

What Are You **Actually** Carrying?

Think about your environment as it actually is today. Not how it's documented or how you'd describe it to an examiner. Answer them honestly for yourself. There are no right answers and nothing is submitted to anyone.

What I Know

When someone asks about your IT environment, how much of the real answer lives only in your head and not written down anywhere anyone else could find?

 *Pick one aspect of your IT environment that you only have knowledge of right now. Write it down.*

If you were unavailable for two weeks starting tomorrow, what would your institution struggle to find, access, or manage that only you currently understand?

 *Name the first thing that came to mind. That's the one that matters most.*

What I'm Watching

What's on your mental list of gaps or risks you've flagged to yourself but haven't had the bandwidth or resources to address?

 *How long has the oldest item on the list been there? Write the approximate date you first noticed it.*

How confident are you that your institution could respond effectively to an IT incident outside of business hours and that you'd have clear tested steps to follow?

 *When did you last actually test that process, not just review the documentation—but a true test. If you aren't able to name a date, make note of that.*

What I'm Not Getting To

What strategic work, including a conversation with leadership, a technology evaluation, or an initiative you've been wanting to propose, keeps getting pushed because the operational demands don't leave room for it?

✍ Name the one that's been on the list the longest. When did you first think it was worth doing?

When did you last feel like you had enough time and support to focus on the direction things should be going rather than just keeping things running?

✍ Name a specific time period. How far back in the calendar did you have to go?

What I'd Want to Change

If the weight of this role felt right sized so it wasn't too much for one person to carry thoughtfully, what would you be spending your time on that you're not spending it on now?

✍ Write one specific thing. Not a category, but a specific initiative or project.

What would it take for you to walk into a conversation with your president about IT support feeling prepared and confident rather than uncertain about how to frame it?

✍ What's one thing holding you back from having that conversation now?

If any of these questions produced more uncertainty than confidence, that's worth paying attention to.

The other resources in this kit are designed to help you figure out what to do with that. Including a guide for the conversation with your president.

You shouldn't have to carry IT alone.

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