




CSP COMMUNITY

WRITING PROJECT

Project CareFull Scholars- 2024 Summer Writing Extravaganza

Due August 31, 2024

This is the tracking document for our group writing project. We are using this template to provide a place to chart our progress. Please in your personal contact information and your writing goals for the summer.

PARTICIPANTS 		
Name	Contact email	Work to be completed by Due date
Cheryl Talley	ctalley@vsu.edu	Hub Blog; Granted Grant curriculum for OSF; Advance Article
Gail Hollowell	ghollowell@nccu.edu	Advance Paper revisions CBE LSE Manuscript revisions due 9/3/24 SERP Coding (for poster data)
Shenna M. Shearin	sshearin@bennett.edu	Proposal for HBCU-UP Targeted Infusion Project (TIP) Grant due 11/14/24
Jill Keith	harpj@wssu.edu	Submit an NSF Planning Grant by 12/31/2024
Rihana Mason	rihana@gsu.edu	Microsteps OSF Guide, Lena Paper, STEM-US 800 words
Jessye Talley	jessye.bemleytalley@morgan.edu	Perspective Paper (4 pgs.); Literature Review Article Draft; 8/31/2024

MILESTONES

Milestone log- Make the cell as big as you need it to be	Target date	Enter Status
Cheryl Talley <ol style="list-style-type: none"> 1. NSF Review Panel (5 reviews) 2. Hub Blog- Flesh out ideas around deep writing 3. Granted Grant curriculum outline 4. Advance ARTicle resubmission 	June 14 July 1 July 15	Enter status Done
Name Gail Hollowell <ol style="list-style-type: none"> 1. Advance paper revisions <ol style="list-style-type: none"> a. Load in to Blooksy 2. CBE LSE paper <ol style="list-style-type: none"> a. Set up meeting with co-authors b. Re-analyze data (look for correlations and trends) c. Literature Review for CBE LSE paper 3. SERP Poster Data Coding <ol style="list-style-type: none"> a. meet with Jen b. code 10 then meet 	Milestone target date <ol style="list-style-type: none"> 1. June 1 2. June 15 3. June 15 	Enter status <ol style="list-style-type: none"> 1. done 2. IP 3. IP
Shenna M. Shearin <ol style="list-style-type: none"> 1. Project Summary 2. Project Description <ol style="list-style-type: none"> a. goals/objectives b. major activities c. college description d. need for funding e. rationale f. basis for project g. goals/specific measurable objectives h. project evaluation i. timeline j. data management k. budget 3. LOI 	<ol style="list-style-type: none"> 1. January 29 2025 2. April 30th 3. May 1 	
Rihana Mason Microsteps OSF Guide <ol style="list-style-type: none"> a. Add section for returning users b. Add section that explains more of what the micro steps are 	July 31 (Microsteps)	IP IP

d. Challenges associated with perishable food supply chains e. Future work in perishable food supply chains	Aug. 3rd-Aug. 16th	
	Aug. 17-Aug. 30th	
	Enter target date	Enter status
	Enter target date	Enter status
	Enter target date	Enter status
<u>GROUP MILESTONE CALENDAR</u>		ADD YOUR MILESTONES

CELEBRATION BOARD



Name	Accolades	Date	Reward

PROJECT WIKI BOARD

Record our discussions/questions/decisions/assumptions about the project here. List any relevant tenets, facts, and assumptions about the book. Each participant can comment or respond to the thread to add their input. This section gives us a "single source of truth" for the project.

Topic: TASKS FOR gtd (growing towards divinity)

1. Write down the goals for your life.
2. Create an "Action Board" aka Vision Board (Read about the neuroscience behind the Action board practice [here](#))
3. . SHARE YOUR INSIGHTS ABOUT THIS PRACTICE
 - > Enter wiki comment
 - > Enter wiki comment
 - > Enter wiki comment

Topic: TASKS FOR GTD (Getting Things Done: The art of stress-free productivity)

1. **Buy the book** *but only if you will take the time to read it- Otherwise, just keep coming back to this site. We will walk you through it.*

2. **STEP 0- AREAS OF FOCUS-** With the action board, you may have identified areas of your life that deserve focus and attention. You may also notice what is NOT on your action board. These two pieces of information should beg the question- What do I do with the majority of my time?

3. **STEP 1- CAPTURE-** To capture is to collect ALL of the incoming information that is taking up cognitive space. Any and all information means: emails, paper letters, notes from meetings, commitments from conversations, current and aspirational TODO's in the form of Could do, should do; need to do, might want to do; wish I could do and ought to do. You will eventually gather all of this information into 1 or 2 trusted InBoxes and then triage them to a trusted calendar and project list but first you have to know what is on your mind by getting out of your head.

4. . SHARE YOUR INSIGHTS ABOUT THIS PRACTICE
 - > Enter wiki comment
 - > Enter wiki comment
 - > Enter wiki comment

Topic: TASKS FOR YOUR WRITING

1. Create reasonable writing goals
2. Create personal project list for what needs to be done for each goal to be met
3. Add this to your CAPTURE activity

4. ~~4. . SHARE YOUR INSIGHTS ABOUT THIS PRACTICE~~

START THIS PRACTICE

- > What do I need to do to meet goal #1 by Aug 31
- > What do I need to do to meet goal #2 by Aug 31
- > What do I need to do to meet goal #3 by Aug 31

Topic: TASKS FOR SELF-CARE

5. Place a container of water in the refrigerator

START THIS PRACTICE

- > Drink the water and refill the container
- > Repeat

RESOURCES for Writing & Self-Care

Add a link to the location of shared project resources, such as inspiring and useful reading, artwork, music, poetry any online information. Please feel free to be creative as your share encouragement to our community to write and keep on writing this summer.

1. Great Podcast! [Rest is Resistance by author Tricia Heresy!](#)
2. After napping- focus on the things that are important- [Deep Work by Cal Newport](#)
3. The GO TO method for learning the ART of stress-free productivity [Getting Things Done by David Allen](#)
4. Permission to go slow- Change takes time and commitment to small steps [Atomic Habits by James Clear](#)
5. June 10 Assignments
 - a. gtd- [Six Steps to a Vision Board](#)
 - b. GTD- [David Allen on Capture](#)
 - c. AtHbt- Water in the fridge



