# Embracing the Role and Thriving

Directions:Use this checklist as a guide to prepare yourself to move the work of your school, hospital, or institution forward. Select the items that represent an approach or action you would like to take. You can adapt any of these to meet your unique needs.

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| Prepare yourself | |
| **✓** | **Approach or Action** |
|  | Prepare yourself for the changes the new role will bring.   * Read leadership books and take classes. * Read articles and research on moving from being a colleague to a manager. |
|  | Assess the landscape through the lens of your new role.   * Talk to others in similar roles to understand their perspectives. * Talk to your former colleagues and ask what they need. |
|  | Proactively seek the information you will need to succeed. Schedule meetings with functions that will intersect with your work. |
| Wellness | |
| **✓** | **Approach or Action** |
|  | Take breaks.   * Schedule time with your family and friends. * Block off time on your calendar for lunch. * Block off uninterrupted time for yourself during the day. |
|  | Practice self-care.   * Get enough sleep. * Eat regular, healthy meals. * Take walks or do some other form of exercise that you enjoy. |