Juggling Multiple Writing Projects…and Completing ALL of Them (!)

Christine Tulley

tulley@findlay.edu

Textbook & Academic Authors Association

Yep. You have to juggle.

- Long term projects -- span several months or years

- Conference proposals -- always have looming deadlines

- Revise and resubmit letters -- can come at any time (and have short turnaround times)

Two systems are key to juggling

- **Timing system** (When are you doing each of the projects and how much time you have to devote to all writing projects each week?)

- **Storage system** (Where are you keeping track of all projects – past, present, and future?)

System 1: Timing

- Determine Project A (priority project), Project B, and Project C
- Slot projects into weekly times for regular contact

Determining Project A, B, and C

How to choose project A:

- Determining deadline (closest deadline is A)
- **Most important (a book project is A even if a conference deadline for B is sooner)**
- What is overdue?
- Worst repercussions?
- Easiest?
- Collaboration deadlines?
- Type of project (articles are always A, conference presentations are always B, book is always C…but there always C time every week)

Example: My Timing System

- **Project A**: Book on *Faculty Time Management* (deadline for full manuscript November 30)

- **Project B**: Slides and script for this webinar (deadline September 30)

- **Project C**: Edited collection startup work (no set deadline, but chapter proposals due March 31)

Project A gets "frequent and longest times to write" (for me, during face to face morning schooling for my children)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00	Check Plan	Check Plan	Check Plan	Check Plan	Check Plan		
8:00						Project B	Project C
						Project B	Make Plan
9:00	Project A	Project A	Project A	Project A	Project A		
	Project A	Project A	Project A	Project A	Project A		
10:00	Project A	Project A	Project A	Project A	Project A		
	Project A	Project A	Project A	Project A	Project A		
11:00	Project A	Project A	Project A	Project A	Project A		
12:00							
1:00	Project B		Teach T&P	Project B			
	Project B		Teach T&P	Project B			
2:00	Office Hours		Teach T&P	Dept Meeting	Office Hours		
	Office Hours			Dept Meeting	Office Hours		
3:00			Office Hours	Dept Meeting			
			Office Hours				
4:00		Project C					
5:00							
6:00		Teach ENGL 500		Teach ENGL 506			
		Teach ENGL 500		Teach ENGL 506			
7:00		Teach ENGL 500		Teach ENGL 506			
		Teach ENGL 500		Teach ENGL 506			
8:00		Teach ENGL 500		Teach ENGL 506			

Note: Grading, teaching prep, email, etc. done in blank holes.

Option: Scheduling projects by days of the week (Project A gets longest periods on non-teaching days MWF)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00	Check Plan	Check Plan	Check Plan	Check Plan	Check Plan		
8:00							
9:00	Project A	Project B	Project A	Project B	Project A	Project B	
	Project A	Project B	Project A	Project B	Project A	Project B	
10:00	Project A		Project A		Project A		
	Project A		Project A		Project A		
11:00	Project A		Project A		Project A		
12:00							
1:00	Project A		Project A				
	Project A		Project A				Project C
2:00	Project A		Project A				Project C
	Project A		Project A				
3:00	Project A		Project A				
	Project A		Project A				
4:00							
5:00							
6:00							
7:00							
8:00							

Note: Grading, teaching prep, email, etc. done in blank holes.

AM person? Option: Schedule projects by energy level (all get worked on in the morning at some point)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00							
8:00							
9:00							
		Project A	Project A		Project A		Project A
10:00	Project A	Project A	Project A	Project A	Project A	Project A	Project A
	Project A	Project A	Project A	Project A	Project A	Project A	Project A
11:00	Project A	Project B	Project A	Project B	Project A	Project B	Project C
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							

Note: Grading, teaching prep, email, etc. done in blank holes.

Option: Fragmented schedule (B only on Wednesdays, C on weekends)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00	Project A		Project B				
8:00							
9:00							
		Project A			Project A		
10:00				Project A		Project C	
				Project A			
11:00	Project A		Project B		Project A		Project C
12:00							
1:00	Project A		Project B		Project A		
2:00							
	Project A		Project B				
3:00							
4:00		Project A					
5:00			Project B				
6:00		Project A					
7:00							
8:00	Project A				Project A		

Note: Project is out and ready to be worked on as soon as the small window opens up – see *How Writing Faculty Write* for more about this strategy

System 2: Storage

Where are you keeping track of all projects?

What should be tracked?

- Projects by name, deadline, status, and notes about where you left off and what you need

- Ideas for new projects (conference proposals, articles, etc.)

- Submitted projects that you are waiting on

Example: My storage system via Tracking Project Log

Blue – calls for papers with approaching deadlines or upcoming presentations
Gold – active projects
Green – accepted and finished, but not published yet
Purple – submitted and waiting to hear back
Brown – accepted but on hold
Grey – ideas and projects without set timeline

Project B (this talk with upcoming deadline) →

Project A (book) →

Project C (edited collection) →

PROJECT/NEW IDEA	Possible Publication /Presentation Outlet(s)	Scholars Who Might Read This	Deadline	Notes/Where, did I leave off? (also refer to Write/Understand/ Do/Read chart)	Status (idea, drafted, sent in, in R and R, etc.)
Juggling Multiple Writing Projects	TAA	Academic authors	September 30	Time out script along with slides	Drafted
Rhet Comp Moms book	Utah State University Press (accepted)	Rhet comp moms; new scholars debating parenthood in rhetoric and composition	November 30, 2020	Here is the link about pandemic – start chapter 5 with this https://www.insidehighered.com/advice/2020/04/23/especially-now-academics-should-support-colleagues-who-are-more-vulnerable

80,000 words
Parenting and patterns chapter 5 | Preface, all chapters drafted, most work needs to be done on Ch 3 and tables need to be made for Chap 1 |
| Edited collection on graduate student writing in rhetoric and | U of Chicago Press | Rhetoric and composition scholars, doctoral program supervisors | Chapter submission March 31/proposal May 1 | Jaci and Lars co-editors

6 chapter descriptions in/15 descriptions | Idea stage |

Ideas for new projects and any notes (these move up on chart as I work on them) ↗ ↘

IHE what do professors do in a writing session	IHE			No page proofs yet – Sarah Bray said it will be a few weeks/check back 10/5/20	
Modern Science Communication Webinars				Sent Tiberius the descriptions on 6/1/20

Master document located here https://docs.google.com/document/d/1L0N74ZXW95tusLQ6Tq5xO2ucokKQkSzveIAPUpD_oFE/edit#heading=h.vdo2iy4z7clw | |
| IHE Lost your way in your book: (Re) Chart your course | | | | | |
| In IHE – in isolation take it out of the text – should this be a book of rhet comp writing moves for academics | | | | | |
| IHE grading how not to get behind on grading | | | | Note develop a grading rythm

Could do a follow up about not getting behind, do this now | |
| Academic writing schedules – BOOK? | | | | http://www.raulpacheco.org/2013/08/scheduling-my-academic-life-to-the-very-minute-my-weekly-template/ | |
| IHE article on NTT promotion process | Inside Higher Education | Faculty developers/universities | | | Idea stage |

See TAA's *Making Time to Write* for more on this
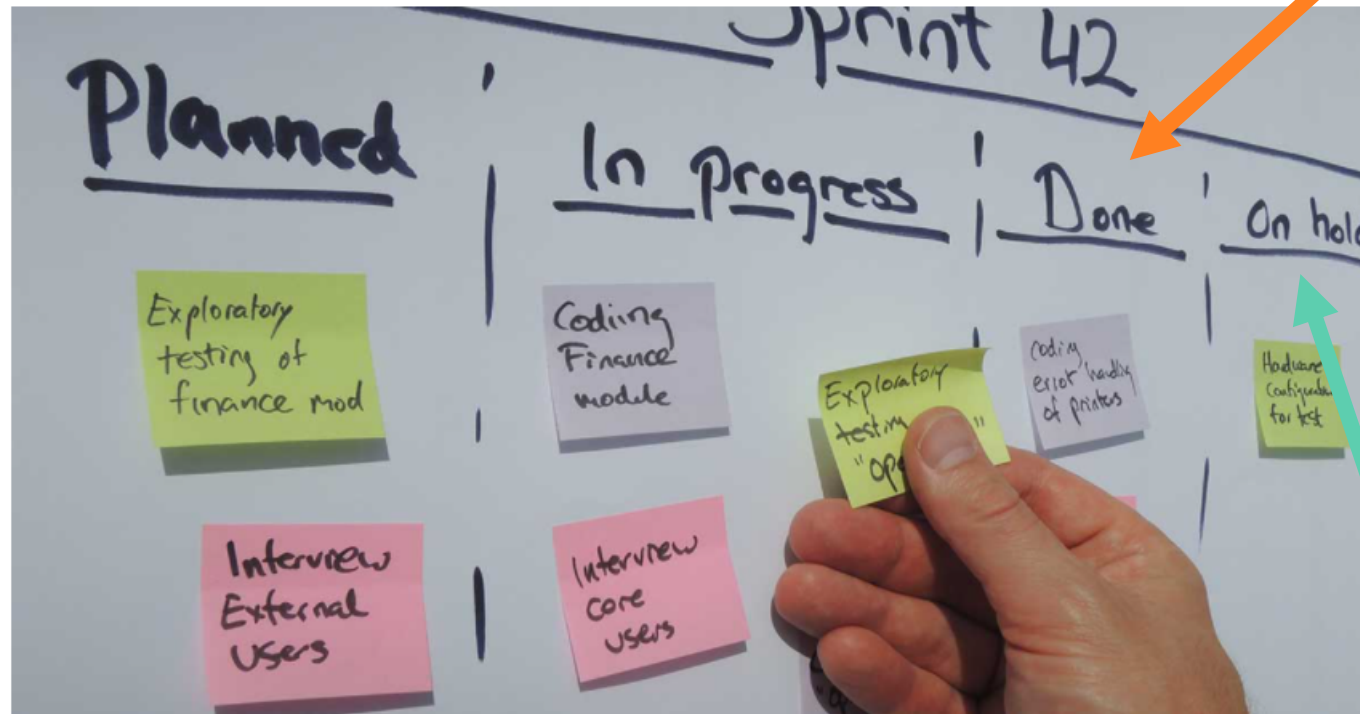
Option: Trello Board
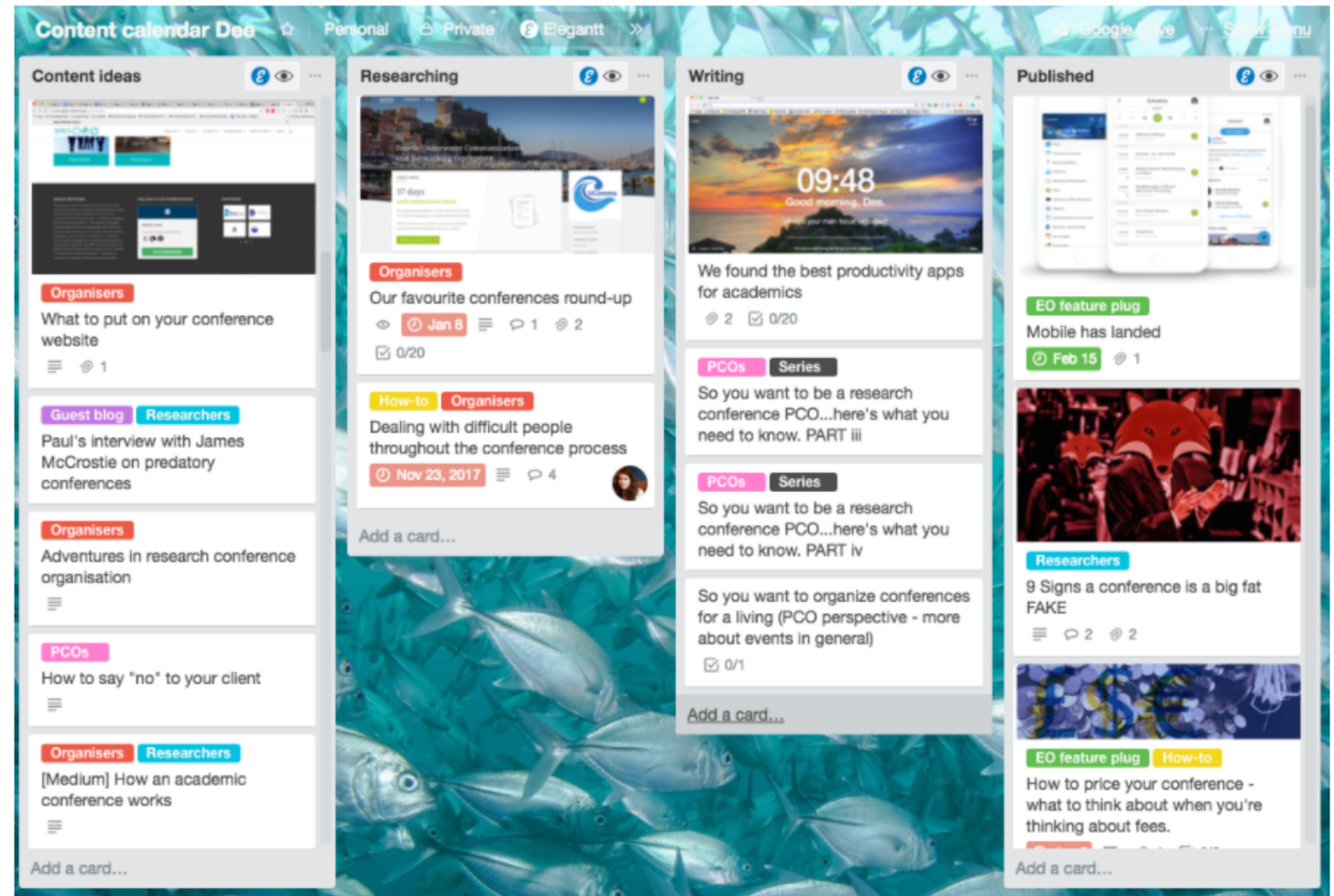
Option: Kanban/Agile Whiteboard

Ideas and other projects go in *Planned*

A, B, and C projects go in *In Progress*

Done projects are finished and waiting for publication or presentation

On Hold projects are submitted projects where you are awaiting feedback

Want Help to Design Your Own System?

Resources

- "Developing a master writing plan" (about my tracking chart) https://www.insidehighered.com/advice/2018/07/11/benefits-developing-master-writing-plan-over-summer-opinion

- *How Writing Faculty Write* (how to plan writing projects and work in tiny time fragments) https://upcolorado.com/utah-state-university-press/item/3361-how-writing-faculty-write

- "Using Trello in Academia" https://medium.com/@bettstetter/using-trello-in-academia-fd0462b6b5a6

- *Making Time to Write* https://www.taaonline.net/guide-to-making-time-to-write

- Defend & Publish private coaching session to set up your system (email me for questions) https://www.defendandpublish.com/christine-tulley/

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Questions?

Email:
tulley@findlay.edu