

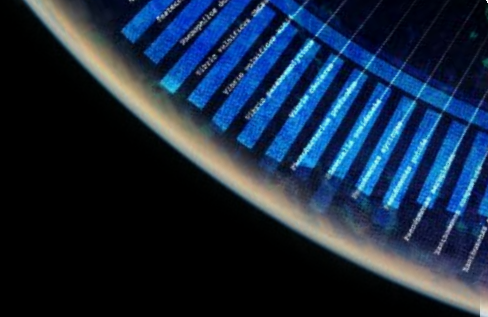


UNIVERSITY
LIBRARY

Time management and planning

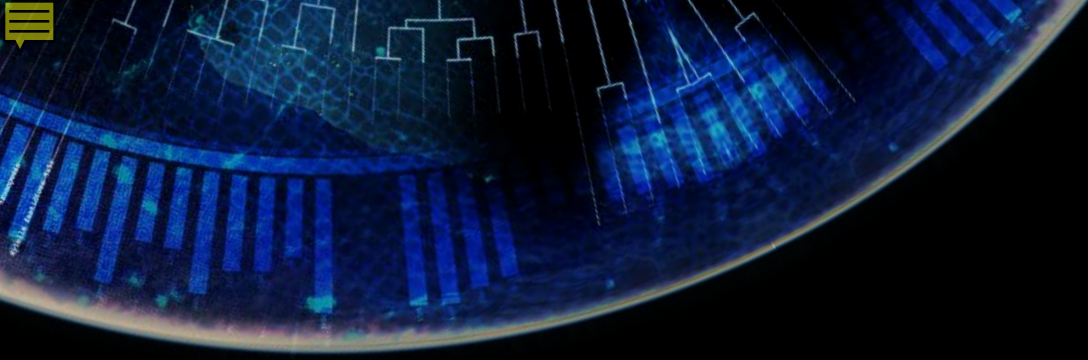
camilla.soderquist@slu.se





Today's goals

- Opportunity to reflect on some key aspects of how texts come to be
- Get some hands-on tips on strategies on how to manage your writing process



Agenda

1. Planning your studies and the writing process
2. Finding the flow
3. Reading



WORK SMARTER



Time management

- Prioritize
- Long term planning
- Short term planning



Challenges

Begin

Finish

killing the darlings

Dont think about details when starting to write to get the amount

To begin, and to finish the last things

Getting lost in "rabbit-holes" when reading references.

Expectations

Learning how to structure the writing process

To get the writing process more smoother and streamlined

How to keep motivated or what to do when you cannot come up with any idea

Get some writing motivation

Tips on how to get started with a text

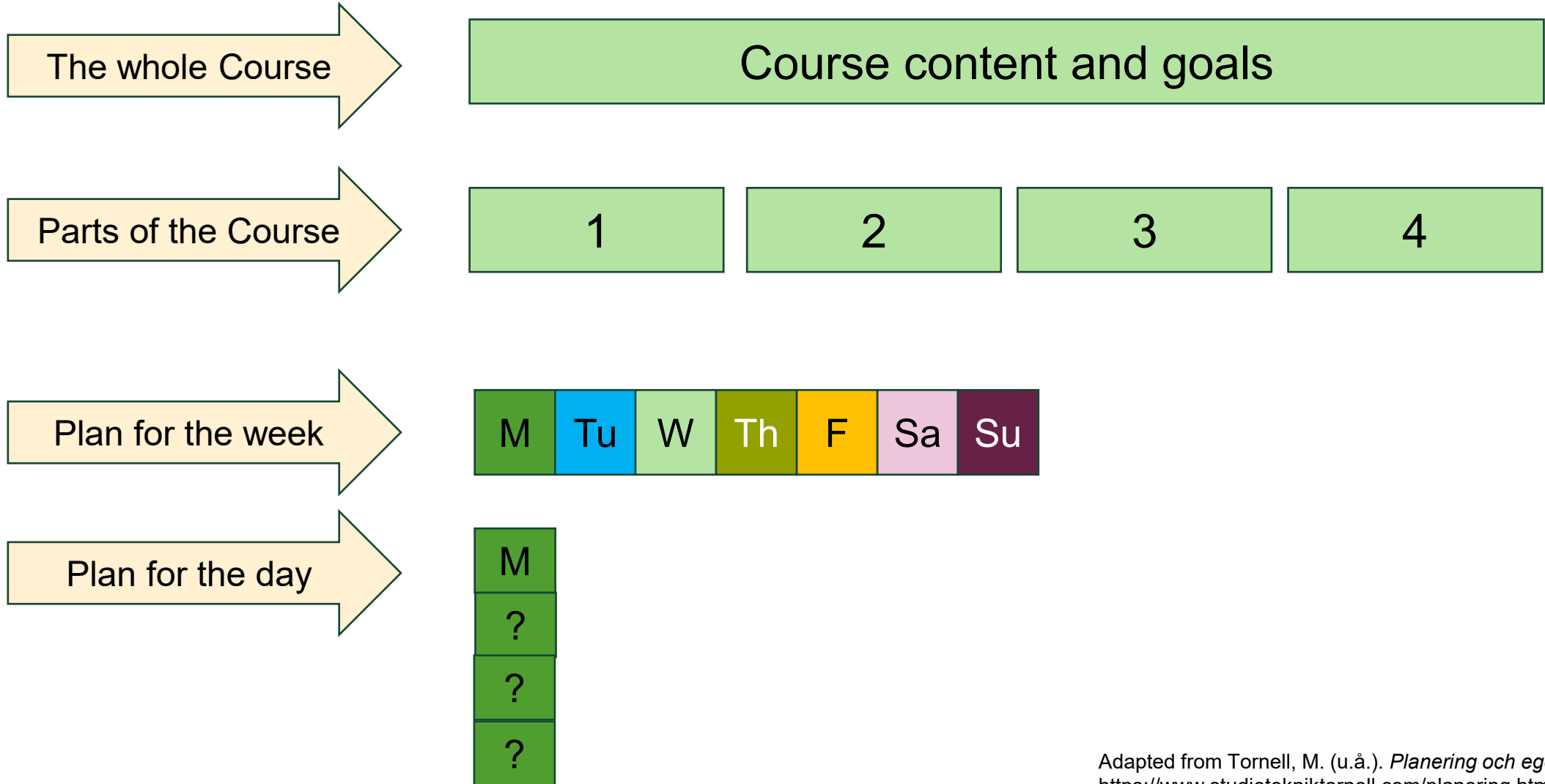


1. Planning





Make a plan



Six steps in weekly planning

Write down in your calendar:

1. All lectures, seminars, group work etc.
2. Important social activities
3. Breaks
4. Study time – time to read and digest the literature
5. Make space for the unexpected
6. Evaluate!



What is the purpose of the text?

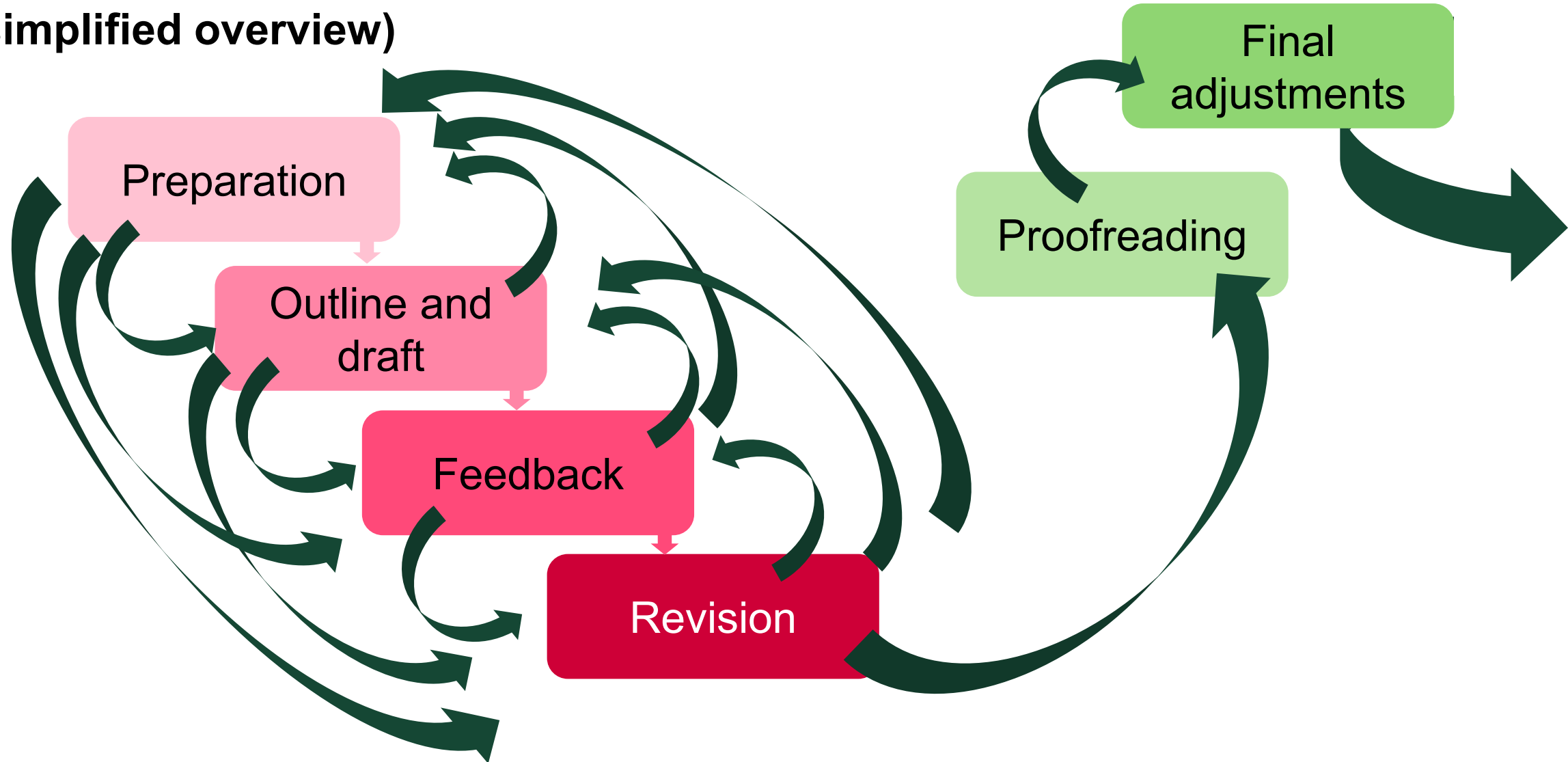
(And do you (all) agree?)

TYPES OF SCIENTIFIC PAPER



The writing process

(a simplified overview)



Where to start

- Deciding on the topic and purpose of the text
 - (What is the text going to be about and why do you want to communicate this?)
- What is the relevant scientific background?
 - (What to read, how to find it, when to read it, what to bring into your text)
- Planning the process
 - Activities, deadlines, meetings, etc





Break it down!

- Who?
- Why?
- What?
- How?
- When?





WBS – Work Breakdown Structure

From project management, boiled down to

1. Brainstorm all possible activities, big and small – write them down (post-it notes/digital tools/whatever you prefer...)
2. Group and organize – big picture as well as smaller steps within
3. Add a timeline – what happens when, known milestones and deadlines, how long does each step take?
4. Prioritize

Tools to use (a few examples)

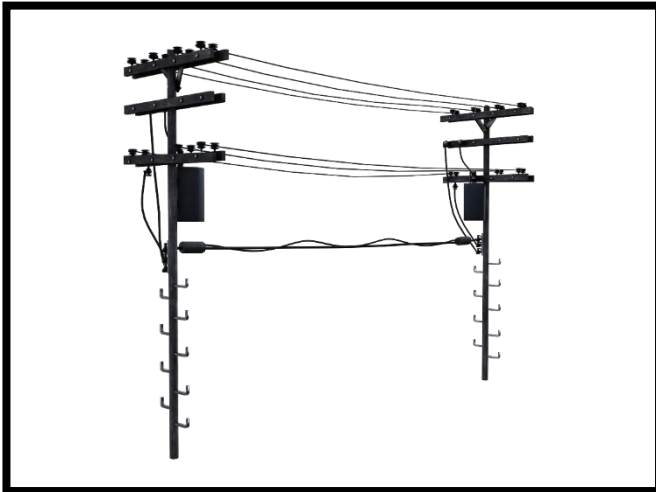
- Apps like Trello and Evernote
- Whitebord + pen and post-its
- Notebooks
- ...

What type of writer are you?

Linear



Explorative



***Your* writing process**

- Do you plan the whole text in advance or do you make it up as you go along?
- Do you have a clear timeline when you start writing or do you just run with it and see what happens?
- Where do you start writing? Do you focus on one section at a time or do you write everywhere continuously?
- Do you revise the text when writing or do you write the draft and revise the final version?





Compare and discuss

- Do you have similar ideal writing processes?
- Do you think that your way of writing influences you as a PhD student?
- Are there any potential challenges when collaborating with, or being supervised by, people whose writing processes are very unlike your own?



A supervised writing process

- Make a plan (together) for
 - when to start writing
 - reasonable milestones between start and finish
 - When to meet
 - when to have a finished text
- Be prepared to revise the plan – stuff happens!
 - (This is normal)
- When you start doubting yourself – ask for help
 - Your supervisor or collaborators might have good tips!



2.

Finding the flow

*You can have the best plan,
and yet...*



First:

We have a tendency to overrate the importance of "flow" – most of our work depends on grit 😊

Procrastination

- The act or habit of delaying something important that needs to get done – even though we know it leads to negative consequences
- This is not new!
 - But can still be annoying...



What can you do?

- Start with the fun parts!
- Start with writing, not by reading what you wrote yesterday!
- Set clear goals
 - How else will you know that you achieved something?
- Talk about your text with others – explain the structure, your thoughts, your problems
 - Write down their comments and your explanations
- When do you get the most done (morning, middle of the day, afternoon)?
 - Don't make other plans during your most productive hours!

BINGE



Pareto's law (the 80/20-rule) – two aspects

- For when you have trouble finishing tasks or get stuck in details
- (About) 80 percent of the result comes from 20 percent of the effort and time

The vital few

- A few key actions generate a lot of output – identify them!
- Focus on the right tasks!
 - Some journal articles will significantly impact your work
 - Some meetings will give you key information on how to continue
 - Some hours of the day will be focused
 - Etc

Diminishing marginal returns

- Doing something from 0 % done to 80 % done is often relatively easy – going from 80 % done to completion (100 %) is very time consuming
- When is 80 % done actually good enough and when does it have to be 100 %?

80/20 and writing


- Focus on the most important parts first
- Get your supervisor's (or fellow student's) opinions early on
 - You can get it to 100 % when you know the key idea works
 - Make sure they understand what phase your text is in
- Identify during which 20 % of the working day you are most productive
 - If you work best between 9.00 and 11.00, e-mails etc. can wait until after lunch
 - Devote that time entirely – set it aside in your calendar!



Making the first draft

- Tip: Start with a rough outline for the whole text as soon as possible
 - The structure is more important than the phrasing
- Suggestion: start with bullet points
 - Preliminary content – suggestions to your future self!
 - Takes away the pressure of having to write “good text” from the beginning
 - Elaborate on your bullet points as you continue
 - When you start working on a new part of the text, there is already something there!



A green tennis ball is shown in motion on a tennis court. The ball is in the center of the frame, and a trail of small, glowing white particles follows its path, curving around it. The background is a dark, blurred tennis court with white lines. The overall scene is lit with a dramatic, low-key lighting that highlights the ball and its trail.

The point of a first draft isn't to write a good text –
it's to have something to improve on!

Start now!

- Thoughts (new insights) often develop as a result of the writing – start writing early in the process!



Writing anxiety

”The excitement at entering the academy may be moderated by the reality of being evaluated on their scholarship – and this means their texts.”

Kamler & Thomson



Suggestions that might help

- Talk to your supervisor
 - Explain the status of your work or the text and what feedback is needed
- Sometimes language is the barrier
 - Writing in your first language might help
- Skip the keyboard
 - Speak (dictate text or talk about your work)
 - Use paper and pen instead of keyboard
 - Draw (mindmaps, storyboards)



3.

Reading

Before, during and after the writing



Three ways of reading

- Scan
 - Look over the text quickly to pick out specific information or determine the scope and relevance
- Skim
 - Read fairly quickly to get the general idea, find key facts and where the most important information is
- Close read
 - Read in detail to understand and critically reflect on the text

You will use all of these strategies when you read an academic text (but not at the same time)



**Find somewhere where you can
actually focus**

When you sit down to read

- Set a time limit!
 - You can extend this if you need to, but it's good to have a goal! 😊
- Focus on your need
 - Don't summarise – identify how the text can be used in your work
 - Focus on what's useful, not on what's interesting
- Take notes immediately
- Have a plan for how to tackle the text
 - Perhaps even a method..?



- A method for a more focused way of reading
 - Title
 - Headings
 - Introduction
 - Every first sentence in a paragraph
 - Visuals and vocabulary
 - Ending
 - Summary



Academic reading

- What are your "go to" strategies for reading journal articles or other course material?
- How do you take notes when reading?
- Do you prefer reading a digital or physical copy of the text?





Padlet

- Answer and write your questions in the Padlet!
- https://padlet.com/camilla_soderquis/t/time-management-and-planning-ay9tq7nt37vpfnz5



Questions?

Camilla Söderquist, camilla.soderquist@slu.se



SCIENCE AND
EDUCATION **FOR**
SUSTAINABLE
LIFE



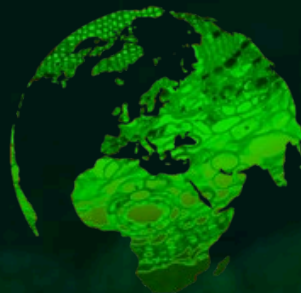
VISION

SLU har en nyckelroll i utvecklingen för hållbart liv, grundad i vetenskap och utbildning.

VERKSAMHETSIDÉ

SLU bedriver forskning, utbildning och miljöanalys i samverkan med omgivande samhälle.

Genom vårt fokus på samspelen mellan människa, djur och ekosystem och ett ansvarsfullt brukande av naturresurserna bidrar vi till en hållbar samhällsutveckling och goda livsvillkor på vår planet.





VI ÄR ETT UNIVERSITET I INTERNATIONELL TOPPKLASS

- Hög vetenskaplig kvalitet inom våra områden
- Ett av världens 300 bästa
- Plats 60 bland världens unga universitet
- 5/5 stjärnor i STINT





VI TAR OSS AN LIVSVIKTIGA FRÅGOR SOM BERÖR OSS ALLA

Hållbara
städer och
landsbygd



Biologisk
mångfald



Hållbar
livsmedels-
försörjning



Djurs och människors
välbefinnande



Biomaterial och
bioenergi



Rent
vatten
och hav



VI FÖRBÄTTRAR VÄRLDEN

- Några viktiga områden:
klimatförändring, hållbara städer,
global hälsa, biologisk mångfald etc.
- Bidrar till utvecklingen i
låginkomstländer
- Faktaunderlag för miljöbeslut
- Klimatneutralt 2027!





SAMVERKA MED OSS

Vi på SLU är övertygade om att alla vinner på att samarbeta. Därför samverkar vi ofta med myndigheter, organisationer och företag där vi tillsammans uppnår mål och resultat, som ingen av oss skulle kunna nå på egen hand.





SLU:S MILJÖMÅL

VISION KLIMATNEUTRALT SLU 2027

**Minska utsläppen
från flygresor**

**Tillgängliga
miljöanalysdata**



**El av
fossilfritt
ursprung**

**Tjänsteresor med
miljöhänsyn**



Energieffektivisering och –besparing

**Klimatmedvetenhet
vid inköp av varor
och tjänster**



**Icke-fossilt
drivmedel till SLU:s
egna fordon**

**Miljöhänsyn
vid upphandling
och inköp**



**Fjärrvärme/fjärrkyla
av fossilfritt ursprung**

Klimatkompensation

**Hållbarhetsperspektiv
inom utbildningsprogram**



UTBILDNING

Framtidens hållbarhetsexperter

- Ett 50-tal utbildningsprogram
- Flera populära internationella utbildningar





FORSKNING

**Inom naturvetenskap,
samhällsvetenskap och humaniora**

- Tvärvetenskapligt arbetssätt
- Nyfikenhetsbaserad grundforskning
- Problemlösande studier



MILJÖANALYS

Håller koll på ekosystemen

- Övervakar Sveriges land och vatten
- Kunskaps- och beslutsunderlag
- Analyser och metodutveckling
- Öppna data och webbtjänster
- Medborgarforskning



UNIK INFRASTRUKTUR

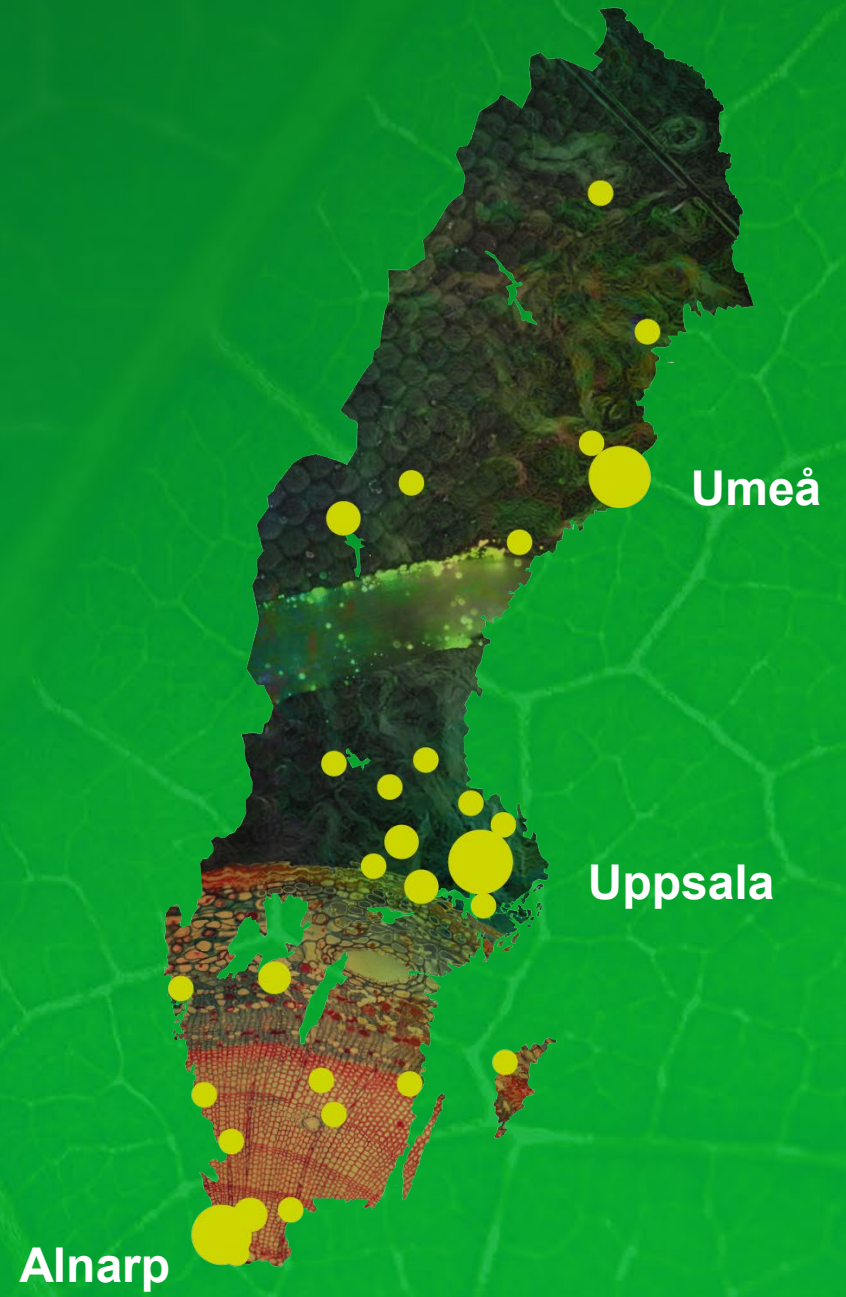
- Modernt forskningsfartyg
- Universitetsdjursjukhus
- Forskningsstationer och försöksparker
- Anläggningar för djur- och växtforskning
- Databaser, biobanker och laboratorier





SLU I SVERIGE

SLU har tre huvudorter men vi bedriver också forskning, utbildning, miljöanalys och samverkan vid många forskningsstationer, försöksparker och utbildningsorter i hela landet.





SLU I SIFFROR

4 207 HELÅRSSTUDENTER

575 FORSKARSTUDERANDE

190 PROFESSORER

3 223 HELÅRSANSTÄLLDA

47 UTBILDNINGSPROGRAM

4.4 miljarder kronor ÅRSOMSÄTTNING - 2023



KOSTNADSFÖRDELNING

Våra kostnader (2021) fördelas över tre verksamhetsområden:

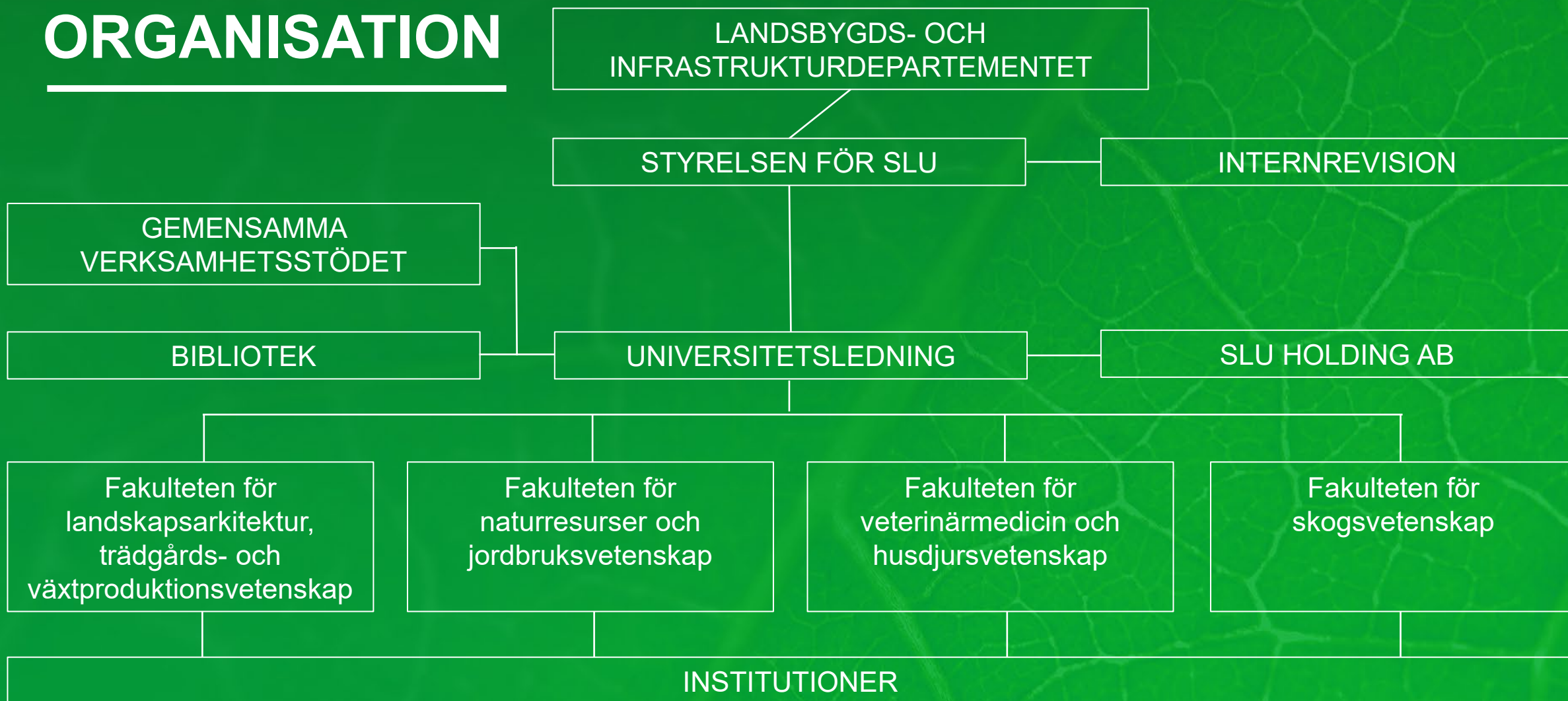
1. Forskning och doktorandutbildning 70%
2. Utbildningsprogram, master & grundnivå 17%
3. Fortlöpande miljöanalys 13%

3. Miljöanalys 13%

2. Utbildning 17%

1. Forskning 70%

ORGANISATION



Tack för uppmärksamheten!

SCIENCE AND
EDUCATION
**SUSTAINABLE
LIFE**