

Balancing Teaching and Writing

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- 1) Write everyday.
- 2) Write in the gaps.
- 3) Make writing a routine.
- 4) Cultivate a meaningful relationship between writing projects and the courses you're teaching.
- 5) Schedule and protect writing time.
- 6) Set and announce daily limitations on email.
- 7) Make a realistic writing plan that reflects your actual writing capabilities and habits.
- 8) Break work down into manageable segments or categories.
- 9) Find a writing partner or group to help keep on task.
- 10) Understand writing as a priority.
- 11) Plan ways to keep writing "buoyant" when your teaching responsibilities fluctuate.
- 12) Learn to say "no."
- 13) Set a daily quota based on number of words/pages rather than amount of time.
- 14) Always finish a writing session by setting the agenda for your next writing session.
- 15) Only stop when you know what comes next.
- 16) Assess and understand your natural writing habits, good and bad.
- 17) Find the best time and place for you to write.
- 18) Commit to "sustainable" writing habits.
- 19) Make a year or multi-year plan for your writing.
- 20) Engineer your year toward heavy writing in the summer.
- 21) Write "small" during the school year and "big" during the breaks.