**Developing Your Summer Plan**

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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.**

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* Run mornings with Mary
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* 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 |  |