**Top 10 Ways to Become a Highly Productive Academic Writer (Even in a pandemic!)**

***Office of Faculty Development Workshop 2022***

***Personal Writing Plan***

**Step 1: Prioritize**

**Activity 1-Fill out the first two columns of the table below.**

**Activity 2- Fill out the second two columns of the table below.**

***Your Writing Inventory***

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title** | **Motivation (e.g., need it for next grant, personal interest, annoying colleagues pester you)** | **Priority Type (i.e., most important, closest to publication, oldest, easiest, most appealing)** | **Priority Number** |
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**Step 2: Plan, with the goal of devoting 2-4 hours per week to writing**

**Activity 3-**i. Determine the **best time** to write:

I am at my **peak productivity** between the hours of (select all):

a) 5a-7a

b) 7a-9a

c) 9a-11a

d) 11a-1p

e) 1p-3p

f) 3p-5p

g) 5p-7p

h) 7p-9p

i) 9p-11p

j) 11p-1a

k) 1a-5a

Of times selected, what times can you **defend** for writing (minimal family or other personal commitments, minimal meetings, easy to reschedule current commitments)? "When do I control my calendar instead of It controlling me?"

What degree of **consistency** works for your schedule (e.g., daily, all weekdays, once per week, etc)?

***Now, do it!*** *Open your calendars and put recurring appointments for writing into your calendar that you will consider as important as your other work or personal obligations.*

**Activity 4-**ii. Determine the **best place(s)** to write.

Be honest with yourself…pick 2-3 places (no more) where you know you can focus and be productive.

1.

2.

3.

iii. Will a **writing group** work for your writing personality?

What type of group(s) do you think are compatible with your writing personality (goals and accountability, write together, feedback groups)?

What peers and colleagues would you invite to your writing group?

**Step 3: Write**

**Activity 5-**For your *highest priority* project listed above, outline two goals for writing – a 30,000-foot goal and your next daily goal. Use SMART format – specific, measurable, achievable, realistic, timely. (For example, I will complete the first draft of the manuscript by May 31, 2022. My next immediate goal is to write the first paragraph of the Introduction during my next 2-hour writing session.)

30,000 foot goal:

My next daily goal:

**Activity 6-**How will you track your progress (e.g. run chart, put on your task list, etc)?

**Step 4: Feedback**

**Activity 7-**Who specifically will you request feedback from?

1.

2.

3.

How far in advance of your deadline do you need to request feedback?

1.

2.

3.

**Step 5: Revise**

**Step 6: Reward yourself** – **Activity 8-**when you complete your document, what are some ways that you will reward yourself for completing your writing goals?

Small rewards (e.g., when I do daily writing time, I will get a second cup of coffee):

Medium rewards (e.g., when I get a paper out to collaborators, I will take a 20 minute walk):

Big rewards (e.g., when the paper is accepted, I will have lunch with a colleague):