

## SUMMER PLANNING

**MENTEES: TAKE 30-60 MINUTES TO CONSTRUCT A PLAN TO BE PRODUCTIVE IN YOUR WORK THIS SUMMER. DISCUSS THE PLAN WITH YOUR MENTOR AT THE FMP LUNCH.**

**MENTORS: You are also welcome to construct a summer plan!**

**STEP 1.** The summer is an ideal time to write and to perform research. However to be achievable, your plan has to be SMART. Identify the major projects (no more than 3) on the smart goals table below that you want to accomplish between May 10 and July 30 e.g., complete data analysis, finish a book chapter) and indicate how each goal is Specific, Measurable, Attractive/attainable, Realistic, and has a reasonable Time frame.

	GOAL 1	GOAL 2	GOAL 3
S: Specific			
M: Measurable			
A: Attractive/ attainable			
R: Realistic			
T: Time frame			

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**STEP 2.** The more detail you can provide about your projects, the more likely it is that you will complete them. This activity is designed to help you think in depth about what time and resources yours require; that will help you design your summer schedule.

- Identify one major project from your list of summer projects. TASK: \_\_\_\_\_
- Divide the project into 4 to 5 smaller subtasks and about how long each will take to complete.

Subtask	Time to complete
1.	
2.	
3.	
4.	
5.	

- Use the subtasks as a guide to determine the resources you need to complete the entire project. What resources will each subtask require?
  - Consider the possibility that there are resources, facilities, or people that are only available in a specific place or at a specific time.
  - Consider what subtasks you can work on while you travel. For example, while it may be feasible to take a large chunk of reading with you on a visit to relatives, it may not be practical to complete a complex data analysis since you may not have the necessary computer program.
- Resources required
- Anticipate here what could go wrong and thus require more time than you initially anticipated.
- What subtasks can you complete or set up during the summer?
- Plan a schedule for those subtasks on the attached form. Use the form to add subtasks for each of the other two Projects that you plan to complete this summer. Be sure to block out vacations, etc., too!

2021 SUMMER PLANNING SCHEDULE

PROJECT	SUBTASK	WEEK 1 May 10-14	WEEK 2 May 17-21	WEEK 3 May 24-28	WEEK 4 May 31-June 4	WEEK 5 June 7-11	WEEK 6 June 14-18
1	1						
	2						
	3						
	4						
	5						
2	1						
	2						
	3						
	4						
	5						
3	1						
	2						
	3						
	4						
	5						

2020 SUMMER PLANNING SCHEDULE

PROJECT	SUBTASK	WEEK 7 June 21-25	WEEK 8 June 28-July 2	WEEK 9 July 5-9	WEEK 10 July 12-16	WEEK 11 July 19-23	WEEK 12 July 26-30
1	1						
	2						
	3						
	4						
	5						
2	1						
	2						
	3						
	4						
	5						
3	1						
	2						
	3						
	4						
	5						