



National Center for Faculty
Development & Diversity

Every Summer Needs a Plan

Facilitated by: Rachel McLaren, PhD

www.FacultyDiversity.org

Step #1: Identify Your Goals (5 Minutes)

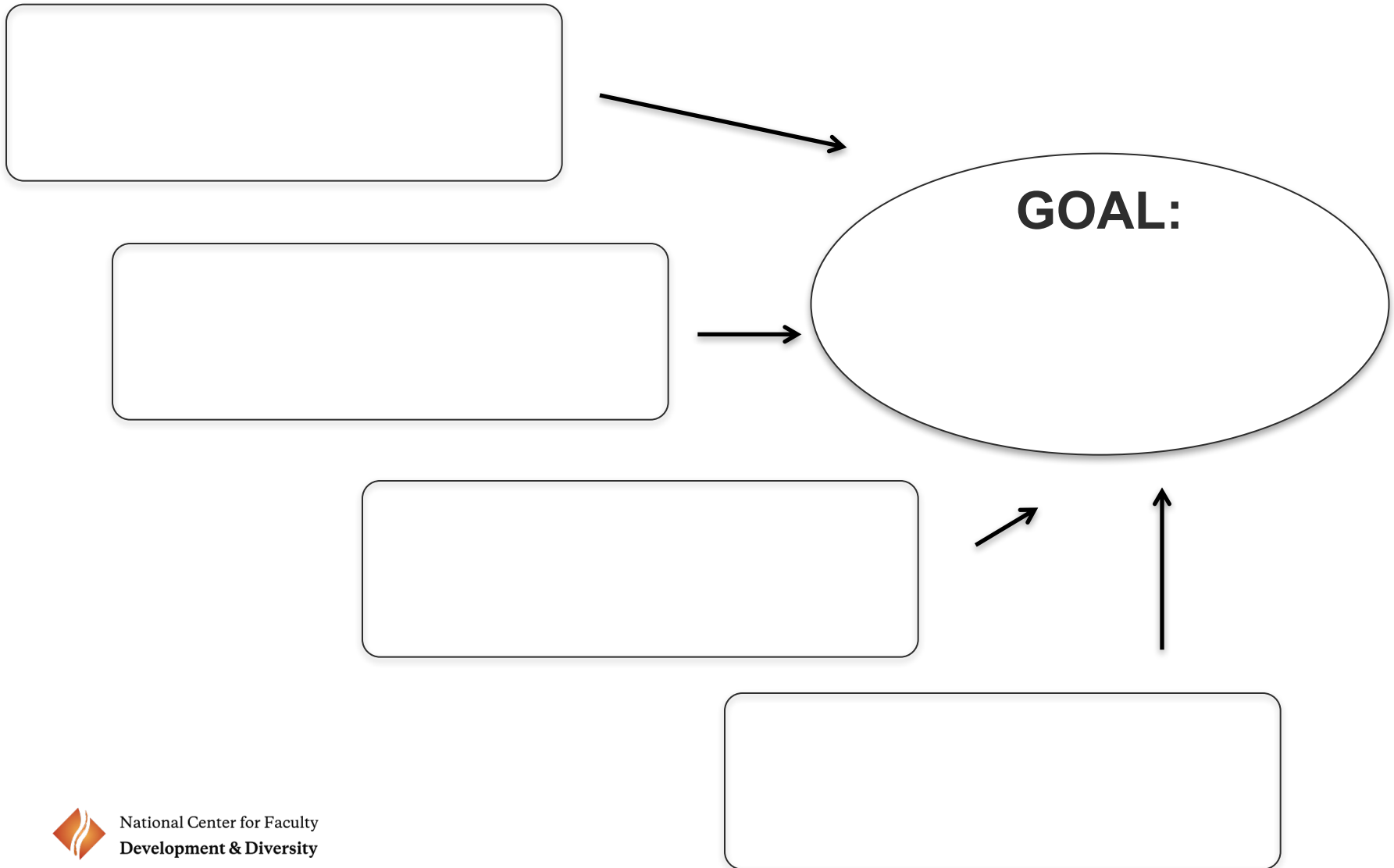
Research/Writing Goals:

1. _____
2. _____
3. _____

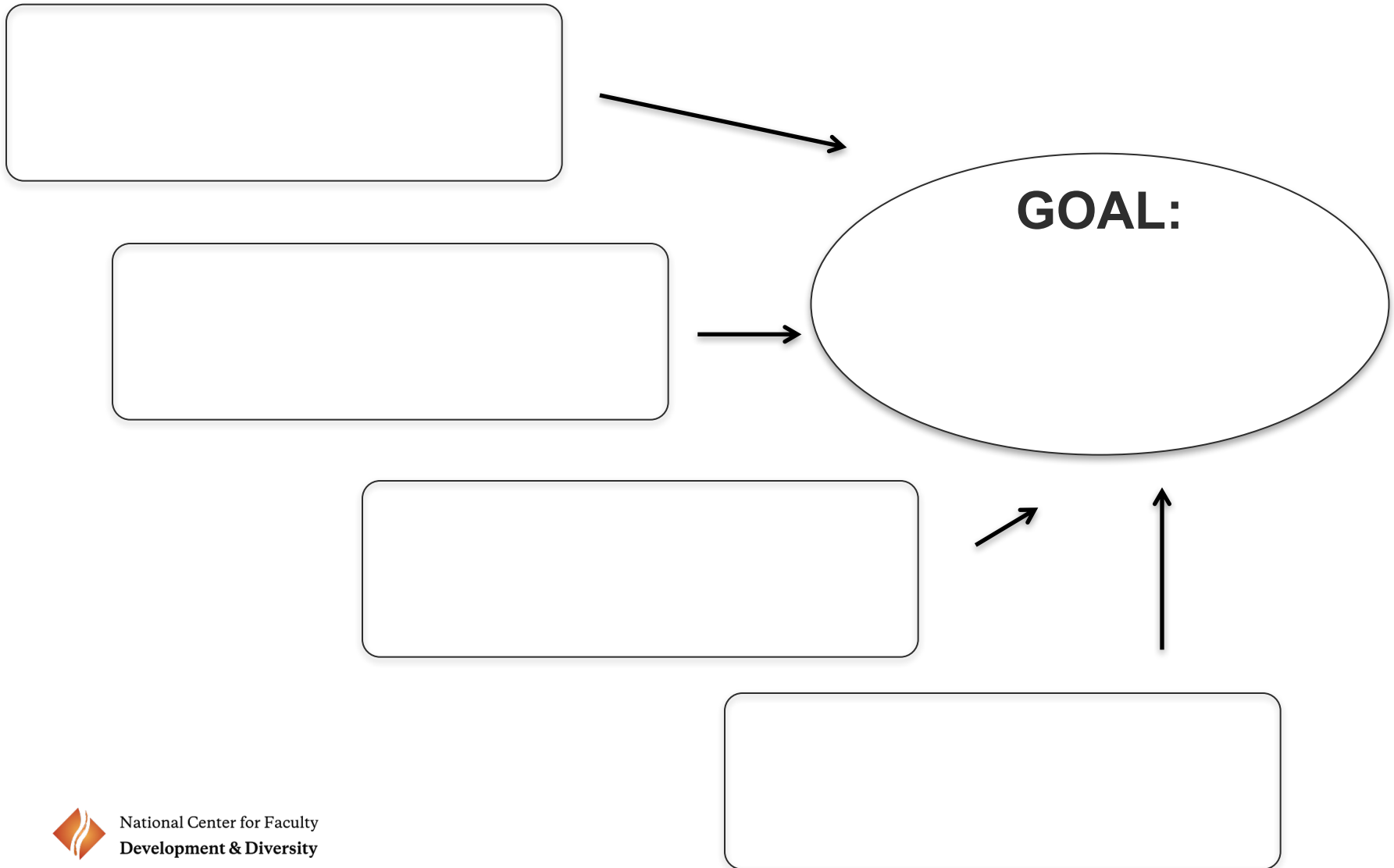
Personal Goals:

1. _____
2. _____
3. _____

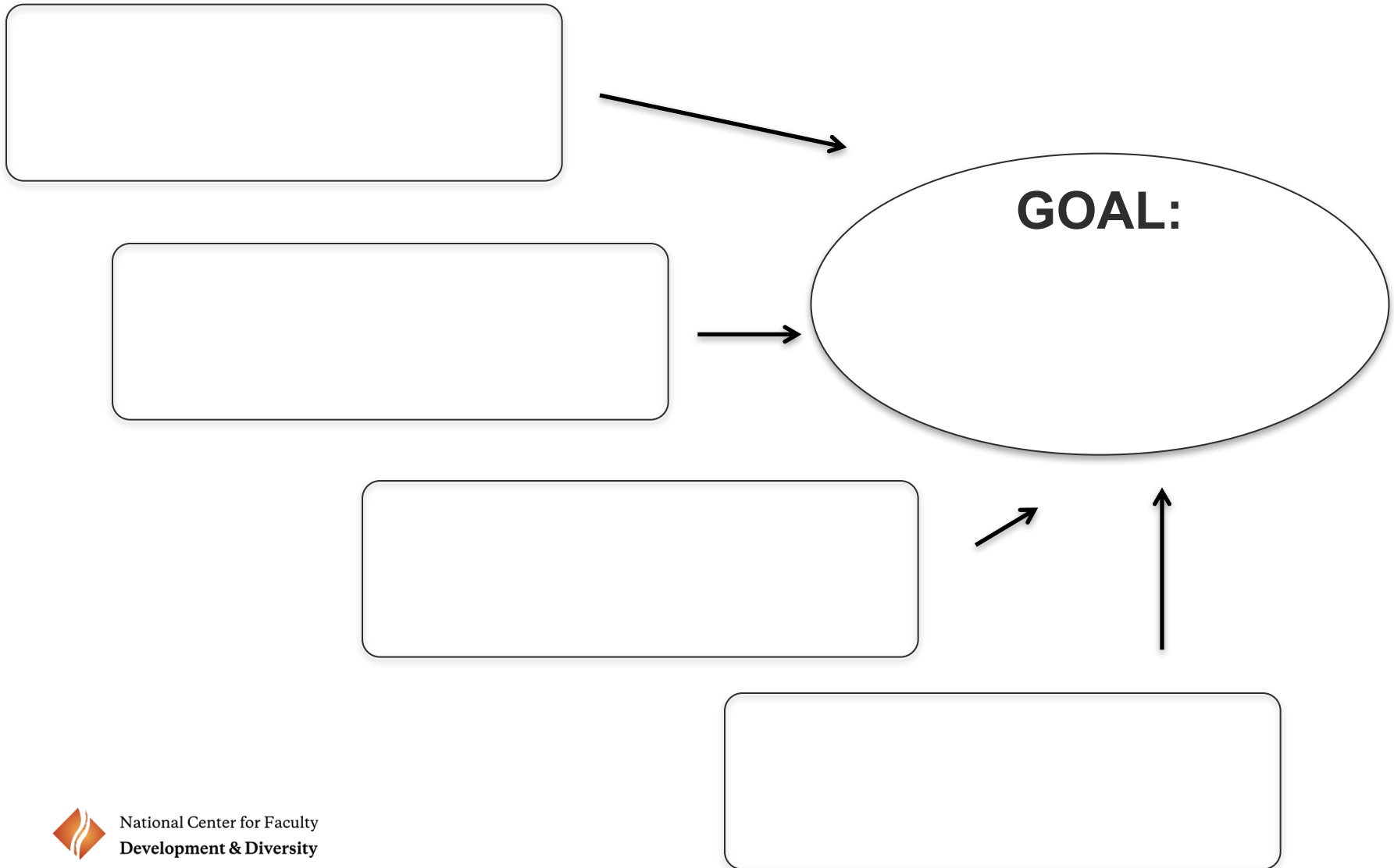
Step #2: Map out the steps (it's your turn!)



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

MONTH	WEEK	WRITING/RESEARCH	PERSONAL
MAY	Week 1		
	Week 2		
	Week 3		
	Week 4		
JUNE	Week 5		

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

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



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

MONTH	WEEK	WRITING/RESEARCH	PERSONAL
	Week 11		
	Week 12		
AUG	Week 13		
	Week 14		
	Week 15		
	Week 16		

Every semester (and summer) needs a plan workshop
 Krista Brumley

May 8, 2019

There are two sample strategic plans below; after that are two sample brain dumps for your weekly planning meeting.

SAMPLE strategic plan TEMPLATE – winter term (partial plan)

Month	Week	Writing/Research	Personal/Misc.	Other
January	Pre-week 1, 6 th	→ FWA initial coding of data analysis chart → Review WFR survey; conference with Shirin; meet with Boris and Kat	Attend aqua fit class (2) Read 30 minutes/night	
January	Pre-week 2, 13 th	→ FWA analysis – identify the three themes based on initial coding → FWA analysis – identify key quotes to theme one; copy to findings section → Draft scales for survey	Attend aqua fit class (2) Read 30 minutes/night	
FSP Alumni starts	Week 1, 20 th	→ FWA analysis – identify key quotes to themes two/three ; copy to findings section → Decide journal for FWA manuscript → <i>Review WFR Nights away paper reviews (check with Shirin on deadline)</i>	Attend aqua fit class (2) Read 30 minutes/night	
	Week 2, 27 th	→ FWA analysis – write interpretation connecting themes → Meeting with Shirin on survey	Attend aqua fit class (2) Read 30 minutes/night	
February	Week 3, 3 rd	→ FWA paper conclusions → Literature review – gender differences of flex; management role → TRAVEL 6 TH – 10 TH	Attend aqua fit class (1) Read 30 minutes/night SWS – travel to Denver	
	Week 4, 10 th	→ Edits on FWA paper – refocus on front end; introduction; methods → TRAVEL 14 TH – 19 TH	Attend aqua fit class (2) Read 30 minutes/night	
	Week 5, 17 th	→ WFR launch survey → Submit flex paper with Megan →	Attend aqua fit class (2) Read 30 minutes/night	
	Week 6, 24 th	→ Flex week – assess and adjust	Attend aqua fit class (2) Read 30 minutes/night	
March	Week 7, 3 rd	→ GWFC paper – draft introduction	Attend aqua fit class (2) Read 30 minutes/night	
	Week 8, 10 th	→ GWFC literature review	Attend aqua fit class (2) Read 30 minutes/night	
	Week 9, 27 th	→	Attend aqua fit class (2) Read 30 minutes/night	

Summer Strategic Plan, 2019

Drafted May 5th; updated May x, 2019

Manuscripts:

Goal 1: *Nights Away* paper for Work, Family, and Relationships (Work, Family, and Relationship (WFR) research; second author)

Goal 2: *WFC*: long distance, commuter, and proximal relationships (WFR; lead author)

Goal 3: Flex paper – under review; revisions for R&R or a new journal submission (expected by July) (Gender, Work, and Family (GWF) research)

Data Collection:

Goal 4: Launch second survey for WFR

Goal 5: Supervise grad student for new interviews for GWF (approximately 15; I'll conduct about 3-5)

Goal 6: Potentially conduct new interviews for WFR [contingent on recruitment from survey]

Month	Week	Writing/Research	Personal/Misc.
May	5 th	→ REASSESS AND ADJUST winter strategic plan for SUMMER WFR (these are the projects for the WFR research goals): → Revise nights Away paper after Shirin's edits (for goal 1) → Submit nights away paper by May 10 th → Chart of quotes for WFC paper – proximals (for goal 2) → Preliminarily identify three themes for WFC paper → Check on survey status – when ready to pilot (for goal 4)	Attend aqua fit class (2) Read 30 minutes/night Isaac Violin Isaac ninja obstacle class
	12 th	WFR: → Write analysis section 1 for WFC paper → Pull out quotes for section 1 for WFC paper → Literature Review – review Baltes, Williams, and Yarvokvy, and Mahi?? studies → Plan meet with team after figure out themes for WFC paper	Attend aqua fit class (2) Read 30 minutes/night Isaac Violin Isaac ninja obstacle class
	Week 1, 19 th	Summer FSP Alumni program begins WFR: → Finish section 1 of analysis for WFC paper → Introduction – rough outline for WFC paper → Literature Review – write WFC perception paragraphs → Pilot or send to qualtrics the WFR survey?	Attend aqua fit class (2) Read 30 minutes/night Isaac Violin Isaac ninja obstacle class
	Week 2, 26 th	WFR: → Write analysis section 2/WFC paper → Introduction – rough outline/WFC paper → Literature Review – write gender WFC	Attend aqua fit class (2) Read 30 minutes/night Isaac Violin Isaac ninja obstacle class
June	Week 3, 2 nd	WFR: → Finish analysis section 2/WFC paper	Attend aqua fit class (2) Read 30 minutes/night

		<ul style="list-style-type: none"> → Draft outline for analysis section 3/WFC paper → Literature should be mostly done based on “final” analysis of data → Introduction – finish 	Isaac Violin Isaac ninja obstacle class
	Week 4, 9 th	WFR: <ul style="list-style-type: none"> → Finish section 3 of analysis → Draft of conclusions → Decide journal 	Attend aqua fit class (2) Read 30 minutes/night Isaac Violin Isaac ninja obstacle class 10 min. treadmill/5 times
	Week 5, 16 th	→ <i>NOTHING – ON VACATION – BOSTON AND NEW YORK TRIP</i>	
	Week 6, 23 rd	WFR: <ul style="list-style-type: none"> → Full read of paper and final edits on all sections 	Attend aqua fit class (2) Read 30 minutes/night Isaac Violin
	Week 7, 30 th	WFR: <ul style="list-style-type: none"> → Final edits → WFC paper submit – goal is by July 4th 	Attend aqua fit class (2) Read 30 minutes/night Isaac Violin Isaac ninja obstacle class
July	Week 8, 7 th	WFR: <ul style="list-style-type: none"> → Reassess and adjust summer plan (based on survey status (goal 4) plan for interviews in late July/early August (goal 6)) GWF (figure out projects for this research): <ul style="list-style-type: none"> → Reassess/adjust summer plan (based on interviews by grad student (goal 5)) → Flex paper back? – revise or revise and send to new journal (goal 3) 	Attend aqua fit class (2) Read 30 minutes/night Isaac Violin Isaac ninja obstacle class
	Week 9, 14 th	WFR: <ul style="list-style-type: none"> → GWF: <ul style="list-style-type: none"> → 	Attend aqua fit class (2) Read 30 minutes/night Isaac Violin Isaac ninja obstacle class
	Week 10, 21 st	WFR: <ul style="list-style-type: none"> → GWF: <ul style="list-style-type: none"> → 	Attend aqua fit class (2) Read 30 minutes/night Isaac Violin Isaac ninja obstacle class
	Week 11, 28 th	WFR: <ul style="list-style-type: none"> → GWF: <ul style="list-style-type: none"> → 	Attend aqua fit class (2) Read 30 minutes/night Isaac Violin Isaac ninja obstacle class

August	Week 12, 4 th	WFR: → GWF: →	Attend aqua fit class (2) Read 30 minutes/night Isaac Violin Isaac ninja obstacle class
	Week 13, 11 th	WFR: → Reassess and adjust summer plan for Fall term GWF: → Reassess and adjust summer plan for Fall term	Attend aqua fit class (2) Read 30 minutes/night Isaac Violin Isaac ninja obstacle class
	Week 1?, 18 th	WFR: → GWF: → PATHFINDERS PROGRAM BEGINS I THINK! Write fall strategic plan Assess and adjust from summer	Attend aqua fit class (2) Read 30 minutes/night Isaac Violin Isaac ninja obstacle class
	Week 2, 25 th	WFR: → GWF: →	Attend aqua fit class (2) Read 30 minutes/night Isaac Violin Isaac ninja obstacle class

Brain Dump Template for a Sabbatical/Summer Schedule (less “hats” (responsibilities) to deal with)

Dates	Research WFR	Research GWF	Misc.	Advising	Personal
<p>May 5-11</p>	<p>Sometimes weekly brain dump is exactly the same info listed for that week in the strategic plan but mostly it ends up being a laundry list of a bunch of small tasks that need to be done to accomplish the projects listed on the plan</p> <p>WFR:</p> <ul style="list-style-type: none"> → Read and revise Nights Away paper after Shirin’s edits → Chart of quotes for WFC – proximals → Prelim identify three themes → Check on survey status – when ready to pilot 	<p>→ Nothing (only because I am just focused on goals 1, 2, and 4 for the first half of summer which are all part of my WFR research; note on strategic plan that I’ll reassess in early July to see if I can switch to the goals/projects for the GWF research)</p>	<p>Weekly mtg. of brain dump)</p> <p>FSP call (this is my weekly check-in with accountability group)</p> <p>NCFDD panel</p>	<p>Jenny methods chapter</p>	<p>Aqua fit (2) Read 30 minutes/night</p> <p>This includes all kinds of other personal stuff that needs to get done in any given week like doctor’s appointments, garden work, paying bills, or remodeling, or anything really that’s not “work.” Only the repetitive stuff goes on strategic plan.</p>
<p>May 12-18</p>	<p>WFR project:</p> <ul style="list-style-type: none"> → <i>Task list for projects listed in plan; move from week to week based on previous week’s progress</i> → Coding of interviews → Identify three major themes → Based on 3 themes, start to pull out quotes for each section → Introduction – rough ideas; questions → Write analysis section 1 → Write analysis section 2 → Write analysis section 3 → Literature review – perceptions of WFC; gender, what else is relevant → Methods – revise conceptualization if changed after analysis → Revise front end based on data analysis → Conclusions → References → Decide journal → Submit – cover letter; set up account in journal 	<p>→ Nothing</p>	<p>Weekly mtg.</p> <p>FSP call</p>	<p>Megan thesis proposal draft due</p>	<p>Aqua fit (2) Read 30 minutes/night Review photos</p>

	<ul style="list-style-type: none"> → Abstract → Tables? → WFR survey pilot? → WFR launch survey? → Meet with Qualtrics → Decide on next steps – get with group and make a plan for Ranya 				
May 19-25	<ul style="list-style-type: none"> → <i>What didn't get done last week</i> → <i>What's new to add – for example, launch survey?</i> 	→ Nothing	Weekly mtg. FSP call		Aqua fit (2) Read 30 minutes/night

Brain Dump Template used during a Fall or Winter Term (includes all “hats” – see the reality brain dump on power point):

Dates	Research	Teaching/Advising	Long Admin – DGS	Short Admin	G&S	FSP*	PH	Personal
Aug. 27-2	WFR research		Listed here are admin things that take more than a few minutes to an hour	Listed here are short items like emails or simple paperwork Or other service work for department, etc.		Weekly mtg.		
	GWF research							
	Miscellaneous							
September 3-9	WFR					Weekly mtg.		
	GWF							
	Miscellaneous							

*FSP – faculty success program; I keep this column to remind myself on weekly plan and any NCFDD webinars or other professional development activities