FACULTY SUMMER RESEARCH PLANNING WORKSHEET

1. <u>Calculate your available time</u>
a)

b) To estimate what proportion of your available days will likely be taken up with non-research/writing tasks, divide: (b) –days needed for non-writing tasks) by (a) (total number of days available to work):

b   _____ (total # of days needed for non-writing tasks)

/a   _____ (total # of days available to work)

=   _____ (proportion of your available time that the non-writing tasks will take)

2. Devise a schedule for your standard (or maybe ideal!) summer workday, or, if you don't want to (or can't) have the same schedule every day, your standard summer work week.
Suggestions:
-    *Take into account the frac -⑫(p.⑥(:)]TJ⑫⑫④④pT]l -⑫ ac) ⑫ ⑫④pT(lnt) ⑫ a*

4. Begin to map out a preliminary schedule for your summer, listing the dates when you will work on the tasks listed above.

Suggestions:
- *Discuss with your colleagues whether your estimates for time required are realistic*
- *Consider starting the summer with an urgent research/writing task that is relatively easy to accomplish*
- *As much as possible, break down the various tasks (eg. article for Journal X) into their component parts (eg. finish research, process data, literature review, write section x, y, z etc.)*

5. What accountability strategies will you use to help yourself to meet these goals?

Ideas/Strategies to Consider as you begin Research Re-Entry

- freewriting around your goals and ideas
- start with a small amount each day
- start with reading the work of others
- Establish a new routine or find a new writing location
- Try the pomodoro method
- Aim to have something to show for May and June: it will energize you for the rest of the summer
- Create a writing group and devise accountability strategies (weekly email; shared targets; word count tracking)
- Plan vacation time and other rewards
- Try to write something every day, even if its only journaling
- Break down task list into smaller tasks
- Eliminate distractions