You’re in Charge of Yourself!
Self-Guided Professional Development
Presenters

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Overview

In the beginning...

• Where do I want to go and how do I get there?
• Annual Planning
• Self-awareness
• Mentoring
• Timing of Career Movements
In the beginning...
In the beginning...

Why are strengths important?
How do I know what my strengths are?

• Clifton Strengths Finder 2.0
• True Colors
• Myers Briggs
Where do I want to go and how do I get there?
Where to go?
Which path to follow?

• Technical
  ✓ Content/subject matter expert
• Management
  ✓ People take up 80% of your time!
• Technical & Management
  ✓ How to balance between the two
Annual planning: look back

• What you did (accomplishments, went well, do differently, firsts)
• What you learned (about yourself, your business, people important to you)
• People you need to thank
• Main themes & take-away
Annual planning: look forward

• What kind of person do you want to be?
• Your growth (areas to explore, learn/read, experiences)
• Your relationships (who to meet & get to know, people you would like to help or help you)
• Reminders and measurable milestones
Setting Goals

- Characteristics of goals
  - Should be realistic
  - Should be measurable
  - May require maintenance
  - Should keep you motivated
  - *Should* be supported by your supervisor
Where do I want to go and how do I get there?

**Example of a goal**

Become proficient in reviewing, approving and processing expense transfers within the next 6 months.

- How to achieve this goal?
  - ✓ Training
  - ✓ Practice
  - ✓ Commitment
  - ✓ Evaluation
Self-Awareness – Hello Self – Nice to Meet You!

- Constructive Criticism
- Perception is Reality
- Ninja Skills
- Reputation
Self-Awareness

Constructive Criticism

• Why is this important?
• Are you ready for it?
• Who do you ask?
• What do you ask?
  ✓ Leadership
  ✓ Interpersonal skills
  ✓ Problem solving
  ✓ Motivation
  ✓ Efficiency
Self-Awareness

Perception is Reality!

• How do you present yourself to others?
  ✓ In writing
    • Resume
    • Email
  ✓ In person
    • Verbal communication
    • Appearance
  ✓ Social Media
    • Facebook
    • Twitter
Self-Awareness – Ninja Skills

No matter what path you’re on, you need these Ninja skills!

• Time Management
• Organization
• Communication
• Positive Attitude
• Engagement
• Emotional Intelligence
• Flexible/Adaptable
Self-Awareness – SCARF

S = Status
C = certainty
A = autonomy
R = relatedness
F = fairness

• Understand your own reactions and those of others
• Better regulate your emotions
• Better communicate your needs to others
• Make choices more suited to your own preferences
Self-Awareness – Reputation

• What happens if the job doesn’t go well? Am I looking for someone to blame? Or do I look at myself first? What responsibility do I consider mine when it comes to working with others?

✓ This question probes whether you can handle the pressure & consequences of a project not working out quite the way you planned.
✓ Do you take time to closely scrutinize your performance?
✓ Do you demonstrate caring for others by looking at the skills of the individual team members and putting into place a plan to improve & develop those skills.
Self-Awareness – Reputation

Am I comfortable engaging in a dialogue with others that includes different views from my own? Can I take criticism?

– This question helps you think through and determine your openness to hearing ideas about how you & co-workers can work together better.
– Avoiding or shutting down others’ ideas, invaluable opportunities for brainstorming & creativity pass by.
Self-Awareness – Reputation

Do my actions mirror my words?

- This question challenges whether you really are credible in what you say and what you do.
- Do you do what you say or do your actions lag behind your words.
Self-Awareness – Reputation

• “Your reputation precedes you”
• Your reputation is your job &
  ✓ cannot be delegated or left to chance
• Building & shaping your reputation
  ✓ with trust & character is one of your most important career responsibilities
Self-Awareness – Passion

• What is your tennis ball? (the thing that pulls you)
• What am I doing when I feel the happiest?
• What is something you believe that almost nobody agrees with you?
• What are your superpowers?
• What did you enjoy when you were 10?
• What are you willing to try now?
• Looking back 20/30 years from now, what accomplished?
• What is your sentence?
Find a Mentor – Be a Mentor

Definition: A career mentor is an advisor who provides career advice and guidance. The mentoring relationship is typically voluntary and ongoing. Mentors may provide assistance throughout an individual's career.

Source: Career Mentor By Alison Doyle, About.com Guide

• How do you find a mentor?
• How do you become a mentor?
• Why is it important to find/have a mentor?
Timing of Career Movements

Pros & Cons List

• Create a document with two lists: things you like about your job and things you dislike
• Apply a weighting to the items (1-10 of importance) and add up each list
• If the cons outweigh the pros it may be worth considering a change
• If nothing else, this exercise will force you to focus specifically what you do and do not like (and concrete things to look in new position; or gratitude for current)
Timing of Career Movements

Lessons Learned...

• If the move is just for money, typically not the best reason
• Has the job really run it’s course?
• If you generally like what you do and are just frustrated with some new things, give it time
• Maybe you just need to find a way to change how you are approaching work, take on new responsibilities, expand connections, tackle a project you are passionate about
Timing of Career Movements

• How long do I have to wait?
  - Is a step process based on your career path goals

• Succession Planning
  - Reading the stars for opportunities
  - Knowing when it time for letting go

• Being at the same institution for EVER!
The Fear Factor

We gain strength, and courage, and confidence by each experience in which we really stop and look fear in the face...we must do that which we think we cannot.

-Eleanor Roosevelt
The Fear Factor

1. What would you attempt to do if you knew you could not fail?
2. What if I fail? – how will I recover? (failure is rarely absolute)
3. What if I do nothing?
4. What if I succeed?
5. What’s truly worth doing, whether you fail or succeed?
6. In this failure, what went right?
Wrap Up

• In the beginning...
• Where do I want to go and how do I get there?
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Questions
Thank you for attending

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