

Faculty Development Plan 2024, updated February 2025

**Music and Dance Catalog Librarian
Harold B. Lee Library**

Self-assessment

Academic Background

- Bachelor of Music, Organ Performance, *University of Utah* (2023)
- Master of Library and Information Science, *University of Illinois Urbana-Champaign* (2007)
- Bachelor of Science, Elementary Education, *Brigham Young University* (1994)

Work Experience

- Music & Dance Cataloging Librarian, *Brigham Young University Library* (2023-)
 - Assistant Librarian
- Music & Dance Cataloging Specialist, *Brigham Young University Library* (2017-2023)
- Head Cataloger, *Provo City Library* (2016-2017)
- Music & Dance Cataloging Assistant, *Brigham Young University Library* (2012-2017)
- Piano and organ teacher (2007-2018)
- Volunteer work in libraries
 - Brigham Young University Library (2007-2011)
 - Cataloged music scores
 - Orem Library (2004-2005)
 - Worked at a help desk in a public computer lab

Strengths and Skills

- I am a committed disciple of Christ
- I am determined to treat others as friends
- I have a deep love of libraries and facilitating access to information
- I am avid about learning, both for myself and others
- I love working with youth and have training in youth leadership techniques
- I have a strong teaching background, which I use in training people and assessing needs
- I am both a musician and a dancer, and my background helps me with knowledge of the materials I work with, collaboration, collegiality, and the ability to listen and adjust to fit needed parameters
- I have extensive cataloging experience with a wide range of materials and formats
- I am skilled with library software and relational databases, and I have solid experience with library standards, policies, technical processes, and best practices

Research Interests

- Women’s participation in flute music in the 18th century
- How to teach people to catalog music
- The history of cataloging dance materials
- Organists and organ music in the Church of Jesus Christ of Latter-day Saints

Citizenship Opportunities

- National
 - Music Library Association (MLA)
 - Gerboth & Bradley Awards Committee (2022-2025)
 - Cataloging and Metadata Committee
 - Member of Content Standards Subcommittee, and liaison to Vocabularies Subcommittee (2022-2026)
 - Music OCLC Users Group (MOUG)
 - Continuing Education Coordinator (2024-2026)
 - Program for Cooperative Cataloging (PCC)
 - Member of the Name Authority Cooperative Program (NACO)
 - Member of NACO Music Project Advisory Board (2023-), which oversees the Music Funnel submissions
 - Member of the NACO Choreographic Work Project (2024-)
 - American Library Association (ALA)
 - American Guild of Organists (AGO)
 - Passed Colleague certification exam (CAGO) in 2022
 - National Flute Association (NFA)
- Regional
 - Mountain Plains Chapter of Music Library Association (MPMLA)
 - Secretary-Treasurer (2014-)
- Local
 - Utah Library Association (ULA)
 - Salt Lake Chapter of American Guild of Organists
 - Utah Valley Chapter of American Guild of Organists
 - Utah Flute Association (UFA)
- BYU
 - Web Working Committee (Harold B. Lee Library, 2023-)
 - Faculty Women’s Association

Areas to Develop

- Organization & documentation: I have many different projects going on, and I feel that I need an overall organization system so that I don’t drop balls and forget things, and so that I can plan my work so that I’m not running from crisis to crisis. In addition, I need that system to aid me in documenting what I’m doing so when I need to write reports, I have the information ready to go. Documentation will also help when I need to train employees.

- Scholarship: I have very little experience in scholarly research and publishing. In addition, I have not kept current on scholarship relating to my assigned areas (music and dance).
- Balance: I feel that right now I am participating more in citizenship than may be wise. I need to find a balance between my professional assignment (70%), scholarship (12-15%), professional development (5-10%) and citizenship (10%).
- Cataloging skill: There is always some way to learn something new or be reminded of things that I have forgotten. I feel this is an important way to improve.

Professional Goals and Action Plans

Relationship Between Goals and Department and University Expectations and Needs

My position involves providing accurate descriptions of things purchased by the library in the areas of music and dance, and to participate in citizenship and scholarship in library, music, and dance scholarly communities. The goals I have chosen support this assignment by guiding my efforts to improve in areas where I'm strong and to build my skills in areas where I'm less strong. My chosen goals also support the library's mission to "provide extensive and convenient access to challenging, high-quality information," because my work provides the underlying data necessary to fuel the search functions that students and faculty use to find, identify, select, obtain, and explore informational objects such as books, music scores, and media. This in turn supports the library's mission to "support the creation of life-changing educational experiences" and to "strengthen faith and promote spiritual development" because those can't happen without educational materials. In a larger sense, my work underlies the University's aims to develop students of faith, intellect, and character by providing access to all kinds of information and educational materials that students use to learn. In addition, I hire and train students to help me, which provides them with job skills, lessons in character, and examples of service that they would not otherwise have.

Professional Assignment

- GOAL: Evaluate and update cataloging training materials for students and new hires.
 - Plan:
 - Divide the training materials into sections based on function, i.e. description, classification, and relationships.
 - Compare each section with national cataloging standards and best practices.
 - Use the materials in training sessions and have students and staff evaluate them.
 - Submit the updated materials to the Department Chair.
 - Update the online Department training web pages.
 - Relationship to Department/University Expectations:
 - My position involves providing accurate descriptions of things purchased by the library in the areas of music and dance, and hiring and training students and staff to do the same. This goal supports student learning and shows how

we serve the larger community by providing the underlying data necessary for students and faculty use to search for, find, and explore informational objects such as books, music scores, and media. These materials are necessary to foster “period[s] of intensive learning in a stimulating setting,” (BYU Aims) and to “support the creation of life-changing educational experiences.” (Library Mission Statement)

- Resources needed:
 - Time: I estimate that I need to work on this at least 2 hours per week.
 - Access to national standards and best practices: I already have this.
 - Student and staff reviewers: I already have staff and student employees.
- Activities so far:
 - I co-created a cataloging training workshop, which began the process of separating this work into sections and provided some feedback from my staff colleagues.
 - I have updated a few small sections.
 - I have located my original Word document files.
 - I have worked with national committees to update best practices documentation.
- Measures to assess success:
 - I will track the project and the amount of time I work on it.
 - Success = having a final product ready to use.
- REPORT:
 - I divided the training materials into functional sections. I concentrated most of my effort on the description section, since it is what my student and staff employees will be using most.
 - I have compared the description section with national cataloging standards. A new version of best practices was released, so I am still working on that comparison.
 - I have used the training materials with my student and staff employees and have made updates based on feedback. The document is available to them through Box drive so that they can always consult the most recent version. I will continue with this process.
 - I have not yet submitted the material to the Department Chair, but my goal is to have the description section finished by the end of April.
 - Updating the online Department pages will need to wait until after the Department Chair approves the document.
 - I did not do very well at tracking the amount of time I spent on this project, but I have a useful product and a way to continue with updates.
- GOAL: Spend time weekly on each of my cataloging responsibilities and workflows.
 - Plan:
 - Write down each of my cataloging responsibilities and workflows

- Prioritize
 - Assign daily and weekly times for each.
 - Print out a schedule or checklist.
 - Test the system and evaluate.
- Relationship to Department/University Expectations:
 - This will help me do my job effectively, which is the basic expectation of both the library and the university.
- Resources needed:
 - None
- Activities so far:
 - None
- Measures to assess success:
 - Keep stats on the work I accomplish. I already have a spreadsheet for this.
- REPORT:
 - I now have a list of cataloging responsibilities and workflows
 - I have identified the project I need to spend the most time on, and have set smaller goals for the second most important workflow.
 - I have assigned times for each.
 - Instead of printing out the schedule, I have entered it into my organizational tool, which I keep open on my computer each day.
 - I need to be better at checking my schedule each day.
 - I completed my stats tracking for 2024 and have continued that into this year.

Citizenship

- GOAL: Help organize a professional meeting for a national organization.
 - Plan:
 - Work on committees in the professional organization to build relationships.
 - Express interest through the organizational channels
 - Gather a committee to help plan, following organizational procedures.
 - Relationship to Department/University Expectations:
 - Participating in professional organizations is part of the citizenship requirements for CFS and it is listed in my job description. Such participation helps me build relationships with others in my field to facilitate scholarship and furthering the work of the organization.
 - Resources needed:
 - Travel funds to attend meetings
 - Time to carry out the work necessary to plan the meeting
 - Activities so far:
 - I have participated on committees for two national organizations: Music Library Association (MLA) and the Music OCLC Users Group (MOUG).

- I have built relationships with people who plan the professional meetings.
 - Measures to assess success:
 - When the annual meeting is completed, this goal will be complete.
 - REPORT:
 - Through my involvement in the Music OCLC Users Group I have been able to build relationships with board officers.
 - When I was asked to run for election as the Continuing Education Coordinator of the Music OCLC Users Group (MOUG), I accepted.
 - I met with the board and convened a program committee. We sent out proposal solicitations, and have planned the program. We are still waiting on proposals for two audience participation sessions. The conference is slated for early March.
- GOAL: Hold an office in a professional association.
 - Plan:
 - Participate in professional associations and find ways to be involved.
 - Express interest in serving as a committee member.
 - Serve as a committee member for a couple of terms.
 - Volunteer to act as an officer on the committee.
 - I could also run for elected office in the professional association.
 - Relationship to Department/University Expectations:
 - Participating in professional organizations is part of the citizenship requirements for CFS and it is listed in my job description. Such participation helps me build relationships with others in my field so I can make a difference.
 - Resources needed:
 - Time to carry out the work required by the office.
 - Travel support to attend meetings of the association.
 - Activities so far:
 - I have participated on committees for two national organizations: Music Library Association (MLA) and the Music OCLC Users Group (MOUG). I am currently serving as secretary-treasurer for a regional chapter of the Music Library Association.
 - Measures to assess success:
 - Success = winning an election for office in a professional association and completing the service term.
 - REPORT:
 - Because of my involvement with the Music OCLC Users Group and my past experience helping plan programs for my regional chapter, I was elected as the Continuing Education Coordinator. I will serve a two-year term and plan two conferences, one virtual (2025) and one in-person (2026 in Salt Lake City).

Scholarship & Creative Works

- GOAL: Collaborate on a research project.
 - Plan:
 - Ask others about research interests.
 - Look for topics of interest that intersect with others.
 - Ask for collaboration partners
 - Meet to discuss the possibilities and decide on a course of research
 - Do the research
 - Write my parts of the project
 - Locate possible publication venues
 - Submit for publication
 - Relationship to Department/University Expectations:
 - Scholarship is part of my job description, and the university expects employees to contribute to their fields of expertise. It would also be great if my collaboration could include students.
 - Resources needed:
 - Access to library and web resources
 - Time to plan, meet, and research
 - Support for attending conferences at which to network
 - Activities so far:
 - I have met with two groups within the library to talk about collaborative research. One group took a hiatus while a member finished a PhD; the other just put in a proposal for a conference and is beginning the IRB process for a related research project.
 - I have met with one person outside the library, and that project is on hiatus while she finishes a PhD
 - I have spoken with another person in the library about a possible project, and another person about a possible exhibit.
 - Measures to assess success:
 - Success = a collaborative article submitted to a journal, or a collaborative exhibit on the library's exhibit schedule
 - REPORT:
 - I have met with and discussed research with several librarians. We formed a research group.
 - We decided on a topic of interest to most of the group and mapped out a collaborative plan.
 - We have complete the IRB training and certification for our research.
 - We have formulated questions for the survey we are planning to use to gather data; I contributed several questions. I have also written the informed consent text to be sent with our survey.

- The project is not complete, so I was not able to write anything about it. However, I also participated in a writing group. In that group, I received feedback on a different research article, which I submitted to a peer-reviewed journal.
- GOAL: Present at a national conference.
 - Plan:
 - Participate in committee meetings at a professional organization to learn what types of sessions they sponsor
 - Find out submission dates, and pay attention to calls for session proposals
 - Formulate a presentation proposal
 - Submit the proposal
 - After acceptance, finalize the presentation
 - Attend the conference and present!
 - Relationship to Department/University Expectations:
 - Scholarship is part of my job description, and presenting at conferences is part of scholarship.
 - Resources needed:
 - Time to do the work.
 - Travel support to attend the conference
 - Activities so far:
 - I have participated on committees.
 - I have presented a paper at a regional conference.
 - Measures to assess success:
 - Since I have no control over whether my presentation will be accepted by the program committee, I will concentrate on formulating and making session proposals.
 - I should continue to present at local and regional meetings to become a better presenter
 - REPORT:
 - Because of my committee involvement with the Music Library Association, an opportunity arose to propose a session for the national meeting, in conjunction with a colleague from out of state.
 - I consulted with my colleague, the chair of my committee and of another sponsoring committee and submitted the proposal by the deadline.
 - The proposal was accepted.
 - I worked with my colleague on the presentation.
 - We presented at the conference to a full room (at least 75 people). The presentation was well-received and a recording is available on the committee's Vimeo channel.

Mentoring Students

My work requires that I hire student employees and train them in work that supplements my work assignments. Much of this work is detail-oriented and inflexible, meaning that there is little room for doing things a different way. This does not lend itself to much mentoring of students. However, I believe that my relationship with my student employees can be a mentoring relationship. I will hold regular student employee meetings, in which we will discuss aspects of being a good employee. I will have prayers and spiritual thoughts at these meetings to invite the spirit and share testimony. I will meet individually with students to talk about their educational and career goals to see if anything we are working on could become a larger project that would be appropriate to include on a resume. I will discuss ways I feel the Spirit in my work. I will plan some fun activities that help the students feel like a team. In addition, I need to start including a student in my scholarship by hiring a research assistant who would help me with basic research tasks, such as locating articles, making an annotated bibliography, transcribing handwritten documents, and helping make data visualizations.

REPORT: I discussed next steps with my student employees and determined what assignments would work best for us both. One student is working on a project that will increase the visibility of the items in my workflow but which required only a little training. I have begun training my other student on more advanced processes. I also hired a third student. One problem is that my students' schedules don't allow for us to hold a meeting all together. Instead, I have used my one-on-one time to learn about how each student's semester is going, which has shown me avenues to tweak assignments to make their lives less stressful. It is more difficult to have spiritual discussions one-on-one, but I have begun praying for my students and asking more questions during our meetings and building relationships. I have not yet hired a research assistant.

Professional Faculty Development Project

Create a workflow organizational tracking system that will enable me to effectively fulfill my cataloging assignments, supervise full-time and student employees, participate in citizenship and scholarship, and learn new things.

Report given in a separate document.

Steps:

- Find the tool I want to use
 - Ask other librarians what they recommend or have experience with
 - Look for reviews of tools online
- Outline the things that need to be in the tool
 - Cataloging: protect daily time for this essential part of my job

- Projects: things I'm working on that have an end date
- Workflows: continuous processes that require daily and weekly work
- Goals: The goals from my Annual Stewardship Interview and my Faculty Portfolio should be accounted for somehow
- Professional development: things I need to learn
- Committee work: areas I am currently involved in
- Scholarship: my research and writing goals?
- Students and staff: the assignments I have given them plus where they are in the training process
- Enter the things into the tool
 - What is the best way to organize?
 - What is the best way for me to use this tool each day?
- Use the tool
 - Commit to using the tool each day/week
 - Evaluate after a month to see if it is accomplishing what I need. If not, adjust.
 - Make sure I schedule time on my calendar for things that need to be blocked out.
- Evaluate success
 - I think I will know after a year whether this is a sustainable method and worth continuing

Faculty Citizenship Development Project

Help organize an annual meeting for a national professional organization.

Report given in a separate document.

Steps:

- Get in a position within a professional organization that has responsibility for organizing the meeting.
 - I have just been elected Continuing Education Coordinator for the Music OCLC Users Group (MOUG). This position oversees organizing the 2025 and 2026 meetings.
- Meet with my predecessor in this position
 - I have met with her, and she has passed over the relevant folders, documents, and supplies
 - I have received official appointment letters to this position and have been invited to the relevant board meetings.
- Become familiar with the duties and timelines of this position
- Issue calls for program planning committee members

- I have issued the first call.
- I should send a second call on July 23, maybe to both MOUG-L and MLA-L?
- Meet with the board(s) in charge of the annual meetings to learn all the things that will be involved.
 - MOUG board meeting is in early August
 - MLA has sent me some things to do, such as meet with the tech people about the back-end of the conference platform
- Make folders in my computer to track and keep all the documents and emails that relate to this work.
- Make an outline of the work necessary and deadlines
- Do the work!
- Ask for help when needed
- Evaluate success.

Faculty Scholarship Development Project

Create a research plan that includes reading, research, and writing on a regular basis. This should incorporate reading to stay current on issues and trends in librarianship, cataloging, and music/dance subjects related to my research interests. This plan will include ways to look for scholarship opportunities.

Report given in a separate document.

Steps:

- Block out a separate time on my schedule for reading, research, and writing.
- Identify the important journals and materials for each discipline (librarianship, cataloging, music, dance)
- Make a plan for reading important journals and materials
- Take note of important things for both job and research interests
- Look for a line of research that may be fruitful to pursue
- Keep my appointments with myself for reading, research, and writing
- Network with researchers in the disciplines to find collaborators; perhaps emailing authors of relevant articles
- Keep a bibliography of articles that contain important or pertinent information
- Work on an article to submit to a journal
- Keep track of progress

Faculty Citizenship Development Project

Help organize an annual meeting for a national professional organization.

Report:

As the Continuing Education Coordinator (CEC) for the Music OCLC Users Group (MOUG), I am the organizer of the 2025 and 2026 meetings. This role began officially in the spring of 2024, when I met with the previous CEC. Part of my duties for this conference organization is to sit on the conference planning task force for the Music Library Association (a sister organization) as an ex-officio member, as well as the MLA's Professional Development Workshop subcommittee.

After I had received all the documents and supplies for the CEC position, the MOUG board began meeting to discuss the planning. Both the MOUG and MLA meetings in 2025 are completely virtual and there aren't really guidelines for my position responsibilities during online conferences. The MOUG board decided not to use MLA's registration software and online conference platform, so my role with the MLA conference is a reduced one for 2025. Meeting with the MLA conference planning task force has taught me a great deal about planning and about chairing conference planning committees. The MOUG conference will be March 6-7, using my BYU Zoom account.

MOUG decided to use EventBrite for our registration platform so I worked with the Treasurer on the setup. We have 58 people registered as of February 11. I formed a program committee and updated the text for the proposal call, received feedback from the program committee, and sent it to two list-servs. We received enough proposals for two half-day sessions; all of the presenters accepted the invitation to present. I asked two national representatives to chair a question-and-answer session and sent out a call for our audience participation session. The program schedule is complete, though we are waiting for content submissions for two audience-participation sessions. I found that organizing documents by conference year is very helpful. I have reached out to my predecessor and other board members several times with questions, and they have helped a lot.

I still need to organize zoom sessions for the conference. I need to research whether we can post the schedule on our registration software for participants to use. I need to send reminders for the content submissions. I need to send the schedule to our webmaster so it can be placed on the conference website. I also need to find session facilitators and tech people to help behind the scenes. And I need to create a feedback form to send out after the conference.

Original text from Spring Checklist:

Steps:

- Get in a position within a professional organization that has responsibility for organizing the meeting.
 - I have just been elected Continuing Education Coordinator for the Music OCLC Users Group (MOUG). This position oversees organizing the 2025 and 2026 meetings.
- Meet with my predecessor in this position
 - I have met with her, and she has passed over the relevant folders, documents, and supplies
 - I have received official appointment letters to this position and have been invited to the relevant board meetings.
- Become familiar with the duties and timelines of this position
- Issue calls for program planning committee members
 - I have issued the first call.
 - I should send a second call on July 23, maybe to both MOUG-L and MLA-L?
- Meet with the board(s) in charge of the annual meetings to learn all the things that will be involved.
 - MOUG board meeting is in early August
 - MLA has sent me some things to do, such as meet with the tech people about the back-end of the conference platform
- Make folders in my computer to track and keep all the documents and emails that relate to this work.
- Make an outline of the work necessary and deadlines
- Do the work!
- Ask for help when needed
- Evaluate success.

Faculty Scholarship Development Project

Create a research plan that includes reading, research, and writing on a regular basis. This should incorporate reading to stay current on issues and trends in librarianship, cataloging, and music/dance subjects related to my research interests. This plan will include ways to look for scholarship opportunities.

Report:

I have been a little uncertain about how to proceed with this project. I have been reading articles about academic research and have talked with several other faculty librarians about how they do research. Most of the people I spoke with find that longer periods of time are better for research. One said that she sets aside one day each month for research. Another sets aside 2-hour blocks of time 2-3 times a week. A third person blocks of a whole afternoon twice a month. My job description includes a range of time for scholarship: 10-15% of my time. This translates into 4-6 hours per week. Right now I have scheduled one hour per day for scholarship, which includes my writing time. I need to separate those two activities. I will block out 15 minutes per day for writing, which is a total of 1 hour and 15 minutes. I will schedule research time on Monday and Wednesday afternoons from 1-3 pm.

I have begun a list of important journals for cataloging, music, and dance, but I think a better plan would be to ask the Performing Arts Librarian for suggestions. I plan to choose one article from a current journal to read every week, rotating between the subject areas. I plan to keep a bibliography (annotated?) of articles I read and add a contents page at the top. I will also look into RefWorks and EndNote to see whether they provide options I feel would be useful.

I have always kept a document of research ideas, so I have some things to pursue. In addition, three proposals I submitted for conferences this year have been accepted: two presentations and one poster. I am also collaborating with some other librarians on a research project; we are putting the finishing touches on our survey. Because of that, my research this year will focus on those. My attendance at those conferences will also provide an opportunity for networking with others in my fields with the exception of Dance.

In July, I submitted an article to a peer-reviewed journal in the music field. Though it was rejected, the feedback was very useful. In January I also submitted an article to a professional music journal, and just learned that it was accepted with a possible publication date of April. I decided to sign up for a free online research methods course through the University of North Texas that I hope will give me a good basis for social science

research. I plan to work on that course for an hour each Tuesday and Thursday morning, right after my writing time.

I have not yet come up with a way to track my progress. I believe that hiring a research assistant will both enable me to get more research under my belt and have a built-in accountability system through the weekly check-in meetings. I need to apply to my department chair for funds for this.

Though I still feel uncertain about this area, I feel that I am moving in a good direction with my scholarship activities and that if I make a few adjustments, I will feel more confident and comfortable in research and scholarship.

Original text from Spring Checklist:

Steps:

- Block out a separate time on my schedule for reading, research, and writing.
- Identify the important journals and materials for each discipline (librarianship, cataloging, music, dance)
- Make a plan for reading important journals and materials
- Take note of important things for both job and research interests
- Look for a line of research that may be fruitful to pursue
- Keep my appointments with myself for reading, research, and writing
- Network with researchers in the disciplines to find collaborators; perhaps emailing authors of relevant articles
- Keep a bibliography of articles that contain important or pertinent information
- Work on an article to submit to a journal
- Keep track of progress

Professional Faculty Development Project

Create a workflow organizational tracking system that will enable me to effectively fulfill my cataloging assignments, supervise full-time and student employees, participate in citizenship and scholarship, and learn new things.

Report:

I met with three different library employees and a couple of friends who work in other industries. We discussed tools, such as Trello, Microsoft To-Do, and Notion. I chose to use Notion, an online tool, because of its flexibility and the fact that it has a mobile version. I keep my Notion page open all day and use it frequently.

I watched a couple of videos about how to set up Notion. I created a “Cataloger” page, which includes:

- A diary where I can write down important things I need to remember
- A reminder list of action items, some taken from the diary
- A schedule that outlines my work each day, which I color coded by my job description so I have scheduled enough hours per week for citizenship, my job assignment, professional development, and scholarship. I also created a separate schedule of my students’ work hours
- My goals for 2025, including my CFS goals and projects. Under this section I have different pages for my job assignment, professional development, citizenship and scholarship. My job assignment section includes tracking sheets for and notes about my workflows and projects and also a section about supervising
- Items I’m working on for professional development and scholarship

I still need to add a place to track assignments I have given my students and staff and where they are in the training process. I may need to find a way to be more granular in my scheduling; right now I have it on an hourly basis. I know I could spend copious amounts of time learning to use it better, but I haven’t done that yet—my page is quite basic but seems to work for now.

On a daily basis, I write down things that happen that are important and color code action items. I use it to check on my progress in certain areas, and to record things I need to do in different workflows and areas of responsibility. I also record things I think of while working that I can’t really stop to do right then. My goals and priorities are front and center, which helps remind me what to do next or what I have done. I have found that the tool really helps track maintenance requests I receive that require more problem-solving.

I think I could also use this tool to keep records for my Annual Stewardship Interviews and portfolios. I would like to watch more training videos to get ideas. The most robust part of the tool is the Job Assignment area. I will continue to use and refine this tool.

Original text from Spring Checklist:

Steps:

- Find the tool I want to use
 - Ask other librarians what they recommend or have experience with
 - Look for reviews of tools online
- Outline the things that need to be in the tool
 - Cataloging: protect daily time for this essential part of my job
 - Projects: things I'm working on that have an end date
 - Workflows: continuous processes that require daily and weekly work
 - Goals: The goals from my Annual Stewardship Interview and my Faculty Portfolio should be accounted for somehow
 - Professional development: things I need to learn
 - Committee work: areas I am currently involved in
 - Scholarship: my research and writing goals?
 - Students and staff: the assignments I have given them plus where they are in the training process
- Enter the things into the tool
 - What is the best way to organize?
 - What is the best way for me to use this tool each day?
- Use the tool
 - Commit to using the tool each day/week
 - Evaluate after a month to see if it is accomplishing what I need. If not, adjust.
 - Make sure I schedule time on my calendar for things that need to be blocked out.
- Evaluate success
 - I think I will know after a year whether this is a sustainable method and worth continuing