

Gender Equity Project Sponsorship Program

Weekly Schedule Instructions

1. Write down all the activities that you predict you will be doing in the upcoming week in the corresponding time slots. Remember to include all the basics like time to eat, to commute, to socialize, for family commitments, and to relax.
2. At this point, you may also want to make the schedule that you will be submitting to the GEP. In this schedule, you only need to state those activities that are career related (this would include time for teaching, office hours, committee meetings, professional meetings, etc.). Time spent in other activities can be indicated with an "X".
3. Now schedule your research-related activities into the remaining slots. This will include time when you plan to work on writing, editing, analyzing data, etc.
4. At the end of each time period that you had set aside for research, highlight it in YELLOW if you did the work. If you were unable to work at that time, highlight the area in PINK.
5. At the end of the day, total the time you spent in research-related activities and record it in the "Hours" row.
6. At the end of the week, total all your daily hours spent on research activities and record it for your weekly total.
7. Keep a copy for your own records, and send a copy of each week's schedule to the GEP via campus mail. Make sure you include your 4-character code and the week's date.

**Gender Equity Project
weekly Schedule**

week of _____

GEP ID Code _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 a.m.							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00 p.m.							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00 a.m.							
Hours:							

Write down all of the activities you predict you will do in the upcoming week. Remember to include routine activities such as eating, commuting, socializing, etc. The slots left are potential periods for your writing and other research activities. Project onto these time slots the work you plan to accomplish in them. After you have performed the work, highlight it in yellow. If you did not perform the work, highlight the period in pink. At the end of each day and the end of the week, **total the time**—highlighted in yellow—**which you spent on activities that significantly further your research**. You need to send a copy of this to the GEP each Monday. For our purposes, use your 4-character code, and only elucidate your time spent on research, teaching, service commitments, or other career related activities. You can indicate time spent in other activities with an “X”.

Week’s Total Time Spent on Research Activities: _____