

## What you can do today

- Identify your goal: What is one thing you want to improve upon?** \_\_\_\_\_  
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- Start a conversation with someone new. This should be achievable since the conference just began!
- Buy a nice set of note cards (Etsy.com helps you support local entrepreneurs).
- Get a good night's sleep.

## What to do Monday back at work

- Write a physical note to a coworker or colleague to say congrats for something great they did recently.
- Ask a coworker if you can help them with anything. Try to ask someone you don't usually work with.
- Refrain from gossip for the day. If it starts around you, politely walk away.
- Spend 15 minutes de-cluttering your workspace.
- Before you leave, write down the most important task you want to get done tomorrow. In the morning, start that task before you check your email or voicemail.
- Go home on time!
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## What to do over the next three months

- Write down the moments when you are your best self at work. These could be when you are in the state of flow (identify these tasks and moments!), when you are performing well with your team, when you connect with the museum's audience, etc. **SAVE THIS LIST.** Keep it safe. You will reference it later.
- Map out walk routes near your office. Identify short, medium, and long walks. Factor in seasonality/weather issues. Bonus if you go past lots of trees. Go on these walks when you need a break.
- Find a "happy song" and/or a music station that puts you back in the right mindset when you are out of sorts. Reference as needed.
- Bring in a photo of your "happy place" and put it in a prominent place where you will see it often. Reflecting on happier times helps us in the now.
- Buy a journal or get a free one online. Start recording your thoughts and emotions over the day in an effort to further develop your emotional intelligence.
- Write up a list of past workplace accomplishments you are proud of. When times get bad, pull out the list. Be sure to add to it often, no matter how small the achievement.



- Every time you get upset, walk away from your desk/meeting and go watch your visitors. If you are feeling particularly terrible, talk to your visitors.
- Spend fifteen minutes or so browsing the internet for blogs and websites that give you inspiration to reach your goals (whatever they may be). Once you identify ones you like, sign up to receive their free daily alerts (more is better-- you can always unsubscribe from the ones that aren't working for you). If you fill your mental space with positive messages, there is less space for negative ones.
- Wean yourself off social media.
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## What to do over the next six months

- Compile a list of books you want to read that will help you achieve your goal. Ask people you admire what they recommend; they will be glad to help.
- Make a plan to stop eating at your desk. Use lunchtime to get away from the office or spend time getting to know colleagues.
- Identify a handful of museums you want to visit, either alone or with a friend/coworkers. After the field trip, write a note to someone at the museum who either helped you OR had an impact on what you experienced. Think about the kind of note you'd like to receive from a museum colleague you had never met before.
- Work on a 360 assessment. Where can you improve as a coworker/boss/worker/human being?
- You can't change other people, but you can change how you react to other people. Get skills that help you with effective communication strategies, be it taking a workshop or reading a book.
- Find a cause you would like to volunteer for. Bonus for a role that helps you develop new skills.
- Review your physical workspace. Does it work for you or against you? Talk to your boss about improvements.
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## By next year's conference, I will have:

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