FACULTY SUMMER RESEARCH PLANNING WORKSHEET

1. Calculate your available time

a) **Go through the calendar below and cross off full days set aside for vacation, childcare, conferences, research travel, or other commitments. (You may also wish to cross off weekends).**

May

M	T	W	T	F	S	S
	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31

June

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31

August

M	T	W	T	F	S	S
				1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31

Number of days available to work = _____ days

b) **Articulate non-writing-related work commitments this summer. Estimate full or half days needed for the following tasks (add others in available space):**

Tasks	# of days needed
Graduate student advising/meetings	
Graduate student examining	
Class prep for 2019-20	
Summer teaching	
Service or admin role commitments	
Reviewing/editorial work	
Total days needed for non-writing tasks =	**_____ days**

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 fraction/percentage above to determine how much time you can realistically spend doing research/writing and how much time should be set aside for other tasks*
- *Use the time of the day you are freshest/most focused for new writing*
- *Do not expect to accomplish more than 2-3 hours of new writing on an average day*
- *Consider balancing each day with more challenging and easier/more mindless tasks (eg. reading, editing students' or your own work, class prep. etc)*
- *Schedule time for exercise/eating/breaks*
- *Think about location*

3. What do you hope to be able to accomplish this summer in your research? Write next to each of these tasks how long you think they might require (# of regular work days utilizing the schedule created above.) Star those tasks that are essential/urgent.

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