# **Academic Annual Strategic Planning**

**YEARLY PLANNING**

1. Set goals you want to accomplish by the year’s end.
2. Map those goals onto academic quarters and then months of the year. File it in DropBox so you can access it anytime and anywhere. Print it out, tack it onto the wall near your desk.

**QUARTERLY & MONTHLY PLANNING**

1. Make a monthly calendar template, blocking out all your regular commitments (daily writing, e-mail (best if confined to discrete hours), class preparation and classes, committee / departmental meetings, children, exercise, activities, weekly appointments, etc.).
   1. Date book
   2. Calendar templates in Word or Excel
2. At the end/start of each month, divide monthly tasks into weeks.

**WEEKLY PLANNING**

1. Start by scheduling your first week in detail.
   1. Google calendar
   2. Date book
   3. Week schedule templates in Word or Excel
2. Turn tasks into action items.
   1. e.g. Not “revise article” but:
   2. insert 2 hours Monday for “read reviewer comments, identify list of specific things/sections to revise, and what information is needed to revise each thing/section.”
   3. Insert 2 hours Tuesday for “literature search and download articles into a DropBox file to address Reviewer 1 comments about theoretical context”
   4. Insert 3 hours Thursday for “read articles and summarize new knowledge in new paragraph in revised article”
   5. And so on
   6. LEAVE SOME TIMES OPEN EACH DAY for catch up and unexpected new tasks.
3. At the end of the week:
   1. cross off all tasks accomplished last week
   2. move incomplete tasks into next week
   3. Consult monthly and quarterly calendar to insert next week’s scheduled tasks into calendar
   4. Decide which tasks need to be deleted, postponed, delegated.
4. Separate tasks into categories (e.g., personal, writing, research, service, teaching) to properly balance your priorities.
   1. Too much time on teaching and service compared to writing grant proposals and publications?
   2. No time scheduled for exercise or family?
5. Look at your plan every morning before doing anything else.

# **Annual Goals**

**FALL QUARTER**

**WINTER QUARTER**

**SPRING QUARTER**

**SUMMER**

**REWARDS**

**FALL QUARTER**

*GOALS:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| OCT | *GOALS:* | | | |
|  | **Writing/Research** | **Teaching** | **Admin/Service** | **Personal** |
| *Week 1* |  |  |  |  |
| *Week 2* |  |  |  |  |
| *Week 3* |  |  |  |  |
| *Week 4* |  |  |  |  |

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| NOV | *GOALS:* | | | |
|  | **Writing/Research** | **Teaching** | **Admin/Service** | **Personal** |
| *Week 1* |  |  |  |  |
| *Week 2* |  |  |  |  |
| *Week 3* |  |  |  |  |
| *Week 4* |  |  |  |  |

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| DEC | *GOALS:* | | | |
|  | **Writing/Research** | **Teaching** | **Admin/Service** | **Personal** |
| *Week 1* |  |  |  |  |
| *Week 2* |  |  |  |  |
| *Week 3* |  |  |  |  |
| *Week 4* |  |  |  |  |

**WINTER QUARTER**

*GOALS:*

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| JAN | *GOALS:* | | | |
|  | **Writing/Research** | **Teaching** | **Admin/Service** | **Personal** |
| *Week 1* |  |  |  |  |
| *Week 2* |  |  |  |  |
| *Week 3* |  |  |  |  |
| *Week 4* |  |  |  |  |

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| FEB | *GOALS:* | | | |
|  | **Writing/Research** | **Teaching** | **Admin/Service** | **Personal** |
| *Week 1* |  |  |  |  |
| *Week 2* |  |  |  |  |
| *Week 3* |  |  |  |  |
| *Week 4* |  |  |  |  |

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| MAR | *GOALS:* | | | |
|  | **Writing/Research** | **Teaching** | **Admin/Service** | **Personal** |
| *Week 1* |  |  |  |  |
| *Week 2* |  |  |  |  |
| *Week 3* |  |  |  |  |
| *Week 4* |  |  |  |  |

**SPRING QUARTER**

*GOALS:*

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| APR | *GOALS:* | | | |
|  | **Writing/Research** | **Teaching** | **Admin/Service** | **Personal** |
| *Week 1* |  |  |  |  |
| *Week 2* |  |  |  |  |
| *Week 3* |  |  |  |  |
| *Week 4* |  |  |  |  |

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| MAY | *GOALS:* | | | |
|  | **Writing/Research** | **Teaching** | **Admin/Service** | **Personal** |
| *Week 1* |  |  |  |  |
| *Week 2* |  |  |  |  |
| *Week 3* |  |  |  |  |
| *Week 4* |  |  |  |  |

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| JUN | *GOALS:* | | | |
|  | **Writing/Research** | **Teaching** | **Admin/Service** | **Personal** |
| *Week 1* |  |  |  |  |
| *Week 2* |  |  |  |  |
| *Week 3* |  |  |  |  |
| *Week 4* |  |  |  |  |

**SUMMER QUARTER**

*GOALS:*

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| JUL | *GOALS:* | | | |
|  | **Writing/Research** | **Teaching** | **Admin/Service** | **Personal** |
| *Week 1* |  |  |  |  |
| *Week 2* |  |  |  |  |
| *Week 3* |  |  |  |  |
| *Week 4* |  |  |  |  |

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| AUG | *GOALS:* | | | |
|  | **Writing/Research** | **Teaching** | **Admin/Service** | **Personal** |
| *Week 1* |  |  |  |  |
| *Week 2* |  |  |  |  |
| *Week 3* |  |  |  |  |
| *Week 4* |  |  |  |  |

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| SEP | *GOALS:* | | | |
|  | **Writing/Research** | **Teaching** | **Admin/Service** | **Personal** |
| *Week 1* |  |  |  |  |
| *Week 2* |  |  |  |  |
| *Week 3* |  |  |  |  |
| *Week 4* |  |  |  |  |