You're listening to, you've got this episode number 298. Welcome to you've. Got this a weekly podcast for higher education professionals looking to increase their confidence and capacity for juggling the day to day demands of an academic life. I'm your host, Dr. Katie Linder. On this episode, I want to talk about the power of making a done list.

This is a list of all the things that you have accomplished in a particular period of time. Some people do this at the end of the day. Some people do this at the end of a season. I am definitely recommending this. For all of my folks who are listening, who are coming to the end of the summer season and needing to feel like you've actually gotten some things accomplished because there is this way that our brain tricks us and says that we haven't done as much as we wanted to.

and that may be true, but it doesn't mean we haven't done anything at all. So it's important to recognize and celebrate what you were able to accomplish. So you don't feel like this last season was just wasted time. And I, this is the thing that I hear most from academics at this time of year, how much they wanted to get done and what they weren't able to accomplish.

So in this episode, I'm going to shift that focus to what I was able to accomplish this summer with my various projects. I certainly didn't complete everything that I had on my. But some progress is always better than no progress. So I thought in this episode, I would share some examples of the different things that I was able to do this summer.

And, um, hopefully this gives you some ideas of things you can add to your list as well. I probably set aside maybe 10 or 15 minutes to write down this list and it made me feel so good. The other thing that I did was I went back through my calendar because there were things I had complet. Forgotten about especially stuff at work that I just like had put out of my mind.

And it was actually a really big deal that I took part in some of these things. So for example, I've broken this out into house projects, work projects, um, projects for my business, um, which I talked about recently in my restful July debrief episode, cuz there were some things I did there and then some fun projects that I was able to do this summer as.

So first up house projects I bought and put together two bookshelves, cuz we needed a little bit more space for our books. I also bought an entryway table and put it together and I bought a table for behind our downstairs couch and put it together. So we had a bunch of different kind of furniture items that I was trying to kind of get settled in, um, in this house.

As I record this we're about a year into the house. So that feels like a huge milestone as. we set up our speakers in our downstairs TV area and started watching TV downstairs more regularly. Um, now we have a TV in another part of our house, which we had kind of gotten used to watching, but the downstairs is a lot cooler because it's the basement.

And so in the summertime, it was really great to be able to watch TV down there. my partner also got his office more set up in our basement, which was a really fun milestone. Um, I mentioned in a previous episode, we ended up replacing the trim around our house. So that was a big house project that happened over the summer.

We got all of our ceiling fans installed and replaced, uh, which was wonderful. And also we got our new dishwasher this summer, which has been really, really great. Um, after several months of having kind of an older style dishwasher that wasn't always super effective. So all of those house projects feel great to have those things checked off my.

now for work projects over the summer, I ended up onboarding four new teams in my division. Uh, we have a new division that I'm overseeing. And so we named that division and also worked on establishing a new web presence for my division. So all of those things were happening over the summer. I was accepted to two fall conferences for presentations.

They're both, um, happened to be local to Denver. I attended three local conferences and presented at one of those conferences. I moved locations physically of my office at. I ended up facilitating or co-facilitating with some colleagues, a retreat for our deans. And I also worked through various steps of a new RFP for a badging platform with colleagues from across the system.

I'm in a, a system of four different universities. And so I worked across with a bunch of different people to think about that. Uh, we launched a project at work to audit our classroom AV infrastructure. So that was a very collaborative project that got kicked off this summer. I also collaboratively planned two initiatives to support open educational resources in the fall.

Um, with some colleagues from across the institution. Uh, earlier this summer, I offered a keynote at another university's teaching and learning. Launched three new searches for new positions that are within my division, worked on a roadmap of projects for year two of our university strategic plan with a bunch of my colleagues, welcomed two new colleagues to the provost team, which is the, the team that I'm on kicked off an academic planning process for our deans and our different schools and colleges, and also served on a committee to hire a new cabinet.

wow. That's a long list of things. And I can tell you right now, half of the things on that list, I had completely forgotten that I had done. So going back through my calendar and kind of looking at the meetings, I had really helped to remind me of what I was working on over the summer. okay. So I also mentioned that I had some business projects.

Some of these are gonna be a bit of a repeat from what I mentioned in my restful July debrief, which I can link in the show notes, but these are some of the things I was able to do in my business. Over the summer. First, I facilitated several prolific creative retreats, which is always a highlight of my summer.

We set aside a day for people to work on creative projects, often writing for our academic friends. Um, but many other things that people are just trying to check off their. I also hosted another prolific. Readathon where we set aside a day just to read whatever we want, which is super, super fun. Relaunch, the slow hustle webpage, which I'll go ahead and link to in the show notes.

If anybody wants to take a look at that launched, uh, two new coach training courses planned out my 2023 calendar for my business services and added all of my 20, 23 courses and the different timings for the coach training to the coach training website. So that. Big thing. I was able to check off my list.

Um, also completed my training that I needed to do for ICF and completed the accreditation paperwork for international coaching Federation with my coach training program as well. So some really nice milestones, um, for those business projects also. . And then lastly, I have a category of just fun. what are the fun things that I was able to devote some time and attention to over the summer?

So one is I ended up reading 66 books. I will link to my YouTube channel if you want to see any of my summer month debriefs of what I was reading. And I crossed, um, I had this goal this year to read 150 books, and I crossed that goal, um, over the summer. So that goal is done from my annual list. So that was really fun to get in so much summer reading.

Um, summer is one of my favorite times of the year to get reading in. So I did a bunch of reading. I also watched several seasons of bones with my partner. This is something that we've been really enjoying up until now. I think we're on season seven of 12, and usually it's just like a couple, maybe three or four episodes a week over time that we've been able to, um, add into our schedules.

And that's been really. and then one of my super fun projects, which I totally wasn't anticipating doing, but I'm so glad it happened is I found a new ice cream sandwich that is vegan and gluten free. And it happens to be at whole foods. It's a local company. Um, and it makes this wonderful kind of like, I think it's like a peanut butter, like chocolate.

Cookie sandwich kind of thing. Um, but it tastes a little bit like peanut brittle, which is something that often you cannot get that flavor in kind of a vegan, uh, gluten-free situation. And, um, so anyway, I found this ice cream sandwich, which has been such a fun kind of summer treat that I add in for myself, especially at the end of like a long week or a long month or celebrating the completion of a project.

I'll go pick up one of these ice cream sandwiches and that's been a huge highlight of my summer. So. It's a lot when you end up adding up all these things that you've done over the summer and notice that some of these things I had on my list, some of them felt kind of big. Some of them felt kind of small.

Some of them were just things that felt like progress for my goals and projects over time. So you can definitely take your list and make it whatever you want, but I would highly encourage you to pull together. So that you can celebrate what you were able to accomplish over this last season. Now, a couple of tips, I already mentioned one, which is comb through your calendar.

Look at all the meetings that you had, other things that you might have had on your plate. I also think it's really helpful to review. If you had any kind of summer list that you generated at the beginning of the summer, go back through it. Like you can revisit that. Now I had a list of summer house projects, and if you go back on my blog, you'll find it.

And what you will notice is I probably accomplished about half of the things on that list. And honestly, I am totally fine with that. It means gives me like a very clear sense of what I have left to do in the fall to keep chipping away at our house projects. And I'm so. Happier that I could accomplish some of those things rather than none of those things.

And for me, that's always the purpose of having a list. It motivates me to get some of the things done on the list, even if I'm not gonna finish everything that I've written down. So if you had a summer list, you can go back and take a look at that. You can also think about the different. People in your life and who you spend time with.

And that often helps you to remember different projects and things that you were working on. So this could be members of your family. This could be neighbors or members of your community. Um, if you go to church, if you have colleagues that you regularly work with at, at work, all of these different spaces and places can be like, Tasks basically that you were able to check off your list or projects that you were able to move forward over the summer.

And also you can think about kind of the current state of your projects as you're going into the fall. You might make a list of what you wanna focus on. And for that list, you might ask yourself, was any progress made on any of these. Things over the summer. Cuz one of the things we know about our projects in academia is they often don't get finished in the three month period.

They stretch over multiple months, sometimes multiple years. And so our progress has to be measured in smaller bits. So it's really helpful. If you can note, there were certain things I made progress on. Even if I didn't finish them, the progress is just as important as crossing something off the list and having it totally be done.

So I would love to hear if you're taking a moment to calculate all of the things that you were able to get done over the summer and spend just a little more time celebrating those things versus worrying about what didn't get done so that you can give yourself a pat on the back for everything that you were able to move forward.

I would love to hear if there was anything, especially fun that you did this summer, you can always email me at hello at Dr. Katie leonard.com. I always love to hear about what you're celebrating. Thanks for listening. Thanks for listening to this episode of you've got this. You can access show notes and transcripts for each episode at Dr.

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