

Daily Writing: a 12-step Program

Step 1: Hold a Sunday meeting

Set up the skeleton (5 minutes)

Block all of the time commitments out of your calendar for the week (classes, meetings, writing time, etc.)

Brain dump (10 minutes)

Create your list of to-do tasks (use project maps to figure out what long term items need to get done)

Tasks meet time (15 minutes)

Assign each task a specific block of time and decide what to do with the tasks that don't fit into your calendar

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Step 2: Post your weekly writing goals

Monday

- CoC discussion: sims/diffs with Wienhold & Branchaw
- NTT R&R: easy title, intro, methods edits
- PFL grant: read white paper (finish Tues); email community partners

Tuesday

- CoC discussion: sims/diffs with Belzer
- NTT R&R: revise figure 1 graph; re-run stats w/out group

Wednesday

- CoC discussion: sims/diffs with Minchella
- NTT R&R: contact Dr. P about algorithm
- PFL grant: meet w/ K.M.

Thursday

- CoC discussion: sims/diffs with Chen
- NTT R&R: read suggested paper for discussion (finish Fri)
- PFL grant: draft budget

Friday

- CoC discussion: write assessment paragraph

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Step 3: Start each day by reviewing your priorities

Why do this?

- ✓ Because the seemingly urgent, but unimportant tasks tend to rise up and take over the day. This simple practice will remind you what *really matters*.
- ✓ It will slowly but surely help you to organize each day around the activities that contribute to your long term goals.
- ✓ It will make saying “no” easier throughout the day.

It's very simple. You can look at your calendar because you've already assigned the important tasks to specific blocks of time.

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Step 4: Butt in chair



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Step 5: Set a timer



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Step 6: Expect resistance



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Step 7: Stop when the timer goes off



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Step 8: Track your writing with the daily check-in

There are many ways to do this!

- ✓ Individually (spreadsheet)
- ✓ Collectively (discussion forums, online communities, hangouts, etc.)



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Step 9: Give yourself a treat

Reinforce your new habit by giving yourself a treat!

- ✓ **Treat** = anything that brings you pleasure
- ✓ Remind yourself that you are receiving a treat because you took care of the most important work for your long term success

NOTE: there is absolutely no punishment allowed!

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Step 10: At the end of the week, hold yourself accountable

Monday

- ~~CoC discussion: sims/diffs with Wienhold & Branchaw~~
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Step 11: Take 5 minutes to reflect

1. **How do I feel about my progress?**
2. **What good things happened?**
3. **What do I need to adjust next week?**

“Summary: Finished most goals, but not all. **Need to work on:** Feeling a bit overwhelmed by CoC discussion. I feel like I’m missing something.

Personal goals: I stayed home for breakfast twice this week with the girls. I did my 15 minutes of cardio on Mon and Thurs—the dance workout videos really helped! I don’t think I’m doing as well as I’d like on getting in 5 servings of vegetables a day. **Good news:** Reaching out to editor for NTT R&R was so encouraging, I’m so glad to have her in our corner! It looks like we are going to get an invite to write that review article. My chair said some really nice things about my scholarship in my annual review. I felt really great about how class went today—the daily gratitude for teaching is working! **Next week:** find another source on grading assessment next week, get an acct buddy on veggies.

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Step 12: Take the weekend off

