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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 importance of logging and documenting our wins.

Now this came up for me recently because I have a coaching client who does a wonderful job of sending me her wins on a periodic basis.

Just kind of like random emails that pop into my inbox about how excited she is about certain things that she is doing well.

And what an amazing practice this is.

It is such a lesson for me and the most recent time that she did this I sent back some of my wins and it reminded me of how helpful it is to document our wins in the midst of very, very busy lives.

Now I will say I think that I don't know if this is just an academic environment thing or if it's a broader thing for just adults more generally, but I think that we are just horrible at celebrating things.

And when we have really busy schedules and long to-do lists, we kind of just like move on to the next thing.

And I think it's really important to kind of document and celebrate some things that we're doing that are actually kind of a big deal that take a lot of planning and execution and thought and that are the kinds of things that are impressive to people around us, even though we're just like glad that we barely got through them.

And so I thought I would share some of the wins that I'm documenting and celebrating lately and hopefully give you the same inspiration that I got from my coaching client to also be thinking about your wins and and the kinds of things that are feeling important to you right now.

So the first one that I want to mention is I am about eight weeks in to my interim leadership role that I started at my institution.

And there have been some really significant milestones to those eight weeks, even though it's just a couple of months in.

One of the things was leading the first all staff meeting for over 160 people.

And this was a hybrid meeting.

We did it in person and online and got everybody in that kind of division together to give them some updates and kind of answer questions.

And that just felt like a huge milestone.

It took some planning, um, both logistically and just kind of strategically to think about what we might cover in that meeting.

And I think it went okay.

And that was a huge, uh, step in this new leadership role for me.

The second one that immediately came to mind was, uh, just this past week, I co-facilitated a campus-wide information session that had almost 300 people in it, both online and in the room.

We do hybrid meetings a lot.

And that was a meeting that took a ton of planning with a ton of people.

We had a presentation that we actually practiced in front of a number of different groups to make sure that we were kind of getting the right messaging and clarifying the right information.

This was a presentation on enrollment.

So it included data and it included some tactics and strategies of things that we're working on.

And I worked with an incredible group of leaders to bring together this presentation, but it was weeks in the making, if not like almost months in the making, to bring this together in a way that we felt like we were doing it really well.

And I admit I was a little bit nervous.

This was kind of the first time we had done this at my institution.

And I was really excited to work on it and also to check it off my list and to say that we had done that.

Now this is something we're probably going to do a couple times a year moving forward, but we got the like inaugural one done and I think it went generally okay.

Okay, the third thing on my wins, logging my wins is I had put on my February to-do list and this is something that I post on my blog.

I do these monthly to-do lists on my blog that I needed to make some pretty significant progress on a report draft that I am working on for this group that I'm leading.

And this report draft, once I took on this new interim leadership role, I was like, how am I going to do this?

Like I felt pretty concerned because I had, I had to like committed to helping with it and I wanted to make sure I was upholding that commitment.

And so I ended up asking for help from a couple different people to like co-write with me or sit down and just kind of like share information that I can incorporate into this draft.

And so it's definitely been collaborative, you know, to bring this together.

But we've been able to make some pretty significant progress in the last several weeks.

And it's definitely not done.

It probably won't be done for a little while.

But I did want to get like a jump on it in February and feel like I could see that we were like moving it in a direction that felt like was coming together that was like clarifying for the group.

And I have definitely seen that.

So So that feels like a definite win, uh, in the most recent weeks.

Another recent win for me organizationally was to make a list of my ongoing projects.

I will admit that lately I have felt kind of underwater and disorganized, like there's a lot going on.

And particularly when you take on a new role, you get just like this flood of additional information and initiatives and projects and things.

And so I sat down the other night and just wrote down everything I could possibly think of that like I am directly responsible for right now.

Now I also oversee a team of project managers and they have a bunch of projects that they are also overseeing and I did not count those on this list.

It was really the stuff that like I am directly involved in setting like meetings for and making sure these things are moving forward.

So these are active projects and initiatives that I am really wanting to keep in front of me.

I don't want any of them to get lost.

And there were 54 of these things that I was able to write down and I kind of categorize them in a bunch of different ways.

And the next step after I got these out of my brain and onto the page and I can kind of track them is to probably do some kind of stoplight matrix to say which of these are moving forward like green light, which of these might be a little bit in danger of being stalled, yellow light, and which of them are completely stalled, red light, and to see what I can do with those different things.

But it was so satisfying, and it felt like such a win to set aside the time to even get organized with these projects.

And if you're feeling underwater right now or a little bit overwhelmed or disorganized, doing something like this can be incredibly helpful.

Okay.

The next thing that I have on my list of logging wins is I am on track as I record this, there's like four days left in February.

I am on track to hit gold again this month in the Peloton challenges that I set for myself.

Now I, if you are not sure what I'm talking about here, I did this in January and it basically means that there's all these different monthly challenges in Peloton.

And I was trying to hit the gold badge in every single one of these challenges.

And this was really a way for me to kind of like stay accountable to my own like health wellness as I was moving into the new year, as I was moving into this new leadership role.

And I was able to do it in January.

And so I was like, okay, let me keep this going in February.

And basically what this means is I am working out every morning and I have a plan.

I have a monthly plan that I've outlined for myself based on basically the days of the month, how many days and thank goodness there was an extra day in February.

And then I take the totals of what I'm trying to do in each of these different categories, whether it's walking, the bike, the row, and I just divide it by the number of days and try to stay roughly on top of whatever I need to do each day to move that forward.

One of the things I am most proud of with this particular thing is I have been consistently doing strength workouts, which I am horrible at.

And I just generally do not enjoy.

And I've been doing them roughly every other day in order to hit the gold, which is 15 a month.

Now admittedly I don't do this for an incredibly long amount of time.

I have like a set of circuits that I like run through.

It usually takes me less than five minutes, but the consistency is the win.

It's not the amount, it's the consistency, and that feels really exciting for me.

Okay, next up, "Unlocking Wins.

" This weekend as I record this, I am wrapping up book proofs for the second edition of my book that I've been working on, "The Blended Course design workbook and the final kind of details to get off to the publisher, the proofs and the index are due by March 1, so a little bit later this week.

And it has felt so satisfying to keep this moving.

I will tell you, I am not entirely sure how I did this project in the midst of everything else that I have going on in my life right now, but wow, it's satisfying to be at this stage and know that this book is going to come out.

And as I was reading through the proofs, and I think most authors feel this way when you get to the stage, you just have this moment of like, wow, this is a real book.

Like this is a real book that will help people and that will be, you know, useful to people who are interested in this topic.

And that has felt incredibly, incredibly satisfying.

Okay, a couple more wins that I'm logging here.

One win, and I feel like I have to like knock on wood and cross my fingers to even be saying this out loud, but I have not gotten sick either this past fall or up until now in the spring.

Like this heavy flu season when I feel like everyone around me has gotten taken down by something somehow I have not caught anything.

Now I am still masking for the majority of time at work and so I'm sure that has to do with it, that I've just been really careful, especially when I'm in large groups that I'm wearing my mask.

And, and as I've talked about before, this is in part because of my partner who's immune compromised.

So I'm still doing that practice, but it still feels shocking to me that I have been able to somehow in this period of relatively high stress, um, kept my sleep schedule going pretty well, worked out on a regular basis, kept up healthy eating and have have somehow avoided all of these crazy germs that are running around.

Now, now that I've said this out loud, I will probably catch something this week, but, uh, let's all cross our fingers that that doesn't happen.

So, but that feels like a major win because we all know how disruptive it can be to get sick when you have so much on your plate.

Okay.

The last win that I want to officially log is keeping up with my reading goals, which is another thing that I just feel like having that balance, it feels like it should be impossible to be able to read as much as I am reading, but I am somehow doing it.

And I do think it has to do with my word of the year devotion, which is really trying to pay attention to my own needs and my own solitude needs, my own needs to recharge and recover in the midst of a lot going on.

And I got through part of February and I just thought this is gonna be the month where I'm not gonna be able to do this.

I don't know that I'm gonna be able to carve out the time.

There's just so much that I'm juggling.

And then I was like, you know what, try.

Like, see what you can do.

And I'm so glad that I've been able to find this way to balance.

And I think that whatever that thing is for you, it's probably not reading as much as I currently read, whether it's exercise or like hanging out with your family or your partner, or it's some kind of like activity that you like to do, like a crafting activity, whatever it may be, it's so worth it to carve out that time and make sure that I'm giving that time back to myself.

So I have loved taking a moment just to think about what are the kinds of things that feel important for me right now.

And I think another way to kind of consider what we might call a win, like in a particular season of our lives, is are there things that the past version of me five years ago would be very impressed with and would be like, Wow, I cannot believe you just did that.

And I feel like there are many things on this list that passed me would be kind of shocked that I've been able to do just because it feels like a pretty significant leveling up for me, both professionally and personally, and in terms of just like taking care of my health and wellness.

So, um, I want to encourage you to log some wins.

I would love to hear from you if you want to tell me some of your recent wins, large, medium, or small, they all count.

You can always email me at hello@drkadylunar.

com.

I would love to hear from you and celebrate your wins with you.

Thanks so much for listening.

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