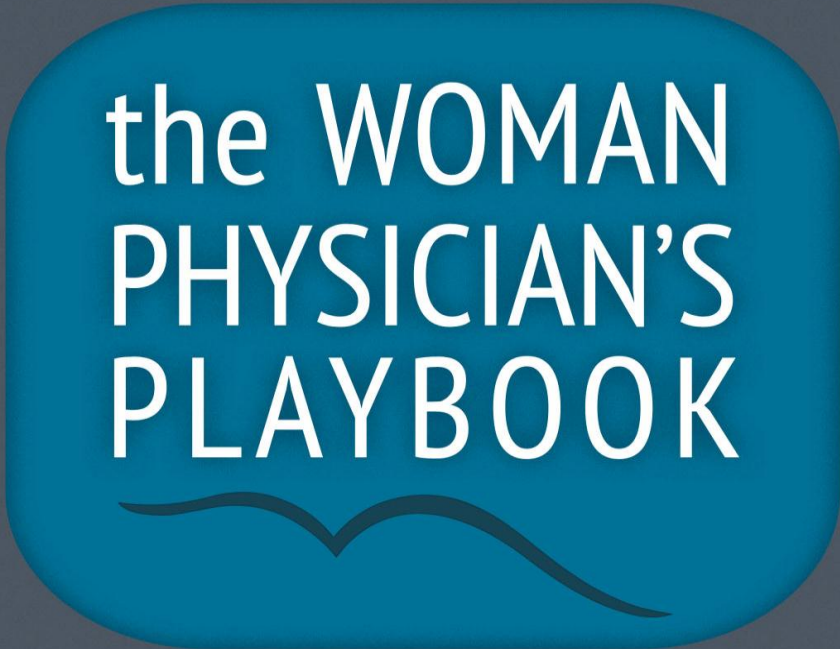


the WOMAN PHYSICIAN'S PLAYBOOK



7 Strategies to Gain
Confidence and
Control for Your
Personal and
Professional Success

HOMework NOTEBOOK



Copyright Notice

Woman Physician's Playbook: 7 Strategies to Gain Confidence and Control for Your Personal and Professional Success

Copyright © 2103 by Women MD Resources, LLC

These materials contain proprietary content and must not be duplicated, transmitted or distributed by any means electronic or mechanical without written permission. Any unauthorized use is strictly prohibited.

For permission results, please contact: <http://www.womenmdresources.com/about-us/contact-us/>

Legal Notice

While every effort has been made to verify information provided in this document, neither the author nor the publisher assumes any responsibility for errors, omissions, or contradictory information contained within this document.

This document is not intended as legal, medical, or investment advice. The purchaser or reader of this document assumes all responsibility for the use of these materials and information. Linda Brodsky, MD and Women MD Resources assumes no responsibility or liability whatsoever on behalf of any purchaser or reader of these materials.

HOMework – MODULE 1

Where do I want to be in my career, 1, 5 and 10 years?

Where do I want to be in my personal life in 1, 5 and 10 years?

Which is your greatest challenge, you least developed power, your greatest power and your most sought after strategy?

Greatest challenge: _____

Least developed power: _____

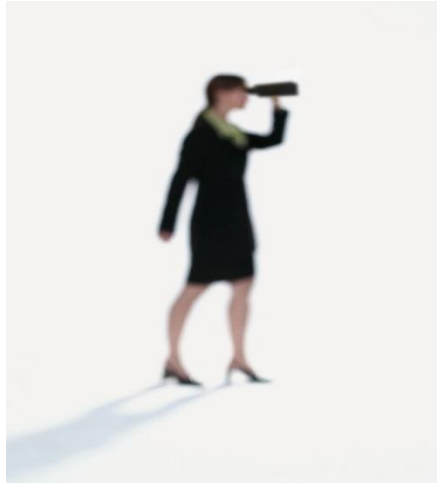
Greatest power: _____

Most sought after strategy: _____

HOMWORK – MODULE 2

Go to the ABMS and explore:

http://www.abms.org/who_we_help/physicians/specialties.aspx



List the kinds of people you want to work with including patients and colleagues?

Take your personal values and your professional values and assign a value of importance (1=little, 5=very much). Then rank them and keep a list.

<u>Personal Values</u>	<u>Score</u>	<u>Rank</u>	<u>Professional Values</u>	<u>Score</u>	<u>Rank</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Remember be honest with yourself!

HOMework – MODULE 3

Map out your weekly work schedule as it is and then find three things you would change to give yourself more flexibility, predictability and control (e.g. changing a committee meeting time, having a sitter come an hour earlier)

1. _____
2. _____
3. _____

List 2 things you love about your workplace and wouldn't change and 2 things you hate about your workplace and would love to changes.

Love

Hate

These are the 3 things I want to eliminate from my “to do list:”

1. _____

2. _____

3. _____



Remember be kind to yourself!

HOMework – MODULE 4

Create a career roadmap for yourself:

Work Roadmap



SPHERE	GOAL YEAR 1	GOAL YEAR 5	GOAL YEAR 10
Clinical			
Administrative			
Teaching			
Research			
Leadership			
Lifelong learning			
Career Advancement			

List 10 special skills that you have that are valuable to your present career stage:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

List 10 special skills you have which will be valuable in the next career stage.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

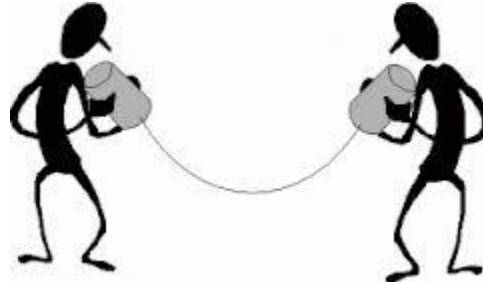
List the 2 most important goals that you want to accomplish in the next 1-2 years.

1. _____

2. _____

Remember you are special!

If you have any difficulty with communications, engage a coach to help you with your communication style.



Remember Women communicate differently!

HOMework – MODULE 6

Identify one mentor and one sponsor in your workplace and from outside your immediate workplace.

Mentor at Work

Sponsor at Work

Mentor Outside of Work

Sponsor Outside of Work

Get the family leave policies from each “silo” that you work in.

Fill out the hierarchy chart for your current workplace situation.

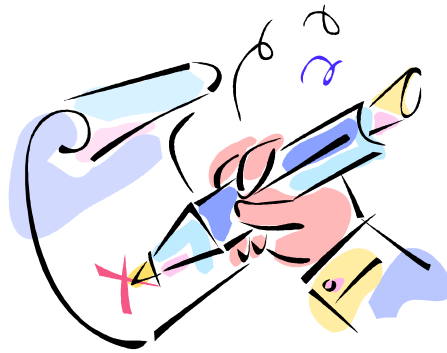
Remember don't go it alone!

HOMework – MODULE 7

1. Make a list of all the documents that govern your work relationship, e.g. contracts, partnership agreements school pledge, leases, etc.

2. List 3 recent negotiations that you had and rate yourself as to your “success.”

3. If you have a contract, check to see if it has all the elements it should.



Remember don't go it alone. Get help!

HOMework – MODULE 8

1. Review the 8 forms of gender discrimination and think about how much any of them have impacted you or someone you know well.
2. If you haven't joined a women physician's organization, find one in your area of interest or join AMWA. It's the first step to helping each other.
3. If you have serious concerns about how you are being treated or paid, start keeping records and start thinking about how you can get "relief."



Be honest with yourself and others. Go write it down!

HOMWORK – MODULE 9

1. List 3 expectations of you that you find difficult to fulfill. Identify the person(s) that have these expectations.

1. _____
2. _____
3. _____

2. List 3 ways you can increase your energy.

1. _____
2. _____
3. _____



3. Name 5 things that you now do that you don't want to do. What steps you might take to eliminate these unwanted tasks?

1. _____
2. _____
3. _____
4. _____
5. _____

Let go of the guilt!

