# Postdoc Weekly Check-in Template

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

## Research Progress

### Independent Research Projects

**Project 1**: [Project name] - **Progress**: [Key accomplishments this week] - **Challenges**: [Any roadblocks or issues] - **Next Steps**: [Planned activities for next week] - **Timeline**: [On track/ahead/behind schedule]

**Project 2**: [Project name] - **Progress**: [Key accomplishments this week] - **Challenges**: [Any roadblocks or issues] - **Next Steps**: [Planned activities for next week] - **Timeline**: [On track/ahead/behind schedule]

### Collaborative Projects

**Lab Project 1**: [Project name and your role] - **Contributions**: [What you contributed this week] - **Coordination**: [Team interactions and decisions] - **Support Provided**: [Help given to team members]

**External Collaborations**: [If any] - **Activities**: [Meetings, work completed, communications] - **Progress**: [Status of collaborative work]

## Research Outputs and Dissemination

### Publications

**Papers in Progress**: - [Paper 1]: [Current status, next steps, target timeline] - [Paper 2]: [Current status, next steps, target timeline]

**Submissions and Reviews**: - [Journal/Conference]: [Status of submission or review] - [Review work]: [Papers reviewed, editorial activities]

### Presentations and Conferences

**Upcoming Presentations**: - [Conference/Event]: [Preparation status, travel plans]

**Conference Planning**: - [Any conferences you’re organizing or contributing to]

### Grant Writing and Funding

**Active Proposals**: - [Grant/Fellowship]: [Status, deadlines, next steps]

**Funding Applications**: - [Opportunities being pursued]

## Mentoring and Leadership

### Student Supervision

**Graduate Students**: - [Student name]: [Progress, meetings held, guidance provided] - [Student name]: [Progress, meetings held, guidance provided]

**Undergraduate Researchers**: - [Student name]: [Progress, supervision activities] - [Student name]: [Progress, supervision activities]

### Lab Leadership Activities

* [Committee work, lab organization, process improvements]
* [Contributions to lab culture and operations]

### External Service

* [Review work, committee service, editorial activities]
* [Professional organization involvement]

## Professional Development

### Skill Development

**Technical Skills**: [New methods, tools, or techniques learned/practiced]

**Leadership Skills**: [Management, communication, or strategic skills developed]

**Career-Relevant Skills**: [Skills aligned with your career goals]

### Networking and Relationships

**New Connections**: [Professional relationships developed or strengthened]

**Collaboration Opportunities**: [New partnerships or collaboration discussions]

### Career Planning Activities

**Job Market Preparation** (if applicable): [Application materials, job talks, interview preparation]

**Industry Engagement** (if applicable): [Industry connections, consulting, commercialization activities]

**Academic Career Development**: [Teaching experience, service opportunities, visibility building]

## Challenges and Support Needs

### Research Challenges

**Technical Issues**: - [Challenge]: [Impact and potential solutions] - [Challenge]: [Impact and potential solutions]

**Resource Needs**: - [Equipment, software, data access needs] - [Personnel or collaboration needs]

**Timeline/Scope Issues**: - [Project delays, scope changes, competing priorities]

### Professional Development Needs

**Skill Gaps**: [Areas where you need additional training or support]

**Career Guidance**: [Strategic decisions or career planning support needed]

**Networking Support**: [Introductions or connections that would be helpful]

## Strategic Planning

### Short-term Goals (Next Month)

1. [Research goal]
2. [Professional development goal]
3. [Collaboration/service goal]

### Medium-term Goals (Next Quarter)

1. [Major research milestone]
2. [Publication or presentation goal]
3. [Career development milestone]

### Long-term Vision (Next Year)

[How current activities align with annual goals and career trajectory]

### Resource Planning

**Budget Needs**: [Travel, equipment, personnel] **Time Allocation**: [How you’re balancing different responsibilities] **Priority Adjustments**: [Any changes to focus or priorities]

## Lab and Community Contributions

### Lab Culture and Operations

[How you contributed to lab culture, processes, or community this week]

### Knowledge Sharing

[Expertise shared with lab members, training provided, documentation created]

### External Representation

[How you represented the lab externally - conferences, meetings, collaborations]

## Metrics and Productivity

### Research Productivity

* Papers worked on: [Number]
* Code/analysis progress: [Specific accomplishments]
* Data collected/processed: [Amount]
* Experiments conducted: [Number/type]

### Collaboration Metrics

* Student meetings: [Number and quality]
* Team meetings: [Number and contributions]
* External meetings: [Number and outcomes]

### Professional Activities

* Reviews completed: [Number]
* Presentations given: [Number]
* Proposals submitted: [Number]

## Reflection and Learning

### What Worked Well This Week?

[Successful strategies, effective approaches, positive outcomes]

### What Could Be Improved?

[Areas for improvement, lessons learned, adjustments needed]

### Key Insights or Breakthroughs

[Important discoveries, realizations, or connections made]

### Process Improvements

[Ways to improve efficiency, effectiveness, or quality]

## Looking Ahead

### Next Week’s Priorities

1. [Top priority for next week]
2. [Second priority]
3. [Third priority]

### Upcoming Deadlines

[Important deadlines in the next 2-4 weeks]

### Travel and Commitments

[Conferences, meetings, or other commitments affecting availability]

### Seasonal Planning

[Considerations for upcoming semester, summer, or academic year changes]

## Discussion Topics for Meeting

### Strategic Decisions Needed

1. [Decision about research direction or priorities]
2. [Decision about collaborations or opportunities]
3. [Decision about resource allocation]

### Feedback Requested

* [Specific work or analysis for review]
* [Career planning or strategic advice needed]
* [Input on proposals or presentations]

### Lab/Administrative Issues

[Any lab operations, policy, or administrative matters to discuss]

## Action Items

### For You

* [Specific action item with deadline]
* [Specific action item with deadline]
* [Specific action item with deadline]

### For PI/Supervisor

* [What you need from your supervisor]
* [Decisions or approvals needed]

### For Follow-up

* [Items to revisit in future meetings]
* [Long-term planning items]

**Meeting Notes** (to be filled during/after meeting): [Space for notes from PI meeting, decisions made, guidance received]

**Next Meeting**: [Date and any special agenda items]