

# TIPS & STRATEGIES

September 24, 2021

## LEVERAGING PD IN PROMOTION, MERIT, BONUS, & CAREER ADVANCEMENT

Approach all PD by being clear:

1. WHY you are participating (goals)
2. WHAT you hope/intend to gain
3. HOW your engagement helped you build intended skills/competencies

\*Document, communicate, offer examples of knowledge gained resulting in outcomes

# TAKING CONTROL OF YOUR SCHEDULE



Urgent vs Important



30-minute Meeting  
Rule



24-hour rule



Meeting  
Agendas/Personalized  
Invitations

# URGENT & IMPORTANT

- Think about the past 1-2 weeks and the tasks you engaged in most, what category did those tasks fall under?
- What category do you want to be working in regularly?

**Urgent & Important**

**Urgent Not Important**

**Not Urgent  
but Important**

**Not Urgent  
Not Important**

## 30-MINUTE MEETING RULE



24-HOUR  
RULE

MEETING  
AGENDAS/  
PERSONALIZED  
INVITATIONS

## PURPOSE SCOPE & EVIDENCE OF IMPACT



*MY META GOAL – HELP  
INDIVIDUALS ADVANCE IN THEIR  
CAREERS*



**PURPOSE** - REFERS TO THE  
REASON BEHIND ENGAGING IN  
A GIVEN ACTIVITY AND THE  
ASSOCIATED GOAL OF THAT  
ACTIVITY



**SCOPE** - REFERS TO THE DEPTH  
AND BREADTH FOR WHICH A  
GIVEN EFFORT SPANS,  
INCLUDING DETAILS ABOUT  
THE BENEFICIARY



**EVIDENCE OF IMPACT** –  
REFERS TO THE CONTRIBUTION  
AND/OR MEASURABLE  
OUTCOME OF YOUR  
ENGAGEMENT (INCLUDING  
FOR YOURSELF)



# YOUR ENGAGEMENT

## Value to Students

- Purpose
- Scope
- Evidence of impact

## Scholarly Development

- Purpose
- Scope
- Evidence of impact

## Service

- Purpose
- Scope
- Evidence of impact