**YGT episode 141**

You're listening to you've got this episode 141. Welcome to you've got this a weekly podcast for higher education professionals looking to increase their confidence and capacity for juggling the day-to-day demands of an academic life. I'm your host. Dr. Katie Linder. On this episode. I want to talk about making a spring cleaning list in my part of the world.

We have finally gotten into Spring weather. And I also am getting the urge to clean all the things so I thought I would generate a little bit of a list for you as well. In case this is something that you are getting the urge to do and I've got a bunch of ideas specifically for your professional life of things that might need a little bit of spring cleaning.

So first of all, of course there is your desktop both your digital desktop and your physical desktop, and I know we probably all should be wiping down our keyboards and our phone. And all these kinds of things more than we probably are but this is a great reminder to go over your desk and your keyboard your phone your mouse all these things that you're touching all the time getting germs all over giving them a little bit of a wipe down.

And then also of course going into your digital desktop and if you're one of those people who stores all those extra files on your desktop, you can start to organize those and get them put away where you think they should go. Springtime is also a perfect time to do a little bit of updating and decluttering of your CV or your bio statement.

So if it's that time of year where you have a lot of things that you haven't updated yet on your CV or resume, it's a good time to go in and add in all those extra conference presentations Publications service obligations there kinds of things that you've been working on throughout the year. So this is something I also like to do on a monthly basis, but.

Definitely can get behind. So spring is a great reminder to go in and clean my CV my resume get my bio up-to-date and even maybe update that headshot if you need to do that as well. Now your digital desktop is not the only thing that probably needs a little bit of decluttering going into your digital files and doing a little bit of clean up there.

This is something that I've been wanting to do for a while. My Dropbox is getting ginormous and I probably need to go in. And clean up a little bit. I have files in there since my undergrad days. So just going in and creating a file system so that I know where everything is is a really important thing.

I don't necessarily feel like I need to delete anything because space is so cheap now for digital files, but I do want to make sure that I can find things if I want to so I need to make sure that I know where everything is. Now I talked recently about how I had to move offices and it made me go through a bunch of my paper files.

But this is another area that could probably use some more spring cleaning and I actually just went through a bunch of paperwork that I had from consulting jobs and speaking engagements from years ago and was able to recycle a lot of stuff that I've been keeping in my files at home. So this is one area that I definitely want to go through with my own spring cleaning to make sure that I'm not just keeping things unnecessarily and a big one that always happens for me is when I go to these speaking engagements and I bring handouts.

I always end up with extras and where do they end up in my files? And I need to make sure that I'm kind of cleaning some of those things out as well. Now, of course, there's also just our General Offices you may have one at work and one at home. I have those both that need to be cleaned out a little bit and even just giving everything a once-over from the perspective of someone coming in from the outside.

You might see a little bit more dust you might see a little bit more clutter than what you want to have there. And this is something that I think is really useful. If you can just kind of do a quick sort through it doesn't have to be a complete. In-depth spring cleaning of those office spaces, but anything that maybe ended up in your office that shouldn't be in your office like dishes or children's toys or other kinds of things that found their way into your office now is a good time to kind of make sure they go back to their rightful home.

Now another thing that I think is a great thing to spruce up in the spring when it comes to your professional life is a professional website. So if you have been maintaining a professional website or thinking about starting one, it could be a good time to go in and just freshen things up check your menu structure to make sure that still working for you check the bio you have on there and all the information to make sure it's up to date.

If you do get that updated headshot go ahead and replace that and just make sure that everything is linked incorrectly and that website is looking clean and fresh. It's another great thing to look into in the spring. So one of the things that I've really been thinking about in terms of my own spring cleaning is my calendar and trying to clean up my calendar a little bit.

I actually have multiple calendars that are linked to my phone from Years Gone by I'm not even sure what some of them are and I have found a way to kind of link up my Outlook Calendar with my Google Calendar, but I haven't done a deep dive yet into figuring out all the kind of details of how that can work and how it can make my.

Easier and so for now all these things are connected on my phone. There's color-coding going on, but I'm not sure. I understand what it means. So I definitely want to go in and kind of spring clean my calendar, and I've been looking up some articles and I had a friend recently sent me an article about kind of learning more about Google Calendar and what the possibilities are there.

So I'm really excited to Deep dive into that. But also one of their part of spring cleaning your calendar is just looking at your. And looking at things like committee schedules and other things that you might have on your calendar that maybe you feel are kind of clutter for your schedule or for your obligations or responsibilities and spring is a great time to let some of those things go before you hit the summer months and especially if you're kind of winding up some committee work or you're stepping off of a committee before the summer starts.

And then in the fall you're going to have fresh commitments that you have on your plate now is a good time to kind of work. End up some of those things so that you can walk away from them feeling like you've really completed them and wrap things up in a way that feels good to you. Now the last thing I think about with spring cleaning is email and email files email folders individual emails that wind up in my inbox now is the kind of a perfect time to go into those unsubscribe links.

If you are getting emails that you do not want and you can hit that unsubscribe and be taken off different lists that you're on. So this is something I like to do when I'm cleaning out my email. I've also tried to create a filing system so that I can keep inbox zero at least when I'm at work through my Outlook folders.

And so I like to go through and just make sure those folders are still working for me and that I don't need to update them or create any additional folders and this talk about decluttering email also makes me think about how this is a great time of year to declutter social media as well. I try to go into my social media accounts, maybe every six to eight weeks and make sure that all the people in following or people that I want to continue following and I keep my social media accounts relatively Slim in terms of who I'm following.

I want to make sure that everything that's coming into my feet or that's coming through the things that I'm seeing on social media is very intentional and something that I really want to be saying as well. So now is a great time also to go into your social media accounts and make sure that the things that you're seeing on a regular basis that are probably the things you see maybe first thing in the morning or last thing at night are things that are making you feel good or that are challenging you in ways that you want to be challenged or that are contributing something to your life in a way that is giving you something that maybe you didn't have before.

So those are just a few different ideas of how you could maybe add some things to your spring cleaning to do list. Of course. I didn't even touch on things that you might have in your home or your garage or your basement, but these are just some things in your professional life that might be of interest to you.

If you do decide to do some spring cleaning, of course, I would love to hear about it. You can contact me at contact Katie Linder dot work. If you want to contact me via email. You can also contact me on Twitter at Katie double underscore lender or on Instagram @ KD underscore lender, or you can write me a letter at Katie Linder PO Box 1621 in Albany, Oregon nine seven, three, two one.

I'd love to hear from you. Let me know what your favorite thing is about spring cleaning. Thanks for listening. Thanks for listening to this episode of you've got this show notes and a transcript for this episode can be found at Katie Linder dot work / podcasts. You've got this is part of the radical self-trust podcast Channel a collection of content dedicated to helping you seek self-knowledge nurture your superpowers playfully experiment live your core values with intention practice loving kindness towards yourself and others and settle into your life's purpose.

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