NAVIGATING THE TRANSITION FROM COLLEGE TO THE OFFICE

A comprehensive guide for recent graduates and their employers.

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What's Inside the Workbook

We understand the challenges recent grads and their employers face when they enter the workforce and join a company. This workbook aims to spread awareness and practical steps for you & your team. Learn more about what is inside below.

Part 1 - Understanding the Transition & Perspective

Whether a recent grad or employer, learn the differences graduates face moving from college to the workplace.

> Exercise 1: Reflection Questions

Part 2 - Expectations & Responsibilities

Determine how to establish expectations & responsibilities along with time management strategies and organizational best practices.

> Exercise 2: Prioritizing Tasks

Part 3 - Communication and Feedback

Learn the dos and don'ts when transitioning from college to the workplace, along with how email, phone, and video etiquette.

> Exercise 3: Mindfulness

Part 4 - Personal Growth in the Workplace

Dive into personal branding, accountability, and maintaining a work-life balance.

> Exercise 4: How to Build a Personal Brand
> Exercise 5: Personal Accountability in the Workplace

Part 5 - The Workplace

From belonging in the workplace to handling workplace conflict, explore how employers can support this transition period and how a transition plan can smooth the process.

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Understanding the Transition

When recent graduates enter the workforce, they're leaving behind a stage of life they have typically been in for 4+ years. Having adapted to a culture of flexibility, possibilities, and socialization, all while striving to learn life skills and provide for themselves, they enter into a transitional stage when required to leave that environment after graduating.

While entering the workforce can be an exciting time, it is a relatively new environment for recent grads. Different dynamics are at play and can take a while to pick up on.

Get an understanding of the differences below:

College

- Often, a more flexible schedule.

- Similar age ranges are present.

- Relaxed environment more often.

- More opportunities for extracurricular activities and socializing.

- Focused on learning and personal development.

- Students are accountable primarily to themselves and their professors.

- Less hierarchical structures: professors act as guides more than authority figures.

- Exploration of different fields and topics.

Workplace

- Typically, it is a fixed schedule.

- More structured and focused on productivity and deadlines.

- Focus on completing tasks and achieving goals to contribute to the organization's success.

- Focused on learning and personal development.

- Employees are accountable to their supervisors, colleagues, and the organization.

- Typically, it has a clear chain of command.

- Employees typically specialize in specific roles or fields relevant to their jobs.

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Exercise 1: Reflection Questions

It's important to understand oneself during the transition from college to the workforce. By reflecting, you will learn more about your inner world and what motivates you, along with gaining clarity and confidence. Take time and write your reflections on this sheet or in a journal. Look back often to reassess and see if anything has changed.

Reflect on Your Values and Goals:

What are my core values, and how do they influence my career aspirations?

_____

What are my short-term and long-term career goals, and how do they align with my values and interests?

_____

_____

Strengths and Areas for Growth:

What are my key strengths, talents, and skills that I can leverage in the workplace?

1. _____

2. _____

3. _____

What are areas for growth or development I should focus on in the workplace?

1. _____

2. _____

3. _____

Passions and Interests:

What am I passionate about in my current role?

_____

_____

What activities or experiences bring me the most joy and fulfillment in my job?

_____

_____

What tasks or projects do I look forward to working on?

_____

Work Preferences and Environment:

What can I learn and value in this workplace culture and environment?

How can I positively contribute to this workplace culture and environment?

_____   _____

Adapting to Change and Uncertainty:

How do I typically respond to change and uncertainty, and what coping mechanisms or strategies have been effective for me in the past?

_____

_____

What fears or concerns do I have about transitioning from college to the workforce, and how can I address them proactively?

_____

_____

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Self-Reflection on College Experience:

What were the highlights of my college experience, and what lessons did I learn from challenges or setbacks?

_____

_____

How have my academic, extracurricular, and personal experiences in college shaped my skills, values, and aspirations?

_____

_____

How am I feeling leaving college and entering the workforce?

_____

_____

Setting Intentions and Goals:

What are my intentions for this transition period, and what specific goals would I like to achieve?

_____

_____

How can I break down my larger career goals into actionable steps or milestones to track my progress?

_____

_____

What support systems or resources can I tap into to help me navigate the transition and stay focused on my goals?

_____

_____

Expectations & Responsibility

As a recent graduate, it's important to grasp the specific expectations you must adhere to in the professional world, which often include punctuality, professionalism, meeting deadlines, collaborating with team members, and consistently delivering high-quality work. These expectations can vary depending on the industry, company culture, and job role, so it's crucial for you to familiarize yourself with the expectations outlined in your job descriptions, employee handbook, or company policies.

This knowledge helps you align your actions and behaviors with organizational standards and values, fostering a positive work environment and professional relationships.

Questions to Ask Your Leader:

- Can you provide a detailed overview of my role and responsibilities within the team/department?

- What are the main priorities and objectives for my role in the short-term and long-term?

- What specific metrics or criteria will be used to evaluate my performance in this role?

- Are there any key performance indicators (KPIs) or goals I should be aware of?

- Can you walk me through the typical workflow or processes for completing tasks/projects in our team/department?

- What opportunities are available for me to develop new skills, take on additional responsibilities, or advance within the organization?

- How do you prefer to receive updates or progress reports on my work/projects?

- Can we establish regular check-in meetings or one-on-one sessions to discuss my progress, address any challenges, and set goals?

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Ways to Organize Yourself at Work

Organizing yourself is not one-size-fits-all and can vary depending on the tasks and activities you have planned. Below are some general strategies that you can implement to get yourself started on the right track.

Clean Your Workspace

The more stuff you have physically lying around, the more your eyes and brain are taking in and processing. So make your space clutter-free to promote focus and productivity.

Clean Your Inbox

Delete messages and unsubscribe from things you don't need. Create folders in your inbox and move important emails over, so you can keep them, but not clog up your inbox.

Clean Your Digital Files

Create a system of organization that works well for you. Use folders, labels, and keywords to categorize files and make them easy to find.

Use a Planner or Calendar

At work, you may already be using a digital calendar, but ask yourself, "Is it working?" If you're struggling to remember meetings or get places on time, try switching it up. Try using a physical calendar that you carry with you or hang on your wall. Write your day's activities on a piece of paper at the start of the day. Or change your computer or phone background to a daily or weekly calendar view.

Set Daily Priorities

Start each day by identifying your top priorities and tasks that need to be completed. Tackle high-priority items first and when you are the most focused and refreshed during the day.

Establish a Routine

Set specific times for tasks such as checking emails, working on projects, and taking breaks. Consistency can help improve efficiency and time management.

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Effective Time Management Strategies
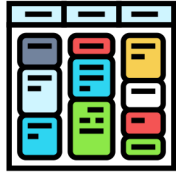
Time Blocking

Divide your day into specific blocks of time dedicated to one task or activity. This allows you to focus on one task at a time.

Use To-Do Lists

Okay, yes, to-do lists seem basic, but by writing out the day's tasks, and organizing them by priority and deadline, you ensure nothing falls through the cracks. As an added bonus, you get a dopamine hit of happiness and motivation when checking off a task.

Pomodoro Technique

To maintain concentration and productivity, break your work into intervals, typically 25 minutes of focused work followed by a short break.

Task Batching

Group similar tasks together and tackle them in one go to minimize switching between different tasks.

Buffer Time

Even the most focused, on-task people can run into issues that cause a task to be delayed. When scheduling out your day, allow extra time for unexpected delays to avoid feeling overwhelmed and thrown off by interruptions.

Exercise 2: Prioritizing Tasks

Prioritizing tasks is an essential skill for effective time management, productivity, and mental health. When you have a lot on your plate, it can be hard to determine what to do next.

This exercise is designed to help you practice prioritizing tasks based on their importance and urgency.

Task Identification

List the tasks you need to accomplish:

1. _____

2. _____

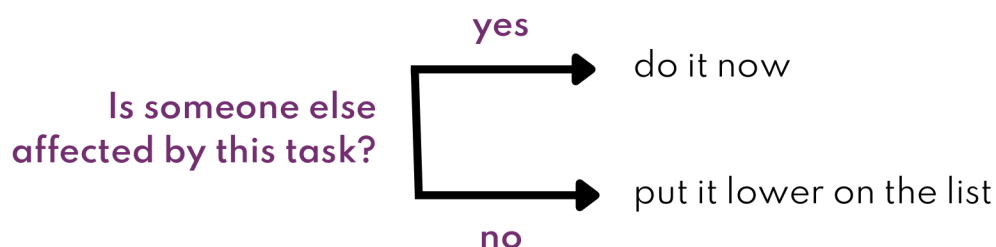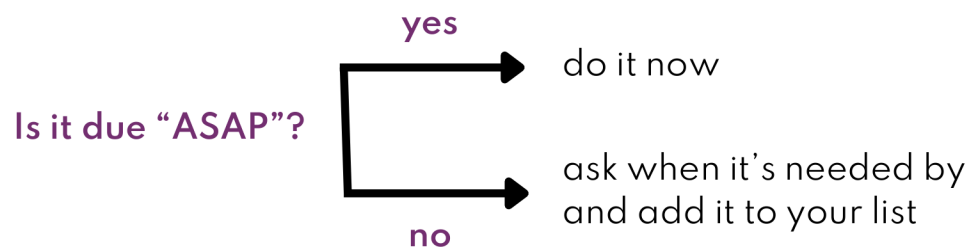3. _____

4. _____

5. _____

Importance vs. Urgency

For each task, determine its level of importance and urgency on a scale of 1-5.

Importance: how crucial the task is to your overall goals and objectives

Urgency: how quickly the task needs to be completed.

If you are unsure about either of these, you need to take action and ASK the person who gave you the assignment.

Questions to consider:

Is it due "ASAP"?

yes → do it now

no → ask when it's needed by and add it to your list

Is someone else affected by this task?

yes → do it now

no → put it lower on the list

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Exercise 2: Prioritizing Tasks

Great! You're getting an idea of how important and urgent your tasks are.

Now, place your tasks on this matrix and reflect. If you don't agree with a placement, make that adjustment. If you're unsure, ask the opinion of someone who is familiar with the task or assigned it to you.

Prioritization Matrix:

high urgency

low importance

3. | **1.**

4. | **2.**

high importance

low urgency
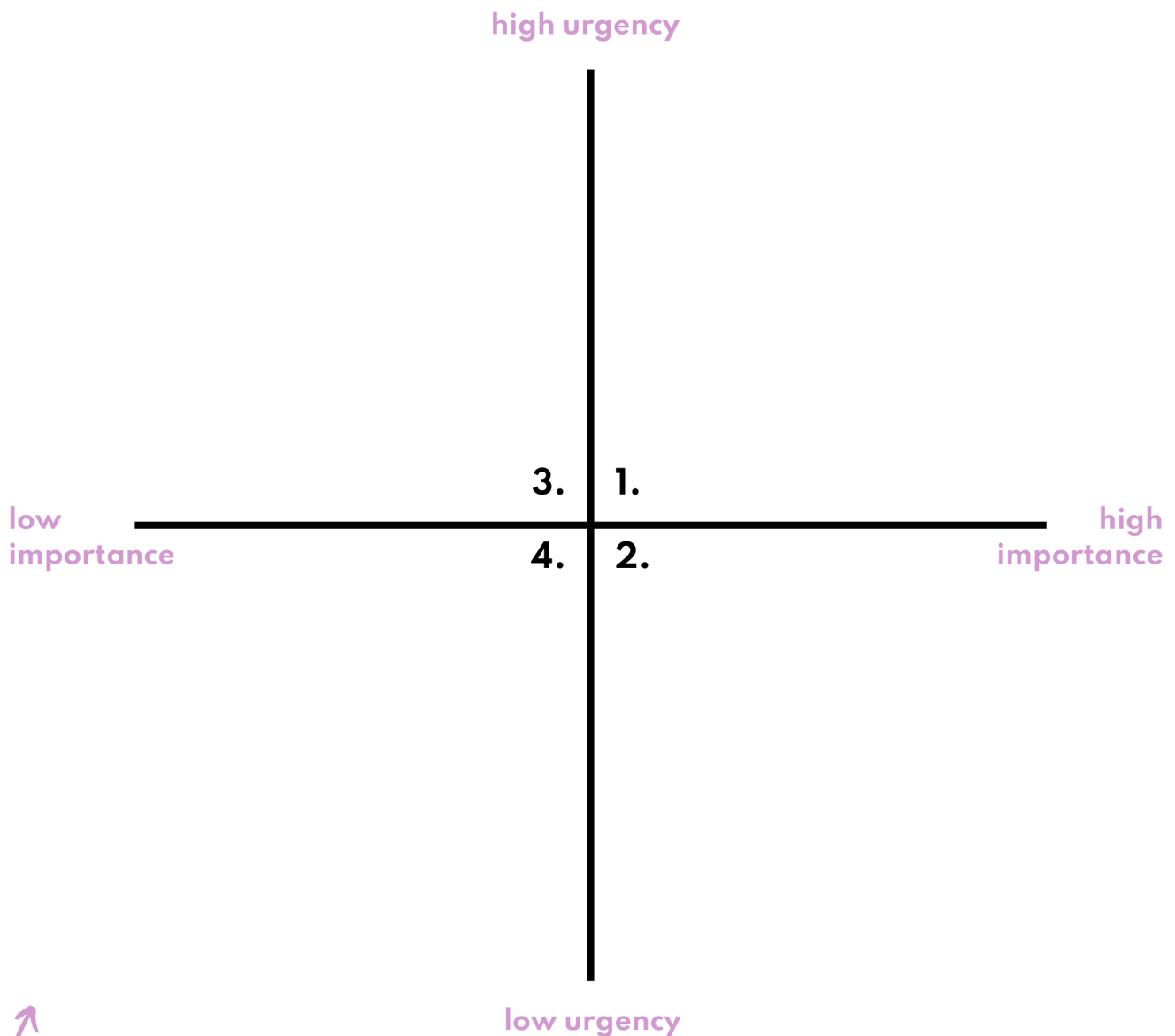
If you're stressing about stuff in this quadrant, breath and understand these tasks are your lowest priority :)

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Exercise 2: Prioritizing Tasks

HIGH Priority: Quadrant 1: High Importance, High Urgency
Moderate Priority: Quadrant 2: High Importance, Low Urgency
Mild Priority: Quadrant 3: Low Importance, High Urgency
Low Priority: Quadrant 4: Low Importance, Low Urgency

If your high-priority tasks are straightforward, you may not need to complete the action plan below. However, if there are multiple moving parts it is helpful to break everything down further.

Action Plan:

What will you focus on first?

_____

Set a deadline:

_____

What steps need to happen to complete the task?

1. _____
2. _____
3. _____
4. _____
5. _____

Set Milestones and progress dates:

1. _____
2. _____
3. _____
4. _____
5. _____

Schedule time to work on your steps and tasks:

1. _____
2. _____
3. _____

4. _____
5. _____
6. _____

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Communication & Feedback

Communication

Communication is important in every aspect of life and crucial in the workplace. Clear and effective communication ensures that tasks are understood, expectations are clarified, and feedback is exchanged constructively.

Active Listening

Listen to the speaker, understand what they are saying, ask questions if you don't understand, respond when appropriate, and retain the information.

Be Clear

Avoid ambiguity and use simple language to convey your ideas with clarity and precision.

Seek Context

Misunderstandings are a way of life. When you are unsure about something or find yourself reacting to something said, reach out to clarify what the person meant.

Feedback

In college, feedback frequently comes in the form of grades. In the workplace, it varies based on company and team, however, there are standards that should be present in every feedback session:

Facts

Feedback needs to come from an accurate, factual, and complete place. Numbers or examples should be provided to help enforce the feedback.

Follow up

After an agreed amount of time, revisit the feedback and see if things have improved or declined.

Write things down

Even when talking face to face, write down the feedback to keep a record and refer back later.

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Email & Phone/Video Etiquette

Email

Subject Line

Ensure these are clear and specific, and summarize the content of your email. Many professionals receive spam and sales emails that can clutter inboxes. You don't want yours getting lumped in!

Formal Greetings and Sign-offs

Start your email with a polite greeting such as "Dear," "Hi," and "Hello." End professionally with "Sincerely," "Thank you," "Best," or "Regards."

Tone

When interacting electronically, tone and intention can be misunderstood. Avoid using slang, emojis, overly casual language, and too many exclamation points.
Monitor how other coworkers communicate and consider mirroring them.

Keep it Brief

Be mindful of others' time and keep your emails concise and to the point.
Most people don't enjoy reading a wall of text. If your message requires a lengthy explanation, consider jumping on a call.

Phone/Video

Active Listening

It can be tempting to multitask while on a phone or video call. However, this can be considered rude, so listen attentively and avoid interrupting.

Introduce Yourself and Others

If this is your first interaction, clearly identify yourself, the purpose of the call, and the company you represent.

Speak Clearly and Confidently

Enunciate your words and speak at a moderate pace. Avoid using filler words like "um," "uh," or "like."
If you have a habit of using filler words, practice pausing and slowing down when speaking.

Be Respectful of Time

You don't want to be in a meeting that feels like it should have been an email or message. Keep the conversation concise and focused on the topic(s). Have an agenda set beforehand so everyone knows what to expect. If you want to chat, save it for after the call when others can leave if they desire.

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Dos & Don'ts Transitioning From College To Work

Professionalism

Do

- Dress appropriately
  - this typically means business casual or formal attire.
  - look at what your coworkers wear and talk with your manager
- Arrive on time or a couple of minutes early to establish reliability and respect
- Complete tasks in a timeline manner and hit deadlines
- Be proactive and take initiative
  - Ask questions and learn as much as possible
- Understand confidentiality
  - keep personal identifying information private
  - internal company announcements should not be shared externally

Don't

- Make excuses or blame others
- Underestimate the impact of tardiness on your reputation and relationships with coworkers
- Complain excessively
  - if issues arise, talk to managers and trusted colleagues to develop a solution
- Expect everyone to be at the same stage of life or similar to you
  - everyone has a unique situation and needs to be approached openly
- Expect too much
  - companies are interested in your success; however, it's up to you to take control and own it

Communication

Do

- Actively listen during meetings and conversations
  - put your phone down, and don't message during meetings
- Ask questions to show active listening
- Build relationships by engaging in small talk and following up on people's plans and lives
- Understand it's a place of business
  - speak professionally
  - coworkers are typically different than friends and require different interactions
- Ask for feedback
  - accept the feedback and take action to implement it
- Follow up on requests and respond in a timely manner

Don't

- Make excuses or blame others
- Overstep boundaries:
- Assume familiarity with coworkers or supervisors
- Engage in gossip or inappropriate conversations
- Overshare personal information or opinions that may be divisive or unprofessional
- Be defensive or dismissive when receiving constructive feedback from supervisors or peers
- Disregard the importance of non-verbal cues such as body language and eye contact

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Exercise 3: Mindfulness

This exercise will guide you through a simple yet effective practice to cultivate mindfulness and navigate the demands of the profession world with clarity and calm. Do it as often as you need.

1 Stand or sit in a quiet space without distractions.

2 Bring your attention to your breath. Let your breath flow naturally and notice the sensation of each inhale and exhale.

3 Become aware of your body. Notice areas of tension and gently release any tightness with each breath.

4 Notice your feelings and emotions and any thoughts that arise related to your new job, worries about the future, or reflections on the past. Acknowledge them without judgment, allowing yourself to simply feel and accept them.

5 Express gratitude for this opportunity to practice mindfulness and where you are currently at in life. Recognize your strength and resilience within you as you navigate this new chapter of your life.

At a glance:

1. Breath
2. Body
3. Feelings & Emotions
4. Gratitude

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Building a Personal Brand

What?

A personal brand is the combination of skills, experiences, qualities, and values that define you and distinguish you from others. Essentially, it's your reputation. It is built on authenticity, consistency, and reputation and encompasses how you present yourself to the world and are perceived by others.

Why?

Having a personal brand in the workplace is important because it influences how you are perceived by your employers, colleagues, and clients.

How?

Fill out the exercise below to build your personal brand. On top of that, consider your:

Online presence

Review your LinkedIn profile, social media, websites, and any other platforms to ensure your profiles are complete and aligned with how you want to be perceived.

Network

"You are the average of the 5 people you surround yourself with the most." Audit who is in your professional and personal network.

Authenticity

Maintain consistency in how you present yourself and communicate. Being genuine, transparent, and true to yourself builds trust and credibility.

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Exercise 4: How to Build a Personal Brand

Your personal brand is your reputation and is formed as you have experiences with others. Each experience continues to solidify how people perceive you.

Get clear on who you are:

What are the strengths others acknowledge in me?

1. _____

2. _____

3. _____

How do I want to be perceived by others?

1. _____

2. _____

3. _____

What value do I offer in the workplace and to your team? (What problems can you solve? What skills do I bring to the table? Etc.)

_____

_____

Knowing the above, write your personal brand story: who you are, what you do, what you project to others, and what value you offer.

_____

_____

_____

_____

_____

_____

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Personal Accountability in the Workplace

Personal accountability involves taking responsibility for your actions, decisions, and their outcomes. By embracing personal accountability, individuals empower themselves to proactively address challenges, learn from mistakes, and contribute to a positive work environment where integrity, accountability, and mutual respect are valued and rewarded.

Key Principles of Personal Accountability:

Ownership:

Accept responsibility for your actions, choices, and their consequences without making excuses or blaming others.

- focus on what you can control
- understand project objectives, deadlines, and requirements
- communicate with colleagues to clarify responsibilities and ensure group alignment

Transparency:

Be honest and transparent in your communication with others, especially when admitting mistakes or seeking feedback. Transparency fosters trust and credibility.

- be open about your progress, challenges, and achievements on tasks

Commitment:

Honor your commitments and follow through on your promises, whether they are to yourself or to others. Hold yourself accountable to deadlines, goals, and obligations.

- immediately let people know if a task or project is off course or may miss a deadline

Resilience:

Cultivate resilience to bounce back from setbacks and adversity with resilience. Embrace challenges as opportunities to build character, develop coping strategies, and strengthen your resolve.

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Exercise 5: Personal Accountability in the Workplace

In the workplace, personal accountability is crucial for fostering trust, collaboration, and productivity. Use this exercise sheet to reflect on your level of personal accountability and identify actionable steps for enhancing it in your professional life.

Reflect on Recent Work Experiences

Think about recent experiences and situations like projects, interactions, and any challenges or successes you have encountered.

_____

_____

Identify Instances of Personal Accountability

Reflect on if there were instances where you took ownership of your actions, decisions, and their outcomes? How did you demonstrate personal accountability in those situations?

_____

_____

Acknowledge and Be Honest

List any time when you have shifted blame onto others, made excuses, or avoided taking responsibility for mistakes or challenges.

_____

_____

Consider

How does your behavior contribute to the team's success or hinder its progress?

_____

_____

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Exercise 5: Personal Accountability in the Workplace

Evaluate Communication

Assess your communication style and effectiveness in conveying accountability to others. Did you communicate openly and transparently, or were there instances where you avoided taking responsibility or could have handled the situation differently?

_____

_____

_____

Set Actionable Goals

Based on your reflections, set actionable goals for enhancing your personal accountability in the workplace. These goals could include specific behaviors or habits you want to adopt or improve upon.

_____

_____

_____

Identify Instances of Personal Accountability

Reflect on if there were instances where you took ownership of your actions, decisions, and their outcomes? How did you demonstrate personal accountability in those situations?

_____

_____

_____

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Building Relationships & Networking

"It's all about who you know" is a common phrase when discussing networking. For some, it comes easily; for others, it can feel like a major task surrounded by anxiety and uncertainty. Reframe your mindset and understand you don't need to only network with people in the industry you are in or want to be in.

Reflect and Research

What/who/why do you want to know something or someone?

Once you have identified what you want, you can better identify who you need to talk to and learn from.

Who do you already know?

Once you've identified who you want to learn from or talk to, start asking your current network if anyone knows someone and could make that connection.

Network everywhere

People are everywhere. Join groups, get yourself out in public and talking.

Chat with retail and service industry workers. Have small conversations while standing in a line or even when telemarketers call.

Ask Questions

People love to talk about themselves.

If you don't know what to say, ask them how they are, give a compliment, ask about their experiences.

Be Brave & Practice

The more you do "awkward" things, the less awkward they become. Learn from each interaction. If it doesn't go well, evaluate why and make adjustments the next time you interact with someone.

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Maintaining a Work-Life Balance

Recent grads may feel obligated to work nonstop in order to prove their worth and gain experience in the workforce. While dedication and drive are good, they can easily lead to burnout and decreased long-term success.

The Essentials of Work-Life Balance

Setting boundaries

↳ set clear work hours

↳ turn off notifications during non-work hours

↳ communicate your boundaries and needs

Stress management

↳ recognize if you are overworked

↳ practice saying no

↳ know what is and isn't an emergency

↳ take a break from the hard things and do something you find fun or relaxing

Mental Health

↳ stop taking shallow breaths: breathe deep

↳ move more

↳ continuously assess how you are feeling and doing and make adjustments

↳ book a life coaching or therapy session to talk through any struggles or be proactive

Is your life balanced?

Questions to consider:

- ◯ How much time do I spend on work-related activities?
- ◯ Am I getting enough sleep, exercise, and nutritious meals?
    - ◦ Do I feel energized and rested?
    - ◦ How's my physical health?
- ◯ Do I frequently feel overwhelmed, anxious, or burnt out?
- ◯ Am I able to disconnect from work and relax during my personal time, or am I constantly thinking about work?
- ◯ Do I have time to see people I want to see?
- ◯ Are my actions and decisions aligned with my priorities and goals?
- ◯ Am I happy?

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Belonging in the Workplace

Diversity, equity, inclusion, and belonging (DEIB) are growing topics in the workforce. They are organizational frameworks that promote fair treatment of all people, especially those who have historically been underrepresented or discriminated against.

When a person feels like they belong in their workplace, it means they feel accepted, valued, and included. As a new grad, feeling a sense of belonging leads to an easier transition period and overall greater well-being.

When employees feel like they belong, they have greater company loyalty and investment in company goals, growth, and productivity. According to Gallup, employees who felt their opinions mattered and were heard saw a reduced turnover rate of over 27% and a 12% productivity increase.

Check Belonging

If you're the manager of a team, have your employees answer these questions to gauge their feeling of belonging. If you're a recent grad/individual contributor, fill it out and discuss the answers with a trusted leader and develop strategies for team improvement.

Strongly Disagree   **Strongly Agree**

I feel free to share ideas and suggestions.

O————————O————————O————————O————————O

I feel recognized for my contributions to the team.

O————————O————————O————————O————————O

I feel respected by my coworkers.

O————————O————————O————————O————————O

I feel like I can be my authentic self in the workplace.

O————————O————————O————————O————————O

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How to Handle Workplace Conflict

Difficult times are inevitable in the workplace, and navigating conflict requires tact, empathy, and effective communication skills. When conflicts arise, it's important to address them promptly and constructively to maintain positive relationships and foster a productive work environment.

Stay Calm and Objective

Avoid reacting impulsively or emotionally. Approach the situation with objectivity and a willingness to listen to all perspectives.

Add a Mediator

Involve a neutral third party who isn't involved. Have them hear things out and assist in coming to an agreement.

Communicate Constructively

Express your thoughts and feelings calmly and respectfully. Use "I" statements to communicate your perspective without blaming or accusing the other person. Avoid inflammatory language and focus on finding solutions rather than assigning blame.

Seek Common Ground

Look for agreement and common goals that you can build upon to find a resolution. Focus on shared interests and mutual objectives rather than dwelling on differences.

Set Aside Pride

Prioritize finding common ground and reaching a mutually beneficial resolution. Personal vindication and revenge are not appropriate in the workplace, and the priority should be a resolution.

Let Things Go

Moving past a conflict can be extremely challenging. However, it's essential to recognize reconciling and moving forward is key to maintaining your reputation and business operations.

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Employer's Role in Supporting Transitions

Employers play a pivotal role in facilitating a smooth and effective transition from school to the workplace for recent graduates.

They need to provide:
- clear communication regarding expectations
- clear responsibilities
- valuable resources

Offering opportunities such as mentorships, training programs, and shadowing, along with constructive feedback, can empower employees to navigate the change successfully.

Going over a transition plan is one great way to help a recent grad - or new employee in general - when joining the team. A transition plan is a document that guides an open conversation about what an employee can expect and needs to know.

The objective of a transition plan is to:
- clarify the expectations and responsibilities of the new role
- facilitate a smooth transfer of knowledge and tasks
- provide support and resources for skill development and adaptation
- ensure the well-being and integration of the employee into the new environment
- get to know one another and provide a safe space to talk about desires and needs

If you are a recent grad/individual contributor, schedule a meeting with your manager to use the template below and create a transition plan. If you're a company, have a leader or trainer schedule a meeting with a recent grad and/or new employee to review this Transition Plan.

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Transition Plan

Employee:

Discussion points:

- [ ] overview of organizational structure, culture, & relevant policies and procedures

- [ ] key stakeholders or team members to schedule a meeting with

- [ ] identify skills or knowledge needed to succeed in the role

- [ ] how is individual and team performance monitored and measured

- [ ] go over key team documentation and best practices on the team
        - ex: communication channels
            Slack vs. Zoom vs. email
         - tone, response times, important channels

- [ ] set milestones and check-ins to evaluate progress, provide feedback, and discuss challenges, accomplishments, and overall wellbeing

- [ ] personal goals and desires
        - what do you want to learn?
        - what are you most excited about?

- [ ] preferences
        - how do you like to receive recognition?
        - preferred communication channels and availability?

- [ ] get to know each other
        - what do you like to do outside of work?
            hobbies
            interests]
            favorite _ _ _ _

Notes

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We Encourage You to Color

Whew! That was a lot of information to get through. Great job! Now, we encourage you to take a moment to practice mindfulness and recenter yourself before taking the skills you've learned into your new workplace.

Coloring is a simple activity that engages several different brain hemispheres. From logic to creativity, as you color different shapes and forms, you engage your brain in a relaxed setting. When you color intricate designs, your brain naturally focuses on the activity, allowing you to quiet your mind and body.

Studies show that coloring puts your mind in a meditative state

For many adults, meditating can be difficult. Releasing intrusive thoughts of the past or future and only focusing on the present can sometimes be difficult. For some, traditional methods are just too challenging.

Studies have shown that when coloring complex pages, your focus shifts to the page itself, helping to put your mind into a meditative state. Focusing on a singular action like coloring can suspend your inner dialogue, releasing negative emotions and thoughts.

Improves sleep

Coloring before bed allows your body to relax and eases your mind. But this activity also removes electronics from your nighttime routine, allowing your body to release melatonin naturally. Blue lights from your tablet, phone, or computer inhibit your body's natural melatonin release, which can result in poor sleep quality.

Reduces anxiety

Some studies show that coloring can reduce anxiety in adults. More specifically, coloring intricate designs for 20 minutes or more has shown to decrease feelings of anxiety, lower heart rate, and improve the overall emotional state. The research also suggested that other benefits affecting your anxiety are:

- Mood Improvement
- Reduced Mental Health Stress
- Enhanced Mindfulness
- Better Sleep When Included in Nighttime Routine

Because coloring requires attention to detail and is a repetitive activity, you're not focused on your stressors. For many, it also brings about a feeling of nostalgia, reminding you of a time that was typically less stressful and allowing you to relax further.

Improves Focus

Coloring intricate designs like mandalas requires focus and activates your frontal lobe. Your brain goes into problem-solving, creativity, and organization mode, helping you to focus better on the activity at hand. Coloring regularly helps to train your brain to focus on one thing while allowing you to relax.

Interested in giving it a try?

We've included some of our favorite intricate designs from www.justcolor.net. More adult coloring books or free printable resources are also available online.

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keep going

THE GRASS IS *greener* WHERE YOU *water it.*

ALWAYS
REMEMBER TO
GO TO
SLEEP WITH A
dream

AND WAKE UP
WITH A
purpose

More Resources

Nivati Blog Posts for Recent Graduates:

- ### Adapting to Professional Environments as a Recent College Graduate

  You've conquered the world of academia, and now it's time to step into the professional arena. As you embark on this exciting journey, adapting to the workplace will be key to your success. Read these essential tips to help you navigate this transition. [Read More](#)

- ### From Campus to Cubicle: Freedom in Your Professional Journey

  Transitioning from the freedom of college life to the structured environment of the professional world can be challenging for recent graduates. You know you have to work, but it feels like all the fun and excitement gets sucked out of life, and the 9-5 slog has begun. [Read More](#)

- ### Navigating the Transition from College to the Office

  While every college experience is different, transitioning from being around other students and doing coursework and homework to coworkers and a professional setting requires adapting to new norms, expectations, and responsibilities. In this blog, we'll explore a few essential tips for recent college grads as they embark on their journey into the professional world. [Read More](#)

- ### The Emotional Toll of Leaving College and Entering the Workforce

  Whether you're a recent graduate or a working professional, read on to understand and empathize with the emotional toll recent college graduates face as they enter the workforce. [Read More](#)

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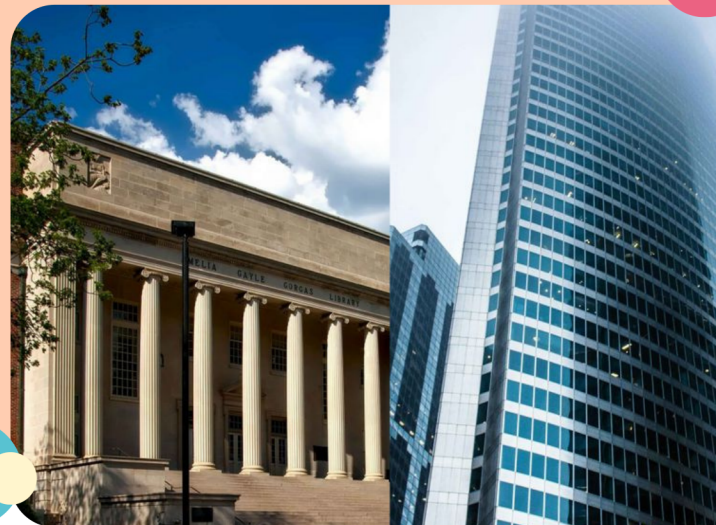
Mental Health Resources
For Immediate Help

For immediate suicide and crisis lifeline assistance.

Call 988

If you or someone you know is in immediate danger

Call 911

MORE SPECIALIZED HELP & HOTLINES TO CALL

Suicide & Self Harm

Crisis Text Line
Text "Home" to 741741

Self Injury Foundation
Call 1-800-334-4357

Veterans Crisis Line
Call 1-800-273-8255, Text 838255

Family & Relationships

Family Violence Hotline
Call 1-800-996-6228; Text "START" to 88788

National Domestic Violence Hotline
Call 1-800-799-SAFE (7233)

National Sexual Assault Hotline
Call 1-800-656-HOPE (4673)

National Runaway Safeline
Call 1-800-RUNAWAY (786-2929)

Child Abuse Hotline
Call or Text 1-800-4-A-CHILD (422-4453)

Drugs and Alcohol

Substance Abuse and Mental Health Services Administration
Call 1-800-662-HELP (4357)

National Council on Alcoholism and Drug Dependence
Call 1-800-NCA-CALL (622-2255)

National Drug Helpline
Call 1-844-289-0879

LGBTQIA+

The Lesbian, Gay, Bisexual and Transgender National Hotline
Call 1-888-843-4564

National Youth Talkline
Call 1-800-246-PRIDE (7743)

The Trans Lifeline
Call 1-877-565-8860

MORE MENTAL HEALTH RESOURCES

NAMI Resource Directory
100+ pages of in-person and virtual mental health support services in the United States

Social Work License Map
A list of 60 online resources for mental health

Mental Health First Aid
Dozens of online and in-person mental health resources for a variety of different challenges

CDC
A list of hotlines and confidential resources for mental health

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PROVIDE MORE SUPPORT FOR RECENT GRADS

- 1-on-1 financial coaching to help new graduates create a budget, set investment plans, etc.
- 1-on-1 life coaching and teletherapy sessions to care for your mental health
- regularly updated career and skills videos and worksheets

All in one platform

See a Demo

Thank you for downloading the "Navigating the Transition from College to the Office" workbook and for reading this far! We wish your team the best.

Take Care,

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