

Your name
here
16 Jul - 14 Oct

PREVIEW EDITION



Thesis Boot Camp



academic consulting

Contents

Welcome	2
Coaching sessions	3
Webinar access.....	4
Goal setting.....	5
Strategies	13
Finding time.....	13
Maximising productivity.....	14
Looking after yourself.....	15
Keeping motivated	16
Making a commitment.....	17
Weekly review questions	18

Welcome

Welcome to our Thesis Boot Camp! I'm really looking forward to working with you over the next three months and helping you make some serious progress on your thesis. The Boot Camp is a little different to our usual courses in that it's customised to what you need and designed to fit around a busy life. You don't need to attend at a set time and can work through the material when you have the chance – whether that's normal working hours or midnight, once the rest of the household has gone to bed!

To make the most of the Boot Camp, pick something you would like to focus on for the next three months. "Finishing your thesis" may seem like an admirable goal, but as you'll see from the contents of this workbook, it's not quite specific enough! Carefully think about what you can realistically achieve – it might be conducting some data analysis, writing a results chapter, or perhaps you're in the final stages and are putting the finishing touches on your thesis.

Once you've picked a specific focus, let me know what it is so that I can make a plan for our sessions together. The four hours of coaching sessions are a key component of the Boot Camp, and during this time I'll work with you to achieve your goal(s). Dates and times for these can be arranged at any point during the three months, and we can meet either online, or face-to-face if you're based in Auckland.

It's your choice as to how much you'd like to engage in the other activities that are part of the Boot Camp. As a camp member you'll receive an email every Monday with suggested activities for the week, a 20% discount on any [training courses](#) for the duration of your camp and access to our most popular webinar recordings (see page 4). If you'd like to get a head-start on the material you're welcome to begin the activities in this workbook (although this isn't expected until Week 1). I'll be in touch again on the first day of the camp and look forward to seeing you at our first meeting!

Kind regards,



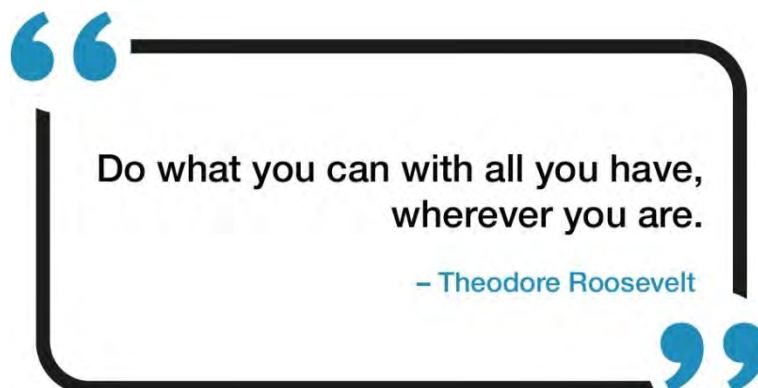
Director, Academic Consulting Ltd

lyn@academic-consulting.co.nz / +64 9 522 0676

Coaching sessions

Note the dates and times of your coaching sessions with Lyn below:

Thesis Boot Camp Coaching Sessions Planner		
Date/Time	What I need to discuss/learn with Lyn	Completed
		<input type="radio"/>
		<input type="radio"/>
		<input type="radio"/>
		<input type="radio"/>
		<input type="radio"/>
		<input type="radio"/>



[Text removed from preview]

Goal setting

Goal-setting in itself is not necessarily an effective strategy – there's no point setting goals unless they're actually achievable! Ideally, any goals you set yourself should be **SMARTER**:

SPECIFIC

Goals need to be specific, so you can be clear about exactly what you want to achieve – “finish my thesis” may seem specific, but it's missing some important information. When do you want to finish by? To what standard? Why is it important to finish?

MEASURABLE

Goals should always include some way of measuring your progress and evaluating your success – otherwise, how will you know when you get there?

ACHIEVABLE

Having an achievable goal is important, but goals also need to be challenging. Goals set too high can lead to failure, while setting the bar too low can lead to poor achievement and loss of interest.

RELEVANT

Relevant goals are meaningful to you, so they're worth pursuing. Always think about why you want to achieve a particular goal.

TIME-BOUND

Give yourself a realistic timeframe in which to achieve your goals, and have a start and end date to help keep you motivated.

EVALUATED

Always check to see if you're achieving your goals, and if not, ask yourself why. To assist your evaluation, always write goals down so that you remember them.

REVIEWED

Over time your goals may change, particularly long-range goals. It's important to review them regularly to ascertain if they're still taking you in the right direction.

[Text removed from preview]

[Text removed from preview]

[Text removed from preview]

Thesis Boot Camp Mini Goals

Week	Mini Goal	Achieved
1		<input type="radio"/>
2		<input type="radio"/>
3		<input type="radio"/>
4		<input type="radio"/>
5		<input type="radio"/>
6		<input type="radio"/>
7		<input type="radio"/>
8		<input type="radio"/>
9		<input type="radio"/>
10		<input type="radio"/>
11		<input type="radio"/>
12		<input type="radio"/>
13		<input type="radio"/>

[Text removed from preview]

[Text removed from preview]

[Text removed from preview]

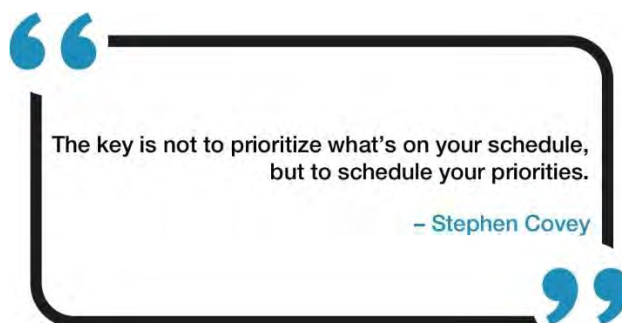
Strategies

The following are a list of possible strategies that may help you achieve your Boot Camp goal. Select any from the list below that you think may be helpful. Don't try implementing them all at once though as it will become overwhelming! Instead, pick a couple each week and assess how well they work for you, before adding others.

Finding time

You'll need to ensure you have some time aside to work on your thesis, which can be easier said than done. Consider the following strategies, and feel free to add your own ideas also.

- ☐ Delegate or defer work-related tasks/projects until the conclusion of the Boot Camp (talk to your colleagues/manager for support).
- ☐ Outsource household tasks e.g. employ a temporary cleaner (or ask a family member to help), get your groceries delivered, arrange a meal service to deliver pre-made meals.
- ☐ Take study/annual leave so you can focus on your thesis (or even unpaid leave if you can afford it).
- ☐ Reschedule anything non-urgent for the next three months (keeping in mind that you need to still have a life, so don't cancel everything!).
- ☐ Aim to get up an hour earlier each day – the early bird catches the worm!
- ☐ Add your own ...



[Text removed from preview]

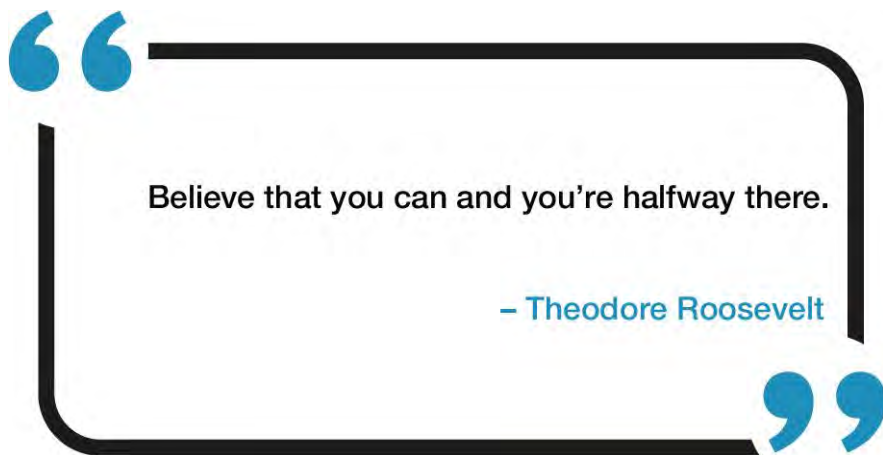
[Text removed from preview]

[Text removed from preview]

Making a commitment

Finally, make a commitment to yourself by signing this workbook and keeping it somewhere you can refer to regularly. It's your choice whether to keep this private, or if you'd like some accountability, you can send it to Lyn. Good luck!

SIGNATURE: _____ DATE: _____



Weekly review questions

At the end of each week take the opportunity to review your progress and plan for the week ahead. Lyn likes to do this on a Sunday evening, but you'll need to choose a time that works with your schedule.

Did you achieve your mini-goal for last week? If you did, think about what helped you achieve it i.e. what worked well? If you didn't achieve it, ask yourself why, and think about what you can do differently in the week ahead.


What specific strategies did you employ last week that worked well for you? Continue to use these where appropriate.

What specific strategies did you employ last week that didn't work so well? Why do you think they didn't work, and should you abandon them completely, or perhaps "tweak" them slightly for the week ahead?

[Text removed from preview]

Thesis Boot Camp Task List

d d m m y y

Top 3 priorities	Exercise	Glasses of water		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
To do	These can wait until later	Meals		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	B	L	D
		Email/Phone		
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Appointments	Housekeeping			
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Notes / Ideas / Freewriting				