

**CENTER FOR FACULTY EXCELLENCE  
LOYOLA UNIVERSITY CHICAGO**

# EVERY SEMESTER NEEDS A PLAN\*

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Director, Center for Faculty Excellence

*\*developed in conjunction with the National Center for Faculty Development and Diversity*



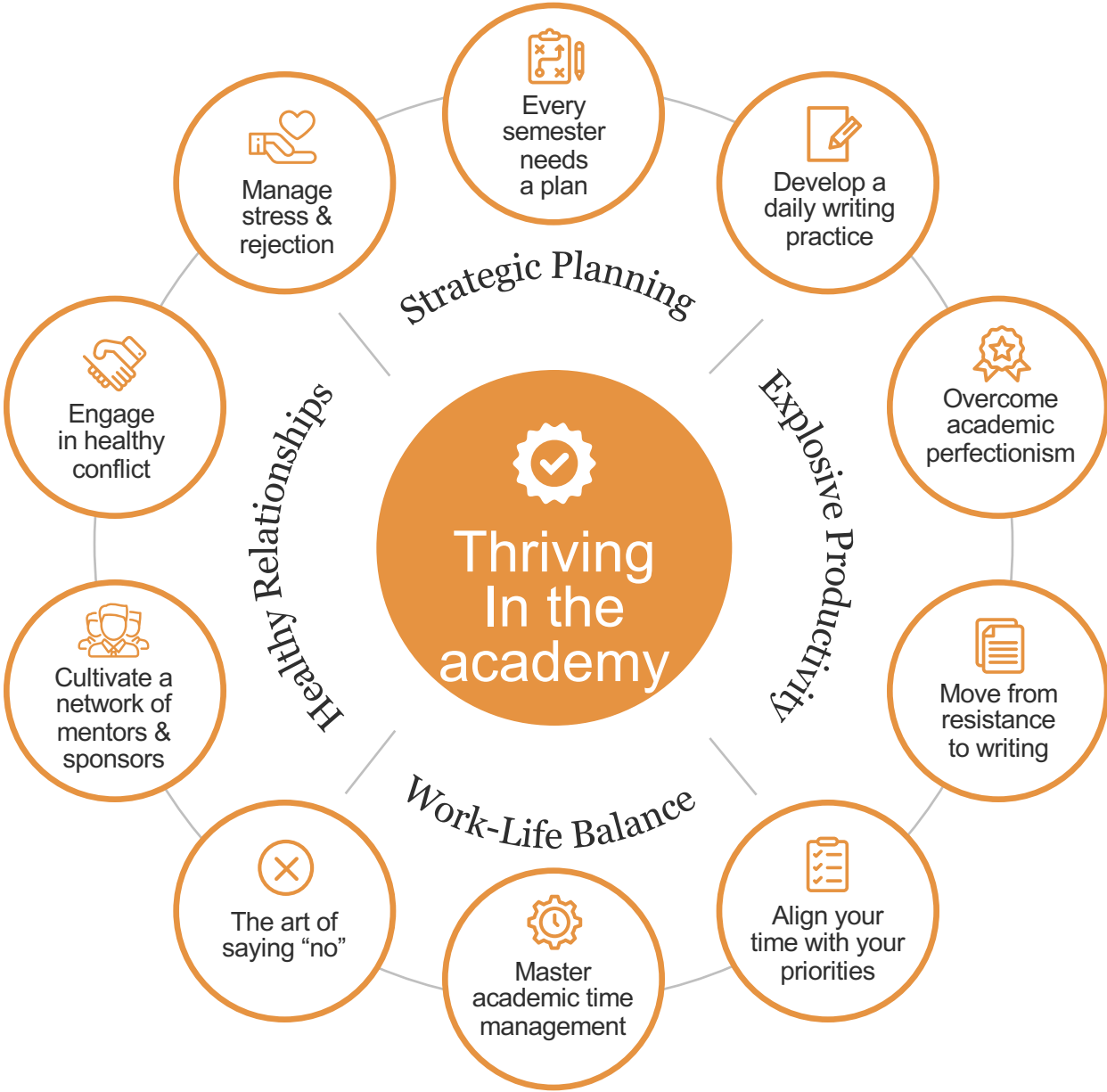
# TODAY'S FACILITATORS

Badia Ahad, Ph.D.



- Vice Provost for Faculty Affairs
- Professor, Dept. of English
- National Center for Faculty Development and Diversity Director of Training and Head Faculty Development Coach (2011-2020)
- Faculty Development Consultant for over 15 universities/coached over 2000 faculty across disciplines, ranks, and institutional types

# National Center For Faculty Development and Diversity Core Curriculum



## The Challenges of the “Semester Slam” are:

- ✓ Varied and time-consuming commitments
- ✓ The tendency to *unconsciously* prioritize seemingly urgent, unimportant tasks and other needs while neglecting our own health, well-being, relationships, and long-term success
- ✓ Lack of clarity about how much time research and writing tasks *actually* take
- ✓ Institutional cultures where everyone works *all the time*

## The keys to a successful semester are:

- ✓ Knowing what you need as a **human being** and what you need to accomplish as a **researcher** and **writer**
- ✓ Creating a **realistic plan** to meet ALL of your needs
- ✓ Building and/or connecting with the type of **support** and **accountability** that will sustain and motivate you through the ups and downs of the semester

# Creating your strategic plan

# The planning process



It requires knowing **WHAT**, **HOW**, and **WHEN**

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

## Project Goals:

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

## Personal Goals:

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



Let's pause...are  
your goals:

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**S**pecific

**M**easurable

**A**tractive

**R**ealistic

**T**ime-Framed

**For example:**

**Typical personal goal:**

Improve my fitness level

**Typical professional goal:**

Work on article manuscript

**SMART goal (personal):**

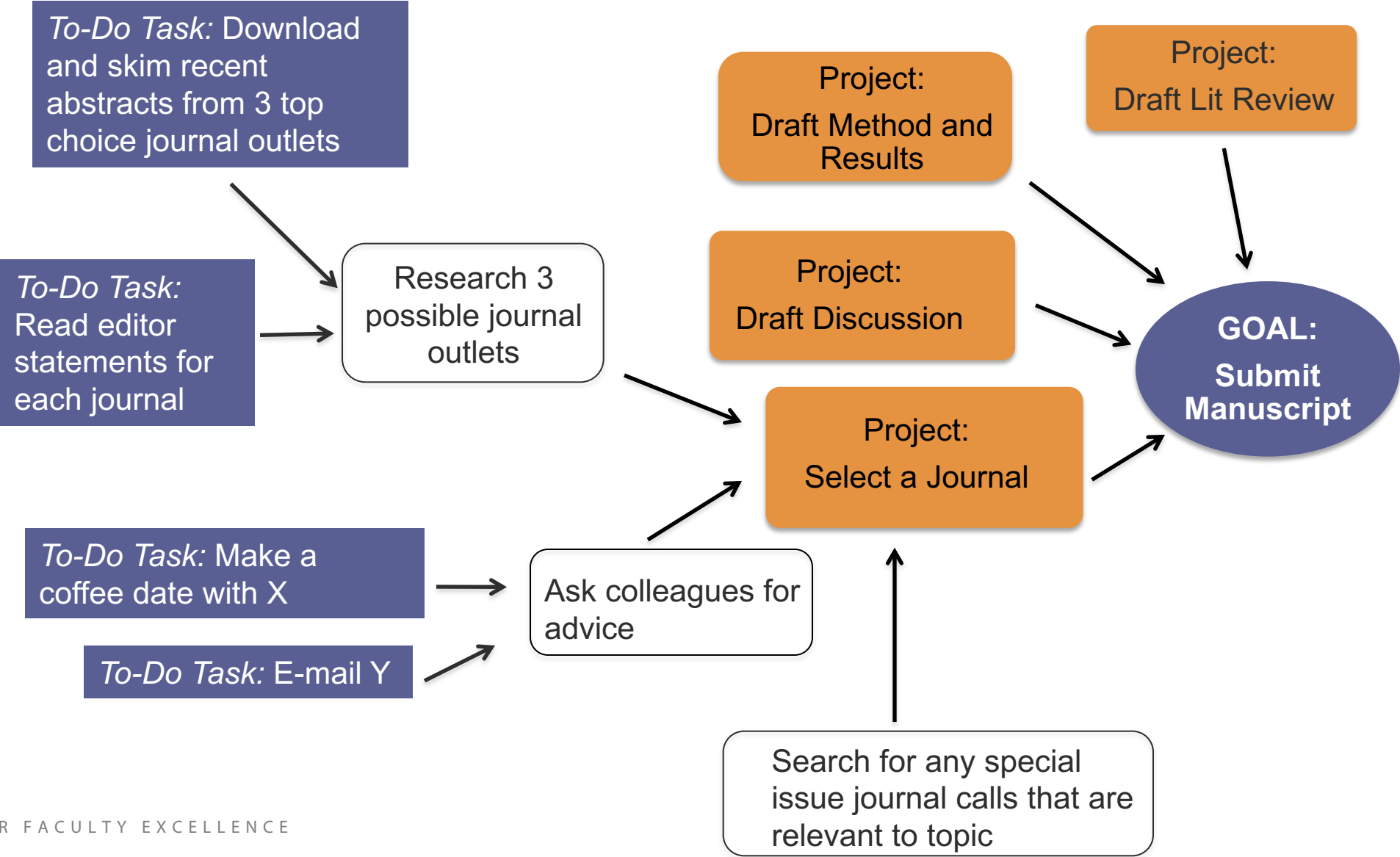
Walk at least 10,000 steps per day, Monday  
– Friday, from today until the last day of the  
term.

**SMART goal (professional):**

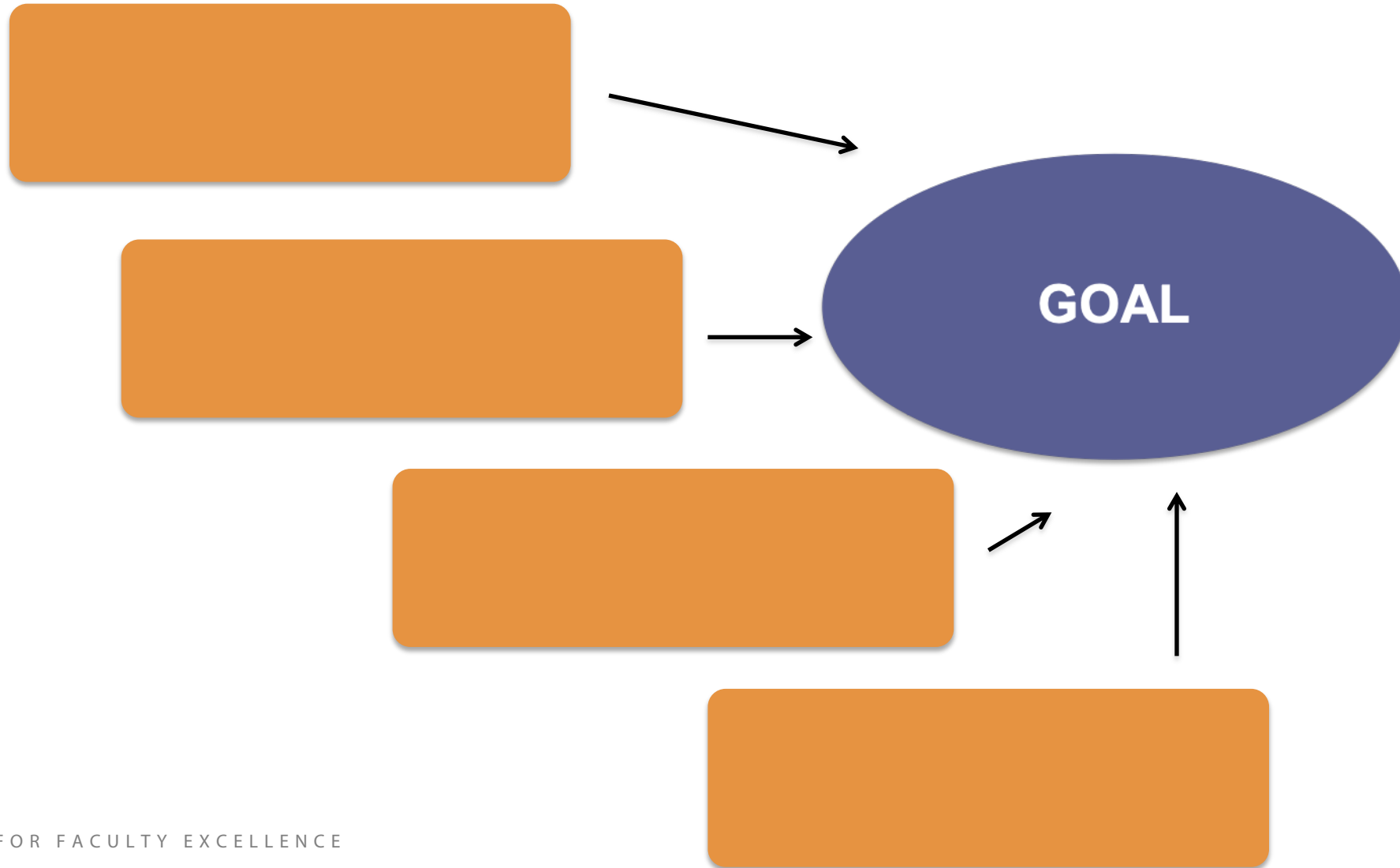
Read relevant literature on X and draft lit  
review by the end of May 2021

**So, take 7-10 minutes to re-  
read and revise your goals into  
SMART goals.**

# Step #2: Map out the steps (example)



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



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

MONTH	WEEK	PROJECT GOALS	PERSONAL TASKS
	Week 1		Walk 10,000 Steps, Sleep 8 Hrs
	Week 2	<b>Draft Lit Review [project 1]</b>	Walk 10,000 Steps, Sleep 8 Hrs
	Week 3	<b>Draft Lit Review [project 1]</b>	Walk 10,000 Steps, Sleep 8 Hrs
	Week 4	<b>Draft Methods &amp; Results [project 2]</b>	Walk 10,000 Steps, Sleep 8 Hrs
	Week 5	<b>Draft Discussion [project 3]</b>	Walk 10,000 Steps, Sleep 8 Hrs
	Week 6	<b>TRAVEL Send draft to co-author</b>	Walk 10,000 Steps, Sleep 8 Hrs
	Week 7	<b>Select a Journal [project 4]</b>	Walk 10,000 Steps, Sleep 8 Hrs
	Week 8		Walk 10,000 Steps, Sleep 8 Hrs
	Week 9		Walk 10,000 Steps, Sleep 8 Hrs
	Week 10		Walk 10,000 Steps, Sleep 8 Hrs
	Week 11		Walk 10,000 Steps, Sleep 8 Hrs
	Week 12		Walk 10,000 Steps, Sleep 8 Hrs
	Week 13		Walk 10,000 Steps, Sleep 8 Hrs
	Week 14		Walk 10,000 Steps, Sleep 8 Hrs
	Week 15		Walk 10,000 Steps, Sleep 8 Hrs
	Week 16		Walk 10,000 Steps, Sleep 8 Hrs

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

MONTH	WEEK	PROJECT GOALS	PERSONAL
	Week 1		
	Week 2		
	Week 3		
	Week 4		
	Week 5		

# The Time Map

A “Time Map” is a budget of your day, week or month that balances your time between the various departments of your life. Built around your own natural habits, style and goals, your “Time Map” reflects who you are and what is important to you.

(Julie Morganstern, *Organizing from the Inside Out*)

# Time Map

	Sunday	Monday	Tuesday	Wed	Thurs	Friday	Saturday
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							

# Step 3.5 - Add Tasks To YOUR Week (aka "Weekly Planning"/"Sunday Meeting")

## Week of May 10th

	Sunday	Monday	Tuesday	Wed	Thurs	Friday	Saturday
8 AM							
9 AM							
10 AM		Read Ahmed, Cultural Politics (Intro)—add relevant quotes/ideas to chapter 3					
11 AM					Fix chpt. 3 footnotes (10-25)		
12 PM							
1 PM			Create slides for <i>Americanah</i> on "afropolitanism";			Write rec. letter for Casey	
2 PM			write discussion questions (chpts 1-10)/figure out mini-groups			prep mid-semester evals;	
3 PM							
4 PM							
5 PM							



## Step #4: Find the support and accountability that YOU need!

<b>SUPPORT STRUCTURE</b>	<b>NEED IT MEETS</b>
<b>Faculty Peer Mentoring Circles</b>	Community, Support, Accountability Facilitated by Loyola Faculty Mentors
<b>Faculty Writing Groups</b>	Peer Accompaniment, Support Online and/or In Person
<b>Magis Faculty Fellowship</b>	Leadership Development
<b>NSF ADVANCE Workshops</b>	Professional Development How-To's
<b>National Center for Faculty Development and Diversity</b>	Membership, Professional Development Resources, Workshops

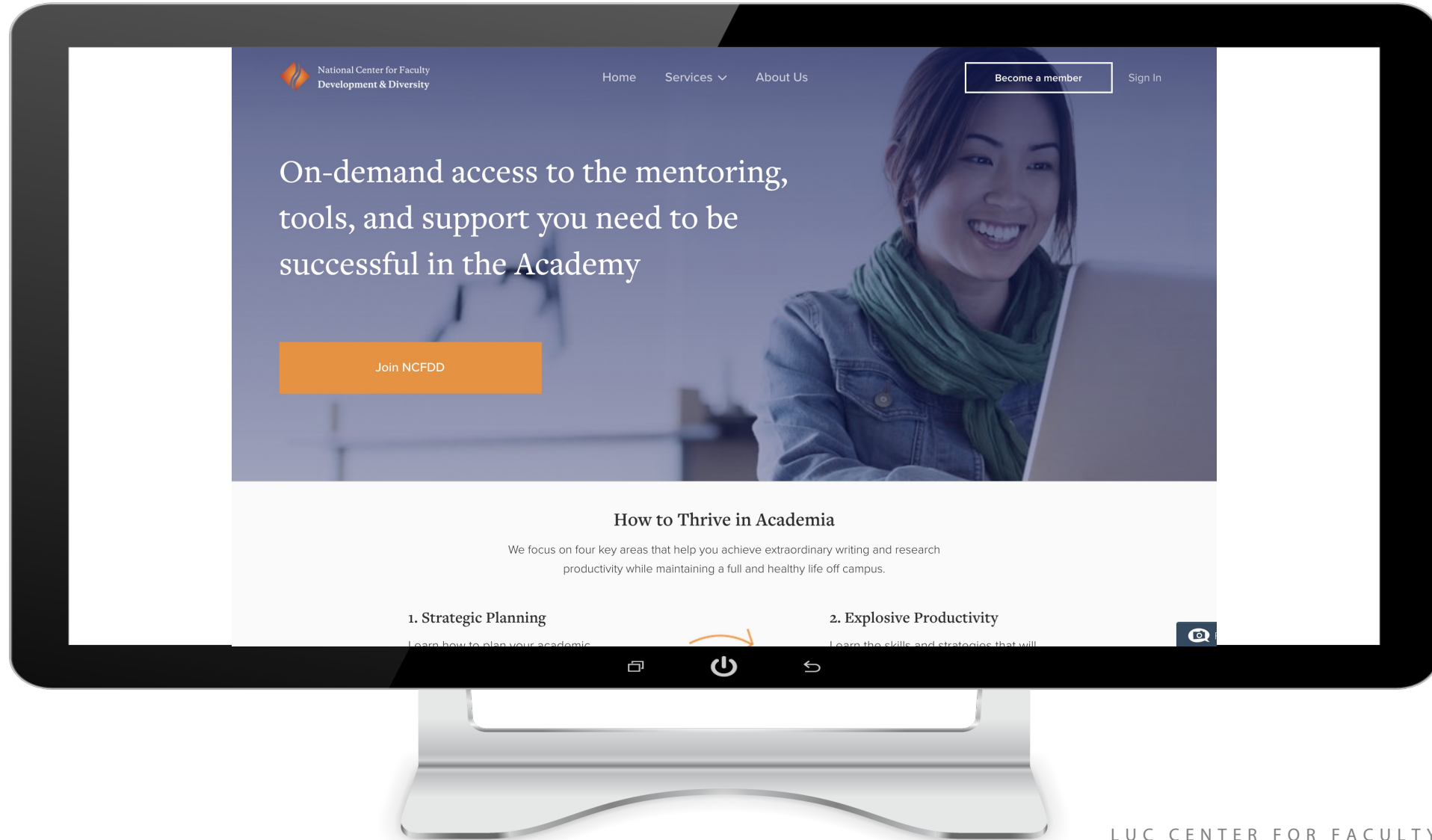
## Step #5: Work the plan

- ✓ Contact a **mentor/trusted senior scholar** this week to schedule a meeting
- ✓ If you don't have a mentor, that's a problem to resolve ASAP (check out our "**Cultivating Your Network**" core curriculum webinar)
- ✓ Consciously decide what you want to share with your mentor. **Your goals, your monthly overview, or your detailed plan?**
- ✓ **Determine beforehand where you need advice and feedback**

Optional but highly recommended: "How to Align Your Time With Your Priorities" core curriculum webinar where we teach the 30-minute strategy for implementing your plan each week.

# Moving forward

# www.FacultyDiversity.org



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*Preparing people to lead extraordinary lives*