

10 Planning Concepts I wish I'd known Before my PhD



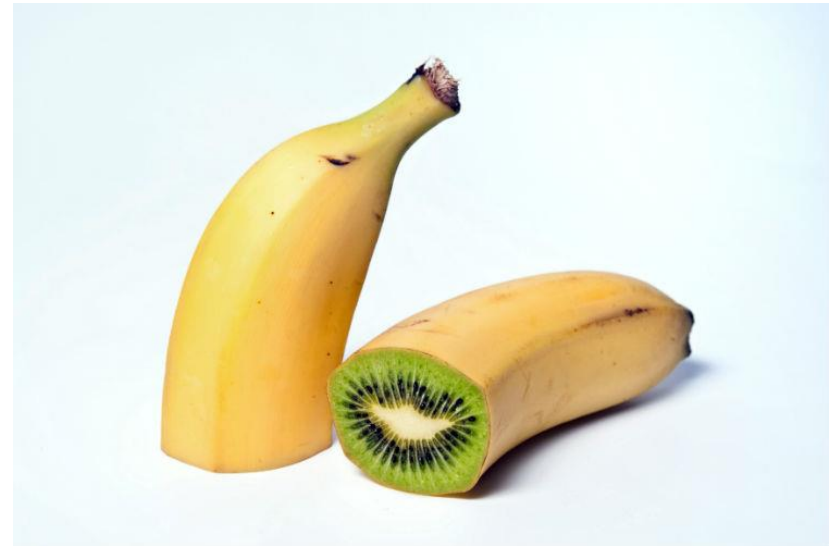
Dr. ir. Eva Lantsoght

Overview



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- ∞ Planning tools – essential soft skills
- ∞ How can you plan the unexpected?
- ∞ Today's presentation:
 - Planning concepts
 - Planning elements
 - Planning tools



1. Define milestones (1)



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∞ Milestones

- Graduation requirements
- Project deliverables

∞ Big steps in your planning

∞ When?

∞ How?



1. Define milestones (2)



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Tools: www.klaarinvierjaar.nl

Project Management for PhDs

Example plan print

	sep	oct	nov	dec	jan	feb	mar	apr	may	jun	jul	aug
1 2017 - 2018												
2 2018 - 2019												
3 2019 - 2020												
4 2020 - 2021												

This is an example of a planning. To make you own, click on 'Login' in the top right hand corner.

Login | Share | NL

print

course icon, vacation icon, warning icon, appointment supervision icon, Space Vacation icon, flag icon

1. Define milestones (3)



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Google Calendar

Today < > April 2012

Search Settings Month 1

14	SUN Apr 1	MON 2	TUE 3	WED 4	THU 5	FRI 6	SAT 7
	Thesis chapter 4: Parameter analysis		Thesis Chapter 3: Description of experiments				
15	8	9	10	11	12	13	14
	Thesis Chapter 3: Description of experiments						
16	15	16	17	18	19	20	21
	Thesis Chapter 3: Description of experiments						
17	22	23	24	25	26	27	28
	Report Literature review + chapter 2: literature review						
18	29	30	May 1	2	3	4	5
	Report Literature review + chapter 2: literature review		visit Andres: 5 days off				

3/22/2019

2. Plan backwards (1)



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- ☞ What do you need to do for your Milestone?
 - Task list
 - Different levels
- ☞ When do you need to be working on your tasks?
 - Ranges of weeks/days
 - Plan the last task first, and then work backwards
 - Now you know which task should be finished when!

Planning your project backwards ...



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www-the-square-peg.com

can actually help to move it forwards.

2. Plan backwards (2)



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∞ Example: writing a conference paper:

∞ Tasks

- Draft introduction
- Draft literature review
- Draft methods section
- Draft results section
- Draft discussions section
- Draft summary and conclusions
- Work on figures and tables
- Proofread
- Format references
- Send to coauthors
- Meet to discuss with coauthors
- Implement changes
-

2. Plan backwards (3)



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∞ Planning

- Deadline
- Your target submission date: 2-3 weeks before deadline
- Last proofread: 2 days before your target submission date
- Make changes: 1 week before last proofread
- Meet with coauthors: before making changes
- Send paper to coauthors: 2-3 weeks before meeting
- Proofread: 3 days before sending to coauthors
- Make figures: 1 week before proofread
- Draft text: 4 weeks before making figures

∞ For this example: start 14 weeks before deadline of paper!

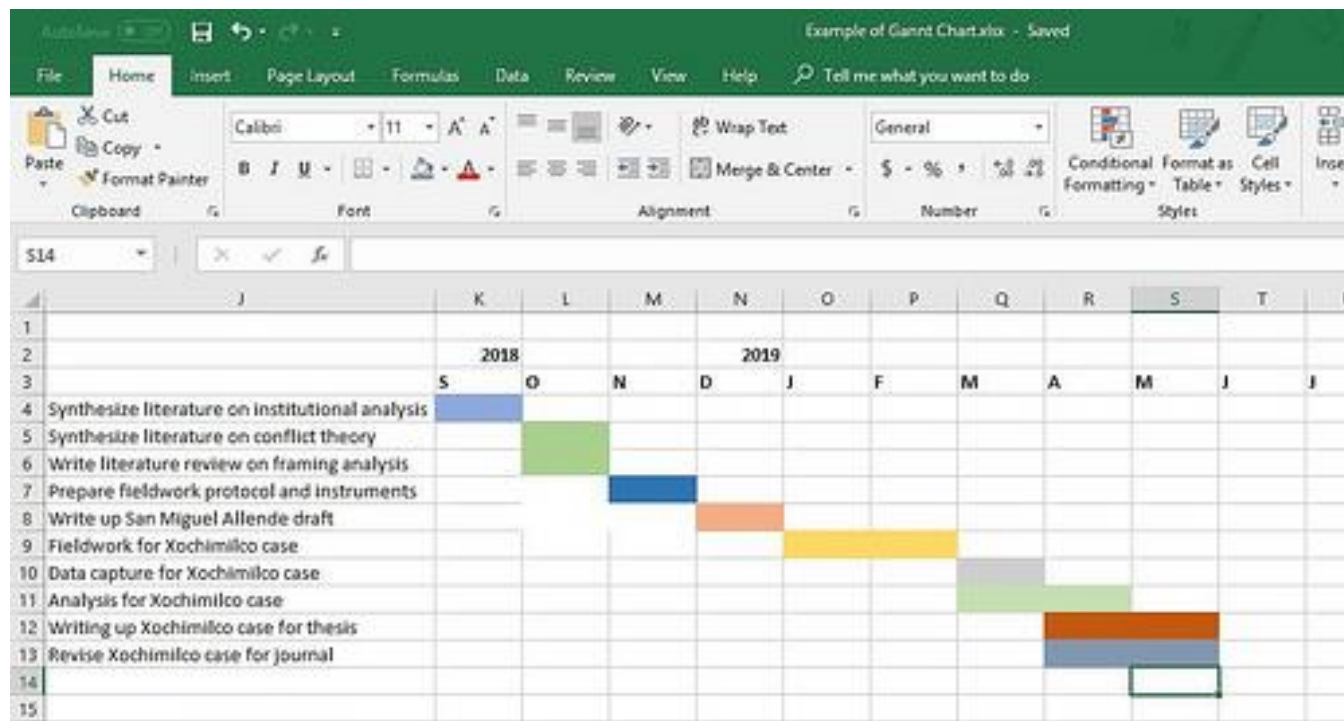
2. Plan backwards (4)



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By Raul Pacheco-Vega: Planning the timeline and progress of your doctoral dissertation:

<http://www.raulpacheco.org/2018/10/planningtheses/>



3. Plan at different levels (1)



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- ☞ Milestones (several years)
- ☞ Planning per year
- ☞ Planning per semester
- ☞ Planning per month
- ☞ Planning per week
- ☞ Planning per day

- ☞ Know what you want to achieve at different levels
- ☞ Break down larger tasks into smaller levels to get to daily tasks

3. Plan at different levels (2)



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- ☞ What I use:
- ☞ Milestones: Bullet Journal
- ☞ Planning per year:
 - Goals in Bullet Journal
 - Events in Google Calendar
 - Reminders in ToDoist
- ☞ Planning per semester: Bullet Journal
- ☞ Planning per month: Bullet Journal
- ☞ Planning per week:
 - weekly template – Google Calendar
 - Priorities on whiteboard and BulletJournal
- ☞ Planning per day:
 - Priorities in Bullet Journal
 - Task list ToDoist

3. Plan at different levels (3)



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Quick Find + 53375

- 9:00 PM plan next day admin
- 9:00 PM take laptop for call with Denmark Research tasks
- 9:00 PM make presentation for Brazil Service tasks

+ Add Task

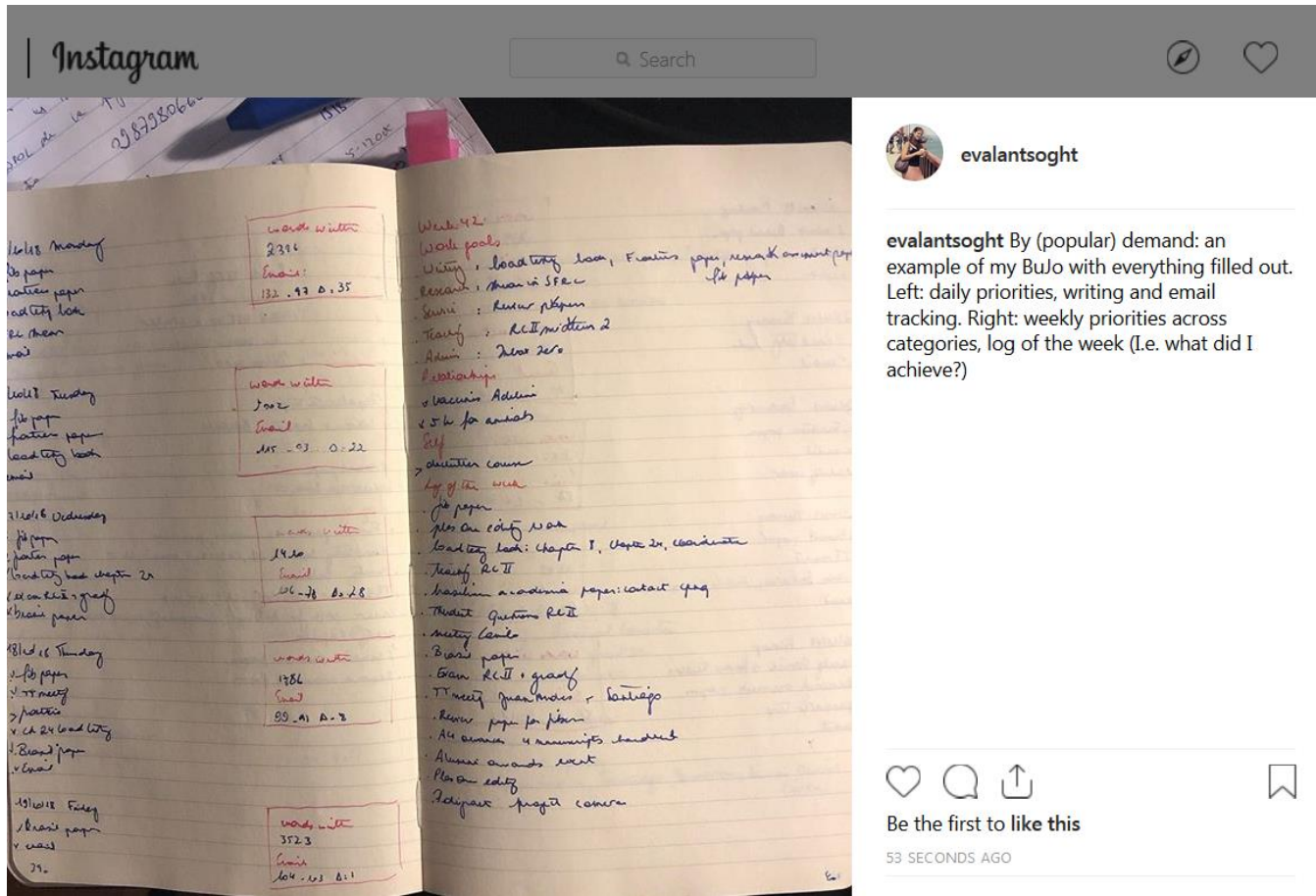
Tomorrow Thu Feb 14

- 8:00 AM B12 @personal
- 8:00 AM calcibon @personal
- 12:00 PM frontiers collectie paper Writing papers
- 3:00 PM follow up with [redacted] regarding RNS, what was [redacted] TRB AFF40 e-circular
- 3:00 PM bud [redacted] review paper 1350 ACI Avances
- 5:00 PM put shower cream in other bathroom Adeline
- 6:00 PM Vitamine drops Adeline @personal
- 6:00 PM work on scrapbook Adeline
- 6:00 PM cook canada and ireland Goals

3. Plan at different levels (4)



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3. Plan at different levels (5)



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Today < > March 2019 🔍 ⚙️ Month ▾ ☰ 1 👤

	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI Mar 1	SAT 2
9	<ul style="list-style-type: none"> 10am colorfoam 5k 	<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 4 more 	<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 4 more 	<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 3 more 	<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 7 more 	<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 4 more 	<ul style="list-style-type: none"> Carnival holidays
10	<ul style="list-style-type: none"> 6am walk the entire chaq 	<ul style="list-style-type: none"> Carnival 5 more 	<ul style="list-style-type: none"> Carnival 4 more 	<ul style="list-style-type: none"> 7:30am Writing papers 3 more 	<ul style="list-style-type: none"> 7:30am Writing papers 8 more 	<ul style="list-style-type: none"> 7:30am Writing papers 4 more 	<ul style="list-style-type: none"> Stay at Hostal Chukirawa 2 more
11	<ul style="list-style-type: none"> Carnival holidays Stay at Hostal Chukirawa Quilotea visit 	<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 4 more 	<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 3 more 	<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 3 more 	<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 8 more 	<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 3 more 	<ul style="list-style-type: none"> Special working day (comp)
12		<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 4 more 	<ul style="list-style-type: none"> 7:30am Writing papers 9am Overleg afstudeerco 4 more 	<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 3 more 	<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 7 more 	<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 3 more 	
13		<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 4 more 	<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 3 more 	<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 3 more 	<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 7 more 	<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 3 more 	
14		<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 4 more 	<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 2 more 	<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 3 more 	<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 7 more 	<ul style="list-style-type: none"> 7:30am Writing papers 9:30am Research 3 more 	

4. Use a weekly template (1)



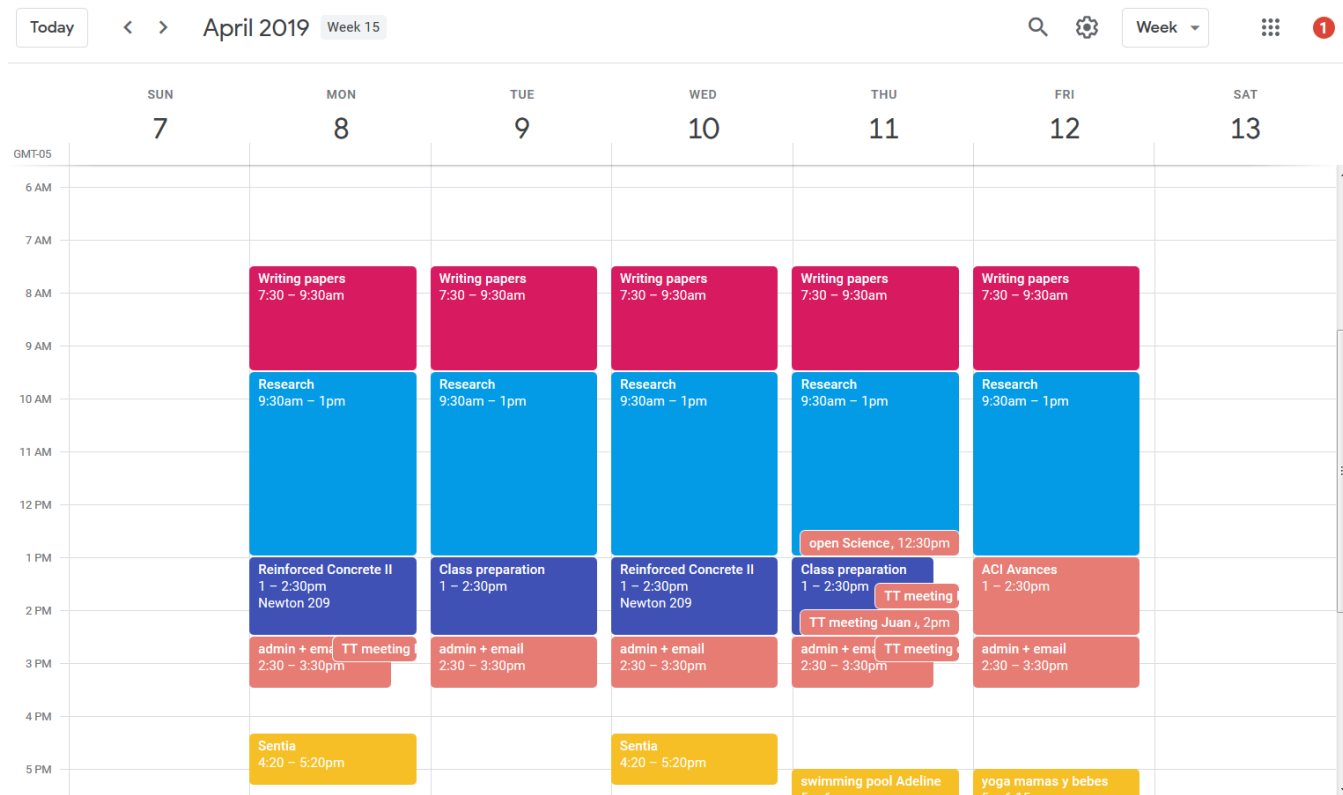
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- ☞ Idea: Raul Pacheco-Vega: Scheduling my academic life to the very minute:
<http://www.raulpacheco.org/2013/08/scheduling-my-academic-life-to-the-very-minute-my-weekly-template/>
- ☞ Create a template for your week to fit in all categories (courses, writing, research, reading papers, email)
- ☞ Then: adjust prior to week to include meetings and update categories with specifics

4. Use a weekly template (2)



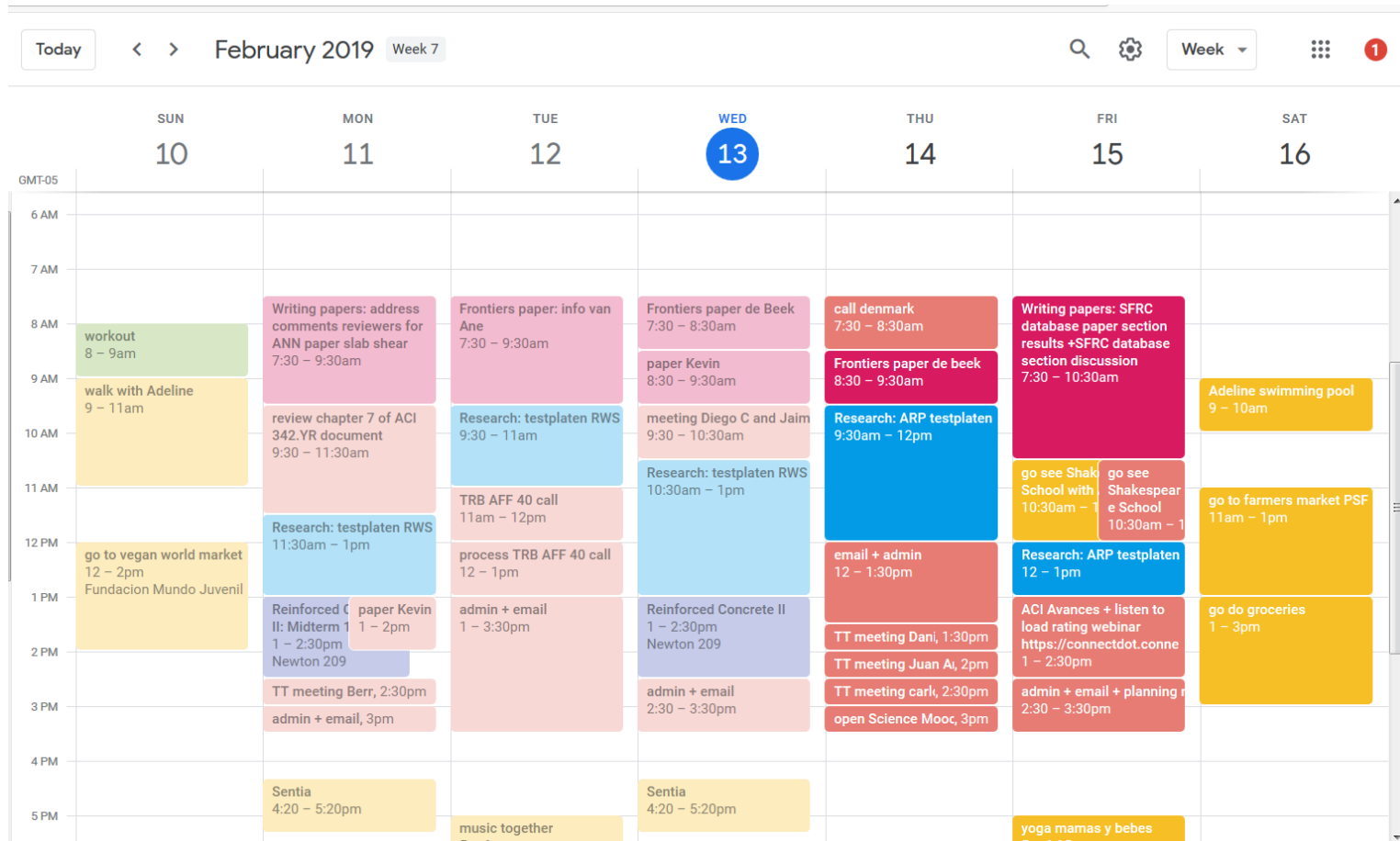
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4. Use a weekly template (3)



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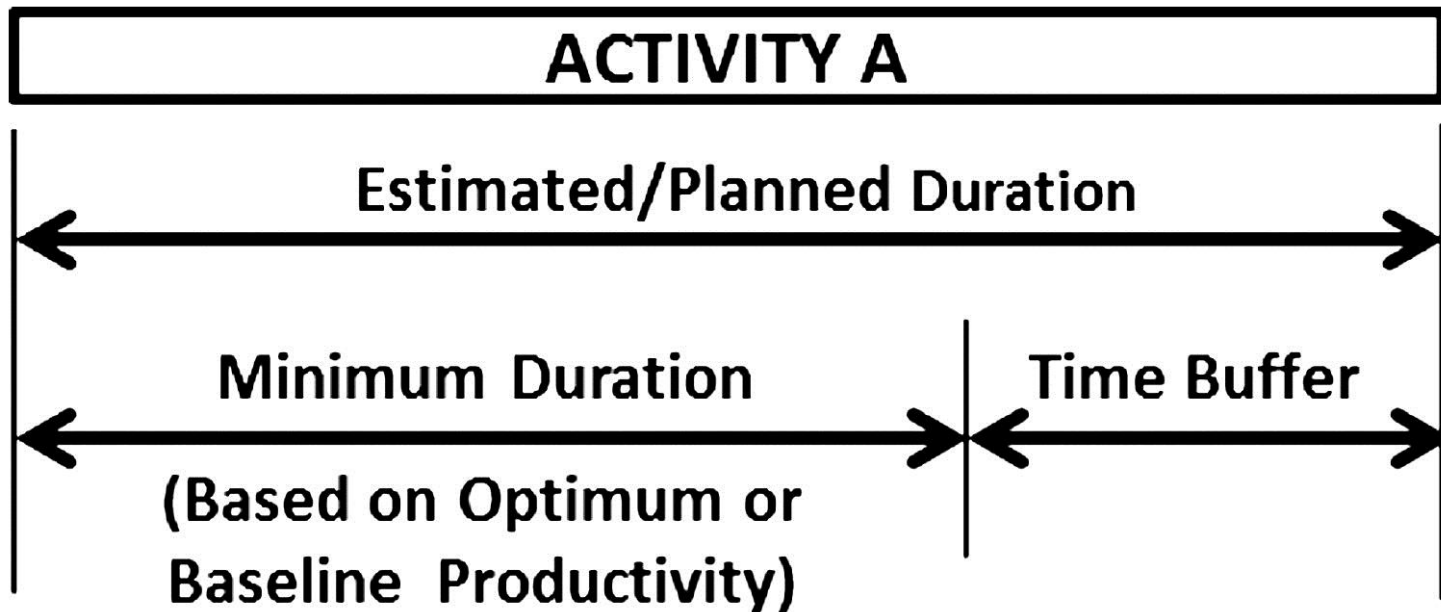


5. Plan buffer



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- Don't miss a deadline!
- Use buffers
- Use self-imposed deadlines



6. Self-care



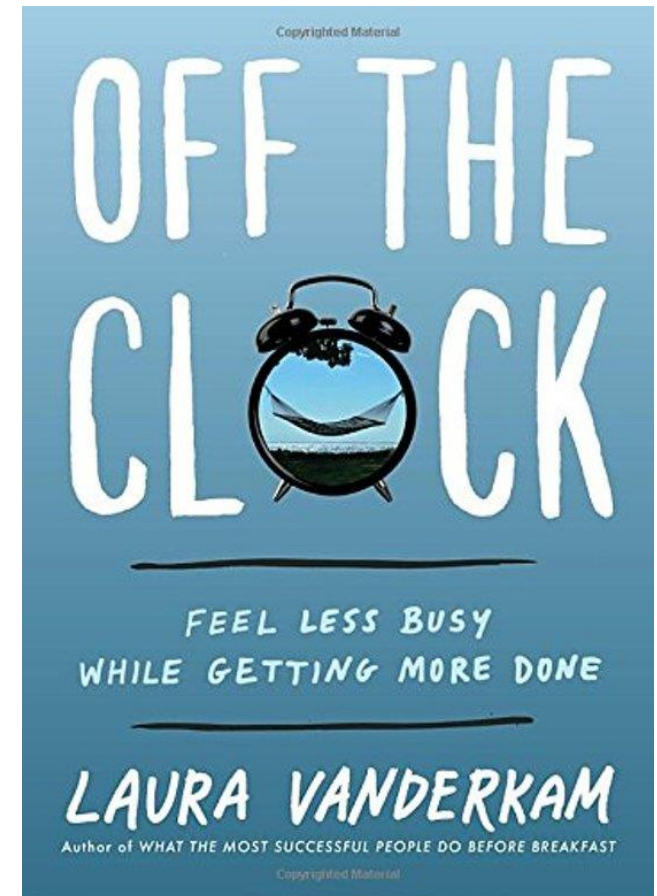
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☞ Plan time for non-negotiable self-care

- Sleep
- Eat
- Move
- Your self-care

☞ Set goals in categories

- Work
- Self
- Relationships



7. Track your time (1)



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- ∞ Data = knowledge!
- ∞ Track how you spend your time (at work and/or in general)
- ∞ How much time do tasks take you?
- ∞ When are you more productive (circadian rhythm)?
- ∞ When are you distracted?

7. Track your time (2)



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RescueTime Dashboard Reports

Hello Eva.Lantsoght! (Upgrade to Pre...)

Your **Weekly** Dashboard Feb 10 - Feb 16, 2019

22h 53m
Time logged — 18.5h less than the week before

time by day

Day	Time Logged
S	~0.5h
M	~1.5h
T	~2.5h
W	~1.5h
T	~0.5h
F	~0.5h
S	~0.5h

productivity pulse

88
4% from week before

35% Design & Composition

25% Communication & Scheduling

11% Business

11% Reference & Learning

7% Utilities

"You may delay, but time will not." — Benjamin Franklin

New! Work hours help you separate your work and personal time. [Set your work hours](#)

Spotlight on this week

work hours top activities more...

7. Track your time (3)



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toggl 1:36:41

- Dashboard
- Reports
- Insights
- Saved Reports

MANAGE

- Projects
- Clients
- Team
- Workspaces
- Tags
- Help
- Show more

Eva Lantsoght
Eva Lantsoght's w... EL

Group by Project and Time Entry Rounding

TITLE	DURATION
5 service	45:04:51
3 Shear in SFRC	39:20:21
2 email + admin	30:19:15
4 ACI Avances	21:24:14
8 Teaching	20:32:19
5 Papers	12:40:05

CLOCKED HOURS
206:55:09

Give Feedback!

8. Reflect on your planning (1)



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- ☞ When you plan for the month ahead, reflect on the past month
- ☞ Idea: Bart Noordam & Patricia Gosling: Mastering your PhD: Running in Place
<https://www.sciencemag.org/careers/2006/11/mastering-your-phd-running-place>

Monthly progress monitor: Four questions to keep you on track

For a monthly evaluation scheme to be effective, it should be simple and easy to use. So we've developed a form that requires you to answer only four questions. Tested extensively in various research groups in several countries, this method has been used with excellent results, as attested to by the participating graduate students. The four questions are:

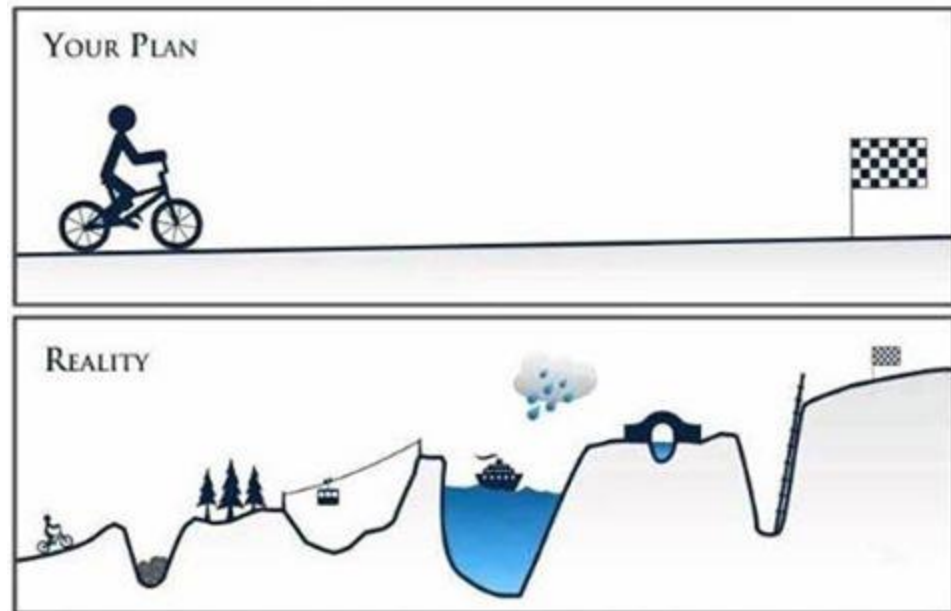
- Of the results I obtained last month, which are the most important?
- Did I deviate from last month's planning? If so, why?
- What are my most important goals for the upcoming month?
- How do I overcome potential hurdles?

8. Reflect on your planning (2)



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- ☞ 4 questions I use
- ☞ What did I complete?
 - Based on “Log of the week” for the weeks of the month
- ☞ What did I not complete?
- ☞ What went well?
- ☞ What didn't work?

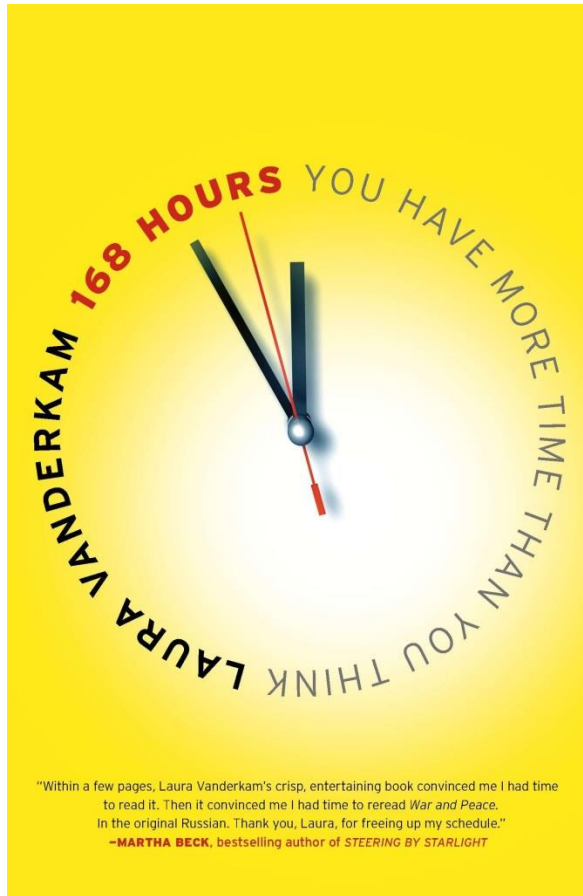


9. You have 168 hours per week (1)



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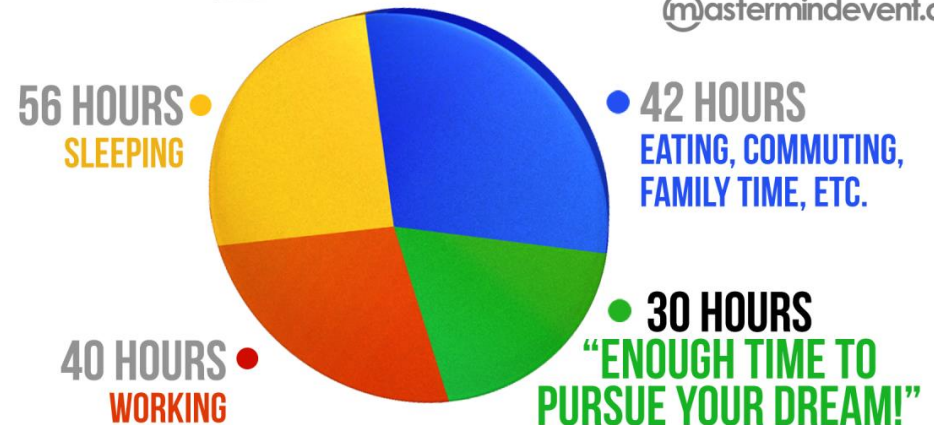
Yes, you can fit in a lot!



"BUT I DON'T HAVE ENOUGH TIME..."

IN A WEEK THERE ARE 168 HOURS

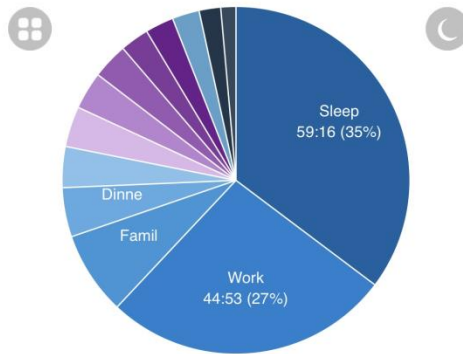
mastermindevent.com



9. You have 168 hours per week (2)



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Total	Daily Avg	Weekday Avg	Weekend Avg
-------	-----------	-------------	-------------

- Sleep (59:16, 35%)
- Work (44:53, 27%)
- Family time (13:01, 8%)
- Dinner (07:42, 5%)
- Workout (06:24, 4%)
- Acitivites Adeline (06:20, 4%)
- Bedtime Adeline (05:52, 3%)
- Get ready (05:36, 3%)
- Andres time (04:30, 3%)
- Read (04:27, 3%)
- Housework (04:15, 3%)
- Journaling (03:22, 2%)
- Play with Adeline (02:22, 1%)
- Total (168:01)

10. Iterate and adjust



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- ☞ No one size fits all
- ☞ Writing: finding voice and authority is a journey
- ☞ Similarly: planning, finding what works for you is a journey
- ☞ Adjust, iterate, and find how you work best



Conclusions



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- ☞ Plan your work
- ☞ Know what you should be doing when
- ☞ Find which tools work for you
- ☞ Planning is a journey too
- ☞ Have fun along the way!

*Thank
you*

Springer Texts in Education

Eva O. L. Lantsoght

The A-Z of the PhD Trajectory

A Practical Guide for a Successful
Journey

 Springer

Contact:

Eva Lantsoght

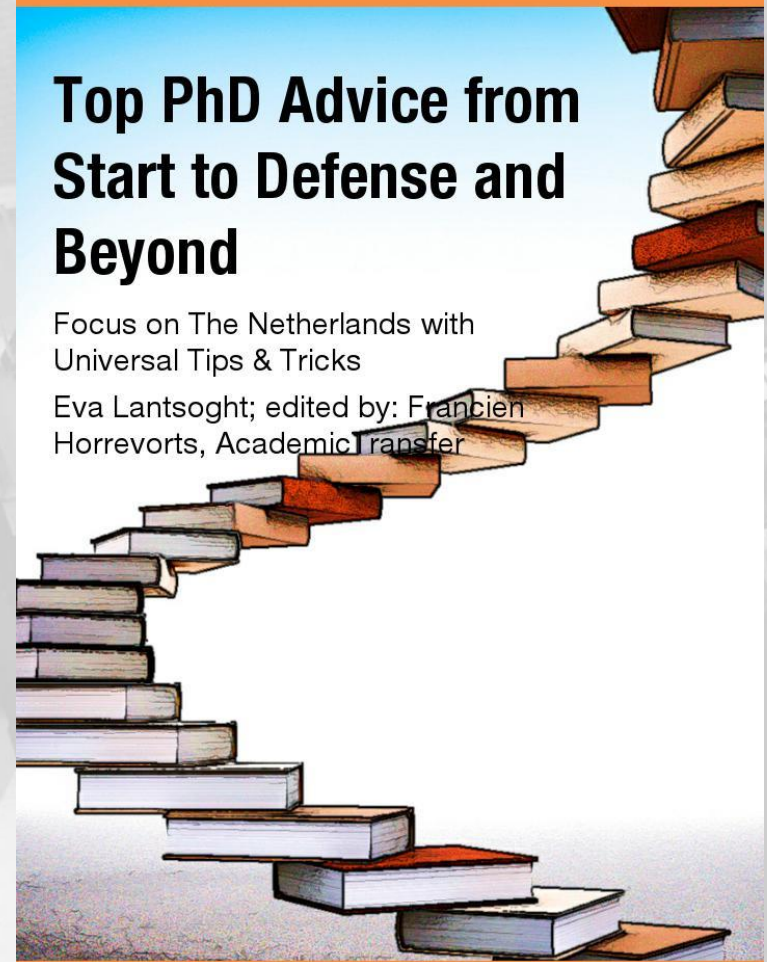
elantsoght@usfq.edu.ec // E.O.L.Lantsoght@tudelft.nl

More: <http://phdtalk.blogspot.com>

Top PhD Advice from Start to Defense and Beyond

Focus on The Netherlands with
Universal Tips & Tricks

Eva Lantsoght; edited by: Francien
Horrevorts, Academic Transfer



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