## **TIPS & STRATEGIES**

September 24, 2021

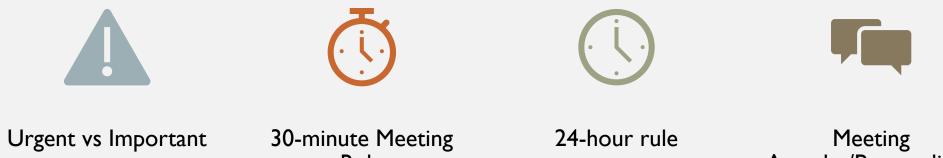
### LEVERAGING PD IN PROMOTION, MERIT, BONUS, & CAREER ADVANCEMENT

Approach all PD by being clear:

- I. 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



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	Not Urgent
but Important	Not Important

### 30-MINUTE MEETING RULE



MEETING AGENDAS/ PERSONALIZED INVITATIONS

#### PURPOSE SCOPE & EVIDENCE OF IMPACT



### YOUR ENGAGEMENT

Value to Students	<ul> <li>Purpose</li> <li>Scope</li> <li>Evidence of impact</li> </ul>
Scholarly Development	<ul> <li>Purpose</li> <li>Scope</li> <li>Evidence of impact</li> </ul>
Service	<ul> <li>Purpose</li> <li>Scope</li> <li>Evidence of impact</li> </ul>