



National Center for Faculty  
Development & Diversity

# Every Semester Needs a Plan

[www.FacultyDiversity.org](http://www.FacultyDiversity.org)

# Step #1: Identify Your Goals (5 Minutes)

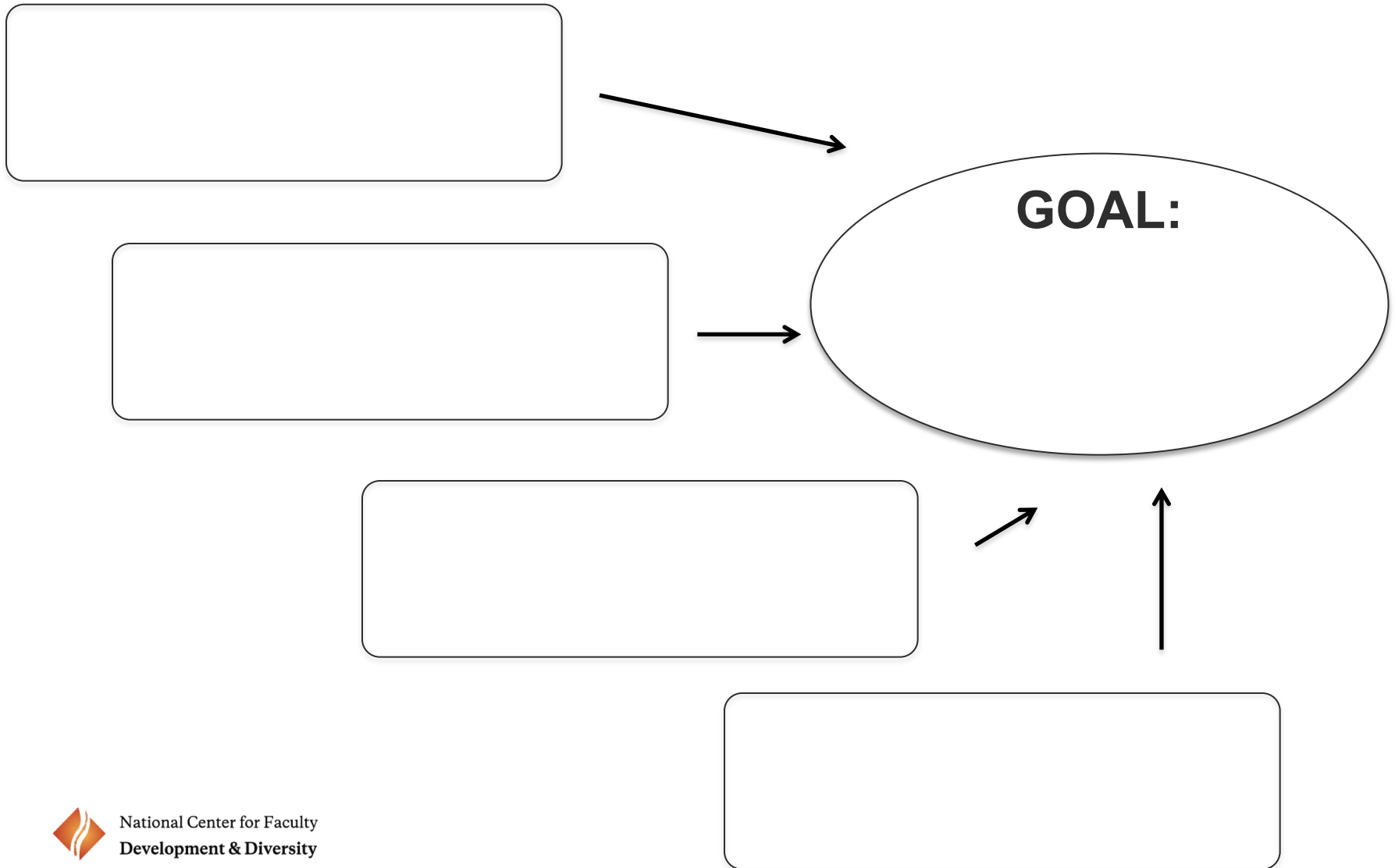
## Research/Writing Goals:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

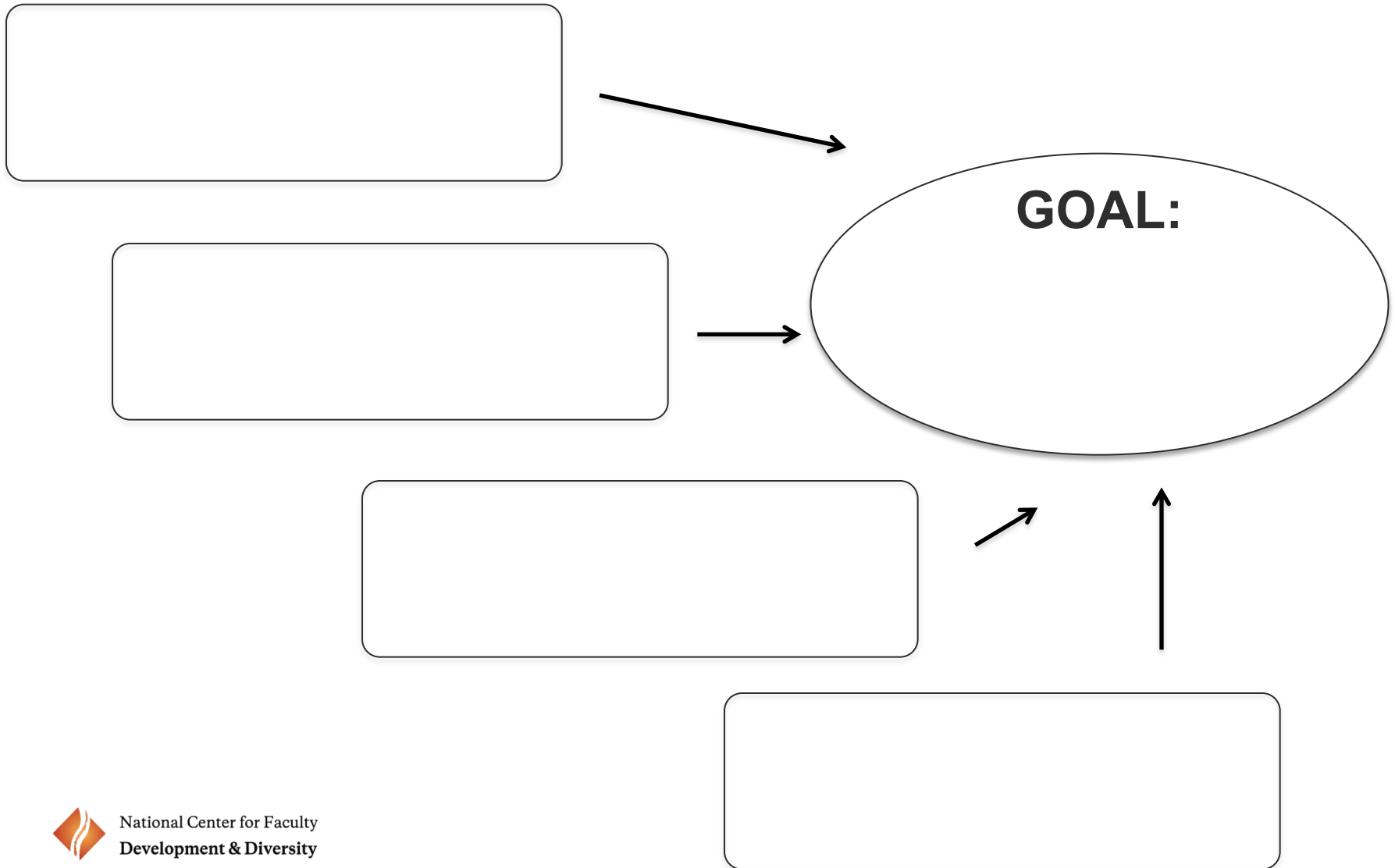
## Personal Goals:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

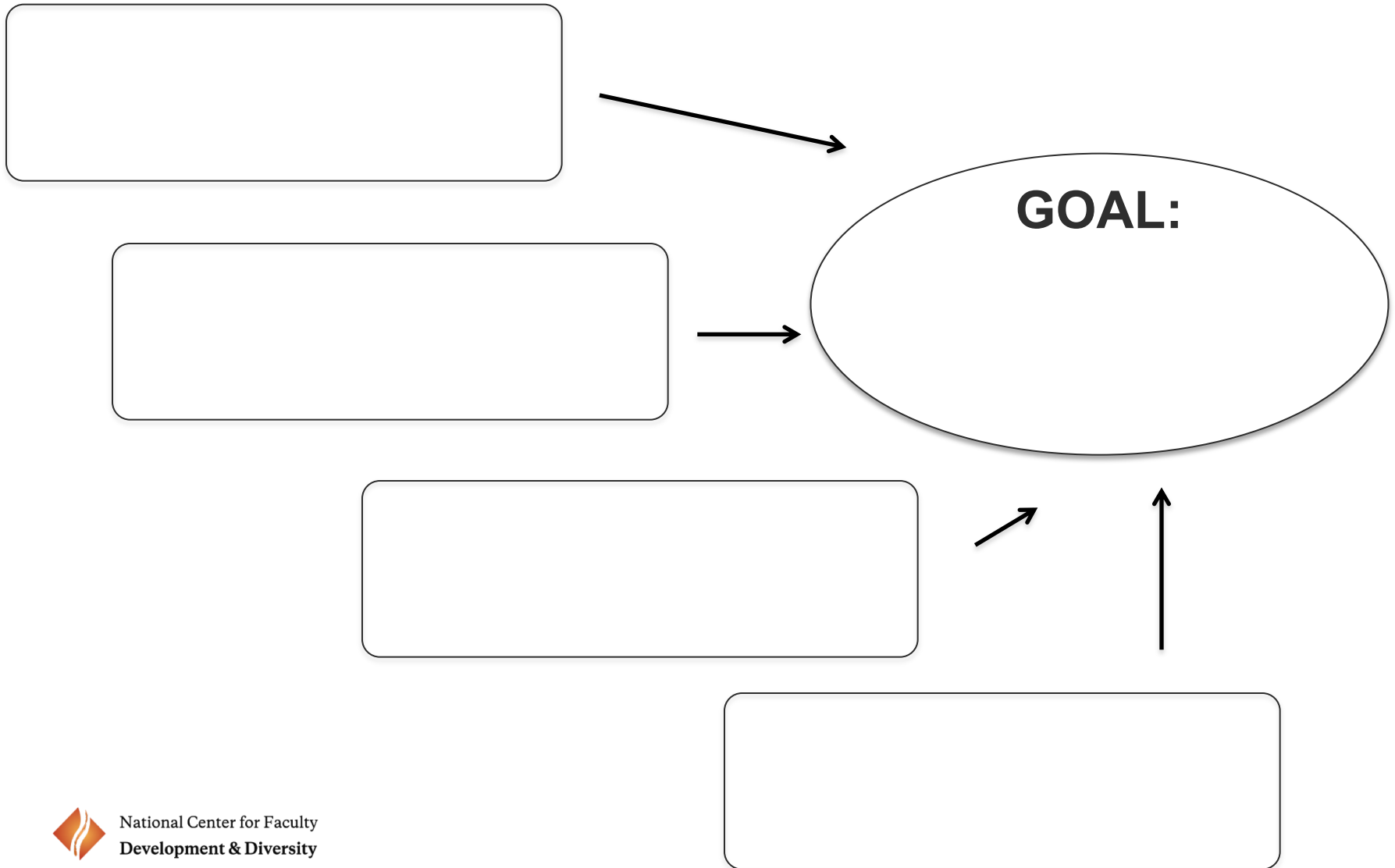
# Step #2: Map out the steps (it's your turn!)



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### Step #3: Introduce your PROJECTS to your calendar (example)

<b>MONTH</b>	<b>WEEK</b>	<b>WRITING/RESEARCH</b>	<b>PERSONAL</b>
	Week 1		
	Week 2		
	Week 3		
	Week 4		
	Week 5		

### Step #3: Introduce your PROJECTS to your calendar (example)

MONTH	WEEK	WRITING/RESEARCH	PERSONAL
	Week 6		
	Week 7		
	Week 8		
	Week 9		
	Week 10		

### Step #3: Introduce your PROJECTS to your calendar (example)

MONTH	WEEK	WRITING/RESEARCH	PERSONAL
	Week 11		
	Week 12		
	Week 13		
	Week 14		
	Week 15		