**Defend and Publish Episode 2: Engage Your Priority Project Planning Chart**

Directions: As noted in the podcast, list tasks according to the mental energy and type of focused time you need to complete them. In your best, most focused times, select tasks from the columns on the right hand side to tackle. In less desirable times (times where you might get interrupted, it is too noisy, you aren’t in your writing spot, etc.) tackle the tasks on the left hand side and check them off.

*Some representative tasks are listed below to get you started.*

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| **Tasks that can be completed with less focus**  **(you can easily return to these after interruptions even if they take a long time)** | **Tasks that need more focus and mental energy**  **(you can work for at least a half hour uninterrupted)** |
| Filling in references that are missing in text  Double checking documentation style  Rewording headings or subtitles to make sure they lead the reader through the chapter or article  Revising the abstract for clarity  Inserting transitions to start paragraphs  Comparing your article to a model article from the journal you want to submit to and tweaking your article accordingly | Reorganizing a chapter so it flows logically  Re-outlining a chapter or article draft that seems like it lacks focus  Copying a paragraph or section into a new Word document and revise it for clarity  Reading a chapter start to finish to make sure an argument carries through  Generating new content (brainstorming, mind mapping, building on what you have, capturing new ideas, etc.) |