

Strive to Thrive

Career Tips For Ted Rogers School Students

These reports leverage the expertise of BCH staff to share best practices for students & alumni.

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Career-Boosting Habits

A Guide for University Students

Get moving! 

This report aims to provide university students with practical insights and strategies for cultivating habits that positively impact their career trajectories. By adopting and nurturing these habits, students can enhance their employability, professional growth, and overall success in the workforce.

Productivity Habits

Developing your career is a self-improvement process that requires your investment. To start, you might look to improve your time management skills:

Prioritizing Tasks and Creating a Schedule:

- **Prioritize based on urgency:** create a list of action items and complete/rank them based on due date or time sensitivity.
- **Prioritize based on ability to complete:** create a list of action items and complete/rank them based on duration of task. For simpler, easier tasks, complete those first and get them out of the way before moving on to more complex tasks.
- **Prioritize based on your interest stacks:** group action items together if they're similar. For example, completing chores first and then focusing on your education after.

Overcoming Procrastination and Managing Distractions:



Productivity - Pomodoro Timer:

- **Set a timer:** Choose a task that you want to work on, and set a timer for 25 minutes, known as a Pomodoro interval.
- **Work:** Focus solely on the task until the timer rings. Avoid distractions and interruptions during this time.
- **Break:** When the timer goes off, take a short break of around 5 minutes. Use this time to relax, stretch, or do something unrelated to work.
- **Repeat:** After the break, start another Pomodoro interval of 25 minutes and work on the task again. Repeat this.



Productivity - Notion templates: If you're a fan of using Notion for your regular organization, try it for habit tracking, too! See this link for a list of [Habit Tracking Templates](#) across Notion that you can customize to fit your needs best.

Networking Habits

- Building professional relationships with peers, professors, and employers
- **Utilizing social media platforms for networking purposes**
 - Ex: Try to post on LinkedIn once every 3 months so that you have the opportunity to engage your LinkedIn audience and keep your professional networks up to date.
- **Schedule coffee chats at intervals of time to continuously learn from other professionals**
 - Ex: Create a schedule booker (like [Calendly](#)) so that it's easier for others to schedule meetings with you and so that you hold yourself accountable to continue your goal of X amount of coffee chats per month!

Skill Building Habits

- **Identify and develop key skills relevant to career goals**
 - Ex: Expand communication and presentation skills: Join Toastmasters to immerse yourself in an environment where you have to practice impromptu speaking and speech crafting and delivery
- **Attend career fairs, workshops, and networking events and stay connected with resources that share these**
 - Ex: Attend X employer events each term hosted by the Business Career Hub
- **Engage in continuous learning through online courses, workshops, and seminars**
 - Ex: Register for X Bootcamps each term to expand your technical skills

Tools for Building Habits

An important aspect of habit building is tracking your progress. Consistency is the foundation for creating strong habits. Here are a few resources that can be effective tools to track your habits.

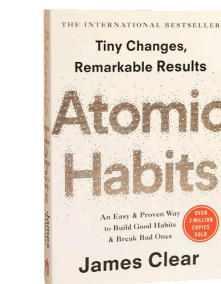


Habit Tracker App

Track your habits to monitor your consistency through an app and receive frequent reminders.

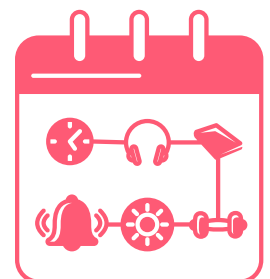


Atoms App
by James Clear



Atomic Habits
by James Clear

Learn how to implement transformational habits.



Bullet Journaling

Get creative by tracking your habits in your bullet journal!

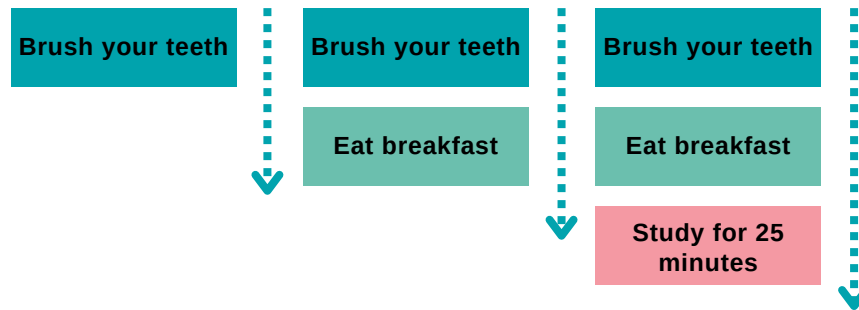


Did You Know? It can take anywhere from 18 to 254 days to form a habit. On average, it takes about 66 days to establish a habit, although this can vary significantly depending on the nature of the habit and other influencing factors.

Habit Building Strategies

- **Stack your habits:** Once you've established a consistent habit, stack a new one onto it to seamlessly integrate into your routine.
- **Make it easier and accessible:** Set yourself up for success and make accomplishing your habits easier through your environment and routine schedule.
- **Don't miss more than one day:** Sometimes we may miss a day of completing our daily habits, but try not to skip more than one day as it'll get harder to get back on track.²

Habit Stacking Example



Visit the Business Career Hub

Employer Events

The BCH hosts several employer events to prepare you for your professional career. Refer to your weekly BCH Careers Newsletter for a list of upcoming [events](#).

Bootcamps/Prep Programs

Advance your technical and soft skills, earn digital badges, and gain an advantage in today's workforce through bootcamps. [Click here to register for current bootcamps](#).

Coaching & Mock Interview

For career coaching, interview prep and more, [schedule a 1:1 appointment](#) with a Career Consultant or a Co-op Coordinator.



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[Business Career Hub](#)



Career Consultant Contributor Tania Rasie

Tania is a Career Consultant and a graduate of the Ted Rogers Co-op program. She has experience in campus and early talent recruitment within the IT industry. She aims to assist students in uncovering their career passions while leveraging their unique strengths.



Student Contributor Myuri Mohan

Myuri is a Law and Business major participating in the Ted Rogers Co-op program. She has a keen interest in marketing, particularly from the perspective of brand plan and strategy.

Data Sources

1 Clear, J. (n.d.). Habit stacking: How to build new habits by taking advantage of old ones. Retrieved from <https://jamesclear.com/habit-stacking>.

2 Clear, J. (n.d.). How Long Does It Take to Form a New Habit? James Clear. Retrieved from <https://jamesclear.com/new-habit>