

# Creating a Semester Strategic Plan

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# Why Create a Semester Plan?

# Strategic Planning Helps You

Set important work priorities for four-month timeframe

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Focus time and energy on identified priorities with structure

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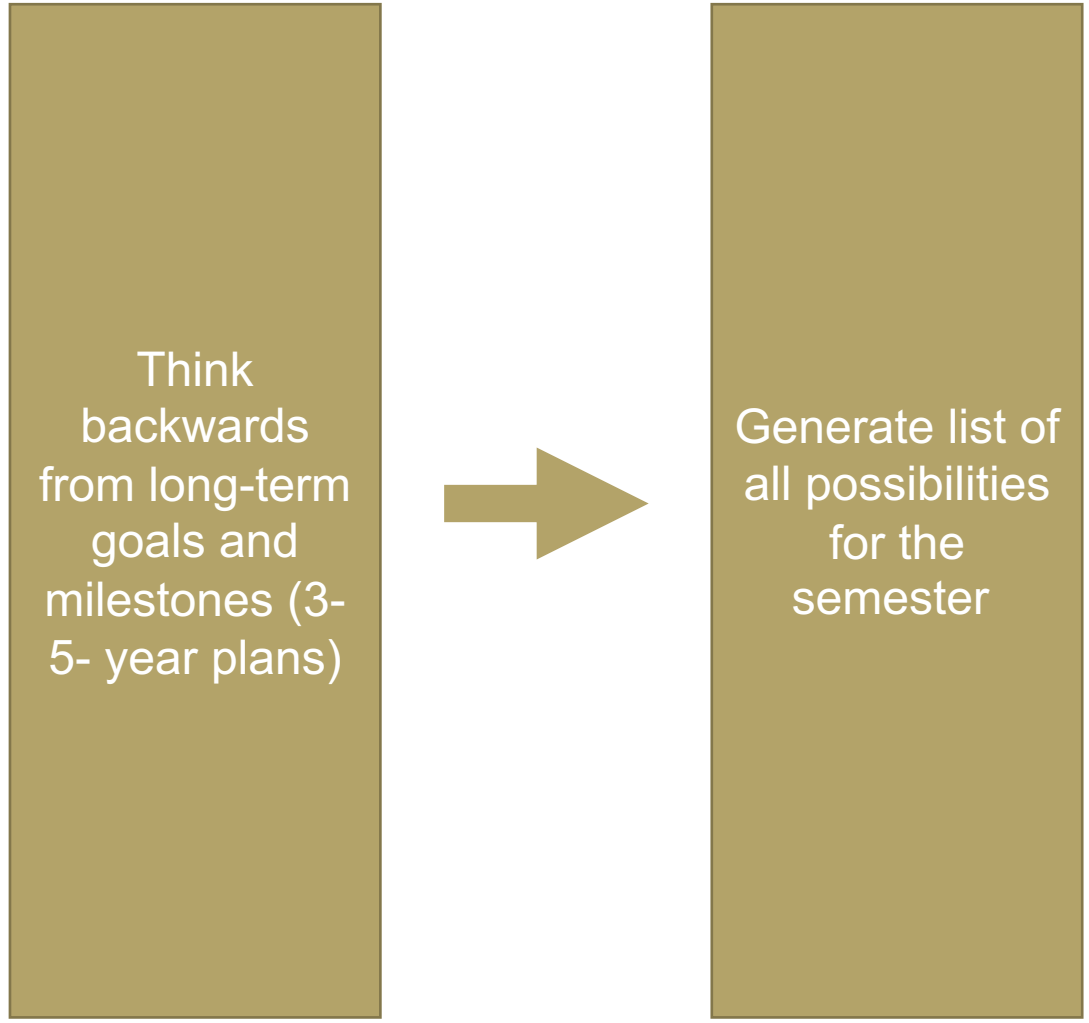
Create system for tracking progress toward priorities

Make decisions for actions based on priority alignment

# Principles of Strategic Goal Setting

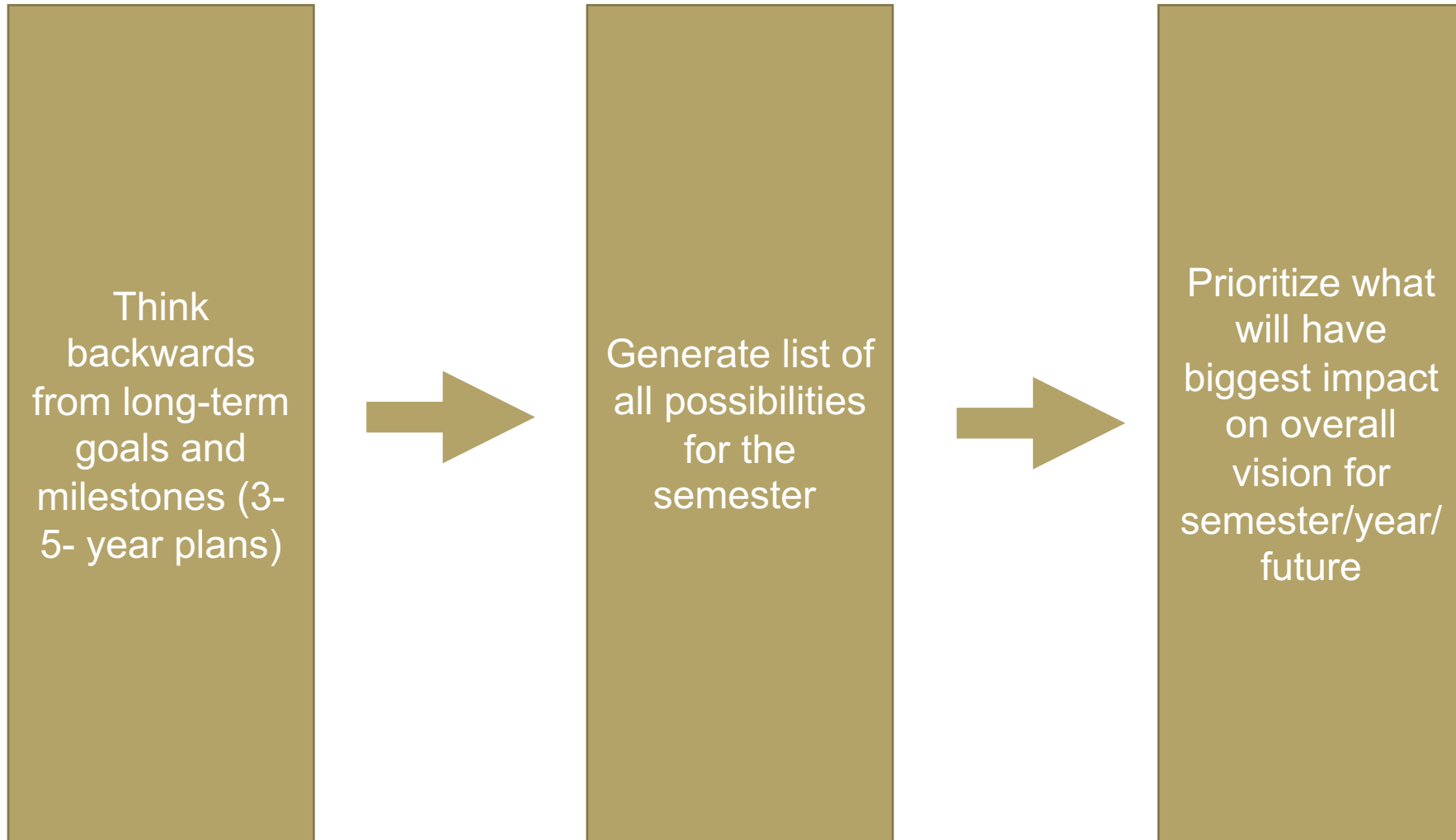
Think  
backwards  
from long-term  
goals and  
milestones

# Principles of Strategic Goals Setting





# Principles of Strategic Goals Setting



# Developing the Preliminary Semester List

Buckets  
→

## Research

- Submit manuscript a, b
- Data collection for study c, d
- Submit two co-authored grant proposals
- Complete report for current grants

## Teaching

- Update and teach prep 1
- Prepare new prep 2 for summer
- Develop TA manual for prep 1

## Life

- Make Sunday afternoons weekly family time
- Get more exercise
- Volunteer at child's school

# Developing the Priority Semester List

Buckets  
→

## Research

- Submit manuscript a to XX journal by March 1; manuscript b to XX journal by May 1
- Data collection for study c, d
- Submit NIH grant with so-and-so by deadline April 1

## Teaching

- Update and teach prep 1
- Prepare new prep 2 for summer

## Life

- Make Sunday afternoons weekly family time
- Run MWF mornings at 7 with Mary



## Research

- Submit manuscript a to XX journal by March 1; manuscript b to XX journal by May 1
- Data collection for study c, d
- Submit NIH grant with so-and-so by deadline April 1

## Break Down Tasks

Submit manuscript b to XX journal by May 1

- Draft intro
- Draft lit review
  - Find additional sources
- Create figures
- Draft analysis/ findings
- Draft conclusion
- Revise first draft
- Request feedback from colleagues *a, b, and c*
- Revise second draft
- Submit manuscript

# Assign Tasks to Weeks on Calendar

Spring Semester 2021 Strategic Plan				
	Research	Teaching	Service	Life
Example	Check-in with collaborators on manuscript A Finish revisions to methods section of manuscript B	Finish uploading course materials to Canvas	Advising	Start Couch to 5K
11-Jan				
18-Jan				
25-Jan				
1-Feb				
8-Feb				
15-Feb				
22-Feb				
29-Feb				
7-Mar				
14-Mar				
21-Mar				
28-Mar				
4-Apr				
11-Apr				
18-Apr				
25-Apr				
2-May				