

Organization and Time Management Tips

Write down all of your personal, professional, and academic time commitments.

- Class schedule
- Homework time
- Exercise
- Leisure
- Family time
- Meals
- Housekeeping
- Other employment
- Writing time
- Research time
- Reading

Make a visual schedule so you can easily see your time commitments.

- Weekly Grind
- Big Picture
- Little Big Picture
- Daily/Weekly/Monthly Calendar

Know the requirements of your program.

- Coursework
- Publications
- Presentations
- Teaching
- Research
- Comprehensive Exam Process
- Dissertation Process

Make a list of optional experiences that you would like to have while in your doctoral program and their dates/frequency. Put them in your calendar now so you will be able to participate.

- Conferences to attend
- Conferences where you'd like to present (and the call for proposal date)
- Journals to read and write for (and check for special issue calls for papers)
- Awards/Grants (think about funding your dissertation)
- Leadership positions
- Professional organizations

When you plan ahead, you will have time to break large tasks into small, manageable tasks that you complete over extended periods of time.

Park your work on the downhill!

Set a timer to help you focus and give yourself regular breaks. (I use stretchclock.com)