

# 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.

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## IDENTIFYING THE KNOWNS

KNOWNNS	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 UNKNOWNNS

<b>KNOWN UNKNOWNNS</b>	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					