

**Gender Equity Project Sponsorship Program**  
Spring 2004 Workshop #2

**Capitalizing Gains and Maximizing Progress During the Summer**  
March 17, 2004

**Agenda**

**1:00 – 1:20 pm**

**Program Administration**

1. GEP funds must be spent by May 31, 2004. Contact Annemarie if you have questions.
2. Reminder: If you have not done so already, please submit
  - a. Sponsorship Program consent form
  - b. Audiotape release form
  - c. Fall 2003 teaching and service checklist

**1:20 – 2:55 pm**

**Capitalizing Gains and Maximizing Progress During the Summer**

**1:20 – 2:25**

Discussion: Strategies for a productive summer

Useful ideas from Activity 1 (see Activities and Discussion handout)

**2:25 – 2:40**

Activity 2: *Break into groups of 3*

Identify the major projects you want to accomplish by the end of the summer. Do not compile more than 4 projects. For each project, consider a set of questions.

- What roadblocks to completing these projects might you face? Are they internal or external?
- What solutions to the roadblocks can you come up with?
- See Topic Discussion and Activities handout for additional details.

**2:40 – 2:55**

Report back to the main group: Lessons learned from Activity 2

We skipped  
Activity 3 in  
order to devote  
more time to  
Activities  
1 & 2

Activity 3: *Break into groups of 3*

The better you define the projects you want to accomplish, the more likely it is that you will complete them. Identify one major project from your list of summer projects.

- Divide the project into 4 to 5 smaller subtasks. Use the subtasks as a guideline to determine the time and resources you need to complete the entire project.
  - What resources will each subtask require?
    - Does the task require materials or facilities that are only available in a specific place?
    - Are there subtasks that you can work on while you travel?
  - How much time will each subtask require?
    - Anticipate here what could go wrong and thus require more time than you initially anticipated.
- See Topic Discussion and Activities handout for additional details.

Report back to the main group: Lessons learned from Activity 3

**2:55 – 3:00**

Workshop Evaluation: *Complete part I before leaving*