## EMERGING FROM THE QUARANTINE A BETTER YOU!

**Dorothy Tannahill-Moran** 

Enhance/Learn new emotional intelligence skills.

Your EQ is your greatest asset in life and at work. We can all stand to learn new ways of effectively interacting with others.

Here are some things that will make you a rock star.

#### **Online Learning**

Free communication and conflict management

Classes: <a href="https://www.themuse.com/advice/45-free-online-classes-you-can-take-and-finish-by-the-end-of-this-year">https://www.themuse.com/advice/45-free-online-classes-you-can-take-and-finish-by-the-end-of-this-year</a>

Pig out on over 100,000 online classes:

https://www.udemy.com/

Classes from colleges with degrees and certifications:

https://www.coursera.org/

### Books you should read

Transitions – Making Sense of Life's Change William Bridges – <u>Click here to order online</u>

Presence- Bringing your Boldest Self to your Biggest Challenges

Amy Cuddy - Click here to order online

Sway: The Irresistible Pull of Irrational Behavior Rom Brafman - Click here to order online

Accelerate Your Career - Even With A Bad Boss: A New Approach to Managing Up

Dorothy Tannahill-Moran - Click here to order onling

### Figure out a career direction

Personality assessment with occupation report (one of the only ones I suggest)

http://www.self-directed-search.com/

For understanding yourself better and how that might relate to a career – but fantastic if you want to figure out how to work well with others is the Meyers-Briggs Assessment. There are a book and an online assessment: <a href="https://www.mbtionline.com/">https://www.mbtionline.com/</a>

Huge site for exploring various details of 1,000's of careers: <a href="https://www.onetonline.org/">https://www.onetonline.org/</a>

40 Jobs for People with SD, Vocal Disorders or Prefer Jobs with Low Interaction

https://dysphonia.org/low-vocal-interaction-jobs/

### Always be in a job search mode.

I personally believe that you should always be out looking for a better opportunity. It makes you willing to make changes rather than to "put up" with a bad job.

- Update your resume.
- Update or set up your LinkedIn profile. Over 80% of hiring managers and recruiters use it.
- Search job listings on Linked In and Indeed. Do searches for specialty job listing boards. Apply to a few that look interesting or go ahead and apply to 40!
- Update your contact list and get in contact with people from your past.
- Send out inquiries to those people you've thought about contacting.

### General Good Things to Do

- Tackle all the low priority things on your To-Do list
- Clean out and organize your files both in the desk and on your computer.
- Learn how to optimize your laptop and Office Suite applications.

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