



BE BOLD. Shape the Future.®
**Center for Learning and
Professional Development**

The BRIDGE

BREAKING SILOS, BRIDGING GAPS

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New Semester: New Horizons...Are You Ready for Takeoff? – Ruben Diaz

There are two challenges we often hear from our employees:

1. “I don’t know how to set professional goals that I can achieve.”
2. “I don’t know how to organize and make progress on all of my tasks.”

No – don’t worry – I’m not listening to *your* internal thoughts right now; however, if this sounds all-too-familiar, then this message is for you!

We know these struggles go hand-in-hand, and there’s a reason why. Setting professional goals and using an effective self-organization system are mutually beneficial and interdependent processes. Simply put, developing these areas together not only makes sense, but it is practically essential.

Take into account the approaching fall semester – with all the excitement, pressures, and expectations that come with it – and you have the perfect context to enhance these areas now so you can immediately put your new skills into practice. We want to support your development in this critical window of time, so we have just the opportunity for you!

CLPD will host back-to-back in-person offerings of two of our most impactful workshops on Wednesday (8/13) on Las Cruces campus. The breakdown is as follows:

- 10:00-12:00 – Goal Setting
- 12:00-1:30 – Break for lunch
- 1:30-3:30 – Microsoft Planner 101: From Mental Clutter to Digital Order

**Check Out Our
Rewards and Recognition
Toolkit**

Contact Information
trainingcentral@nmsu.edu
575-646-7444

Website:
[Training Center home](#) | [New Mexico State University - BE BOLD. Shape the Future®](#)

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... continued

Participants are highly encouraged to take both workshops in sequence because the content and facilitation will ensure continuity of learning from the morning to afternoon session. If, however, you can or desire to only attend one session, you may still register for a single offering. The sky is the limit on what you can achieve with the right tools and training!

Please register by selecting the link below and reach out to Ruben Diaz (rdiaz2@nmsu.edu) if you have any questions about this opportunity.

Registration Link: <https://forms.office.com/r/R61mgLrzdX>

Time Management Tips & Upcoming Virtual Training – Nathan Jackson

Sometimes tasks pile up and it gets hard to prioritize their importance and manage your personal time. The term “time management” is often considered a misnomer. Time itself cannot be managed, but you can manage your life events in relation to time. Often, you may hear someone say, “There’s never enough time in the day.” How you use your time, and manage your tasks, is something that can be worked on. By spending time working on how you manage your events, you may feel less stressed, tend to accomplish more items, and may be more productive.

Here are some tips on how to work on managing your time:

1. **Know how to spend your time:** Identify how you spend your time. What items are taking the most time? Recognizing which tasks take up most of your time and evaluating whether you’re focusing on the most important ones can guide your next steps. Understanding how long routine tasks typically take also helps you plan more realistically and estimate how much time you have for other commitments.
2. **Get organized:** When you are not organized, time management may suffer. Keep your spaces clean and that can have an impact on your time management. Spend time learning to process information. Utilize folders for your emails to help keep track of what's what.
3. **Delegate and get help if needed:** By delegating, you can free up more time to take care of what you feel is important. Assign tasks to people based on their skills and who can get it done just as well.

These are just a few tips. If you want to learn more about managing your time, join me on **August 27** for virtual training on how to manage your time. Register for the virtual training here, [Time Management](#).



Master goal setting

Learn strategies that can help you set and prioritize goals. Don't worry if you miss a day — you can always catch up tomorrow.



LinkedIn Learning

Monday	Tuesday	Wednesday	Thursday	Friday
Day 1 Identify your personal goals (3m 22s)	Day 2 Identify your why (2m 32s)	Day 3 Important goals (2m 41s)	Day 4 Making your goal manageable (2m 38s) Aligning goals with what's most important (46s)	Day 5 Pop quiz: Why are personal goals important?
Day 6 Give yourself permission to dream (3m 42s)	Day 7 Setting your RBGs (1m 58s)	Day 8 Challenge: Set aside some time to “dream big” and write down your personal goals.	Day 9 You need all three types of goals (3m 37s)	Day 10 Sharing goals for accountability (35s)
Day 11 Pop quiz: What are the three components of healthy ambition?	Day 12 Value creation (3m 30s)	Day 13 Your biggest obstacle (2m 13s)	Day 14 Transform your obstacles (3m 33s)	Day 15 Getting ready to aim at a target and fire (2m 23s)
Day 16 Empowering yourself through language (48s)	Day 17 Charles Duhigg: Pair your ambition with a realistic plan (7m)	Day 18 Writing down your goals (40s)	Day 19 Visualization as an ally (2m 43s)	Day 20 Challenge: Choose one LinkedIn Learning course on wellbeing to explore next month.

*please be aware that you will need to login to view all videos. For help setting up your account visit [LinkedIn Learning @ NMSU](#)

As the campus comes alive with the vibrant energy of students returning for the fall semester, it's the perfect opportunity for us, as employees, to hit the reset button and refocus our efforts. Just as students set academic goals to guide their success, we too can benefit from creating clear, purposeful professional goals. Whether it's fine-tuning a process, mastering a new skill, or simply increasing our organizational efficiency, setting intentional goals keeps us motivated and aligned with our team's larger vision.

This month, let's make the most of LinkedIn Learning's Goal Setting Calendar. It's designed to help us visualize our progress and stay on track with our personal and professional growth. Each day offers a brief, yet insightful video or exercise to help us stay accountable and inspired. As we embrace this season of renewal, let's set meaningful goals that not only drive us through the semester but also fuel our long-term success.

Planning for the Future – Jennifer (Jenn) Gabel

"SUCCESS is not about HERE and NOW. you must pass the TEST OF TIME. the litmus test is FIFTY YEARS from now. SUCCESS is SUCCESSION."

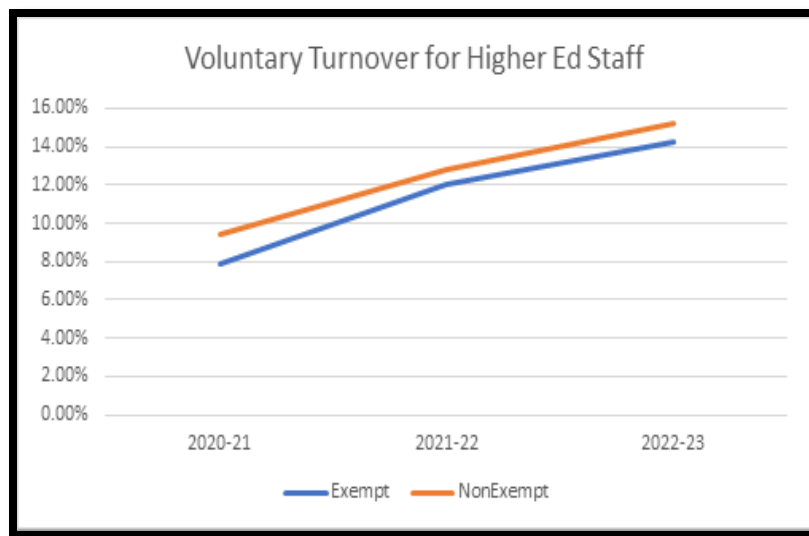
~ Mark Batterson

Succession planning is traditionally reserved for top leadership positions. But what about succession planning at lower levels of the organization? The goal of succession planning, regardless of the position that is considered, is about ensuring business continuity. We do this by identifying risk areas and developing employees, so we are ready for whatever comes next.

When I worked for a public electrical utility, the organization realized that over 50% of our employees were eligible for retirement in just 5 years. This was an organization where the average retention was 22 years. Imagine the institutional knowledge of that workforce! While we recognized that not everyone would retire when they met minimum eligibility, the numbers were high enough that it was a significant risk to the ability to keep the power plants running. These weren't leadership positions. They were the journeymen plant operators; the people who did the day-to-day work.

Hopefully, your organization isn't in such a dire situation but ask yourself, "are you prepared if 50% of your employees left in the next 3-5 years?" What about just 15%?

The [CUPA-HR 2023 Higher Education Employee Retention Survey](#) shows an alarming trend in turnover rates.



Depending on your department size, losing even one person can be a huge hit. Of the 394 departments at NMSU, 220 have 10 or fewer employees; 80 have 3 or fewer employees. If you are unprepared for a vacancy, even the loss of just one employee can cripple your business operations. But fear not! There is something you can do to prepare for the future.

This month, I'm offering a new training, **Planning for the Future: An Introduction to Succession Planning**.

This two-hour virtual session will introduce you to the process and tools to create a succession plan for your organization. After this short introduction, if you want more guidance, you can request our [facilitation services](#).

Class Information:

Date: Aug 11, 2025

Time: 8:30 a.m. – 10:30 a.m.

Registration link: <https://forms.office.com/r/PKEXAtuPiP>

This is a virtual class; Zoom link will be sent prior to class

SET August '25 – You Be the Judge - Robert Curr

August kicks off our new recurring feature about SET. Each month, we will look at a new scenario and let our readers vote on how the person in the scenario should respond. Then, we'll see what the answer is. This month focuses on service animals, the working animals that play a vital role in keeping our campus accessible within the service animal rules. Without further ado, let's look at our first scenario:



The Case of the Loud Labrador Retriever

Angela is working on her master's degree and serving as a teaching assistant working for Professor Drake. Her job this morning is to monitor students while they are taking an exam. Sitting in the second row is Jeff with Clover, a yellow lab wearing a red vest sitting on the floor next to him. Thirty minutes into the exam, Clover starts barking. It's unclear what she is barking at, but Angela can see other students in the exam are distracted by the dog. Angela knows the dog's vest identifies it as a service dog, and she remembers from SET training that she can only ask if the animal is a service dog and what actions it has been trained to perform. However, in the heat of the moment, she can't remember if she has the authority to tell Jeff to remove Clover from the exam hall. It seems reasonable, but she doesn't want to violate Jeff's right to have a service animal present for the exam.

YOU BE THE JUDGE

What can Angela do in this situation?

1. Service dogs are protected and allowed to be places where normal pets are not. She is not allowed to ask Jeff to remove Clover from the exam room.

OR

2. Even though the dog is a service animal, it is creating a disruption. She should ask Jeff to remove to remove Clover from the exam room.

Vote Here:

<https://strawpoll.com/Dwyo30220yA>

Find the answer here:

[The Case of the Loud Labrador Retriever Answer.docx](#)

HONOR SYSTEM: No looking at the answer before you vote!

Offerings

Do you have **new hires** coming to your department? Have them visit the [NEO Website](#) to get to know our community and kickstart their career here at NMSU!

Register for New Employee Orientation here: <https://forms.office.com/r/tKMbN66XjR>

Registration for Planning for the
Future: Introduction to Succession
Planning



Date: August 11th, 2025

Location: Virtual

Contact: Jennifer Gabel (jgabel@nmsu.edu)

Registration Link: <https://forms.office.com/r/PKEXAtuPiP>

Goal Setting + Self-organization
Combo Workshop Registration



Date: August 13th, 2025

Location: Las Cruces Campus

Contact: Ruben Diaz (rdiaz@nmsu.edu)

Registration Link: <https://forms.office.com/r/R61mgLrzdX>

Time Management Training



Date: August 27th, 2025

Location: Virtual

Contact: Nathan Jackson (natejack@nmsu.edu)

Registration Link: <https://forms.office.com/r/WtfM7GasEA>



National Happiness Happens Day! – Aug 8th

#HappinessHappensDay


On this day each year just let it happen. You know. Happiness. Because happiness happens.

**First Day of
Classes:
August 20th!**

Have You Tried myNMSU 2.0 Yet?

The new myNMSU 2.0 portal is live — and it's built to make your NMSU experience smoother, faster, and more personalized. With a modern design, intuitive navigation, and a customizable dashboard, everything you need to work, teach, or study is now easier to access than ever.

Whether you're on campus or working remotely, myNMSU 2.0 is your go-to hub for getting things done. And with the mobile app launching August 15th, you'll be able to take that convenience with you wherever you go. To help you and your teams get familiar with the new experience, check out these helpful resources:

 [Watch the Intro Video](#) – Get a quick tour of what's new and how to make the most of it.

 [Read the Getting Started Guide](#) – A knowledge base article to walk you through the basics.

If you haven't logged in yet, now's the perfect time to check it out.

Need help? Contact the NMSU IT Help Desk at help@nmsu.edu or 575-646-HELP.

Experience the upgrade — log in today!

IDEAS for the BRIDGE?
Tell us here: [The BRIDGE Newsletter Ideas!](#)
Thank you for your input!