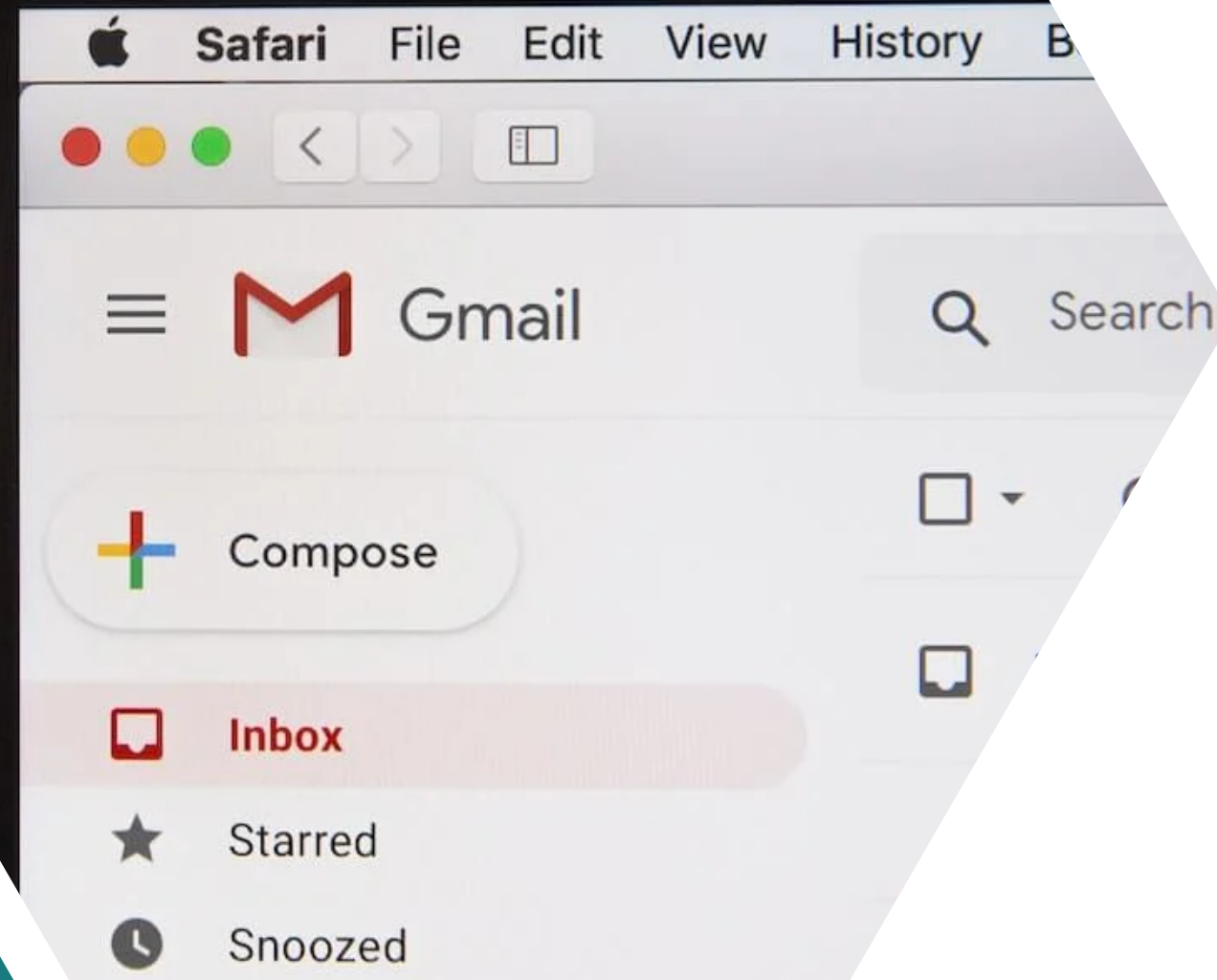
LEVERAGING SYSTEMS

EMAIL MANAGEMENT

Did you know...?



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



LEVERAGING SYSTEMS

EMAIL MANAGEMENT

Did you know...?



✓ Focused inbox

✓ Email Templates

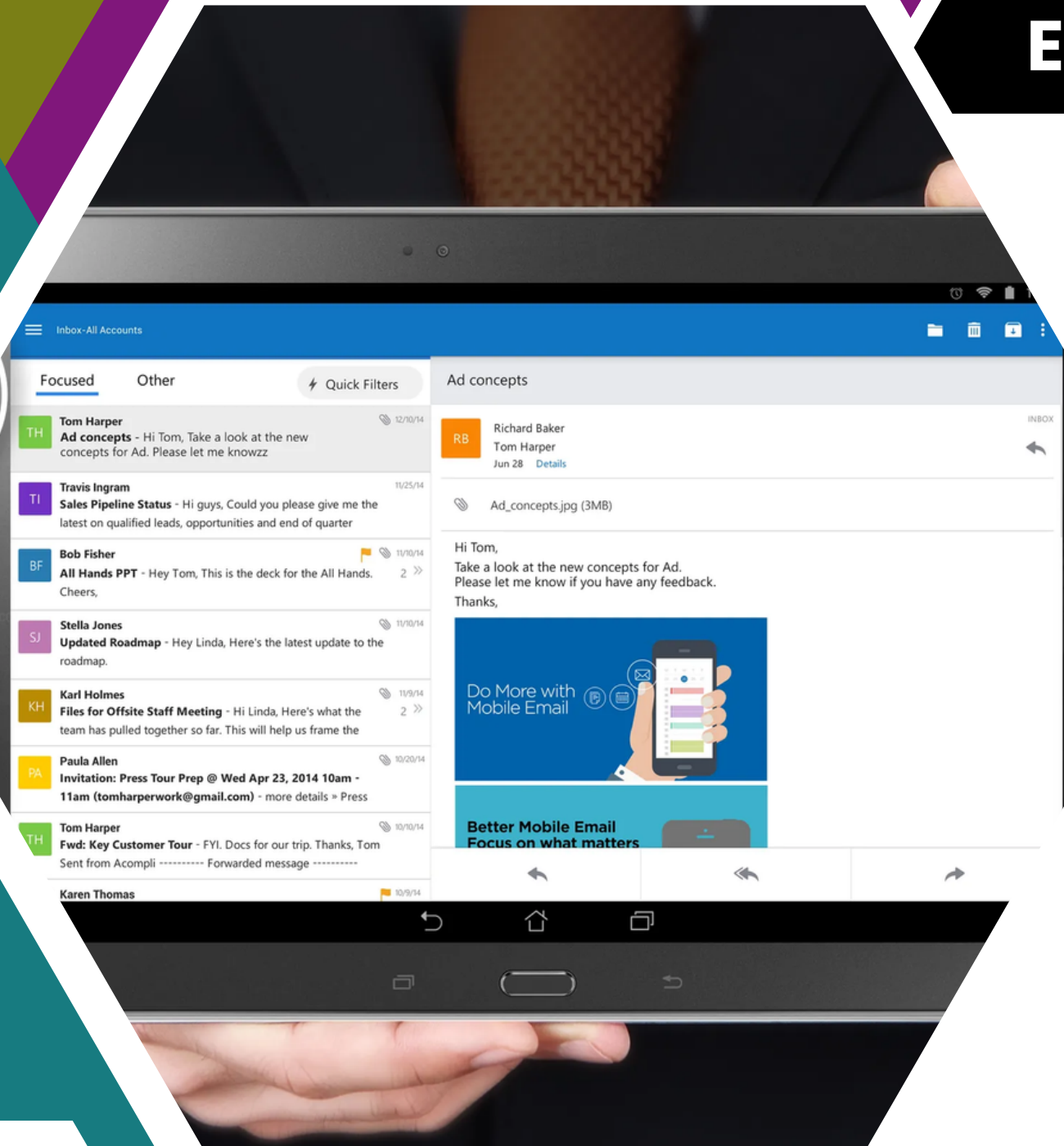
✓ Quick Steps

✓ Ignore Conversation

✓ Rules for Sorting & Managing Emails

✓ Time Zone Management

✓ Integration with Other Microsoft Apps



What we covered today



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Examples**




**3
Dilemmas**



**Potential
Solutions**



**Staying
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Join my FREE group on FaceBook

Let's Talk About Layoffs

