



# Goal-setting and Time Management in Graduate School

Graduate school provides an opportunity for students to grow and build skills that will help them succeed in their studies and beyond. Students and prospective students should check out these resources on planning professional development goals and efficiently managing time to achieve them.

## Goal-setting

Resource	Description
<a href="#"><u>Individual Development Plan</u></a> <a href="#"><u>Brown University</u></a>	Individual development plans (IDP) provide a planning process that identifies professional development needs and career objectives. It also helps students think through specific milestones and consider what is required to succeed in graduate school. Brown University encourages students to use the following template to develop IDPs.
<a href="#"><u>Individual Development Plan</u></a> <a href="#"><u>Science Careers</u></a>	Science Careers, the developers of the IDP, have additional tools to support using an IDP.
<a href="#"><u>PhD Career Development Timeline</u></a> <a href="#"><u>Columbia University</u></a>	Example of a career development timeline while in graduate school
<a href="#"><u>The MIND Career Exploration Road Map</u></a> <a href="#"><u>University of California, San Francisco</u></a>	Roadmap for considering career outcomes
<a href="#"><u>SMART Goals</u></a> <a href="#"><u>Mind Tools</u></a>	Goal-setting method that focuses on making goals achievable

## Time management

Resource	Description
<a href="#"><u>Time Management Tips for Graduate Students</u></a> <i>University of Maryland Division of Student Affairs</i>	Tips on time management in graduate school
<a href="#"><u>Where Do the Hours Go?</u></a> <i>American Psychological Association</i>	Article on time management in graduate school with advice from graduate students
<a href="#"><u>Grad School 101: Time Management Strategies</u></a> <i>Graduate College at Illinois</i>	Video and article on time management strategies with an emphasis on the Covey Matrix technique
<a href="#"><u>Measuring Your Workday in Pomodoros</u></a> <i>Inside Higher Ed</i>	Blog post written by a graduate student on using the Pomodoro technique for time management
<a href="#"><u>4 Tips for Balancing Parenting and PhD</u></a> <i>Inside Higher Ed</i>	Blog post written by a graduate student-parent on school-life balance
<a href="#"><u>Managing Isolation in Academic</u></a> <i>Inside Higher Ed</i>	Article on making time for activities to manage isolation in higher education

