SUMMER PLANNING 2016

MENTEES: TAKE 30-60 MINUTES TO CONSTRUCT A PLAN TO BE PRODUCTIVE IN YOUR WORK THIS SUMMER. DISCUSS THE PLAN WITH YOUR MENTOR AT THE WORKSHOP

ACTIVITY 1. Block out all your summer commitments on your calendar (vacations, moving, conferences, childcare, summer teaching).

- Estimate what time is left to complete your goals from May 15 to August 15.

  Number of workdays to complete goals. _____

Activity 2. The summer is an ideal time to write and to perform research. Imagine that your goal is to submit 2 papers a year for publication. That figure is an approximation. In some fields, writing one paper a year would be considered productive. In others, writing two papers a year would be considered below-par performance. In other fields, or at some points in one's career, writing a book might substitute for writing papers. With your desired end result in mind, consider how to arrange your summer to maximize the likelihood of meeting that goal. In preparation for a productive summer,

a) Identify the major projects (no more than 4) you want to accomplish by the end of the summer (e.g., complete data analysis, finish a book chapter);

  1.

  2.

  3.

  4.

b) Identify the preparatory work that you need to complete in NOW so that you are prepared to get the most done from June-August. You can use the twelve week calendar to complete this part.

Activity 3 The more detail you can provide about your projects, the more likely it is that you will complete them. This activity is designed to help you think in depth about what time and resources yours require; that will help you design your summer schedule.

- Identify one major project from your list of summer projects. Divide the project into 4 to 5 smaller subtasks.

Time/days required to
complete subtask

1.

2.

3.

4.

5.

- Use the subtasks as a guide to determine the time and resources you need to complete the entire project. What resources will each subtask require?
    - o Consider the possibility that there are resources, facilities, or people that are only available in a specific place or at a specific time.
    - o Consider what subtasks you can work on while you travel. For example, while it may be feasible to take a large chunk of reading with you on a visit to relatives, it may not be practical to complete a complex data analysis since you may not have the necessary computer program.

- How much time will each subtask require?
    - o Anticipate here what could go wrong and thus require more time than you initially anticipated.

- What subtasks can you complete or set up during the summer?