# Setting Specific Goals

## Productivity Goals

1. List some long term writing goals for your project (for this semester, this month):
   - ______________________
   - ______________________
   - ______________________

2. List medium term tasks or goals for the week or month (e.g. sections, research, etc):
   - ______________________
   - ______________________
   - ______________________

3. Identify discrete tasks (ideally short term) that you need to complete to accomplish your goals. **For each task, estimate of how much time it will take to complete**:
   - ______________________
   - ______________________
   - ______________________
   - ______________________

## Process Goals

1. List some long term goals for your writing process (when/how you write, how you feel about your writing):
   - ______________________
   - ______________________
   - ______________________

2. Identify discrete ways to improve your writing process (e.g. journaling, getting support, scheduling, etc.):
   - ______________________
   - ______________________
   - ______________________

3. Identify concrete ways you can get support or accountability for your writing (e.g. sharing plans, writing group, writing center, etc.):
   - ______________________
   - ______________________
   - ______________________
   - ______________________
# Time Management

**Weekly Writing Goals**

*Make a list of writing tasks that you want to work on this week. Include things that you can reasonably accomplish in a single session. Don’t forget things that you can do that will support your writing process (such as getting support from others)!*

**Weekly Schedule**

*Identify the times that are best for you to write, book some writing sessions, and protect them from other appointments.*

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**Distractions:** What might come up this week that can interrupt your writing (e.g. lab work, part time job, family, transportation, etc.)?

**Resolutions:** What are ways you can find a workaround, or plan-ahead for when these things happen?

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