

THE CHOICES WE MAKE: CREATING HABITS FOR PROFESSIONAL GROWTH



Exercise: Habits Checklist

Instructions:

1. Use the format below to create a table or spreadsheet that describes current habits, expectations for each, and when during the typical week these come into play. Simply replace Sana's habits in the example below with your own.

For example:

Habit	Goal / Expectation	Mon	Tue	Wed	Thurs	Fri
Read new emails, and respond to urgent ones, categorize/archive/delete others	30 minutes – daily	X	X	X	X	X
Talk to staff members about their work/projects	15 minutes – 3X week	X		X		X
Write and/or research	30 minutes – 3X	X		X	X	
Read/peruse current issues of library journals	15 minutes – 3X week	X	X			X
Evaluate reference questions and search queries	30 minutes – 2X week		X		X	
Meet with supervisor about current and new projects	60 minutes – 1X week				X	

2. Review this data, considering what purposes each habit serves, whether they reflect accurate estimates of time or effort or, at the other end of the spectrum, over-simplify tasks and mask important subtleties.
3. For each habit, consider your goals/expectations and schedule. Are there adjustments that would be beneficial?
4. Finally, are there additional areas (e.g., professional development, community service, outreach) that could benefit from habitual approaches that haven't yet been implemented?