**YGT episode 218**

You're listening to, you've got this episode 218. 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 thought I would talk a little bit about my winter retreat plans.

Yes. I am back to doing a creative retreat this year. Um, last year it got a little bit disrupted by our final plans for our move and the actual move that we had to do around this time of year. And, um, so I'm really excited to be able to take some time off of work and dive into some creative projects that I'm really looking forward to.

So I thought I would share a little bit about what my plans are. Um, given that as I record this, my retreat kind of break time, starts in like two days. So I had to put a bit of a plan together. Okay. Now, of course I did use notion to try to figure out what was going on, um, with this retreat time in part, because, um, it's longer than what I would normally do.

It's it's over a couple of weeks and I have a lot of appointments that are happening during this time because I am continuing to do coaching. I am teaching some yoga too. Um, one-on-one private session clients. And I also have some coach training and other things that are happening through the, throughout this period.

So I needed to kind of block out what was going to happen each day, so that I would have a sense of what time was actually available to me. Um, in terms of working on some of my projects. So I was able to create kind of a little bit of a spread in notion that allows me for every single day to just say, what's on my calendar and what are the kinds of produce that I'm hoping to complete that day?

And of course they color coded it. So I have, um, five key areas. One is coaching and coach training. One is websites, which is like updates that I need to be making to our websites. Yoga content creation, which is like podcasting and blogging and then admin work, um, which is mainly falling into like some paperwork stuff that I want to get done.

And some like task management that I need to do as we're heading into the new year. So some of the projects that I decided that I wanted to focus my time and attention on during this, um, winter retreat is, uh, first of all, completing the two virtual planning and yoga retreats that I have scheduled during this time period.

And I am so excited as, as you are listening to this, there is still time to register. There's one happening on December 18th, 19th. There's another one happening on January 1st and second. And, um, I will drop a link into the show notes, or you can just go to Dr. Katie linder.com backslash rooted to learn a little bit more about this.

Um, it is my first virtual retreat that I'm offering over a day and a half, my first virtual retreat that I'm offering with yoga. And, um, I just could not be more excited. So that's definitely something that's taking up some time and energy during this, um, kind of pre-planning period to get that ready to go.

I also have just a lot of business prep tasks for 2021. And I think that you've heard me talk about before I use a lot of this time as the year is ending to really try to prep a lot of things that are more kind of administrative or just things that I can do ahead of time. I really do try to get them done in advance.

This means creating the core spaces for all of my coach training, um, creating the syllabus for all of the coach training that's happening this year. Um, getting some events, uploaded into mighty networks for the prolific community, figuring out some of my social media schedule, all of those kinds of things.

I really try to get done ahead of time and, um, create as much of that content as I can in advance so that when it comes time to roll out one of these courses, for example, I have everything ready to go. So that's going to be a big part of my time is working through that. I'm also hoping to get a little bit ahead on content creation.

So I'd really like to do all of my podcast prep for, um, you've got this for January and just get all of that ready to go and draft, um, some of my blog posts for early January as well. So that is, uh, also kind of just ready to go. And prescheduled, I have some new content that I'm wanting to put together for the coach training blog.

So that is also on my list. And, um, I think that's, uh, Oh, and I have to record, edit and schedule the first half of coach to coach season six. So that's also happening over this break period. I have a lot of podcasts recording that I'm doing. Um, so all of those things are really, again, going to help me to be set up really nicely for quarter one and feel like I have a lot of things done ahead of time.

Now, I'd also like to prep some of my January program launches. Uh, we are launching coach training. I am launching slow hustle. And so those have like email kickoff things that need to go out there's forms that I need people to fill out. Um, in the coach training, I mail people the manuals, so I need addresses and things like that.

So, um, there's definitely some kind of administrative work on the backend that I'm going to be. Focusing on and really thinking about during this time. And then I also have some website updates on my coaching, just my private coaching page that I want to be making. I've got, uh, just the list, as long as I'm looking at it.

Now I'm thinking, is this actually possible that I'm going to get all these things done? And, and like many times when I have these creative retreats, the, the true answer is, I don't know. Um, I just go into it and see how far I can get. So there's a couple other things on my list. I am starting to work with a book coach to think about my next book project.

And I have some assignments from her that are due in early January. So I'm going to be working on those and doing some writing during this period as well. And right now I've got about 15 hours of yoga sessions scheduled. I have about. Uh, I think 12 to 14 coaching clients that I'm meeting with during this window of time.

And then also I've got a bunch of coaching observations that I'm doing for the coach training program. I think there's six of those on my schedule during this window. So lots of client work that's happening and I'm basically trying to do all of this other stuff in the margins. So I hope you can see at this point why I created the notion space because I really needed to try to figure out, like, on what days are these things actually happening?

Now I also hope at this point, as I'm listing all these things off, you're thinking to yourself. Okay. When is Katie going to get some rest? Um, because that is also super important to me. So, um, my goal is to kind of front-load as much as I can and to work ahead on some of these things. So even if I've scheduled some of these tasks for later on in the retreat to see if I can get some of them done ahead of time.

Um, a lot of these things too, are kind of like. Really nice to have done, but it's not like crucial that all of these things are completed by the end of this two, two and a half week period. So if some of these things get pushed into quarter one, it's fine. Like it's, it's really, there's some flexibility there and I'm pretty good about.

Knowing what my limits are and, um, kind of stepping back if I feel like I need to, to rearrange this task list and, and kind of reassign some deadlines. Um, but I am planning to, with my partner, uh, one of our goals over this period of time is to watch all of the Harry Potter movies. So we have that on our list.

I definitely have a stack of books that I'm also trying to get through during this period. And that'll be mostly, I think my evening time and maybe my early morning time before I get into working. And I am actually really, really looking forward to all of the yoga sessions that I have scheduled with people.

I think it's going to be a great way for me to remain. Kind of embodied during a time when typically I just kind of go to my desk and fall into a flow state and do a bunch of work. And so I really intentionally scheduled those yoga sessions. And on the weekdays I have slots, um, two a day. So I have one at nine o'clock in the morning and then another one at 11.

So I can do maybe a little bit. Or have worked before in between and after each of these sessions. And then I have kind of this break where I'll then be working with clients and doing a little bit of yoga and movement. So, um, that's kind of the main things that I have on my plate, um, that I'm trying to figure out for this, this retreat.

It's a little bit different than previous retreats, where I've had sometimes a really big project that I'm trying to complete in this one. I feel like there's just a lot of little things that are kind of all combining together. The one area that I'm not sure how far I'm going to be able to get is I would really like to make a little bit of progress on outlining the project management offering that I'd like to have for 2021.

And I did put together a waiting list for this. If it's something that, um, you're interested in and you want to just find out more when I do release this. This project when I know what it is. Um, but this is something that I've had, you know, I've just been thinking about, and my brain has just really been turning on, what do I want this to be?

And what is it going to include and what is the form that it's going to take? So this is an area that I'd really like to just have some thinking time. I don't know that I'm actually going to start actively creating it. Um, but even just getting some thinking and outlining done would be really helpful for me.

I think to move that forward. So I know that this is a lot, and I do hope that all of you listening to this are not thinking like, wow, I really should be more productive over my break. Um, this is something that is really fun for me to do. It gives me a lot of energy to do this work. And I am going to be mixing in some, um, sleeping in time and some nap time and some solitude time, which is what I really need.

To kind of refresh and get ready for the new year. Um, I hope that you're taking some time to think through what exactly it is that you want to do during the break period, whatever it is that you need. I think we all need something different and if you have. Um, you know, a need for rest or a need for work, or even just a need to be alone or with family or all the different kinds of things that you can potentially do over this break.

I really do hope that you are able to find a way to give yourself the gift of those things. Um, of course, I would love to hear if you have questions or if you want to share with me what you're up to over the winter break, um, and for our folks on the other side of the world, what you're planning for your summer breaks, I would love to hear that too.

You can always email me at hello at Dr. Katie linder.com. You can tweet to me at Katie double underscore Linder. You can connect with me on Instagram at Katie underscore Linder, any way you contact me. I always love to hear from you and, uh, stay tuned. I'll definitely offer a debrief of the retreat to let you know everything that I was able to get done.

All the things I wasn't able to get done and what my plan is moving forward. So stay tuned for that coming out soon. Thanks for listening. Thanks for listening to this episode of you've got this show notes and a transcript for this episode can be found at Dr. Katie linder.com/podcast. If you found this episode helpful, please also consider rating and or reviewing the show in iTunes.

Thanks for listening.

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