# Graduate Student Weekly Check-in Template

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**Name**: [Your Name] **Date**: [YYYY-MM-DD] **Week of**: [Start date of week] **Supervisor**: [Supervisor name]

## This Week’s Accomplishments

### Research Progress

**Project(s)**: [List active projects]

**Completed Tasks**: - [ ] [Specific task completed] - [ ] [Specific task completed] - [ ] [Specific task completed]

**Key Findings/Insights**: [Any important discoveries, insights, or breakthroughs this week]

**Code/Analysis Progress**: [What code was written, analyses completed, tools developed]

**Writing Progress**: [Papers, thesis chapters, documentation written or revised]

### Learning and Development

**Skills Developed**: [New technical skills, methods learned, tools mastered]

**Literature Reviewed**: [Important papers read, key insights gained]

**Training/Workshops Attended**: [Any formal or informal learning activities]

### Collaboration and Mentoring

**Team Contributions**: [How you supported lab projects or helped team members]

**Mentoring Activities**: [Undergraduate students supervised, peer mentoring provided]

**External Engagement**: [Conferences, collaborations, networking activities]

## Challenges and Roadblocks

### Technical Challenges

**Issue**: [Describe the problem] **Impact**: [How it affects your progress] **Attempted Solutions**: [What you’ve tried] **Help Needed**: [Specific assistance required]

### Resource/Access Issues

[Equipment, software, data access problems]

### Time Management/Competing Priorities

[Coursework, TA duties, other commitments affecting research]

### Conceptual/Methodological Questions

[Research design, analysis, interpretation questions]

## Next Week’s Plans

### Priority Tasks (Top 3)

1. [Most important task for next week]
2. [Second priority task]
3. [Third priority task]

### Research Goals

**Data Collection**: [Specific data collection activities] **Analysis**: [Analysis tasks to complete] **Writing**: [Writing goals and deadlines] **Meetings**: [Important meetings scheduled]

### Learning Objectives

[Skills to develop, papers to read, training to complete]

### Deadlines Approaching

[Conference submissions, thesis milestones, course assignments]

## Support Needed

### From Supervisor

* Feedback on [specific work/document]
* Guidance on [specific decision/direction]
* Help with [specific problem]
* Introduction to [person/resource]
* Review of [timeline/plan]

### From Lab Team

* Collaboration on [specific task]
* Expertise in [specific area]
* Review of [work/code]
* Brainstorming on [specific challenge]

### From External Sources

* Access to [resource/data/tool]
* Connection with [external collaborator]
* Training in [specific skill/method]

## Professional Development

### Conference/Presentation Plans

**Upcoming Deadlines**: [Abstract submissions, presentation dates]

**Preparation Needed**: [What needs to be done for presentations]

### Publication Pipeline

**Papers in Progress**: - [Paper 1]: [Current status and next steps] - [Paper 2]: [Current status and next steps]

**Submission Timeline**: [Target submission dates for current work]

### Career Development Activities

**Job Market Preparation** (if applicable): [CV updates, job talk preparation, application materials]

**Networking**: [Professional relationships being developed]

**Skill Building**: [Courses, workshops, certifications being pursued]

## Reflection and Planning

### What Went Well This Week?

[Successes, effective strategies, positive developments]

### What Could Be Improved?

[Areas for improvement, lessons learned]

### Adjustments for Next Week

[Changes to approach, schedule, or priorities]

### Longer-term Considerations

[Thesis timeline, publication strategy, career planning]

## Metrics and Progress Tracking

### Time Allocation This Week

* Research: [Hours]
* Coursework: [Hours]
* Teaching/TA duties: [Hours]
* Professional development: [Hours]
* Other: [Hours]

### Research Productivity

* Papers/chapters worked on: [Number]
* Code commits: [Number]
* Data collected/analyzed: [Amount]
* Meetings attended: [Number]

### Goal Progress

[Progress toward semester/annual goals]

## Additional Notes

### Ideas and Insights

[Random thoughts, future project ideas, interesting connections]

### Resources Discovered

[Useful papers, tools, datasets, contacts]

### Lab/Community Contributions

[Ways you contributed to lab culture or broader community]

## Action Items for Next Meeting

### For Discussion

1. [Topic 1 to discuss with supervisor]
2. [Topic 2 to discuss with supervisor]
3. [Topic 3 to discuss with supervisor]

### For Review

* [Document/work for supervisor to review]
* [Analysis/results for feedback]
* [Plan/proposal for approval]

### For Decision

* [Decision needed about project direction]
* [Choice between alternatives]
* [Resource allocation decision]

**Preparation for 1:1 Meeting**: - [ ] Review this check-in before meeting - [ ] Prepare specific questions - [ ] Gather materials for review - [ ] Think about discussion priorities

**Meeting Notes** (to be filled during/after 1:1): [Space for notes from supervisor meeting]