



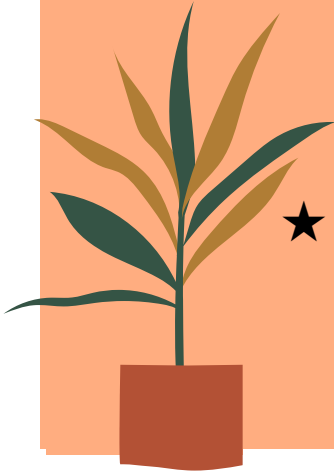
TIME MANAGEMENT IN YOUR WRITING PROJECT

March 17, 2020
Bethany Van Scooter, M.A.
Rhetoric & Composition

HELLO!

Who am I and why am I teaching this?

- ★ Former procrastinator
- ★ Loves writing too much
 - MA -- Writing Studies
 - BA -- Professional Writing
 - BFA -- Creative Writing
- ★ Full time graduate student with two jobs (both involving a lot of reading and writing) so you know I can time-manage well in general if I'm still alive and functionally in a socially acceptable way



STEPS IN TIME MANAGEMENT FOR WRITING TODAY

01.

UNDERSTAND YOUR PROJECT

Read other things in this genre. What is this topic? What will this project look like at the end?

02.

MAKE A PLAN

When is this due?
What do you need to do from now until then?

03.

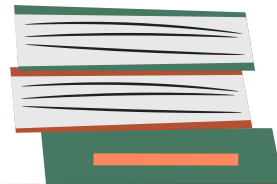
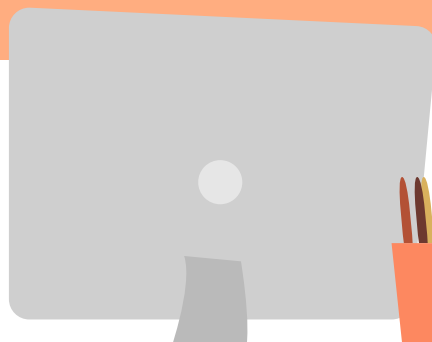
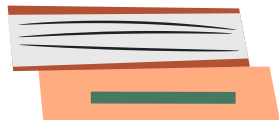
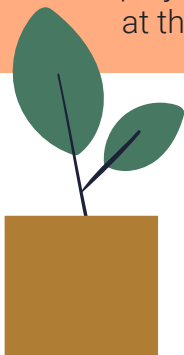
SET THE STAGE

Understanding your ideal writing environment and preparing for that moment

04.

JUST... DO IT

Tips for making yourself (or tricking yourself to) just do the damn thing and write!



INTRODUCTIONS

Introduce yourself and your project! Reply in the chat box:

- What is your **name**?
- What **writing project** are you currently working on (or you /should/ be working on)?



01.

UNDERSTANDING YOUR PROJECT

What parts of your project are necessary, and in what order? What does this genre even look like?

E.g.: Do you need to fill out IRB paperwork (social sciences)? Do you need to have methods and results (experiment research)? Do you need an extensive literature review beforehand?



LITERATURE REVIEWS FOR TOPICAL RESEARCH

01



What are scholars saying?

What's the current conversation in your discipline?

02



Who are they citing?

What literature do *they* rely on to make their point?

03



Where are the gaps?

What patterns exist? Where is there an opportunity for growth? (i.e. YOUR research)





From	Samuel Allison <samuel.allison@xyz-inc.com>
To	Karen Jones <karen.jones@lmno-inc.com>
Subject	Marks report

Salutation — Dear Karen:

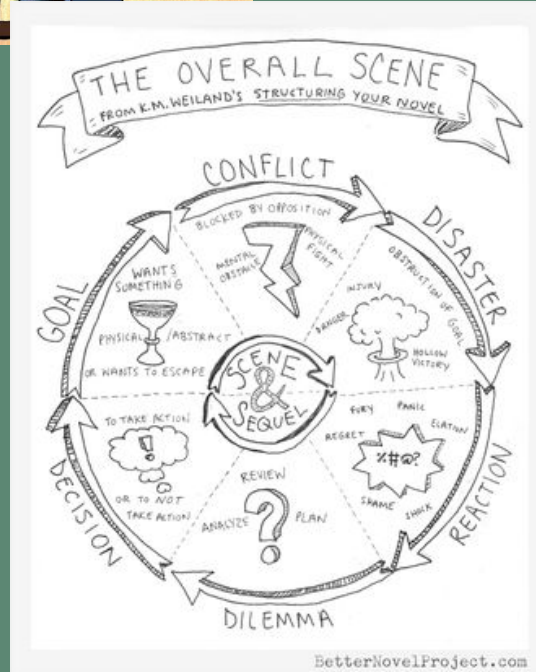
Message Content — Have you completed a revision of the Marks report, and if so, may I have a copy of it? I would like to take it to my meeting with Rachel tomorrow.

I will be in my office until noon if you have any questions.

Closing — Regards,
Sam

Signature File — --
Samuel Allison
Director, Marketing
XYZ, Inc.
123 Anywhere Street
New York, NY 10024
Tel: (212) 555-1234
Fax: (212) 555-3456
samuel.allison@xyz-inc.com
www.xyz-inc.com

Body —



UNDERSTAND THE "ANATOMY" OF YOUR GENRE...

IMRaD

- Introduction/
Literature Review
- Methods
- Results
- [and]
- Discussion

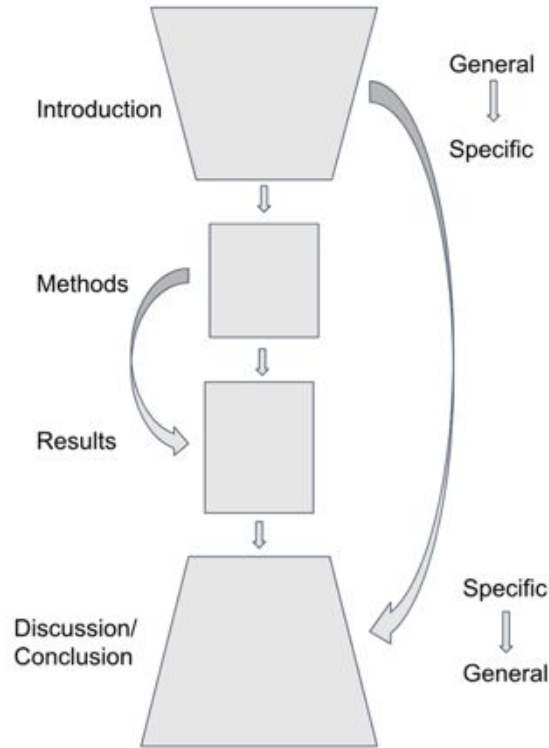
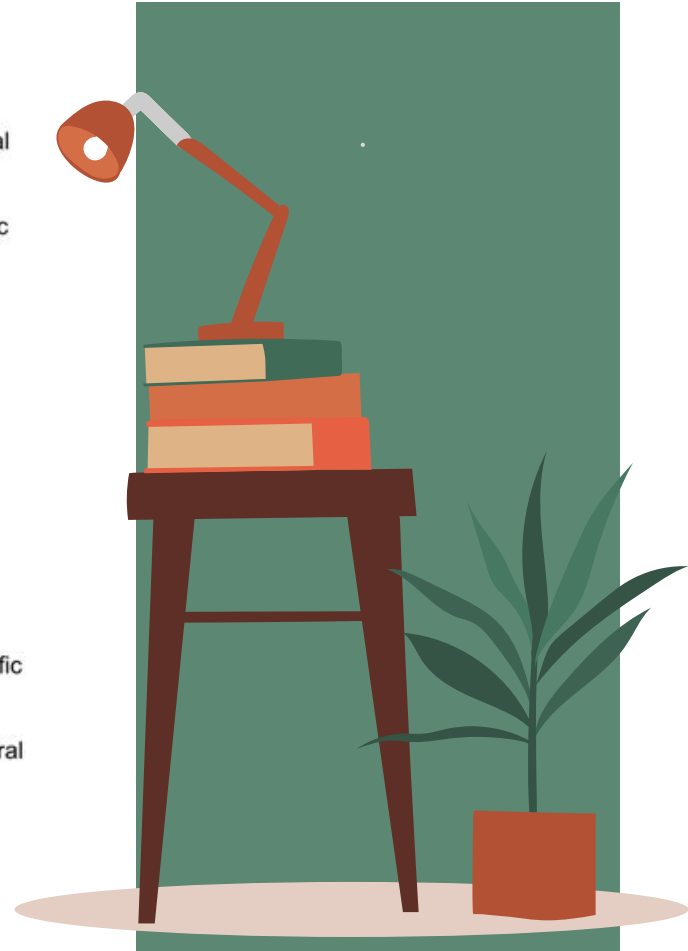


Image adapted from Swales & Feak, 2012



2. MAKE A PLAN

LONG-TERM

When is this due?
How many
days/weeks/months
until that due date?

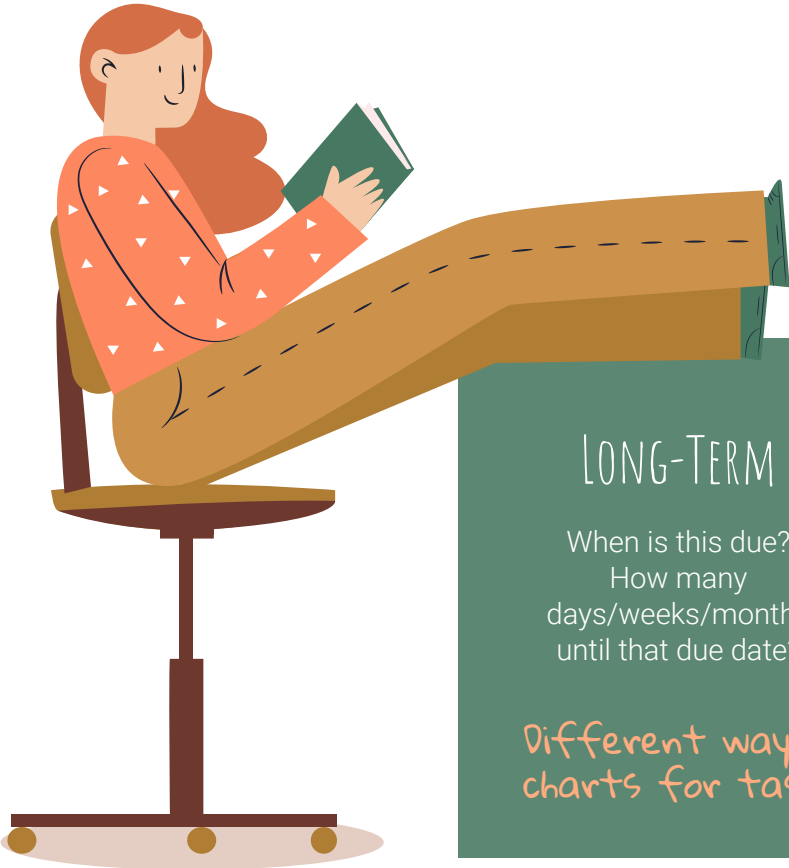
WEEKLY PLAN

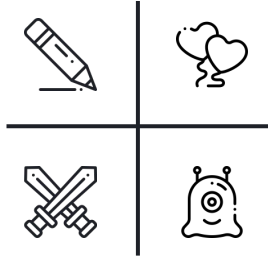
What day of the week
work best for you to
set aside time to work
on this project?

SHORT-TERM/DAILY

What time of day?
Where? For how long
will you work?

Different ways for plans could include... WBS, Gantt charts for tasks, and/or weekly-to-daily schedules!



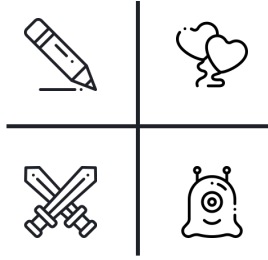


PROJECT PLANNING: WORK BREAKDOWN STRUCTURE (WBS)

Project planning requires thinking about and organizing the activities necessary to accomplish a project or achieve a desired goal. It requires creating a **concrete plan**, including **steps** and important **dates** to accomplish the goal.

The WBS is a hierarchical decomposition of the total scope of work to be carried out to accomplish the project objectives and create the required deliverables.





PROJECT PLANNING: WORK BREAKDOWN STRUCTURE (WBS)

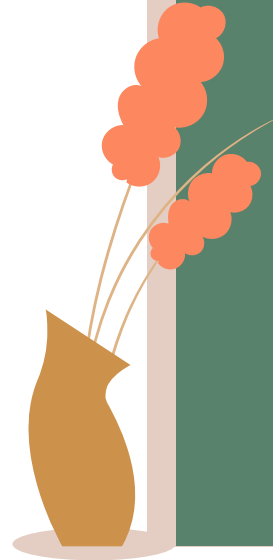
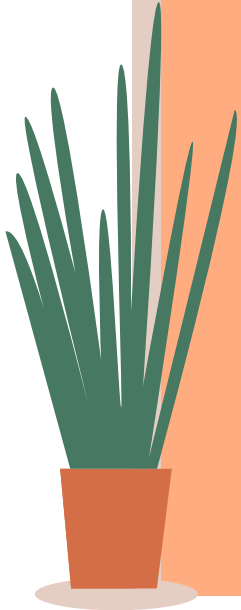
The main idea in creating a WBS is to divide the activities and project work into **smaller, more manageable components**.

The key benefit of this process is that it **provides a structured vision** of what has to be delivered.



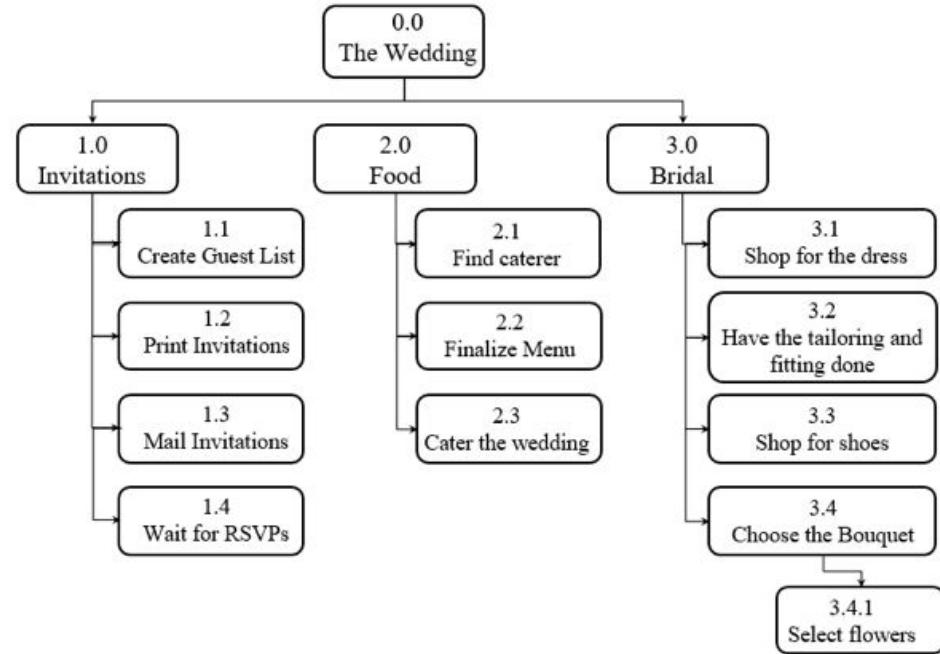
PROJECT PLANNING EXAMPLE: WEDDING PLANNING

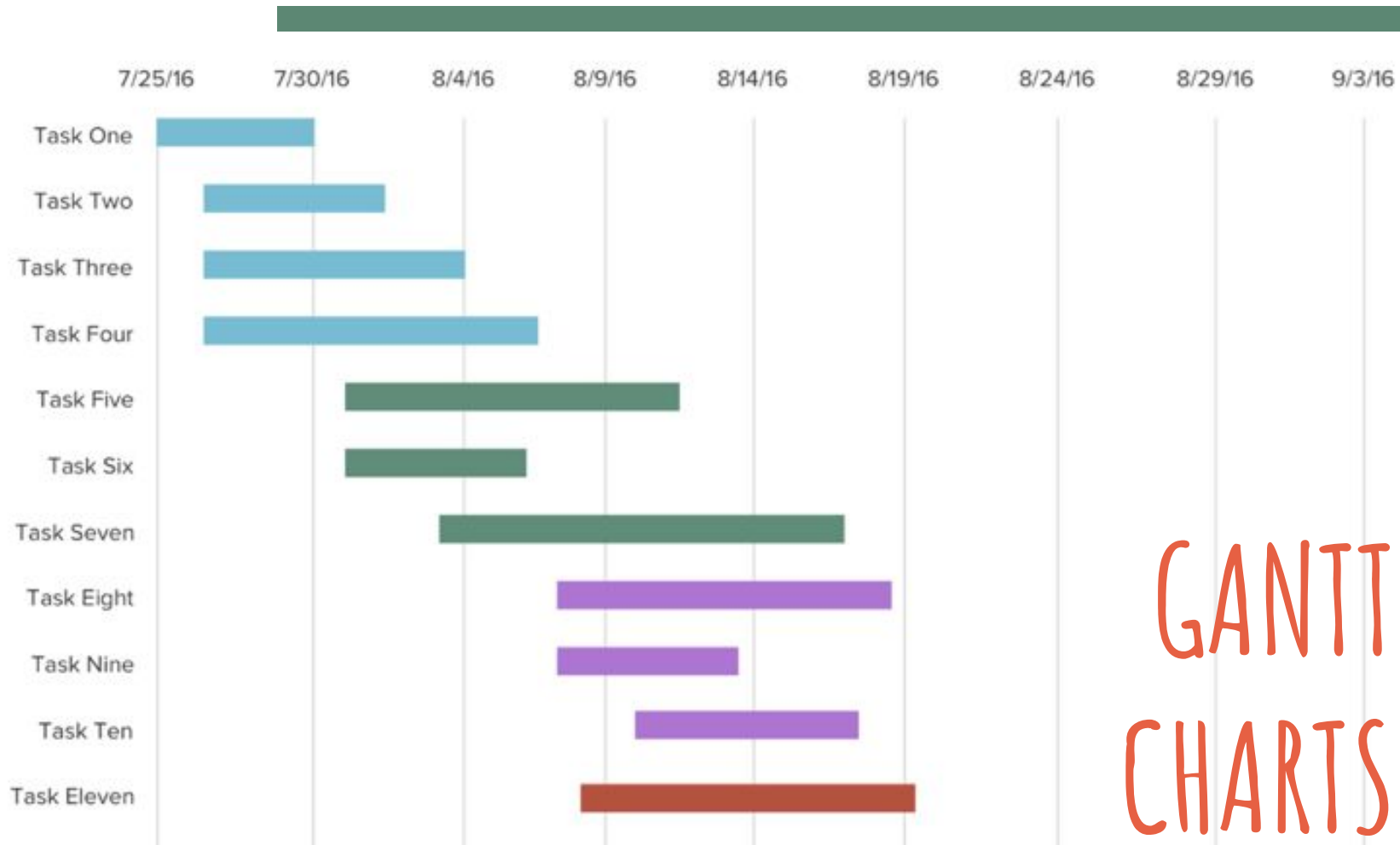
- Invitations
- Shop for shoes
- Select flowers for the bouquet
- Create guest list
- Shop for dress
- Have dress tailored and fit
- Plan food
- Find caterer
- Cater the wedding
- Bridal party
- Wait for RSVPs
- Mail the invitations
- Finalize the menu
- Print the invitations
- Choose the bouquet



PROJECT PLANNING EXAMPLE: WEDDING PLANNING

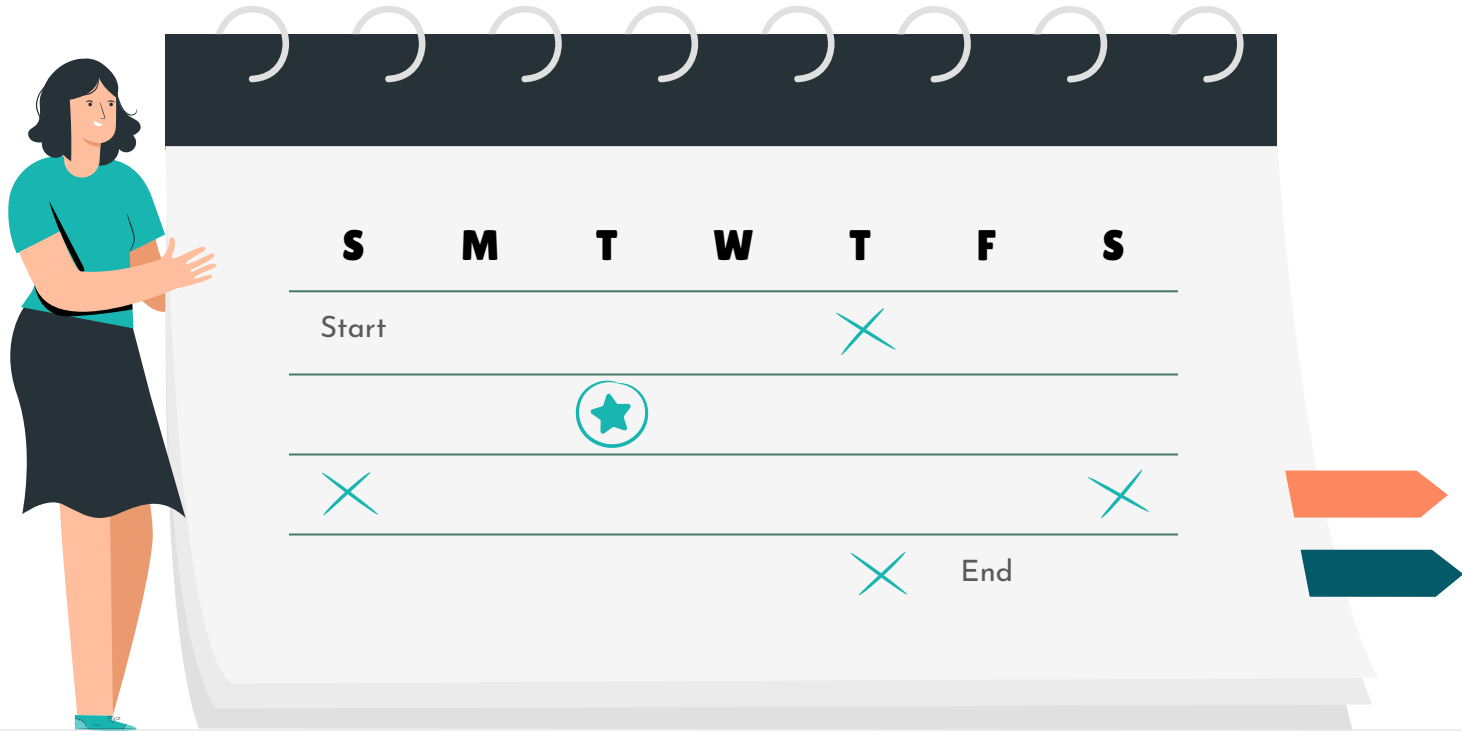
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GANTT
CHARTS

MAKE A SCHEDULE & STICK TO IT!



Weekly Calendar for Planning Article Writing Schedule

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM	Job/ Work		Lab Time/ Office Hours		Job/ Work		
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM		Class		Class			
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
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WEEKLY SCHEDULES/
WORK PLANS

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7:00 PM							
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10:00 PM							
11:00 PM							

Thanks Rona....

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6:00 AM							
7:00 AM							
8:00 AM	Online work time?		Online work time?		Staff Meeting online?		
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM		Zoom Class/ Meeting		Zoom Class/ Meeting			
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
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10:00 AM								
11:00 AM								
12:00 PM		Zoom Class/ Meeting		Zoom Class/ Meeting				
1:00 PM								
2:00 PM			Writing?		Writing?			
3:00 PM								
4:00 PM	Writing?							
5:00 PM								
6:00 PM								
7:00 PM								
8:00 PM								
9:00 PM								
10:00 PM								
11:00 PM								

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WEEKLY SCHEDULES/ WORK PLANS

- ❖ **When** during the day do you have the most mental energy and concentration?
 - When do you have the fewest interruptions and distractions?
- ❖ Which of your tasks require the most mental energy, and which are less demanding?
- ❖ Identify one, two, or even three 60-to-90-minute blocks of time in your week that you could use for concentrated work for this project.

03.

SET THE STAGE

What is your ideal writing environment?

Understanding where/when/how you write best will create replicable conditions to jump start success every time you have to write.



THINK ABOUT YOUR LAST SUCCESSFUL/ PRODUCTIVE WRITING SESSION...



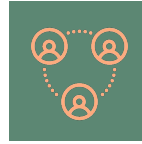
WHAT TIME OF DAY?

Was it morning, mid-morning, lunchtime, early afternoon, evening, late at night, etc.?



WHERE WERE YOU?

At home? Out at a coffee shop or library room? Are you at a desk, table, on the floor, couch, etc.?



WHO WAS THERE?

Are you working with friends or family? Are you working around strangers? Are you alone?



WHAT WAS AROUND YOU?

What “tools” do you have with you? Computer? Notebook and pen? Notes, books, etc.? Coffee or tea?



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What “tools” do you have with you? Computer? Notebook and pen? Notes, books, etc.? Coffee or tea?

Now that we're mostly at home, how can optimize your workspace for writing?

DRAW IT! MAKE SURE TO INCLUDE...

TIME OF DAY INDICATOR

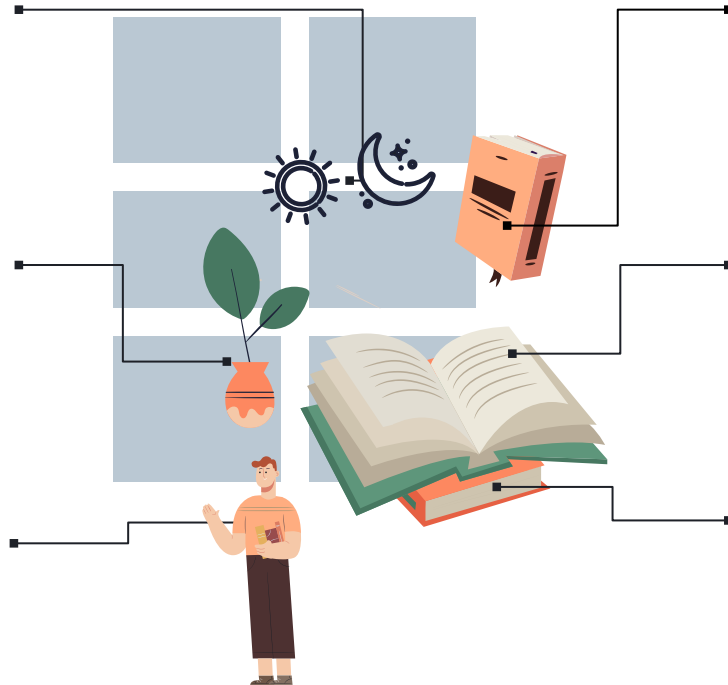
Clock, sun up or moon up in a window, etc.

WHERE ARE YOU?

House? Couch? Outside? Coffee shop? Library? Etc.

PEOPLE OR LACK THEREOF

Who is around you? Draw them and label them. Who are they? What are **they** doing as you work? Are you interacting?



WHAT ARE YOU LOOKING AT?

Are you watching TV or looking at a wall? Have you cornered yourself all or are you looking at scenery?

WHAT'S AROUND YOU?

Draw your "tools" for writing! Books, notes, computer, coffee, tea, pens, etc.

WRITING SURFACE

Desk with computer? Coffee table or dining table? Lap on a couch? etc.

4. JUST... DO IT!



ACCOUNTABILITY

Find a writing "buddy" or ask a mentor to check in on you. Even unspoken social pressures help...



SET "FAKE" DEADLINES

Give yourself "fake" or even "mini" deadlines before the hard deadlines so you stay on track



WRITE TERRIBLY

Write as much as you can or write something different and let yourself write HORRIBLY. It can only go up.



INCENTIVIZE

If you write X amount of pages, you can... watch TV for 30 minutes or go for a walk or shop, etc.



THANK YOU!

NOW... GET TO WRITING!

Before you leave today, make sure you have...

- ❑ An understanding of your writing project
- ❑ A plan of some kind to enact writing weekly (time set aside in your schedule)
- ❑ A “Just Do It” tip you will follow through with (e.g. getting an accountability partner or setting “fake” deadlines)



RESOURCES

IRB-related workshops →

Other information:

- ❖ How to create Gantt charts in Excel or Google Sheets [here](#)
- ❖ Time Management Apps:
 - [Self-Control](#) (Mac)
 - [Cold Turkey](#) (Windows)
 - [StayFocused](#) (Chrome)
 - [LeechBlock](#) (Firefox)

APR 8	IRB Basics Part I: An Introduction to the IRB process at NC State Wednesday, April 8 10:00 AM to 12:00 PM At the Fishbowl, James B. Hunt Jr. Library
APR 8	IRB Topical Workshop: Using Secondary Data in Research Wednesday, April 8 2:00 PM to 3:30 PM

- ❖ Phone Apps:
 - [Moment](#)
 - [Quality Time](#)
 - [Forest](#)
 - [Habitica](#)

MORE RESOURCES!

- [Academic Coaching & Writing - Pomodoro Technique](#)
- [NCSU PFL Time Management](#)
- [Finish Your Thesis - Time Management](#)
- [UMD Time Management -](#)
- [Time Management for Grad Students](#)
- [University of Texas - Perfectionism](#)
- [Staying Focused](#)