

Welcome, or welcome back!

DASS hopes you had a restful, fun winter break and return eager and refreshed. Here are some reminders about Accommodation Letters, scheduling exams and academic coaching for reviewing:

- ◆ Remember to request your accommodation letters on line. Give DASS 3 days to prepare them, and pick them up on the 3rd floor of the LEC between the hours of **8:30-12 & 1-4:30**.
- ◆ Next, bring the letters to each instructor in private to discuss how the accommodations will be handled.
- ◆ If you and your instructor agree that you should take tests for the class at the LEC, feel free to call to set up your proctored testing right away. You can schedule all your tests in one phone call (8-470) by having your syllabus handy. You may also stop by between the above mentioned hours (keeping in mind the **4-day rule**).
- ◆ Once you've scheduled your tests with DASS, just give a gentle reminder to your instructor a week before each test so that they'll remember to get the test to DASS. If the testing date gets changed, please remember to notify DASS so that we can know to cancel the proctor.
- ◆ Free academic coaching is available to undergraduates with LD/ADHD. If you need help with time management, general organization, an academic coach may be helpful in ensuring you get off to a good start. If you're interested in learning more about coaching, contact Glenn Pfenninger at 214-768-4773. Here's a link to an article that talks about the benefits of coaching for college students: <http://add.about.com/od/treatmentoptions/a/The-Benefits-Of-Adhd-Coaching.htm>



Tips from *Harvard Business Review*

JANUARY 3, 2011

4 Steps to Getting Unstuck

<<http://links.mkt3142.com/ctt?kn=19&ms=ODQwMDA4SQ&r=Mzc4ODk0MDQ0SO&b=0&j=MjQ3MzAwNzAS1&mt=1&rt=0>>

There are times of the year — or the week, or the day — when you simply have too much to do. You may buckle down and focus, or like many people, you may get overwhelmed and freeze up. Next time you are stressed out by how much you need to accomplish, take these 4 steps:

Make a list. Write down everything you need to do on a piece of paper. **Do the quick hits.** Take 15 minutes, no more, to do the fastest things on your list: a quick email response, the 2-minute phone call. Use a timer to keep you focused. **Turn off distractions.** Now spend 35 minutes focused on the tougher things on the list with your phone and email alerts switched off. **Take a break and repeat.** Take a 10-minute break and start again. Before long, you'll have crossed enough off your list to restore your calm.

DECEMBER 1, 2010

3 Steps to Turning Around Your Performance

<http://blogs.hbr.org/hmu/2010/10/help-im-an-underperformer.html?cm_mmc=email-newsletter-management_tip-tip120110&referral=00203&utm_source=newsletter_management_tip&utm_medium=email&utm_campaign=tip120110>

No one likes to be an underperformer. Yet, failing to meet expectations doesn't have to feel like the end of the world. Follow these three steps to turn your poor performance around:

Accept it and ask for help. Don't be defensive. If the data show you are underperforming, accept it and ask for help to get better. Ask others to share insights about how you can improve. **Understand the underlying cause.** Do you not have the right skills? Are you uninterested in the work? Whatever it is, get to the bottom of what's causing you to come up short. **Commit to change.** Identify what it is you need to do differently and ask those around you to keep you accountable.

NOVEMBER 15, 2010

3 Ways to Cultivate Your Proactive Brain

<http://blogs.hbr.org/your-health-at-work/2010/09/how-your-brain-connects-the-fu.html?cm_mmc=email-newsletter-management_tip-tip111510&referral=00203&utm_source=newsletter_management_tip&utm_medium=email&utm_campaign=tip111510>

Studies have shown that a good memory helps you better navigate the future. And in business, anticipating and negotiating future demands is an asset. A proactive brain uses details from past experiences to make analogies with your current surroundings. It then helps you determine where you are and envision future possibilities. We are all born with proactive brains, but these three things can help improve brain performance:

Give it a lot to work with. Create a richer pool of information to draw from. Expose your brain to diverse experiences and situations. **Borrow from others.** Find out as much as you can about others' experiences by talking, interacting with, and reading about other peoples' lives. **Let your mind wander.** Undisturbed time gives your brain the space it needs to recall and recombine past experiences in ways that help you anticipate the future.

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