Complete this document first. Use its contents to help you complete the Yearly Project Goals/Tasks/Timeline Worksheet

Academic Year	Goals	Action Plan
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
2018-2019		
2019-2020		

Goals: career aspirations requiring peer review. Examples include tenure/promotion, conference papers, grants/fellowships, scholarly publications, sabbatical leaves.

Action plan: Tasks required to reach goals. Examples include completing applications, trips to archives, collaborating with co-authors, publication dates.

Yearly Project Goals/Tasks/Timelines Worksheet

	Mid-Fall 2013	Late Fall 2013	Early Spring 2014	Mid-Spring 2014
What **2** or **3** broad goals do you wish to accomplish this year? Be realistic. Your goals should be achievable by a busy faculty member, not require the abilities of a superhero.				
What tasks will be required of you to accomplish these goals? Break your goals into clear, specific, concrete tasks. Your SWAG will hold you accountable for completing these items.				