**Fall Plan 2016 (August 29, 2016-Dec. 31, 2016)**

*Commitments & Goals*

*Specific, Measurable Attainable/Attractive Realistic Time-framed*

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| **Writing & Scholarship Goals** | **Teaching Goals** | **Community Engagement Goals** | **Personal Goals** | **Accountability** | **Reward** |
|  |  |  |  |  |  |
| ~~Edit paper for resubmission to Endocrinology~~ | Review and edit notes for class | Set up collaboration with El Camino Center | Walk 10,000 steps everyday | Writing Group College Office  Walking partner | Wine Vault Friday afternoon |
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| **Goals** | **Steps** |
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| Edit Paper for resubmission to Endocrinology | Add writing time to calendar; Update Introduction, Add new data to results and make new graphs. Update conclusions. Update references. |
| Walk 10,000 steps and drink more water everyday | Get up from desk every hour and walk to drinking fountain and get a drink and park farther away. |
| Review and edit notes for class | Schedule time on calendar; review new edition of text |
| Set up collaboration with El Camino | Begin by making contact with Director and scheduling meeting; write up brief description of potential interactions |
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*Weekly Plan*

Code: Goals Colors: Black=Writing and Scholarship; Green = Teaching; Purple = Community Engagement; Orange = Personal

Crossed out = Completed, Red = shelved (reason and when will be picked back up, if ever, in parenthesis), ~ = incomplete, blue = bonus work

Rewards can be updated as needed.

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| Week | Writing & Research | | **Teaching** | **Community Engagement** | **Personal** | Rewards |
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| 8/29-9/2 | ~gather materials for update | | ~~Read chapter 4 in book;~~ ~Chapter 5 | ~~Email Director and College Office and ask for appt~~ | ~~Park in Cone Deck; set alarms on phone to remind me to walk;~~ | ~~Wine vault~~ |
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