

# **Building and Applying Your Personal Work/Life Mission**

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# Building and Applying Your Personal Work/Life Mission



# Mission Statement

- Knowing what's important
  - Covey: Live, Love, Learn, Leave a Legacy
  - Dimensions
    - Live: Your own physical/mental health
    - Love – emotional life
    - Learn – intellectual goals
    - Leave a Legacy – the impact of your work

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# Know your path: What is your trajectory?

Basic Scientist

Clinical Researcher



Clinician Educator

Program Builder

# Know your path: What is your trajectory?

Scholarship

Grants



National Reputation

National Leadership/International  
Reputation

# Know your path: What is your trajectory?

Regardless of which one:

- develop a roadmap
- keep in mind that many of our faculty are “hybrids”

Be **ACTIVE** not passive in creating and following YOUR roadmap....create a strategy

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# Mission Statement

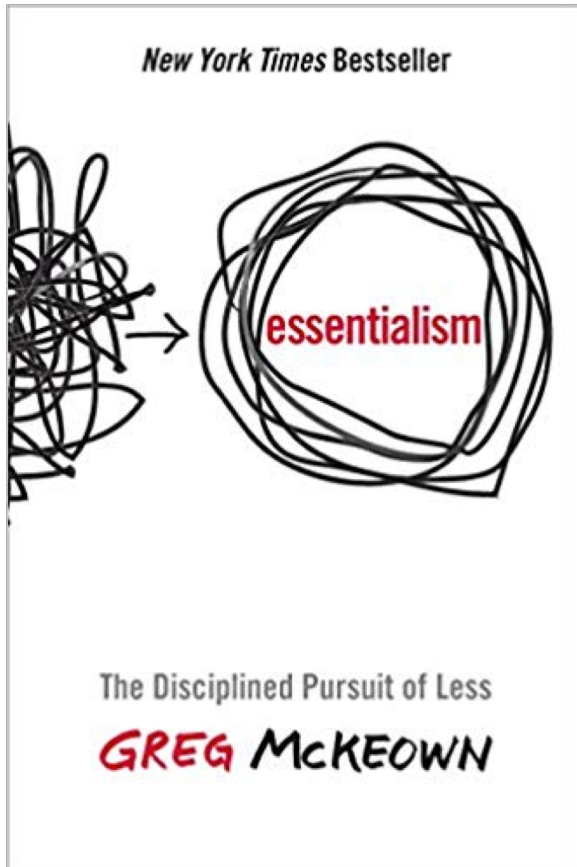
- Helps you clarify your priorities
- Knowing what's important is the basis of effective time management and choosing what to take on
  - Your mission statement is the roadmap
  - Career-stage mission statement

## *Exercise:*

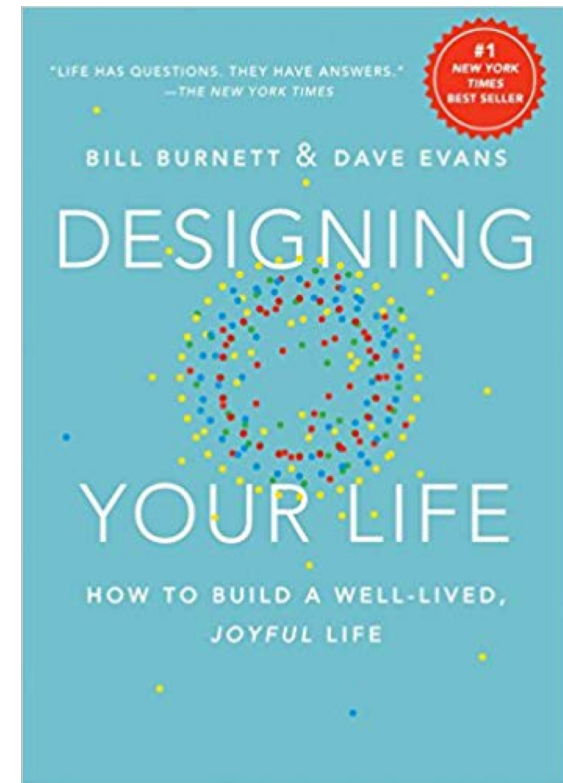
# Writing a Mission Statement

1. What would you most like to have/do in your career?
2. What activities in your professional life are most fulfilling?
3. If you had unlimited time/resources, what would you do?
4. What qualities and characteristics are most important to you?
5. What talents and skills do you have?
6. How can you best contribute to others?

# Suggested Readings



*Designing Your Life:*  
Burnett and Evans



*Essentialism:* McKeown

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Urgent

Not Urgent

Important

Major  
Competition

**Mission  
Centric**

Not  
Important

Tedium

Worth Ignoring

Stephen Covey



# *Comments on.....*

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Your Mission Statement

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# **Applying Your Personal Work/Life Mission**



# Setting Priorities:

## Important Universal Do's

- 1 Do an inventory of your current projects
  - a) List everything!
  - b) Remove the “jokers”
    - a) Only include those you are truly committed to
- 2 Label each project:  
required/promised/important to advance  
career/important but could be postponed/  
just interested
  - a) Do a fact check on “important to advance  
career”

Source: Susan R. Johnson

# Setting Priorities:

## Managing Planning and Daily Work

- 3 Reduce your workload by re-thinking important/postponable and just interested
- 4 Plan - Develop a weekly and daily plan
  - a) Weekly review consistently recommended by most time mgt experts
- 5 Delay email until you have completed one key task/day
  - a) Set time limits and times of day to look at email
- 6 Alternate between high priority and mundane throughout the day

Source: Susan R. Johnson

# Put first things first: APPLIED

- Develop a timeline towards goals and plot it weekly
  - Are you closer?



# Put first things first: APPLIED

- Fill your schedule with “mission appointments and work” FIRST
  - Schedule your priorities rather than prioritizing your schedule



# Time Management:

## Important Universal Dos

- Block schedule for mission-centric work and be true to that schedule
- Get out of the line of fire: be where you are most productive (experiment)
- Delegate more: use all the resources
- Actively plan and use motivators (social, material)
- Improve your skills to be faster, more efficient

Source: Dave Yousem

# Applying Your Mission Statement: 5 Time Management Don'ts: (Assistant Professors)

- Do not review manuscripts
  - Review manuscripts for one journal and do enough to get on the Editorial Board
- Do not write chapters
  - Unless they are in THE TEXTBOOK or can be recycled for grants, etc
- Do not review small grants
  - Get invited to Study Section for experience with NIH
- Do not serve on departmental / hospital committees
- Do not sweat the small stuff: let it go

Source: Dave Yousem

# The unwritten rules...

## from our SOM Female Professors

1. Cynthia Wolberger: choose carefully what you say yes to; you can have it all, but not all at once
2. Adrian Dobs: say “yes” but don’t give your life to it; women say NO too much!
  1. Voltaire: Perfect is the enemy of good
  2. 20-80 rule...you get 80% done in 20% of the time (and the remaining 20% takes 80% of the time, but no one notices)
3. ???Choose, but don’t get known as someone who says NO
4. ???Consult with colleagues/mentors/senior people a lot and about the important things



How often do you STOP to think about how a decision, an activity/opportunity, or an appt, advances your “mission”?

1. NEVER
2. Rarely
3. Sometimes
4. Frequently
5. ALL THE TIME



# Organizational Activities (within institution)

- Demonstrates citizenship to department/institution or academic field  
+/- recognition/impact
- Institutional administrative appts  
+/- recognition/impact
- Consultantships  
+/- recognition/impact (except NIH)



# Organizational Activities (beyond institution)



# Organizational Activities

## (beyond institution)

- Editorial Activities
  - Journal peer review activities
    - Write editor and offer to review articles
    - Do 8-12 reviews/year **FOR THE SAME JOURNAL**
  - Get yourself nominated for the Editorial board
- Advisory Committees, Review Groups, Study Sections
- Professional Societies
  - Committee work -> Chair
- Conference Committees
  - Session Chair -> Program Chair

# Know your priorities: scholarship

- Write, Write, Write
  - Papers
  - Grants
  - Reviews
  - Chapters – THE textbook



# Know your priorities: scholarship

- Write, Write, Write
  - Papers
  - Grants
  - Reviews
  - Chapters – THE textbook
- **Talk, Talk, Talk**
  - Regional meetings
  - National meetings
  - International meetings

# Thank You!

- Getting Things Done: David Allen

