

# TOP 10 Habits for Career Success

1



**Define Goals That Feed You** – What energizes you in health science education? What activities seem like a chore? Where do you want to be in 5 years? 10 years?

2



**Organize Your Work Documentation** – Set up easy access e-folders for thank you letters, teaching evals, conference programs, curriculum materials. Use the organization's CV template. Schedule regular updates.

3



**Know and Tell Your Story** – Practice your current elevator speech. Develop your teaching and other brands. Scan for potential awards that speak to you.

4



**Align, Calibrate, Tweak & Edit** – At the beginning of the academic or calendar year, list all of your major roles and evaluate the ROI for the coming 1-5 years.

5



**Don't Wait! Make Your Own Opportunities** – Connect through professional societies, online discussion boards, the GEA, faculty development, Twitter. Be seen.

6



**Train Up** – Strategically fill gaps through a graduate degree in education, or add value through specialized training such as coaching, leadership or assessment.

7



**Start With the End in Mind** – Think bigger and broader. Maximize publication opportunities such as Digital Commons, MedEdPortal, and other open sources.

8



**Make Everything Count** – Work with purpose and weigh 'nice to do' versus 'smart to do.' Choose energy investments that match your career goals.

9



**Build Your Personal Board of Advisors** – List potential advisors for growth areas such as presenting, coaching, or writing. Rotate and refresh regularly.

10



**Embrace Serendipity** – Be alert for new opportunities & collaborations but weigh investment in the many shiny things that can derail career focus. Be flexible.



Based on:

Bannister, S. & Keegan, D. (2016) Medical Educator Success Map, University of Calgary. ADMSEP Poster.  
Cristancho, S., & Varpio, L. (2016). Twelve tips for early career medical educators. Medical Teacher, 38(4), 358-363.