

1. Set deadlines.

- identify final submission deadline for thesis, then plan to submit 2 weeks before that deadline
- working backwards, decide on dates to submit each chapter
- schedule follow-up meeting with supervisor, e.g. meet 1 week after submitting a chapter by email
- share deadlines with your friends/family/roommates/classmates for extra accountability

2. Make outlines.

- you never sit down to write a thesis: you only ever sit down to write one section of it
- work with your supervisor to create an outline of different chapters
- for each chapter, outline *sections* that you have to write (*see attached*)

3. Establish a routine.

- schedule writing sessions that are shorter, more frequent, and recurring
- treat your thesis *like* a class: enter writing sessions into your class timetable (e.g. MWF 1:30-3:30), and stick to those time slots
- for examples of routines by famous writers, see Daily Routines blog or Creative Routines infographic on infowetrust.com

4. Set goals.

- make goal-setting part of your scheduled writing time
- when you sit down at the beginning of each writing period, set a specific goal for that day
- a goal will be a specific activity or task associated with a particular section, such as
  - re-read Kant's levels of being and summarize
  - re-organize info on Afghanistan's economy in chronological order
  - draft questionnaire for study's participants
  - begin writing gender analysis of crossdressing in *Twelfth Night*
  - brainstorm outline for chapter 2
  - consult methods sections in 3 journal articles to see how they're written
  - print off what I wrote last week and read/revise it
  - edit section on Anomie theory
  - check references in introduction and add sources to bibliography
  - insert transitions for pages 25-37
  - read through supervisor's comments on Chapter 3 and insert small changes
- if you haven't finished your task by the end of your session, carry over that goal to the next writing session

- end each session with an “action item” or “next step”

#### 5. Monitor progress.

- helps with self-regulating, keeping goals top of mind
- use a chart, spreadsheet, or checklist to track your progress (*see attached*)
- if you’re consistently not meeting your goals, re-evaluate and set smaller goals for each session

#### 6. Reward yourself.

- writing’s rewards are very delayed – you have to wait for feedback, for your thesis to receive final approval, for you to graduate
- reward yourself to sustain motivation whenever you reach a milestone in your project (e.g. finishing a difficult section, handing in a chapter)
  - e.g. buy yourself a nice coffee, watch an episode of *Fargo*, do laundry

