

Below are some suggestions for how to use this calendar to plan and schedule your work on your thesis project. If you have an effective routine already, you may want to only add one or two of the items below. If you are having difficulties getting started, try implementing all of these techniques as a way to gain greater control of your project and increase motivation.

1. Enter your ultimate due date, departmental and advisor deadlines, and other milestones of your creation (e.g. completing a draft of a chapter a day before it's due so you can edit it) in order to break up your project. Work backwards from these dates schedule work on a Google or other calendar.
2. Make appointments strategically with your advisor, a McGraw learning consultant, a Writing Center fellow, and others who can provide support and accountability. Use these appointments to incentivize getting started and to get valuable feedback on what you've done and input on what to do next. Troubleshoot potential difficulties.
3. Consider allocating "thesis days" in your schedule periodically (e.g. once per week) in which you primarily focus on your thesis so that you ensure you are working on your project on a regular basis, you can tackle big issues that arise, and feel like you are making progress. Look for McGraw, Writing Center and Residential College writing spaces, bootcamps, etc.
4. Establish specific writing sessions (2-3 hours) with a partner and enter them into this calendar so you can help hold each other accountable. Create a conducive virtual and physical environment by managing apps, silencing (and perhaps putting away) your phone, as well as making yourself a favorite beverage and, if helpful, creating a playlist that helps you stay on task and focused, etc.
5. Tally up how much time you've allotted for your thesis project in your calendar/weekly schedule and compare that to how much you anticipate you will need. As a rule of thumb, multiply your expectation by two or three times (EVERYONE underestimates). You'll need to make that extra time in your schedule. Set aside blocks of time in your calendar NOW so other tasks and activities don't get scheduled into those times.
6. Invest some time into reflecting on and building the fundamental skills and strategies needed for this project in order to increase your efficiency. Review McGraw and other materials reading, writing, using data bases, etc. Similarly, get as clear as you can about the expectations and conventions of the thesis in your department. Ask your advisor for past theses (not only award-winning ones) and review them to clarify your task and the target you are aiming for.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<u>January 3</u>	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Wintersession	19 Wintersession	20 Wintersession	21 Wintersession	22 Wintersession	23 Wintersession
24 Wintersession	25 Wintersession	26 Wintersession	27 Wintersession	28 Wintersession	29 Wintersession	30 Wintersession
31 Wintersession	<u>February 1</u> Classes begin	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	<u>March 1</u>	2	3	4	5	6
7	8 Midterms	9 Midterms	10 Midterms	11 Midterms	12 Midterms	13 Recess
14 Recess	15 Recess	16 Recess	17 Classes resume	18	19	20
21	22	23	24	25	26	27
28	29	30	31	<u>April 1</u>	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27 Last day of classes	28 Reading Period begins	29	30 Deadline Senior Thesis	<u>May 1</u> Celebrate Senior Thesis Submission