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?

<table>
<thead>
<tr>
<th>Urgent &amp; Important</th>
<th>Urgent Not Important</th>
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</thead>
<tbody>
<tr>
<td>Not Urgent but Important</td>
<td>Not Urgent Not Important</td>
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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