

# Every Semester Needs a Plan

Inspired by the NCFDD

to spread  
to fill

pele



to spread  
to fill

map  
flat surface

pele

PLANTA



to spread  
to fill

pele



map  
flat surface

PLANTA



to get your  
s@#% together

PLAN



Every Plan  
Needs a Plan

# Every Plan Needs a Plan

hats  
dumps

goals  
tasks  
days

handcuffs

Every Plan  
Needs a Plan

hats  
dumps

# hats

make a list  
(as elaborate as you like)  
of all the roles you play in life  
(personal and professional).



put your most important roles  
across top of a new sheet  
and underneath write everything that is  
expected of you and everything that you want  
to accomplish.

just get everything out there

dumps

# Every Plan Needs a Plan

hats  
dumps

goals  
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days

# goals

make a list of all the things you really want to accomplish in the time period that you chose for this exercise (a semester, a year, a month).

# goals

make goals concrete with some criteria like these:

**S**pecific (what are you trying to do)

**M**easurable (how do you know it's done)

**A**tttractive (what do you want to do)

**R**ealistic (what can you actually do)

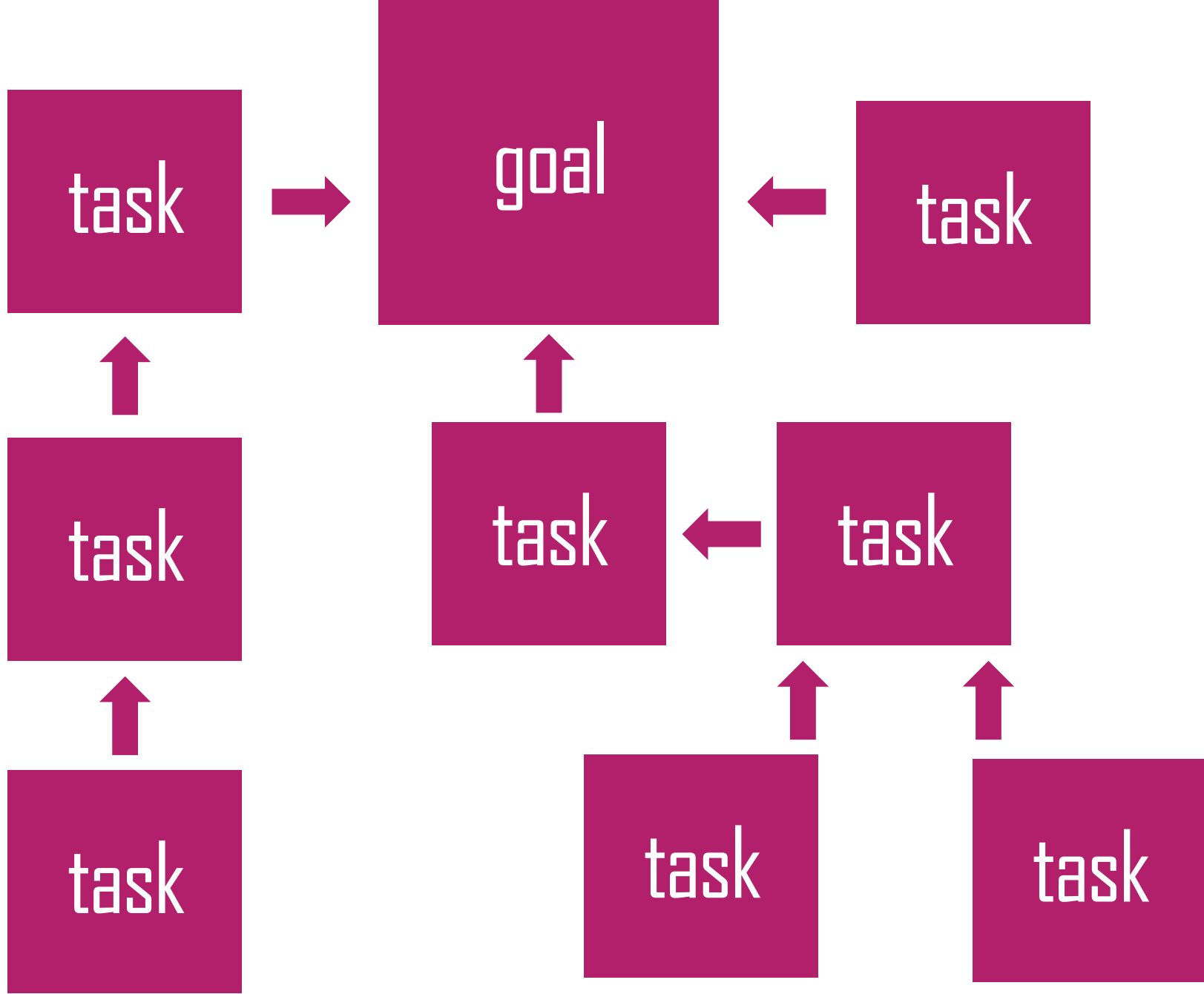
**T**ime-framed (when you need it done)

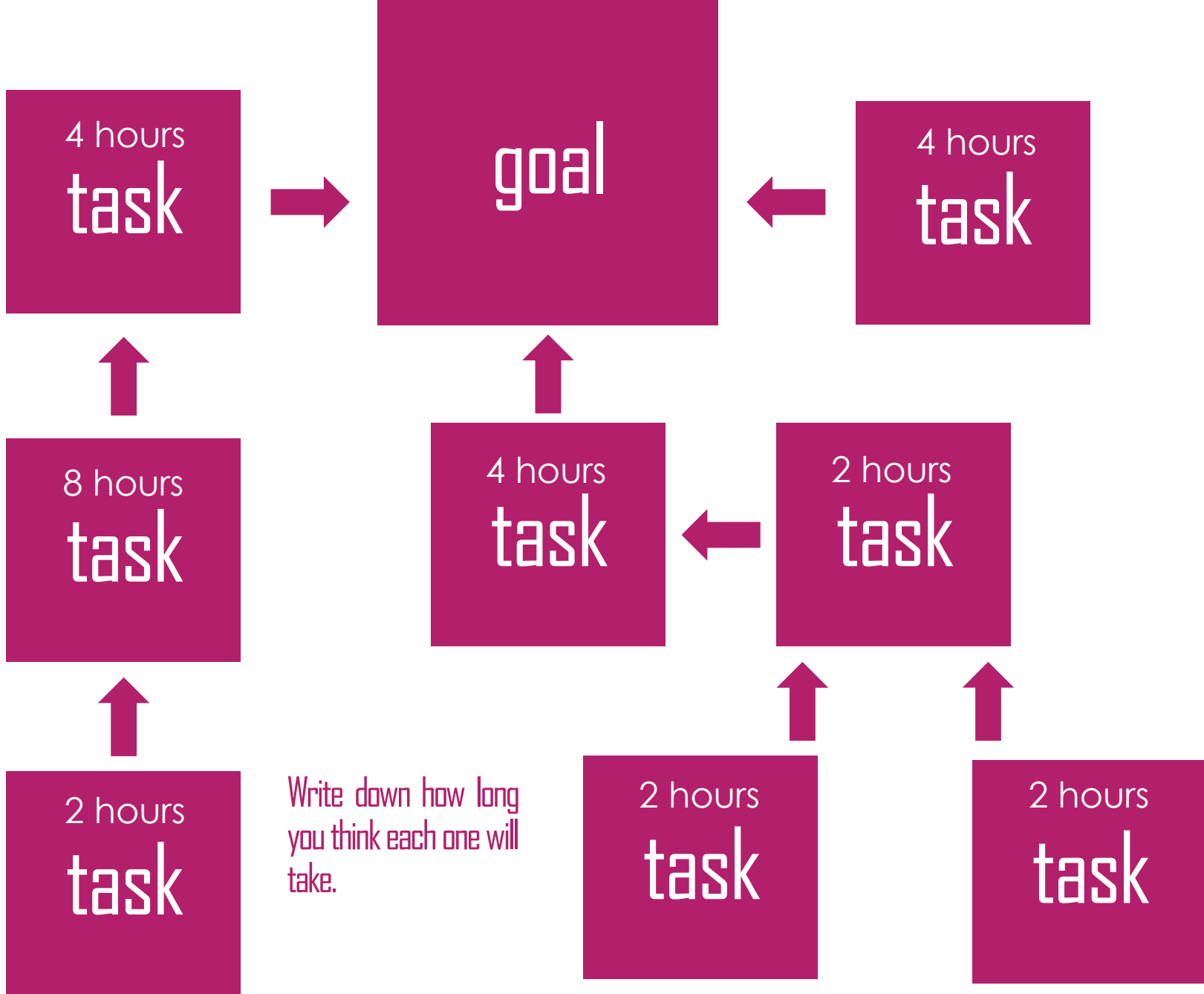
write down all the things you need to do to achieve each of your goals

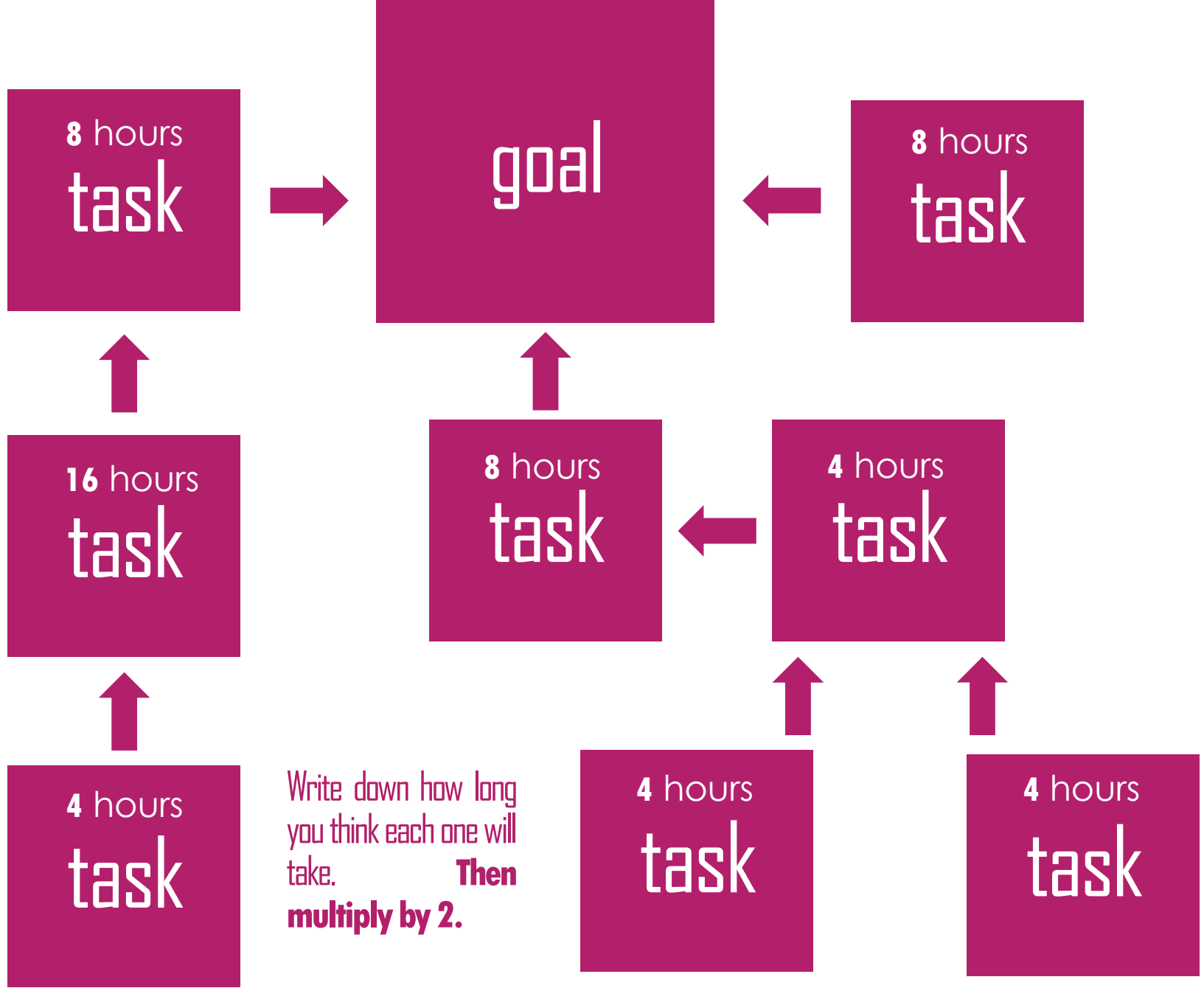


tasks

what tasks go in what order? which ones do you have to do first?









make a vertical list of all the weeks in the time period you set. What will you do each week? How long will it take? How will you squeeze it in?



days

Week	Tasks toward Goal
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

days

A plan is what happens when goals are tied to specific tasks and tasks are tied to specific days

# Every Plan Needs a Plan

Hats  
Dumps

Goals  
Tasks  
Days

Handcuffs

how do you get yourself to actually do the tasks on your list? start by making a task list for each week, hour-by-hour. Use your task list and your week-by-plan to ensure that you are focusing on your main priorities)

cuffs

It helps if you reserve a time to "meet with yourself" each and fill this out.

Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
8 am							
9 am							
10 am							
11 am							
12 am							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm	Planning						
6 pm							

cuffs

It helps if you reserve a time to “meet with yourself” each week to make the next plan.

Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
8 am	Exercise		Exercise		Exercise	Exercise	Exercise
9 am							
10 am						Staff Meeting	
11 am		Teaching		Teaching			
12 am							
1 pm							
2 pm		Office hours		Office hours			
3 pm			Teaching		Teaching		
4 pm							
5 pm	Planning						
6 pm							

First block out recurring weekly commitments. Leave weekends and nights open if you can.

cuffs

Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
8 am	Exercise		Exercise		Exercise	Exercise	Exercise
9 am							
10 am						Staff Meeting	
11 am		Teaching	Thesis Defense and follow up	Teaching			
12 am					Graduate advising meetings		
1 pm						Lunch with colleague	
2 pm		Office hours		Office hours			
3 pm			Teaching		Teaching		
4 pm							
5 pm	Planning						
6 pm							

Then add in all other events you cannot avoid.

cuffs

Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
8 am	Exercise		Exercise		Exercise	Exercise	Exercise
9 am							
10 am					Project	Staff Meeting	
11 am		Teaching	Thesis Defense and follow up	Teaching	Graduate advising meetings	Lunch with colleague	
12 am							
1 pm		Office hours		Office hours	Project		
2 pm			Project				
3 pm			Teaching		Teaching		
4 pm							
5 pm	Planning						
6 pm							

Then schedule in your project time *before* you put in anything else.





Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
8 am	Exercise		Exercise		Exercise	Exercise	Exercise
9 am							
10 am					Project	Staff Meeting	
11 am		Teaching	Thesis Defense and follow up	Teaching	Graduate advising meetings	Lunch with colleague	
12 am							
1 pm		Office hours		Office hours	Project		
2 pm			Project				
3 pm			Teaching		Teaching		
4 pm							
5 pm	Planning						
6 pm							

Then schedule in your **project time** *before* you put in anything else. Even a **half-hour** slot can be useful!

cuffs

You can do this.

Good luck  
and let us know  
how we can help.

For more information, check your NCFDD account.

# Assess and adjust!

✓ Each is a new week!!

1. How am I progressing towards my goals in my strategic plan?
2. Have I developed a consistent daily writing habit?
3. Am I consistently holding a weekly planning meeting?
4. If I'm not where I hoped to be, what's holding me back?

# Recommended next steps

1. Watch “How to align your time with your priorities” video – weekly planning meeting
2. Watch “How to develop a daily writing practice” video
  - ✓ Find an accountability buddy (NCFDD) or a colleague
  - ✓ If a grad student, consider dissertation success bootcamp; its free!
3. Join the 14-day writing challenges – starts October 28<sup>th</sup>
4. Watch “Moving from resistance to writing” video
5. Check out the teaching in no time videos
6. <https://www.facultydiversity.org/events>
7. <https://www.facultydiversity.org/core-curriculum>

# Identify and Evaluate your Resistance *(what is it, what drives it, and how do we do resistance?)*

- ✓ **Resistance:** a defense mechanism to keep us from doing anything that might be dangerous; it arises in response to anything that increases our anxiety.
- ✓ Fear of: exposure, failure, challenging the status quo, not being enough, etc.
- ✓ How it manifests?
  - Procrastination (or sometimes known as “workcrastination” like email 😊)
  - Avoidance
  - Denial
  - Anger
  - Limiting beliefs

# What are limiting beliefs?

Limiting Beliefs about Writing	What we Know from Research
I need huge blocks of uninterrupted time.	The most productive writers write regularly, in small increments.
I must be inspired to write.	No, you don't. You show up, the inspiration comes once you get started.
Writing is what I do when I'm done thinking.	Writing is thinking.

# What's holding you back?

Technical Errors	Psychological Errors	External Realities
Haven't set aside the time to write	Perfectionism	Somebody got sick
Set aside the wrong time	Disempowerment	You get sick
You have no idea how much time tasks take	Inner critic(s)	You have a health issue
You don't have smart goals	Unclear goals	You move
You can't figure out what you have to do	Imposter syndrome	You had a baby
You don't know how to do something	Fear of failure	
	Fear of success	