

Final 070208
Women in Academic Leadership
A Journey of Preparation, Negotiation and Balance

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Pearls of Wisdom

- **Play to your Strengths!**
 - Discover your strengths & emphasize them
 - Mentors come from anywhere – have many different kinds!
 - Listen to discomfort – sometimes you are truly at your limit

- **Stretch your Boundaries!**
 - Ask “What if?” and Why not?”
 - Give yourself permission to find creative avenues
 - Look at tasks as “Opportunities” vs “Obligations” – ask “what if?” with a different attitude
 - Be careful what you ask for – you might get it!
 - Listen to discomfort – sometimes you are not yet at your limit and are simply being challenged

- **Lead Up! And from Wherever you are!**
 - Inform fully & disclose information freely
 - Ask for frequent meetings with person above you & be prepared
 - Look and listen from above & below your role
 - Foster the capacity for challenge
 - You don’t have to have a title to lead, but you need a vision, a passion, a plan, good communication skills, and a good sense of humor
 - Act with integrity, courage, honor, respect for difference, humor, and grace

- **Think Longer Term!**
 - Have a five year plan
 - See yourself as an agent of change
 - Never burn a bridge that you may need to re-cross

- **How can you do it all? You Can’t!**
 - You can have it all at certain times, but you can’t have it all at once
 - Craft a personal mission statement & stay true to your core values
 - Delegate, Delegate, Delegate!
 - Don’t feel guilty if you can’t do everything
 - Your time is valuable – spend it on your mission
 - To be happy, you need 1) something to do, 2) someone to love, and 3) something to look forward to
 - A happy person 1) loves going to work and 2) loves going home

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- **Negotiate Everything!**
 - Money, flexibility in hours, resources & staff available to you
 - Family leave policies, on-site daycare
 - Opportunity for sabbatical(s)
 - Frequent technology & tech support updates

- **Promote Yourself!**
 - Announce your accomplishments – to the Dean, department chair, Honors Committee, PR Office
 - Look for potential honors/awards – and ask a colleague to nominate you – or self-nominate
 - Send congratulations to others for their accomplishments/awards
 - NETWORK!

- **Keep an Eye on Balance!**
 - Take quiet time everyday (at least 15 minutes) to just think and dream
 - Tell or show someone that you appreciate them
 - Say “no” to something AND say “yes” to something
 - Think of 10 things you are thankful for
 - Have Fun!

- **Work with Passion!**
 - Believe in something larger than yourself
 - As Randy Pausch (author of *The Last Lecture*) says, “This is the best job in the world!”

Recommended and Enjoyable Reads/ Web Sites

Writing your own personal mission statement: www.rochestertermnchamber.com/pdf/lgr_missionStatement.pdf

Peter Block. Stewardship: Choosing Service Over Self-Interest. Berrett-Koehler Publishers; San Francisco, CA: 1996.

Lee G. Bolman and Terrence E. Deal. Leading with Soul: An Uncommon Journey of Spirit. Jossey-Bass Publishers; San Francisco: 1995.

Marcus Buckingham and Donald O. Clifton. Now, Discover Your Strengths. Simon and Schuster; New York: 2001.

Dale Carnegie. How to Stop Worrying and Start Living. Simon and Schuster; New York: 1984.

Jim Collins. Good to Great: Why Some Companies Make the Leap and Others Don't. HarperCollins Publishers; New York, NY: 2001.

Robert E. Kelley. How to be a Star at Work. Random House; New York: 1998.

John Maxwell. The 360 Degree Leader: Developing Your Influence from Anywhere in the Organization. Thomas Nelson, Inc.; Nashville, TN: 2005.

Randy Pausch. The Last Lecture. Hyperion; New York: 2008.

Leigh Thompson. The Truth about Negotiations. FT Press, New Jersey: 2008.

Michael Useem and Leonard W. Henderson. Leading Up: How to Lead Your Boss So You Both Win. Three Rivers Press; New York: 2003.

Rosamund Stone Zander and Benjamin Zander. The Art of Possibility: Transforming Professional and Personal Life. Penguin Books Ltd; London: 2000.