



MAKING TIME TO WRITE GRANTS WHEN YOU'RE ALREADY REALLY BUSY

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WRITING A GRANT PROPOSAL TAKES TIME

- YOU ARE ALREADY BUSY – WORK, HOME, COMMUNITY
- HOW DO YOU DO IT? HOW DO YOU FIND THE TIME?
- TIPS AND TRICKS
 - FIGURE OUT WHAT WORKS FOR YOU
 - BE OPEN TO TRYING NEW THINGS – SOME “CRAZY” IDEAS REALLY DO WORK!
 - BE WILLING TO NEGOTIATE AND COMPROMISE WITH YOURSELF AND YOUR SIGNIFICANT OTHERS
 - GO EASY ON YOURSELF
 - GRANTS HAVE DEADLINES. YOU ONLY NEED TO CHANGE YOUR ROUTINE FOR A SHORT PERIOD OF TIME. OR, YOU MAY FIND THE CHANGE TO BE SO HELPFUL YOU KEEP IT.
- APPROACH GRANT WRITING AS A PROBLEM TO BE SOLVED. USE YOUR EXCELLENT ANALYTICAL ABILITIES!

THREE PS OF TIME MANAGEMENT

- PLANNING
 - “BY FAILING TO PLAN, YOU ARE PLANNING TO FAIL.” IF YOU DON’T PLAN, YOU WON’T KNOW EVERYTHING YOU NEED TO DO TO MAKE A PROJECT SUCCESSFUL.
- PRIORITIZING
 - IDENTIFY THE MOST IMPORTANT TASK TO DO, THE SECOND MOST IMPORTANT, THE THIRD, ETC. REMEMBER: PRIORITIES CHANGE OVER TIME.
- PERFORMING
 - CONCENTRATE ON ONE TASK UNTIL IT IS COMPLETE!

BUDGET YOUR TIME

- THERE ARE 24 HOURS IN A DAY. MAKE THE MOST OF THEM.
- UNDERSTAND HOW YOU SPEND YOUR TIME.
- IDENTIFY YOUR TIME THIEVES.
- CREATE TIME AND AN ENVIRONMENT TO FOCUS ON THE IMPORTANT WORK.
- AVOID THE URGE TO MULTITASK OR PROCRASTINATE.
- LIMIT THE AMOUNT OF TIME YOU SPEND ON ANY ONE ACTIVITY – EVEN THE TIME YOU SPEND WRITING A GRANT.
- FIND A BALANCE BUT KNOW THAT SOMETIMES, YOU’LL BE OFF-BALANCE.

EVALUATE HOW YOU SPEND YOUR TIME

	URGENT	NOT URGENT
IMPORTANT	<p>A</p> <p>Important tasks with immediate deadlines - putting out fires, get them done and out of the way</p>	<p>B</p> <p>Important tasks with long-term deadlines (or self-imposed deadlines) - where <i>you should</i> spend most of your time</p>
NOT IMPORTANT	<p>C</p> <p>Urgent tasks with little importance (but someone else wants it now) - often the result of interruptions and being overcommitted</p>	<p>D</p> <p>Unimportant tasks with long-term deadlines, tasks that produce little value, serving as a break or distraction - busy work, cleaning out your inbox, clearing off your desk</p>

E Wasted Time – Delegate or simply don't do

Adapted from Steven Covey's *The 7 Habits of Highly Effective People*

The 4 Ds of Time Management

Category	Action	Examples
Do	Work on tasks that only take a few minutes to complete. Quickly accomplishing a series of smaller tasks builds momentum for working on larger projects.	<ul style="list-style-type: none">• Answering an email• Returning a phone call• Printing a report
Defer (Delay)	Temporarily pause a task that doesn't need to be handled right away, and schedule when you have the availability.	<ul style="list-style-type: none">• New request from a colleague• New project idea
Delegate	Reassign an essential task to someone else.	<ul style="list-style-type: none">• Weigh tasks that benefit from your specific expertise vs. those tasks that deliver the same outcome regardless of who is doing it
Delete (Drop)	Remove unnecessary tasks from your schedule and move on.	<ul style="list-style-type: none">• Unproductive meetings• Unnecessary email

TO-DO LISTS, WORK PLANS, AND INTERNAL DEADLINES

- TO-DO LISTS ARE “I CAN DO THIS” LISTS.
- USE DEADLINES TO MOTIVATE YOU, NOT TO CREATE STRESS.
- BREAK LARGE PROJECTS DOWN INTO SMALL PIECES THAT SEEM MORE DO-ABLE.
- MINIMIZE DISTRACTIONS.
- EVEN IF THINGS DON'T GO AS PLANNED, YOU STILL HAVE A PLAN TO REGROUP.
- RECOGNIZE/CELEBRATE YOUR ACCOMPLISHMENTS, SMALL AND LARGE
- INCLUDE “ME TIME” TO REMAIN PRODUCTIVE AND HEALTHY AND AVOID BURNOUT.

BLOCK YOUR CALENDAR

- KNOW WHEN YOU ARE NATURALLY MOST PRODUCTIVE.
- SCHEDULE A REGULAR TIME TO WORK ON YOUR GRANT. PUT IT ON YOUR CALENDAR JUST LIKE A CLASS OR A MEETING. IT'S IMPORTANT.
- SET REMINDERS.
- SCHEDULE BREAKS. EVEN SHORT ONES HELP.
- INCLUDE END-OF-DAY/END-OF-WEEK TIME TO TAKE CARE OF LOOSE ENDS AND TO PLAN FOR THE FOLLOWING DAY/WEEK.
- STICK TO IT! IF YOU GET OFF SCHEDULE, DON'T BEAT YOURSELF UP. JUST GET BACK ON SCHEDULE.
- IF YOU GET OFF SCHEDULE FREQUENTLY, RECONSIDER AND REVISE YOUR APPROACH.

YOUR THOUGHTS MATTER

- SAY NICE THINGS TO YOURSELF. FIND A MANTRA THAT WORKS FOR YOU.
- STOP TALKING ABOUT HOW BUSY YOU ARE – IT BECOMES A SELF-FULFILLING PROPHECY AND REINFORCES THE ANXIETY.
- DO SOMETHING – ANYTHING. YOU’LL FEEL BETTER.
- FOCUS ON YOUR SUCCESSES/ACCOMPLISHMENTS RATHER THAN CRITICIZING YOURSELF FOR WHAT YOU DID NOT GET DONE.
- LAUGH AND REMEMBER THAT TOMORROW IS ANOTHER DAY.

PERFECTIONISM IS YOUR ENEMY

- ACADEMIA REWARDS EXPERTISE. YOU AREN'T AN EXPERT GRANT WRITER. THAT'S OK.
- "GOOD ENOUGH" IS REALLY GOOD ENOUGH MUCH OF THE TIME.
- YOU'RE HUMAN – YOU'RE SUPPOSED TO BE IMPERFECT!
- WHAT'S THE WORST THAT CAN HAPPEN?
- MOST PEOPLE WON'T NOTICE THE IMPERFECTION.
- CONSIDER THE BABY EFFECT.
- FOR GRANTS, THOSE LAST-MINUTE CONTENT CHANGES ARE OFTEN THE ONES THAT MESS THINGS UP. LEAVE IT ALONE!

IT'S OK TO ASK FOR HELP

- WE ALL NEED HELP SOMETIMES. KNOWING WHEN YOU NEED HELP AND ASKING FOR IT ARE SIGNS OF STRENGTH AND MATURITY, NOT WEAKNESS.
- ACADEMIA REINFORCES INDEPENDENCE – TIME TO UNLEARN SOME OF THOSE SURVIVAL SKILLS AND DEVELOP NEW ONES.
- IT TAKES MORE TIME TO CORRECT A MISTAKE AND RE-DO THINGS THAN IT DOES TO TAKE THE TIME (AND GET THE HELP) TO DO IT RIGHT THE FIRST TIME.
- ENGAGING WITH OTHERS OPENS YOU UP TO LEARNING NEW THINGS THAT CAN MAKE YOUR GRANT PROPOSAL STRONGER.

A REAL LIFE STORY

- MY BUSY FRIEND ALWAYS DREAMED OF BEING AN AUTHOR.
- BUSY FAMILY AND WORK LIFE.
- NATURAL, PERSISTENT PROCRASTINATOR.
- DECIDED TO GET UP AT 4:00 AM EVERY DAY TO WRITE FOR AN HOUR.
- FINISHED A GOOD FIRST DRAFT OF HER FIRST BOOK. REVISED AND EDITED IN BETWEEN OTHER RESPONSIBILITIES.
- LEARNED A LOT ABOUT HER WRITING PROCESS. USED A MODIFIED VERSION OF THIS APPROACH FOR SUBSEQUENT WRITING PROJECTS.
- HAS PUBLISHED 4 BOOKS. A LIFELONG DREAM HAS BEEN FULFILLED.

QUESTIONS/COMMENTS

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