You're listening to You've Got This, episode 401.

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 process of creating an end-of-the-year punch list.

Now, if you aren't familiar with a punch list, it's a document that lists all of the tasks that need to be completed before a project can be considered finished.

Now, I've mostly come across this in terms of like home renovation.

You know, like if I'm redoing my kitchen, the contractor will have a final punch list for me to kind of review as they're wrapping up the project.

But I think that this works equally well as we're wrapping up the year and you might think about what is the project of 2024 holding for you as you come into these last couple of months of the year.

So for me, sometimes this kind of end-of-the-year list just involves wrapping up my annual goals.

But this year I decided to create a list of things that feels a little bit more comprehensive.

So first I thought I would share how I went about gathering the things on my list and then I'll talk through the actual goals themselves.

So when I first started to compile this list, I first went to my calendar to remind myself of things I have coming up that I wanted to include.

So for example, I have a work trip coming up.

I have some deadlines for projects that I was also able to note.

Next I looked at my remaining annual goals so that I can include what I have left to complete with those and I added those to the list.

And then after that, I thought about upcoming events that I wanted to note like the election and fall commencement and my institution.

And these are both kind of just like milestones that are happening in the last couple months of the year that are helpful to have on my radar.

And then next I thought about the personal projects that I have outside of work and what I might want to complete before 2025.

Now one of the most important things about this punch list, at least for me, is that it can include things that are just going to happen whether I want them to or not because of certain events or deadlines.

These goals will be accomplished by the end of the year.

So you don't have to include this stuff that just feels hard.

You can also include the things that are just part of your life but that they feel meaningful to you or they feel like they're kind of like milestones.

Or sometimes I even think about these things as like what are my mountains to climb before I can kind of get to the end of the year.

So it's just kind of noting the different kinds of things that you want to complete before the end of 2024.

Now once I collected all of those things, I ended up with 17 items, some of which have subtasks included.

So I thought I would give you a sense of the kinds of items that are on my end of the year punch list.

The first one is one that I just mentioned, which is going to work trip in late October to Arizona.

This year I've actually traveled more than I have in the past several years because I took on some additional leadership responsibilities in my work.

And so this is actually my last plane trip of the year.

So I'm looking forward to getting that checked off my list.

I also need to replace my laptop.

This is something that I am really hoping to do before the end of the year and actually maybe even before the end of October because it is about five years old and I'm really starting to feel the age of that piece of technology.

So I need to look into that and figure that out.

I also want to wrap up the class that I'm taking on coaching clients with ADHD.

That wraps up, I believe in late October or early November.

I have a few class sessions left of that.

So that'll wrap up soon.

I have on the list getting through the election.

This one feels kind of tough.

There's a lot riding on this for a lot of people and it can be very stressful.

I'm glad it's at the early part of November so that we can kind of find out what will happen and just move on and figure out what we're going to do over the next four years.

I have to finish up some revisions and submit a final report for a project at work that is item number five on my list.

And then after that on the list I have take a trip to Los Angeles over the Thanksgiving week to see some family.

So this is something that my partner and I are planning to do this year.

It has been since pre-pandemic since we have visited his hometown and want to definitely see some family there.

Now I also included complete my remaining annual goals and this is one of those tasks that has a bunch of subtasks under it.

So I'm counting it as one task but there are seven things included here.

And they include a lot of what I call maintenance goals that I do on a monthly basis.

So reading 24 books every month, reading the remaining books on my 24 books in 2024 list which I can link in the show notes, completing my box set challenge which is a monthly goal that I have for myself.

I have monthly to be read videos that I post on YouTube.

I have a monthly alphabet challenge to keep reading books that I already own.

I also want to complete 20,000 minutes on the Peloton app which I am on track to complete in November.

And then I also had a goal to complete 1800 plus coaching experience hours which right now I'm also on track to do as well.

The eighth item on my list is to offer feedback on the submissions to my co-edited collection on coaching and higher ed.

Those are coming in this month and so I want to be turning that back around as quickly as I can for folks.

I also decided to add to my list wrapping up my 2024 content.

So that includes after this week, 10 podcast episodes, 10 blog posts, 4 YouTube videos, and 2 monthly newsletters that I will need to be completing over the next few months.

I also want to add to this list of course launching my new website which is currently underway with the web developer that I hired to do that.

And I also decided to do a standalone site for the PM by Design product line that I created this year that launches in 2025.

And the web developer is also going to help me with that project as well.

So I'm hoping actually both of those can be wrapped up and completed by the end of the calendar year.

I also have some 2024 programming that I need to wrap up.

That includes finishing two coach training classes, finishing slow hustle which is my annual mastermind, and then grading all of the coach training assessments.

I've got some that are kind of sitting in the queue that I need to wrap up.

And I also like to update my records on course completion for coach training.

So I track where people are in the program in a number of different ways and I need to kind of update all of that as we're coming to the end of the calendar year.

The 13th item on my list is to find out who our new chancellor will be at my institution because we are supposed to have a named new chancellor by the end of the calendar year.

So I'm looking forward to learning more about that.

I have completing our fall commencement activities on my list as well.

The area of the institution that I now oversee as an interim leader is very involved in this particular event.

So there's a lot going on there.

I would love to finish my 16 week run/walk plan.

I'm currently wrapping up week six of that plan.

So I'm on track to be able to do this by the end of the calendar year as long as nothing goes off track, which, you know, life happens.

We'll see what that looks like.

But this is something I'm really enjoying.

Although I will say the further along I get into this plan and the longer I have to run, I'm getting a little more nervous over time, even though I've done this before.

But I did it, you know, 10 years ago and I was 10 years younger then.

So I am enjoying it.

I'm enjoying listening to music as I'm running and just kind of, I don't know, testing out a new movement practice because it's been a while since I've done it.

The 16th item on my list is to prep my 2025 programs and services over my winter break retreat.

This is something that I tend to do every year.

And this includes updating the prolific events calendar for 2025, creating all the core shells for my 2025 programs, like all the classes that I run.

I add content creation tasks into Asana and this allows me to kind of build out my content calendar for the coming year.

I need to draft some syllabi for my coach training program and also for the PM by Design program as well.

So those are a couple tasks I have there.

And then the last item that I have on my end of the year punch list is a bit of a secret project.

So I'm not going to talk about it yet, but I do want to make progress on a top secret project that I hope to wrap up by the end of the calendar year.

And I may be offering updates on this in a little while, but I've got something kind of behind the scenes that I've been plugging away at and we'll see how it goes.

So I also decided to draft this list into a blog post that I'm going to be sharing this week and that will make it easier for me to review the list and stay accountable to moving these things forward.

I also added this into a note on my phone so that I can be kind of tracking what I'm checking off as the remainder of the year closes out.

Now of course I am curious to know what's on your punch list for the remainder of 2024.

You can always email me at hello@drkatylinder.com.

I always love to hear from you.

Thanks for listening.

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Thanks for watching. (gentle music)