Topic: Procrastination

Steve Pavlina . com
Personal Development for Smart People™

www.stevepavlina.com/articles

Overcoming Procrastination, Steve Pavlina suggests the following:

- Replace "Have To" with "Want To"
- Replace "Finish It" with "Begin It"
- Replace "Perfectionism" with "Permission to Be Human"
- Replace "Deprivation" with "Guaranteed Fun"
- Use Timeboxing

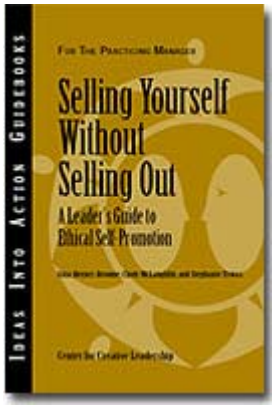
BusinessTown.com®

www.businesstown.com/time/time-5reasons.asp

Five Reasons Why We Procrastinate and Strategies to Put Off Putting Off (Adams)

1. You Haven't Really Committed to Doing the Job
2. You're Afraid of the Job
3. You Don't Place a High Enough Priority on the Activity
4. You Don't Know Enough to Do the Task
5. You Just Plain Don't Want To in which case you should gut it out or farm it out

Topic: Visibility



http://www.ccl.org/leadership/forms/publications/publicationProductDetail.aspx?SEARCHBTN.X=24\&SEARCHBTN.Y=4&pageId=1247&productId=1-882197-95-X

Selling Yourself Without Selling Out: A Leader's Guide to Ethical Self-Promotion, Hernez-Broom, G., McLauglin, C., and Trovas, St. Center for Creative Leadership

Define self-promotion as the act of generating personal visibility in service of your work and career with the purpose of gaining visibility for the contributions you and your group make to the organization". The authors suggest limiting beliefs that get in the way of effective self-promotion and challenge us to reframe those beliefs. Also provide numerous strategies and activities that can become part of your repertoire.

Download the .pdf document for $11.95

Topic: Managing Faculty

HHMI
HOWARD HUGHES MEDICAL INSTITUTE

http://www.hhmi.org/resources/labmanagement/mtrmoves_download.html

Making the Right Moves: A Practical; Guide to Scientific Management for Postdocs and New Faculty (2006), Burroughs Wellcome Fund and Howard Hughes Medical Institute.

Topic: Derailers

http://www.iplaybackastd.com/product/172/11

Rising Above the "Sticky Floor": Overcoming Career Derailers

SESSION ABSTRACT: As women continue to make strides up the corporate ladders and into the board rooms of America, much media attention on and research into the obstacles that face women leaders has been focused on the glass ceiling created by organizational preferences, policies and practices. Lesser attention has been placed on identifying the "sticky floor" phenomena that keep individual women from rising to their full potential. Insights into and strategies for overcoming these derailers are based on over eight years of research into organizational initiatives that support the advancement and retention of women leaders and over eight years of experience providing innovative leadership development programs and executive coaching to women leaders in a broad range of industries.

LEARNING OBJECTIVES: Use action-focused tools for positive action Avoid the three career derailers Develop a plan for balancing perfectionism with excellence, navigating strategic relationships and managing up

Cost: $15.00

Topic: Mentoring

THE MENTORING GROUP
Worldwide Mentoring Services

http://www.mentoringgroup.com/html/products.html

Strategies for Getting the Mentoring You Need: A Look at Best Practices of Successful Mentees

A 14-page booklet for individuals looking for specifics on finding mentors. Used as career development resources for individuals in all levels of organizations

Cost: $4.50 -- ISBN 1-890608-07-6

2002 Version also available - Sale Price: $1.75

Topic: Myers Briggs Personality Assessment

The MBTI is the most widely used personality assessment in the world, providing knowledge of your preferred ways of thinking and acting (i.e., your type). Each individual takes a 15-minute online assessment. The results are best shared in a group setting as a practical tool to enhance communication and team effectiveness. The cost is $25 per person.

Your confidential results would typically be provided as part of a group workshop designed to explain the Myers Briggs assessment process and provide helpful insights to enhance interpersonal effectiveness, however it is possible for a single individual to take the assessment. Contact Rich Utecht, Organization Effectiveness Consultant (636-5608) with questions or for scheduling.

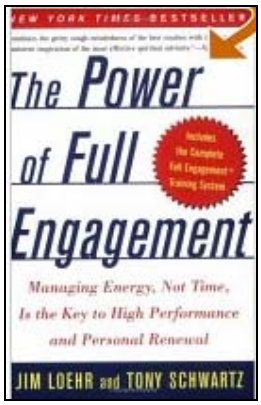
Topic: Self-Management

http://www.amazon.com/Harvard-Business-Managing-Yourself-Paperback/dp/159139970X

Harvard Business Review on Managing Yourself

Cost: $14.96

Topic: Managing Energy



The Power of Full Engagement

Authors: Jim Loehr and Tony Schwartz

http://harvardbusinessonline.hbsp.harvard.edu/b01/en/common/item_detail.jhtml?id=R0710B

Harvard Business Review Article: Manage Your Energy, Not Your Time

Authors: Tony Schwartz and Catherine McCarthy

Cost: $6.50 to download a .pdf

Topic: Collaboration

HHMI
HOWARD HUGHES MEDICAL INSTITUTE

http://www.hhmi.org/resources/labmanagement/mtrmoves_download.html

Making the Right Moves: A Practical; Guide to Scientific Management for Postdocs and New Faculty (2006), Burroughs Wellcome Fund and Howard Hughes Medical Institute. **Pay special attention to the information on page 207.**

Personal qualities for a good collaborator include: honesty, openness, fairness, industry, respect, and reliability.

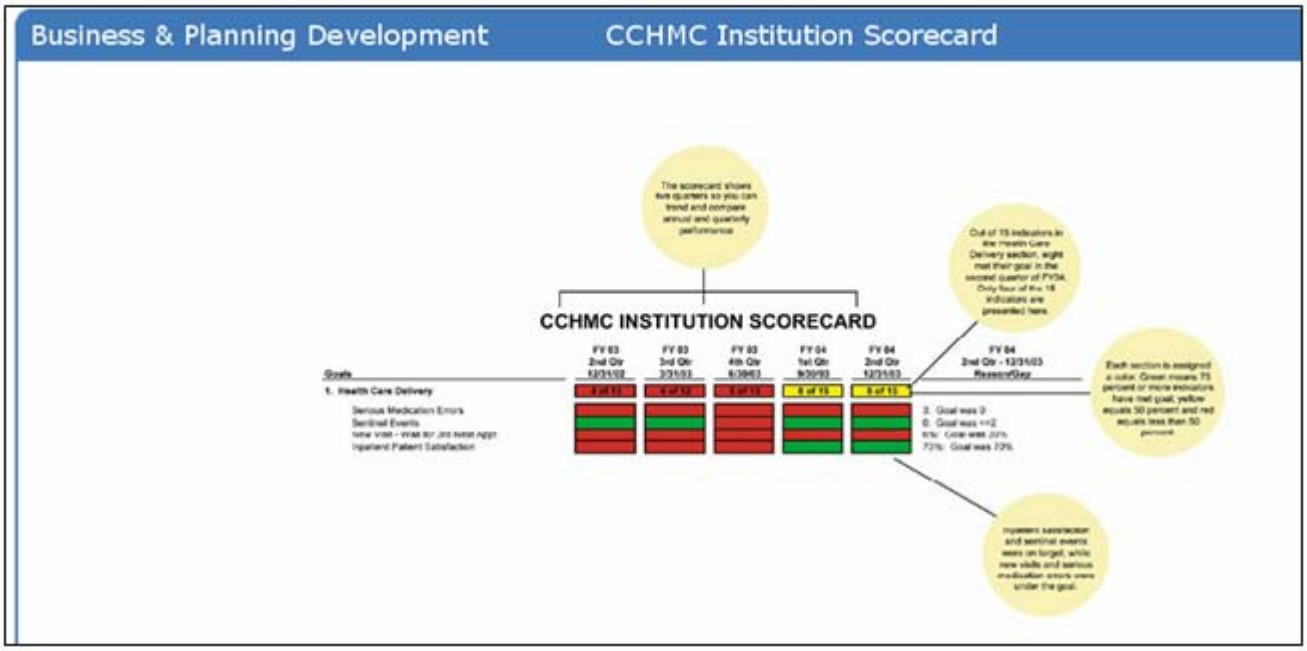
Topic: Organizational Information - CenterLink

Vision, Mission, Strategic Plan

Access Strategic Plan information from CenterLink; under CCHMC Fundamentals.

CCHMC Institutional Scorecard

Access Scorecard information from CenterLink; under CCHMC Fundamentals, Just the Facts About CCHMC:
-- Institutional Scorecard Information
-- Quarterly Scorecard Summaries



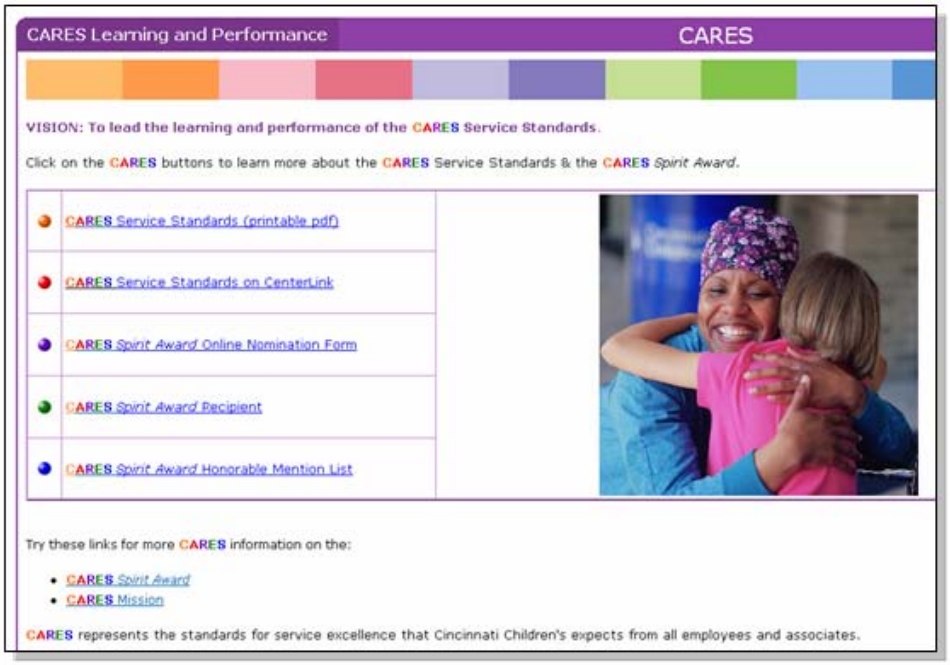
Learning Solutions for Measurable Outcomes

Cincinnati Children's Education and Training

Topic: Organizational Information - CenterLink

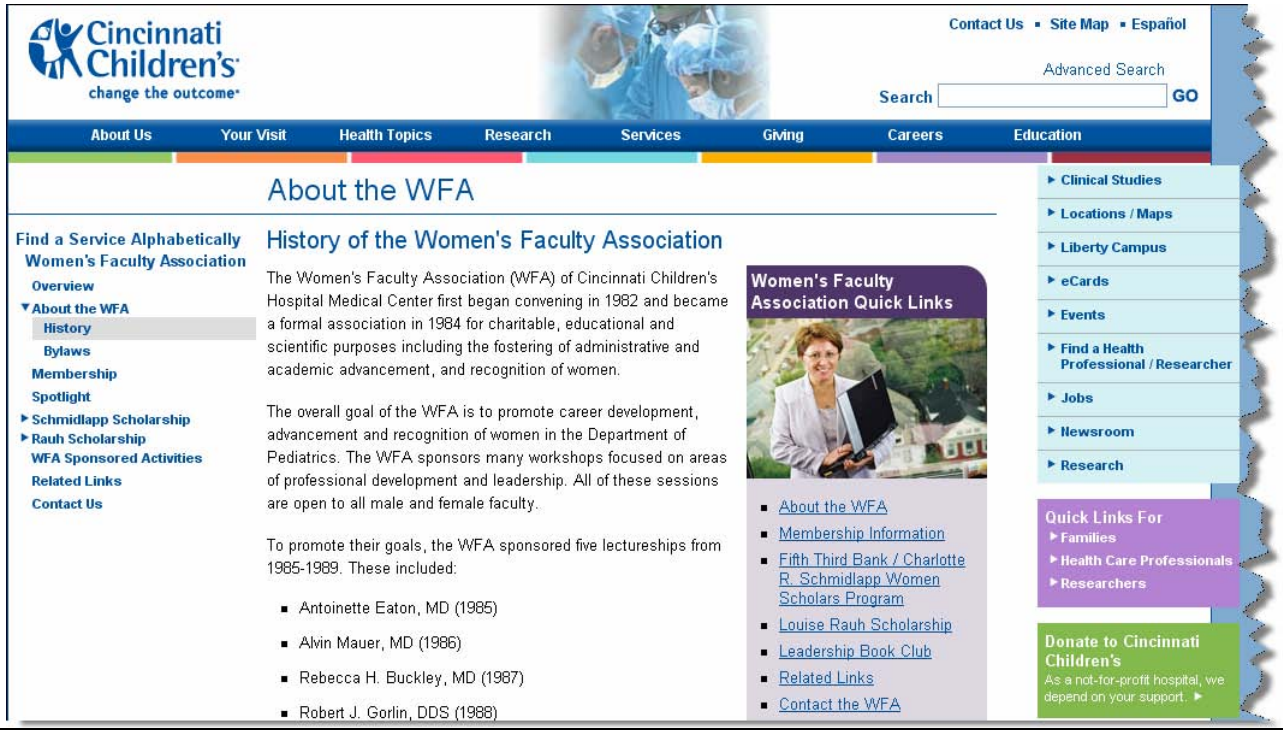
CARES

Access CARES information from CenterLink. Click the HR & Benefits tab; under What You Need to Know



Research 101

Topic: Organizational Information – External CCHMC Web Site

CCHMC Annual Reports

Women's Faculty Association