

## Advising with Structure and Efficiency: Bringing Your Best Self as a Caring Professional

*Advisors face the daily challenge of juggling student service, monitoring and updating many records and systems, meeting deadlines from various constituents, and more. How can we do it all while taking care of ourselves? This session will present strategies and allow time for idea sharing and reflection amongst participants.*

**PROMPT: Place each of the following factors under the “Strength” or “Challenge” column:**

*Office Environment, Supervisor, Caseload, Internal Motivation, Compensation, Work/Life Balance, Collaboration with Colleagues, Meeting Deadlines, Email Response Time, Managing my Calendar, Meeting with Students...feel free to add others!*

Strengths	Challenges

**PROMPT: Select 1-2 challenges that you have some control over to focus on through this session:**

- 1.
- 2.

**PROMPT: List common tasks that should fall into each category:**

	URGENT	NON-URGENT
IMPORTANT	CRISES	GOALS & PLANNING
NOT IMPORTANT	INTERRUPTIONS	DISTRACTIONS

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PROMPT: List projects or events that take place each month throughout the year:

January	February	March	April
May	June	July	August
September	October	November	December

## Summary

*Check the boxes next to any of the strategies discussed today that you will consider implementing into your work.*

- Analyze your Calendar (daily, weekly, monthly)
- Control your Calendar
- Analyze your Tasks (urgent, important)
- Think Before you Agree
- Automate
- Use Backwards Design