

Making Time for Scholarship

1. **Set goals**, the more specific the better, is key (Locke & Latham, 1990). Prioritize what is most important and most timely. Be kind to yourself when you have to let things wait or go altogether.
2. **Strategically plan** about how best to accomplish the goal (Diefendorff & Lord, 2003) and **formulate implementation intentions** for how, when, and where you will accomplish steps toward the goal. These are a huge boost to goal attainment (Gollwitzer, 1999 and Chen, 2017).
3. Know yourself and your potential derailments, and **make contingency plans**: anticipate critical situations and prepare goal-directed responses, such as "Whenever situation X arises, I will initiate Y to ensure I stay on track!" (Gollwitzer, 1999).
4. **"Shut up and Write (or Create)"**. You need undistracted time. Pomodoro technique is a commitment to spend 25 minutes of focused time, completely undistracted, on a task. Some objectives may need multiple "Pomodoro times". You can do this in groups! For example: meet colleagues for 2 hours and include 3 Pomodoro sessions, along with breaks for coffee/catching up.
5. **Schedule time and design accountability**. Set a date for yourself and favorite friend or colleague to do a work retreat. It can be one day, away from the campus, your family, from distractions – a quiet place with wifi and walking trail. A cabin in the woods, even the CAST office (I'll provide the coffee!).

Scholarship Planning Worksheet:

1. Goal and subgoals – be specific.
Example: *Finalize a draft of article to the Journal of Biology Education and submit by ~~end of summer~~ August 1 (so I can enjoy our vacation). Subgoals- write introduction; clean up graphs; proof and edit discussion; review author guidelines.*
2. Strategic planning.
Example: *Reviewing author guidelines I guess will impact the length of my other sections and requirements for my graphs, so I should do that first. Cleaning up the graphs is what I am least looking forward to, I will put that off forever, so I should probably tackle that next. I'll probably need 3 hours of quiet. Writing the introduction will be fun- that will be my reward. Proof and editing should be saved for last, and I'll need to do it a few times, with some reading time in between. I guess that means I need a complete draft 2 weeks before deadline...*

3. Implementation Intentions.

Example: Every other Friday I'm going to go to the public library where I can't bump into anyone, and work from 9-12. I'll start with author guidelines and make a more detailed plan in week 1, and will use that for subsequent Fridays until July 20. I'll use the Pomodoro method. I'll set tasks.

4. Avoiding derailment.

Example: my smartwatch vibrates and tells me when I get an email, facebook message, or text, which sends me down the social media rabbit hole. So when working, no watch! Also, when I get hungry, it's over- I know I'll bail early. So I'll pack a snack to take and during a break, will eat.

5. Accountability.

Example: My husband loves bets and winning them, so I'll make him bet me that if I don't do my scholarship, I have to complete 100 push ups and do dishes for a week (normally his task). I also know Laura was hoping to publish this summer, I will make a plan with her every 3 weeks as a writing buddy.