**TOPIC 2: PLANNING WITH PURPOSE**



These worksheets are designed to help you apply two strategies that are introduced in the session:

a) work breakdown structure and

b) time management.

Dr Anna Pilz, Institute for Academic Development

**IDENTIFYING THE KNOWNS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KNOWNS** | **Your Professional Journey** | **Your PhD Project Journey** | **Timeline** | |
|  |  | short-term |  |
|  |  | medium-term |  |
|  |  | long-term |  |

PROMPT: Think what you *know* you want and need to do in terms of both your professional development and your research project. Decide whether those knowns fit into the short-term (<1 year), medium-term (1-2 years), or in the long-term (>2-3 years). The knowns can relate to events you’ll attend; skills required for your research; annual review processes and submissions etc.

**TACKLING THE KNOWN UNKNOWNS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KNOWN UNKNOWNS** | **PhD Project Journey** | **What do you need to know?** | **How will you find out? (TASKS)** | **TIMELINE** |
|  |  |  |  |
| **Professional Development Journey** | **What do you need to know?** | **How will you find out? (TASKS)** | **TIMELINE** |
|  |  |  |  |

PROMPT: What are your known *unknowns*? Think about aspects relating to your PhD project (methodology; conceptual framework not clear; chapter structure not clear; how and where to publish your research findings etc). Then ask yourself what you’d need to know to turn the known unknowns into knowns. Who might know / where can you seek guidance and support? Draw up a list of tasks. It can be helpful to give yourself a certain timeframe for the tasks.

**MY NEXT 6 MONTHS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TIME** | **END GOAL** | **ACTIONS** | **ACCOUNTABILITY** | **MOTIVATION** | **RESOURCES** |
| November |  |  |  |  |  |
| December |  |  |  |  |  |
| January |  |  |  |  |  |
| February |  |  |  |  |  |
| March |  |  |  |  |  |
| April |  |  |  |  |  |