

Love Your Career

Check-in

Use this checklist to reflect on your progress and keep your career dreams on track. Choose a recurring time that works for you—weekly, monthly. What’s important is that you create a habit of reflection.

Review your RBGs. *Are there any you can cross off the list because you’ve accomplished them? (Yay!) As you’ve been opening your eyes and listening to the world, do you have any changes you’d like to make? Any new learning, connecting, or branding opportunities? Write down your revised RBGs in your Career Action Plan.*

Check in on time management. *Look closely at your calendar and to-do list. Are your appointments and to-dos aligned with your RBGs? If not, adjust your schedule and begin to say “No” or delegate some requests.*

Add to your Smile File. *If you haven’t written anything down in your Smile File this week, take this opportunity to add a few things that have made you proud. It could be a successful outcome, the way you handled a difficult situation, or even an insight that will help you in the future.*

Reflect on where you may need help. *Are you feeling stuck? Do you have a decision that you’re struggling with? Who on your dream team can you reach out to to be a thought partner for you?*

Appraise your mindfulness. *Give yourself space to reflect on how you’re doing with your mindfulness practices. What’s working for you, and what isn’t? Is there a new practice that you’d like to try? Remember, everything should be fluid.*