

Fridays with the Flock

Weekly learning resources from the Salisbury University HR Team



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Welcome to Fridays with the Flock!

Join us each week for recommended readings, training links and insights to help you thrive at work and beyond. Happy Friday!



Managing Up: Clever Ways to Anticipate the Needs of your Boss

In honor of **Administrative Professionals Day** on April 27, [this article](#) celebrates the gifts that make talented executive assistants highly valued by their managers. These expert tips will help you “manage up” from any position in the organization.



CLICK OR SCAN



5 Documents to Open Every Day

Forget those to-do lists! These [five documents](#) (templates included) from startup founder Brie Wolfson will completely overhaul your productivity routine.



60-Second Stress Relief

“Stress is inevitable, but cumulative stress is avoidable.” Use these [60-second resets](#) to help you manage stress throughout your day.



LinkedIn Learning This Week

Human Resources suggests the following free LinkedIn Learning courses that you can view at your own pace. Take advantage of these timely and informative webinars for professional and personal growth:

[Administrative Professional Foundations](#)



[Getting Things Done](#)



[Managing Stress for Positive Change](#)



A comfort zone is a beautiful place, but nothing ever *grows* there.

– Unknown

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