CPTS Thesis Timeline: Review and Strategies

Capri G. Foy, Ph.D., M.S. and Janet Tooze, Ph.D., M.P.H.
July 25, 2017
1. Please refer to this material often during preparing your thesis.

2. Pay attention to deadlines, rules, etc. to avoid not completing the program in a timely fashion.

3. Work with your thesis advisor and committee, CPTS program co-directors and the WFU Graduate School staff to ensure a smooth process.
Becoming a Degree Candidate

- Requires approval of Dean of the Graduate School
  - All required coursework completed
  - Minimum 3.0 cumulative GPA

- CPTS Program Directors and Coordinator request candidacy on your behalf, after receipt of summer grades
Stay Registered as a Thesis Candidate

- You must remain continuously registered until graduation

- Summer 2017
  - CPTS 741: Grant writing – 3 hours
  - CPTS 750: Thesis research – 3 hours
    - Expectation: Approved Thesis Proposal by the end of this summer session

- Year 2 (Fall 2017 and Spring 2018)
  - Finish thesis, and graduate!
Stay Registered as a Thesis Candidate

Option 1: Fall 2017
- Register for 5 research hours (CPTS 750) (Satisfactory- Unsatisfactory)
- Tuition collected
- Graduate in December – defend by December 6th to graduate in December

Option 2: May 2018
- Register for 5 research hours (CPTS 750) in the fall
- Register for 5 research hours (CPTS 750) in the spring
- Tuition collected
- Graduate in May – defend by April 25th to graduate in May

Stay Registered as a Thesis Candidate

- By the end of the Summer 2017 semester you will need to determine if you will be able to graduate in December 2017 or May 2018, and commit to a timeline to meet your goal.

- We will expect progress notes from you on meeting your milestones for the deadline you choose.

- We will be in regular contact with you if we do not hear from you.
Purpose is to advise and guide you
   You develop the idea and do the work

Identify Committee members with your current advisor (aka Thesis Committee Chair) and Program Director(s)
   You will identify a committee over the summer
   Submit APPROVAL OF THESIS COMMITTEE form

Thesis Committee must include:
   Your Thesis Advisor

   Statistician
      Must be a faculty member to serve on Committee
      Can access a master’s level statistician (that is not a faculty member) to help guide you, but the faculty member is the official person on the committee
      Minimum of one other member, typically with content area expertise
   All must be Graduate School Faculty
      List is available at: http://graduate.wfu.edu/faculty/directory.html
      We can have someone added to the graduate faculty if need be.

Tips for Identifying Committee Members:
   Larger committee does not mean better committee
      Include essential expertise you need with as few committee members as possible (non-members may still be authors on manuscript)
      Balance rigor with intangibles
         An extremely knowledgeable committee member who is rarely available may be less useful than a highly knowledgeable person who is often available
   When you approach potential members, be prepared to discuss your idea(s) & their role and time commitment
   A person who is not a member of the faculty at Wake Forest can be a member of the committee (but not the advisor), with permission from the Graduate School

Ideally working with your Committee (keeping in mind they are busy people)
   Meet regularly with advisor (2x/month) and statistician (1x/month)
   Keep other members involved...at least occasional meetings and/or emails

Forming and managing a thesis committee mirrors role of principal investigator assembling and managing a team of collaborators
CPTS requires thesis completion within three years of matriculation (two years from end of coursework)

- Option to request two one-year renewals or a single one-year leave of absence – must show adequate progress and communication to be approved
- We will conduct regular checks with you and your advisors to monitor progress and make suggestions for completing program requirements

- Honor Code remains in effect
  
  [http://internal.graduate.wfu.edu/docs/academics/HonorCode.pdf](http://internal.graduate.wfu.edu/docs/academics/HonorCode.pdf)
## Timeline for Summer 2017

<table>
<thead>
<tr>
<th>Step</th>
<th>Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify faculty advisor</td>
<td>May/June</td>
</tr>
<tr>
<td>Form thesis committee</td>
<td>June/July</td>
</tr>
<tr>
<td>Obtain approval of thesis proposal</td>
<td>July/August</td>
</tr>
<tr>
<td>Admission to degree candidacy</td>
<td>August</td>
</tr>
<tr>
<td>Commit to timeline</td>
<td>August</td>
</tr>
<tr>
<td>Step</td>
<td>Date of Completion</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td><strong>Desired Graduation Date</strong></td>
<td></td>
</tr>
<tr>
<td>December 2017</td>
<td>May 2018</td>
</tr>
<tr>
<td>August 2018</td>
<td></td>
</tr>
<tr>
<td>Meet with Advisor to review timeline (meet monthly)</td>
<td>Early August</td>
</tr>
<tr>
<td>Start data analysis with statistician (meet monthly)</td>
<td>Early August</td>
</tr>
<tr>
<td>Draft Chapter 1 of thesis</td>
<td>Mid August</td>
</tr>
<tr>
<td>Draft Introduction of Paper</td>
<td>Late August</td>
</tr>
<tr>
<td>Draft Methods Section of Paper</td>
<td>Late August</td>
</tr>
<tr>
<td>Draft tables for manuscript/meet with statistician</td>
<td>Late August</td>
</tr>
<tr>
<td>Step</td>
<td>Date of Completion</td>
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<tr>
<td>---------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Meet with advisor and other committee members to:</td>
<td></td>
</tr>
<tr>
<td>*discuss results</td>
<td>Early September</td>
</tr>
<tr>
<td>*determine additional analyses</td>
<td>Early January</td>
</tr>
<tr>
<td>*points for discussion/Chapter 3</td>
<td>Early May</td>
</tr>
<tr>
<td>*determine readiness to submit intent to graduate form</td>
<td></td>
</tr>
<tr>
<td>Submit Intent to Graduate Form to Graduate School – see academic</td>
<td></td>
</tr>
<tr>
<td>calendar</td>
<td>Early September</td>
</tr>
<tr>
<td>9/8/2017</td>
<td>Late January</td>
</tr>
<tr>
<td>1/26/2018</td>
<td>Mid May 5/26/2018</td>
</tr>
<tr>
<td>Submit complete draft of thesis to thesis committee – allow 2 weeks</td>
<td>Mid September</td>
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<tr>
<td></td>
<td>Early February</td>
</tr>
<tr>
<td></td>
<td>Mid May</td>
</tr>
<tr>
<td>Incorporate edits from thesis committee review</td>
<td>Early October</td>
</tr>
<tr>
<td></td>
<td>Mid February</td>
</tr>
<tr>
<td></td>
<td>Mid May</td>
</tr>
</tbody>
</table>
## Suggested Target Dates

<table>
<thead>
<tr>
<th>Step</th>
<th>Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meet with thesis advisor and committee members to discuss final thesis</strong></td>
<td></td>
</tr>
<tr>
<td>Date of Completion</td>
<td>December</td>
</tr>
<tr>
<td>Early October</td>
<td>Late February</td>
</tr>
<tr>
<td><strong>With support of faculty advisor and committee, request formation of an Examination Committee and scheduling the oral defense – no later than 6 weeks prior to last date to defend</strong></td>
<td></td>
</tr>
<tr>
<td>Date of Completion</td>
<td>December</td>
</tr>
<tr>
<td>Mid October 10/25/2017</td>
<td>Early March 3/14/2018</td>
</tr>
<tr>
<td><strong>Meet with registrar to go over formatting of final thesis – see academic calendar</strong></td>
<td></td>
</tr>
<tr>
<td>Date of Completion</td>
<td>December</td>
</tr>
<tr>
<td>Late October 11/3/2017</td>
<td>Late March 4/6/2018</td>
</tr>
<tr>
<td>Step</td>
<td>Date of Completion</td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td><strong>Suggested Target Dates</strong></td>
<td>December</td>
</tr>
<tr>
<td>Submit revised, final draft of thesis to Examination Committee and</td>
<td>Early November</td>
</tr>
<tr>
<td>the CPTS program – no later than 3 weeks prior to defense date</td>
<td>Early April</td>
</tr>
<tr>
<td></td>
<td>Early July</td>
</tr>
<tr>
<td>Defend thesis at final (oral) examination – see academic calendar</td>
<td>Early December 12/6/2017</td>
</tr>
<tr>
<td></td>
<td>Late April 4/25/2018</td>
</tr>
<tr>
<td></td>
<td>Late July 7/25/2018</td>
</tr>
<tr>
<td>Submit final thesis and any other required paperwork per</td>
<td>Early December 12/13/2017</td>
</tr>
<tr>
<td>requirements of the Graduate School (they provide a checklist when</td>
<td>Early May 5/2/2018</td>
</tr>
<tr>
<td>reviewing the draft thesis) – see academic calendar</td>
<td>Late July 7/31/2018</td>
</tr>
</tbody>
</table>
Time Management/Usage Will Be A Major Key to Success in Completing Your Thesis

- No “grades” per se, like in your courses
- Setting, and maintaining your chosen timeline will require consistent effort and focus
- Focus on goals, desired behaviors and results, rather than feelings
- Determining priorities
- Avoiding conflicts
- Avoiding non-important tasks in lieu of more meaningful tasks
- There are many useful systems for time management
- No “one size fits all” strategy
- This is a great time to explore which strategies work well now for you

A writer who waits for ideal conditions under which to work will die without putting a word on paper.

E.B. White, author of Elements of Style
Robert Boice (*Professors as Writers*, 1990)- RCTs involving 3 groups of academic writers:

<table>
<thead>
<tr>
<th>Writing Schedule</th>
<th>Average Yearly Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>Binge write (whenever I feel like it)</td>
<td>17 pages</td>
</tr>
<tr>
<td>Write daily; keep progress chart</td>
<td>64 pages</td>
</tr>
<tr>
<td>Write daily; keep progress chart; report progress weekly</td>
<td>157 pages</td>
</tr>
</tbody>
</table>

Slide courtesy of Susan Johnson, MD, MS University of Iowa
Stephen Covey’s Seven Habits of Highly Effective People

Promotes “wisdom literature” vs. “psychological tactics” ethic

7 Habits

- Be Proactive
- Begin With The End In Mind
- Put First Things First
- Think Win-Win
- Seek First to Understand, Then To Be Understood
- Synergize
- Sharpen The Saw (Rest and Recreation)
Time management should focus on Quadrant II Activities (Important, but not Urgent)

<table>
<thead>
<tr>
<th>Important</th>
<th>Urgent</th>
<th>Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>(MANAGE)</td>
<td>(FOCUS)</td>
</tr>
<tr>
<td></td>
<td>Crisis, Medical emergencies, Pressing problems, Deadline-driven projects, Last-minute preparations for scheduled activities</td>
<td>Preparation/planning, Prevention, Values clarification, Exercise, Relationship-building, True recreation/relaxation</td>
</tr>
<tr>
<td></td>
<td>Quadrant of Necessity</td>
<td>Quadrant of Quality &amp; Personal Leadership</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Not Important</th>
<th>Urgent</th>
<th>Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td>(AVOID)</td>
<td>(AVOID)</td>
</tr>
<tr>
<td></td>
<td>Interruptions, some calls, Some mail &amp; reports, Some meetings, Many “pressing” matters, Many popular activities</td>
<td>Trivia, busywork, Junk mail, Some phone messages/email, Time wasters, Escape activities, Viewing mindless TV shows</td>
</tr>
<tr>
<td></td>
<td>Quadrant of Deception</td>
<td>Quadrant of Waste</td>
</tr>
</tbody>
</table>
What is Deep Work?

“Professional activities performed in a state of distraction-free concentration that push your cognitive capabilities to their limit. These efforts create new value, improve your skills, and are hard to replicate.”

What is Shallow Work?

“Noncognitively demanding, logistical-style tasks, often performed while distracted. These efforts tend to not create much new value in the world and are easy to replicate.”
Deep Work Rules

- Work Deeply
- Embrace Boredom
- Quit Social Media
- Drain the Shallows

Slide courtesy of Erin Sutfin Ph.D, Sabina Gesell Ph.D., John Salsman Ph.D., Suzanne Danhauer Ph.D. and Lynne Wagner Ph.D.
Rule #1: Work Deeply

6 Strategies for Deep Work

- Environment is distracting
- It takes will power to resist distractions
- Science: we have limited will power
- Goal: be smart about our habits so that it doesn’t take will power to focus attention
- 6 strategies to maximize the amount of deep work we consistently do

Slide courtesy of Erin Sutfin Ph.D., Sabina Gesell Ph.D., John Salsman Ph.D., Suzanne Danhauer Ph.D. and Lynne Wagner Ph.D.
6 Deep Work Strategies:

1. **Decide on your “depth” philosophy** (monastic, bimodal, rhythmic, journalistic)

2. **Ritualize** (“think like an artist, work like an accountant”)

3. **Make Grand Gestures** (write at exotic locales on occasion to avoid distraction)

4. **Don’t work alone** (periodic collaboration is useful; opportunities to bump into others)

5. **Execute like a business** (“Focus on the Wildly Important”; keep a scoreboard of progress; use lead measures like minutes spent writing to drive lag measures like number of papers published)

6. **Be Lazy** (At the end of the day, shut down work; no email)
Rule #2: Embrace Boredom

Embrace Boredom

• “Efforts to deepen your focus will struggle if you don’t simultaneously wean your mind from a dependence on distraction.”

Slide courtesy of Erin Sutfin Ph.D., Sabina Gesell Ph.D., John Salsman Ph.D., Suzanne Danhauer Ph.D. and Lynne Wagner Ph.D.
An Alternative to the Internet Sabbath

- “Instead of scheduling the occasional break from distraction so you can focus, you should instead schedule the occasional break from focus to give in to distraction.”
  - Schedule internet use in advance
  - Avoid it outside those times
  - Keep a notepad near your work computer. Record the next time you’re allowed to use the Internet.
Rule #2: Embrace Boredom Con’t...

Work with Great Intensity

Slide courtesy of Erin Sutfin Ph.D, Sabina Gesell Ph.D., John Salsman Ph.D., Suzanne Danhauer Ph.D. and Lynne Wagner Ph.D.
Rule #3: Quit Social Media

Why Focus on Social Media?

- Can be devastating to your quest to work deeper.
- Offers personalized information arriving on an unpredictable intermittent schedule
  - Massively addictive
  - Dopamine surge
  - Capable of severely damaging attempts to schedule and concentrate.
Rule #3: Quit Social Media Con’t ...

Quit Social Media TEDx Talk by Cal Newport
https://www.youtube.com/watch?v=3E7hkPZ-HTk

“Brain Hacking” by Smartphones 60 Minute Episode
https://vimeo.com/212594078
Rule #4: Drain the Shallows

Hazards of Shallow Work

- Shallow work dominates time/attention yet is often less vital than it seems in the moment
  - Damage often vastly underestimated
  - Email fallacy
- “Drain the shallows” = strategies to replace shallow work time with deep work
  - Ruthlessly cap shallow work to protect the deep efforts

Slide courtesy of Erin Sutfin Ph.D, Sabina Gesell Ph.D., John Salsman Ph.D., Suzanne Danhauer Ph.D. and Lynne Wagner Ph.D.
Rule #4: Drain the Shallows Con’t ...

Replacing Shallows with Deep Work

- Schedule every minute of your day
  - Being intentional helps to avoid days being overcome by shallow work
  - Schedule deep and shallow work depending on times of greatest (and least) productivity and energy
  - Deep work and Shallow work to-do lists

- Quantify the depth of every activity

- Finish work by designated time
  - Fixed-schedule productivity: establish time budget for project and work backgrounds to find productivity strategies to accomplish
Rule #4: Drain the Shallows Con’t ...

Replacing Shallows with Deep Work

- Protect Deep work time
  - Strategies employed in grant proposal “zone”
- Consider Email culture
  - Email delivers steady stream of distractions
    - HUGE Deep work drain
    - Some projects require close monitoring of email
  - Establish most productive strategies with teams
    - Group related questions within one email instead of sending multiple messages
    - Use meetings when possible to discuss non-urgent topics
  - CAUTION = assumption that email instantaneously read
    - Deep work may require ‘unplugging’
Other Resources

- David Allen
  - A popular, effective complete workflow and planning system

- Kerry Gleeson
  - *The Personal Efficiency Program, 2008 version*
  - A complete organizational system with focus on “doing it now”

- Elizabeth Grace Saunders
  - *The 3 Secrets to Effective Time Investment: Achieve More Success with Less Stress (2013)*
  - *How to Invest Your Time Like Money* (Kindle only, $5.38)
  - A focus on trimming your workload to fit the time available, and, using “time blocking” to schedule work

Content courtesy of Susan Johnson, MD, MPH
Other Resources

- Neil Fiore
  - *The Now Habit, 2007*
  - Practical approaches to procrastination

- Paul Silvia
  - *How to Write Alot*
  - Practical approaches to planning, tracking and attacking writing

- [http://www.asianefficiency.com/](http://www.asianefficiency.com/)
  - Variety of tips on time management and organization

- [https://trello.com/](https://trello.com/)
  - Poster board tool to help keep track of projects

- [www.thrivingamidstchaos.com](http://www.thrivingamidstchaos.com)
  - Susan Johnson’s website – has practical approaches/articles

Content courtesy of Susan Johnson, MD, MPH
Stay aware of Thesis deadlines, tuition, and “deliverables”

Think about which strategies work best for you to be able to focus on writing your Thesis

Please contact us at the CPTS Program if you have any questions at any point

Enjoy your journey – it will take effort, but you are close to its completion!

Is there interest in meeting periodically as a group for updates on Thesis?