

Week 1: Building Your Pipeline

Step 1: What are your active and planned writing projects? (e.g. new ideas that you want to get to work on, proposals you're writing or that are under review, manuscripts in all phases of done-ness).

Write each writing project on a piece of a sticky note and put it in the space below (*to fit in the space on the next page, I suggest cutting small sticky notes into thirds, but you can also just list the projects*).

Step 2: Take a moment to reflect on the nature of the work you do (e.g. primarily books versus primarily journal articles). What categories best capture the different phases in your own writing process that you want to track? Write these below.

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Step 3: Assign each writing project to a status in the pipeline. Note: *If these categories don't fit with the way your projects move forward, please use a blank sheet of paper or adjust/modify the categories here to meet your needs.*

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|---------------------------------------|--|--|--|
| Conceiving New Ideas | | | |
| Drafting Proposals | | | |
| Proposals Under Review | | | |
| Collecting Data | | | |
| Analyzing Data | | | |
| Manuscripts in Draft | | | |
| Almost Ready for Submission | | | |
| Under Review | | | |
| Revisions (R&R's) | | | |
| Revisions under Review | | | |
| In Press | | | |
| Published!! (e.g. on your CV!) | | | |

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