**Developing Your Summer Plan**

Rebecca Pope-Ruark, PhD, Office of Faculty Professional Development, Georgia Tech

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**Thinking about the foreseeable future, what writing/research projects/teaching projects are you planning or have currently in the works?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Writing** | **Research** | **Teaching** | **Life** |
| * Submit manuscript a to XX journal by June 1; * Submit NIH grant with so-and-so by deadline July 1 * Submit manuscript b to XX journal by August 1 | * Data collection for  study c * Data collection for  study d * Data analysis for study e | * Teach prep 1, Early Summer * Prepare new prep 2 for Fall | * Take weekends off * Take one vacation with family * Run mornings with Mary |

**Prioritize your list according to deadline, current level of completeness, importance to your goals.**

* Take weekends off
* Run mornings with Mary
* Teach prep 1, Early Summer
* Submit manuscript a to XX journal by June 1
* Data collection for study c
* Data analysis for study e
* Submit NIH grant with so-and-so by deadline July 1
* Take one vacation with family
* Submit manuscript b to XX journal by August 1
* Prepare new prep 2 for Fall

**Take the top three projects in your list, and break them down into concrete, actionable tasks.**

|  |  |
| --- | --- |
| * **Project 1** Submit manuscript a to XX journal by June 1 |  |
| **Project 2** |  |
| **Project 3** |  |

|  |  |  |
| --- | --- | --- |
| **Map your tasks and life projects onto your weekly calendar for at least one month.** | | |
| **Week of** | **Tasks** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |
| 11 |  |
| 12 |  |
| 13 |  |
| 14 |  |