# California Alliance for Hispanic-serving Social Science Advancement

https://cahssa.ucsb.edu



### Co-Investigators and Personnel



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### CAHSSA Programs

- 1. Webinar Series
- 2. Mentored Proposal Writing Groups
- 3. Collaborative Proposal Writing Retreats
- 4. Social Science Leadership seminar series
- 5. Research projects
  - 1. Characterizing Hispanic-serving social science survey
  - 2. Content analysis of NSF proposal review



### Bullet Journaling for Research Productivity



Dolores Inés Casillas
Professor of Chicana/o Studies
Director, Chicano Studies Institute
University of California Santa Barbara





sample monthly calendar (left) written goals/key tasks (right)

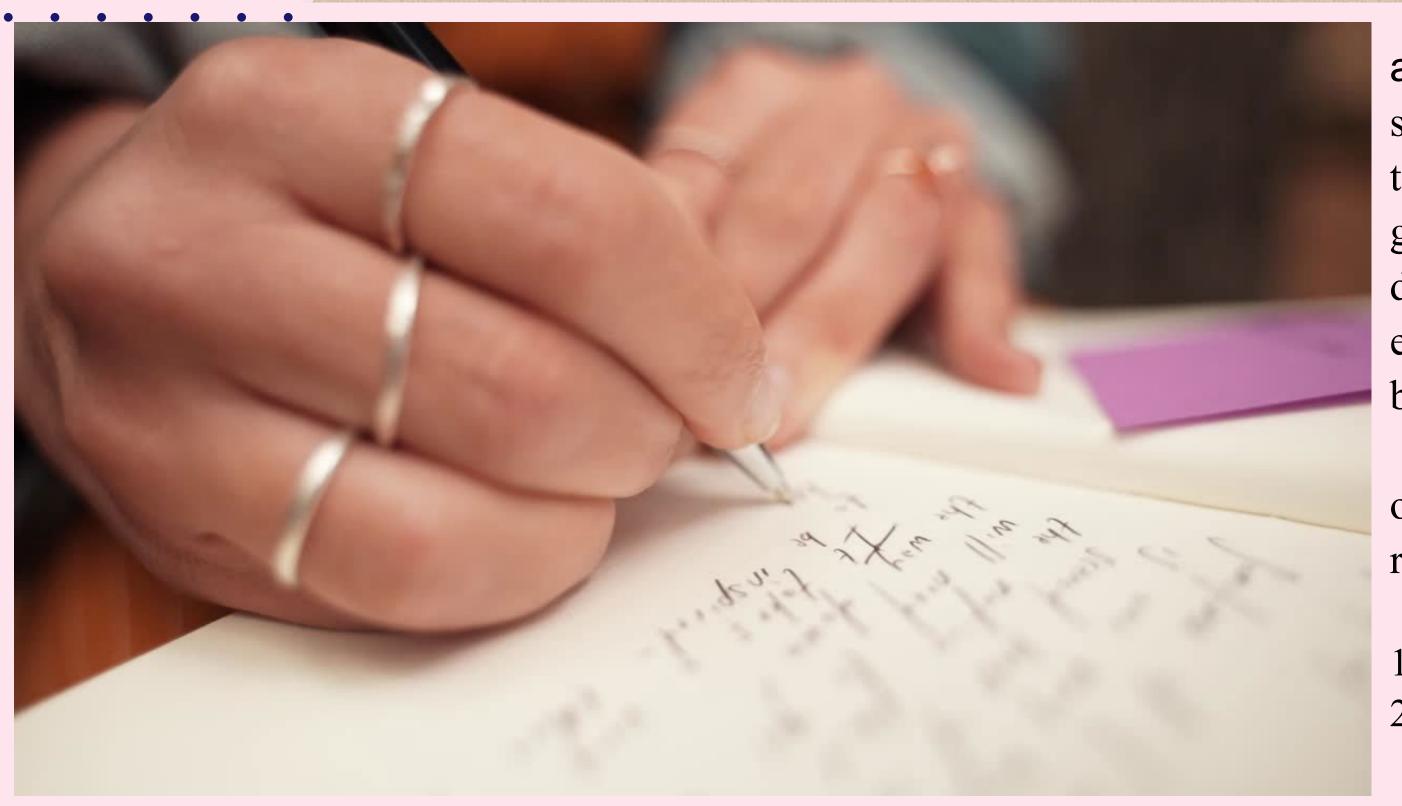
#### BULLET JOURNAL (BUJO) + ACADEMIC PLANNING

Dolores Inés Casillas Director, Chicano Studies Institute (CSI) Professor, Chicana and Chicano Studies www.csi.ucsb.edu| casillas@ucsb.edu

#### WORKSHOP TOOLS (NOTE NOW, USE LATER)

- 1) Art Zen Journal (need; Amazon: \$14 \$22)
- 2) Any black pen (need)
- 3) Any yellow-ish pen (suggested)
- 4) At least one to two other colors (suggested)
- 5) washi tape (optional fun!)

### WHAT IS A BULLET JOURNAL?



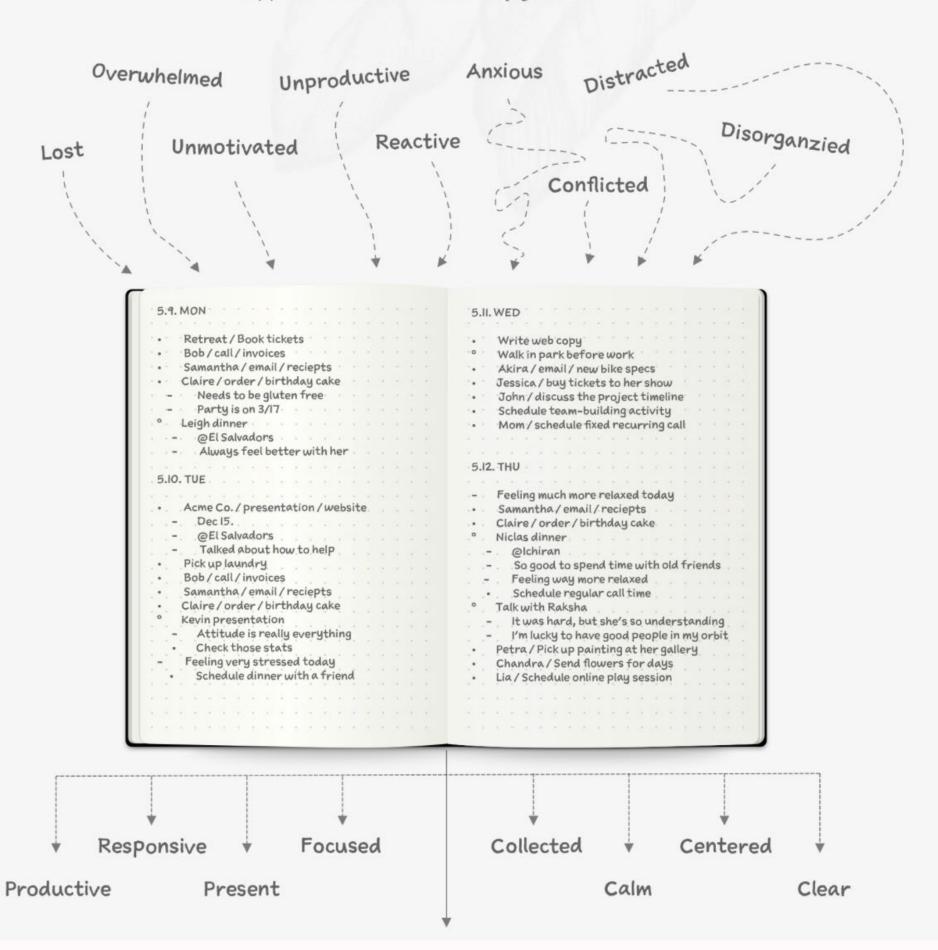
a super flexible analog system to track your time, projects, tasks, goals, habits, daily/monthly/annual events, birthdays, book lists, and more!

original system requires:

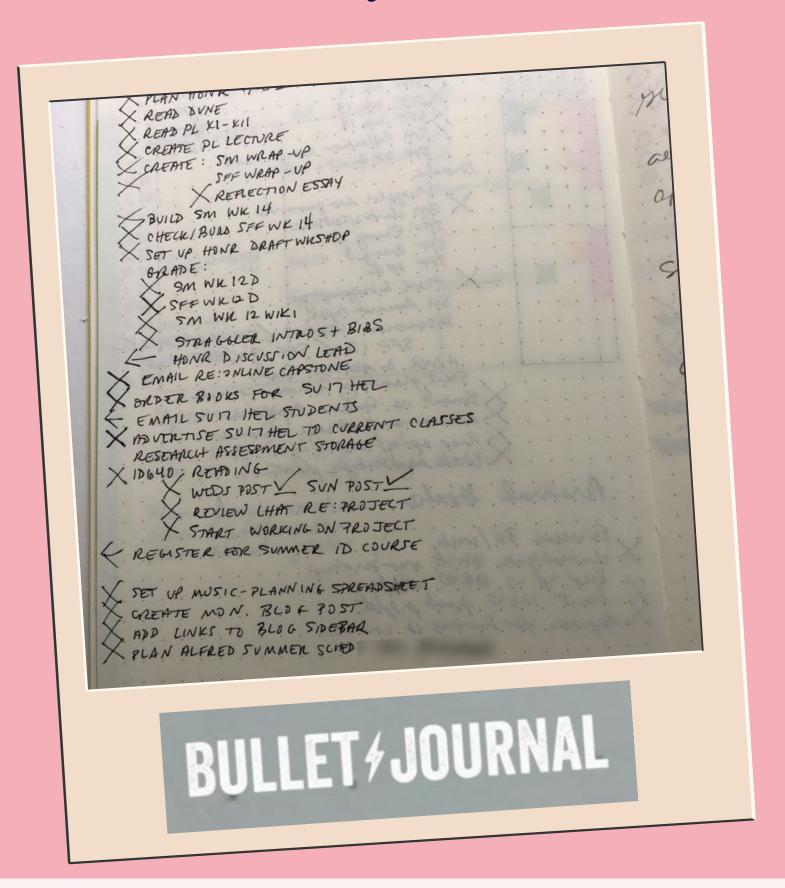
- 1) dotted journal
- 2) black pen/pencil

#### Write your life

Bujo provides simple tools to help you gently transform the way you work, think, feel and live, one page at a time.



### Founder: Ryder Carroll

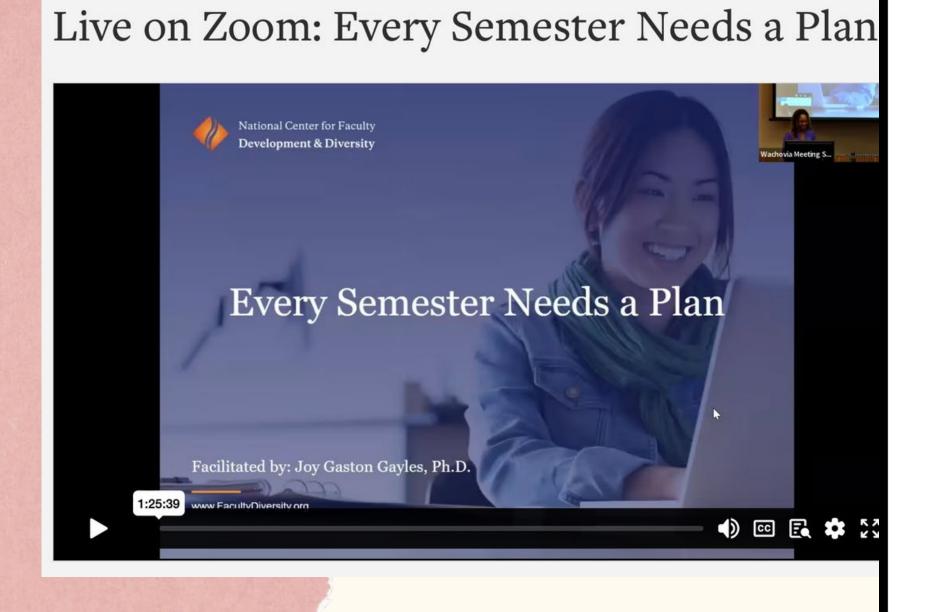


www.bulletjournal.com



### National Center for Faculty Development & Diversity

truth: bullet journals LOVE academic schedules



Thu, Jan 11, 2024

11:00am - 12:30pm PT



Facilitator

Mindi Thompson, PhD

Register

Contact us

webinar@ncfdd.org

These webinars are free to faculty and graduates students with an institutional membership. Annual personal memberships are \$495 and tax-deductible. website: www.facultydiversity.org



future log (year, month spreads/layouts); example on the right



monthly, weekly and/or daily spreads (where you need to be, what you need to do when)



tasks (to do, dump list)



academicy things (strategic / quarterly/ semester plans, publication pipelines)





# NCFDD encourages this combo

#### PUBLISHING PIPELINE

where you list all of your projects and track their movement through stages

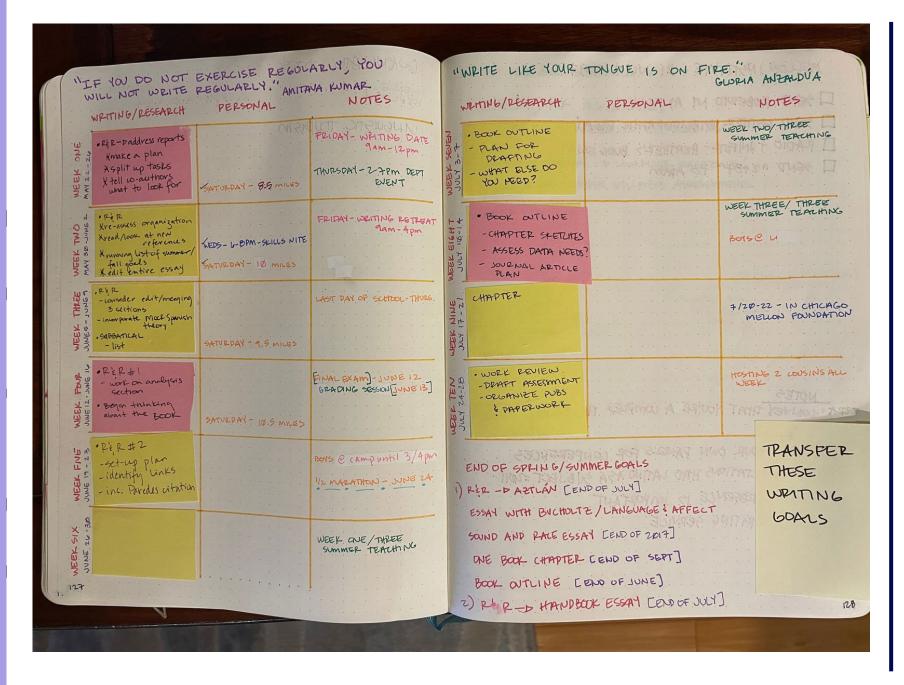
### WEEKLY PLANNING

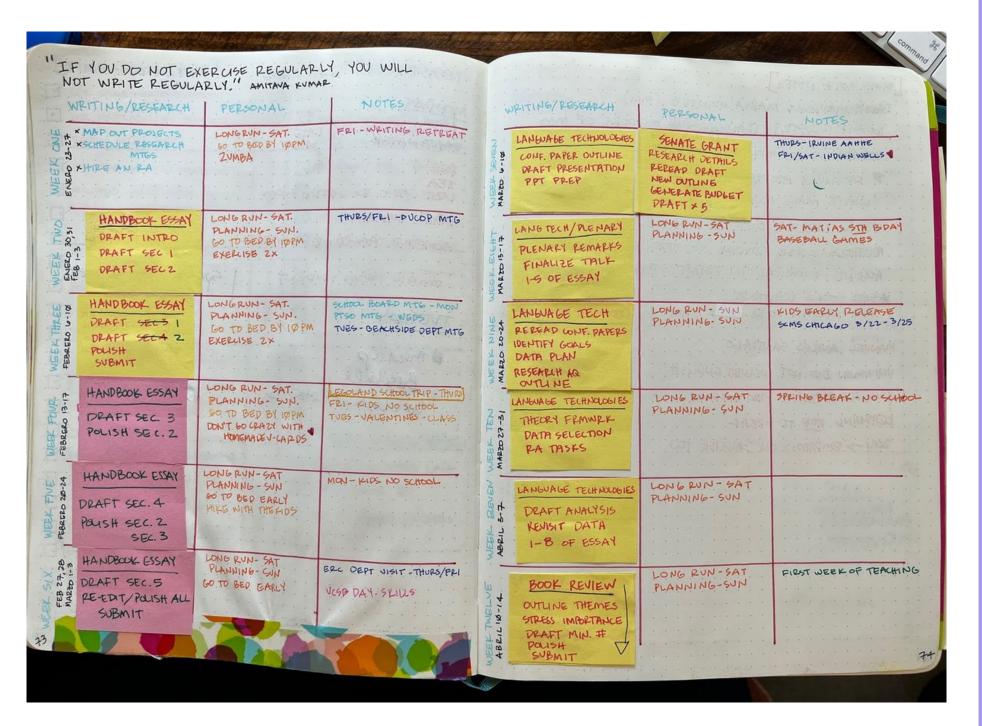
plan out your week but most importantly, schedule your tasks

#### SEMESTER OR STRATEGIC PLAN

planning out the next
10-15 weeks; taking note of research committments and life events (school holidays, conference travel, relatives visiting)

### semester/strategic plan (analog)





GOALS ARE NOT DEADLINES

### semester/strategic plan (digital)

FALL PLAN 2021 with 525-person hybrid lecture

GOAL #1: FINALIZE LA Radio chapter (DUE: September 12)

GOAL #2: FINISH draft of Pandemic radio chapter (DUE: September 20)

GOAL #3: FINISH draft of co-authored Meme chapter (DUE: November 1)

SEPT	GOAL #1: FINALIZE LA RADIO CHAPTER; FOCUS ON PANDEMIC RADIO CHAPTER				
	Writing/Research	Admin/Service/Teaching	Personal	Rewards	
Week 1 (Sept 6-10)	<ul> <li>Work on pandemic chapter</li> <li>Finalize LA radio chapter</li> <li>Send email to Retis (editor)</li> <li>Send update email to coauthors</li> </ul>	<ul><li>TA logistics</li><li>CSI newsletter</li><li>Read/comment manuscript</li></ul>	<ul> <li>Workout 3x week</li> <li>One long run</li> <li>AVOID early morning social media</li> <li>Writing group 2x week</li> </ul>	Pizza night	
SEPT	GOAL #2: FOCUS ON PANDEMIC CHAPTER				
Week 2 (Sept 13-18)	Focus on data section of pandemic chapter	<ul> <li>Tinker with syllabus</li> <li>Read/comment on manuscript</li> <li>CSI newsletter</li> <li>Prep for CV workshop</li> </ul>	<ul> <li>Andrew's birthday</li> <li>Wedding anniversary</li> <li>Workout 3x week</li> <li>Writing group 2x week</li> </ul>	10K run	
SEPT	GOAL #2: FINALIZE PANDEM	IC CHAPTER	I		
Week 3 (20-24)	<ul> <li>Focus on data section of pandemic chapter</li> <li>Highlight significance of chapter</li> <li>Citations</li> </ul>	<ul> <li>Finalize syllabus</li> <li>TA meeting</li> <li>Finalize CSI newsletter</li> <li>Hire 2 student workers</li> </ul>	<ul><li>Workout 3x week</li><li>7 mile run</li><li>Writing group 3x week</li></ul>	Writing retreat	
Week 4 (27-1)	Research BREAK     Organize materials for next project	Prep for first week of classes     Edit grad student essays	Weds – Sunday for women's backpacking trip at Yosemite	Hiking!	
OCT	OCT GOAL #3: FOCUS ON MEME CHAPTER				
Week 5 (4-8)	<ul> <li>Writing/Research</li> <li>Decide on framework</li> <li>Take stock of data</li> <li>Draft Introduction (2pgs)</li> </ul>	Admin/Service/Teaching     Prep for lecture (rubrics)     Blurb for manuscript     Edit grad student essays	Workout 3x week     Kids Halloween costumes     Workout 3x week	Rewards  Brunch with family	

Week 6	Data section (5pgs)	prep for ASA talk (10/11)	Workout 3x week	Half-marathon
(11-15)	Revise co-author sections		Writing group 3x week	
Week 7 (18-22)	<ul><li>Revise co-author sections</li><li>Conclusion (2pgs)</li></ul>	<ul><li>First CSI meeting</li><li>Edit grad student essays</li></ul>	<ul><li>Workout 3x week</li><li>Writing group 3x week</li></ul>	
Week 8 (25-29)	<ul><li>Revise entire thing</li><li>Clean up references</li><li>SEND</li></ul>	Prep for CSI Open House	<ul><li>Workout 3x week</li><li>Writing group 3x week</li></ul>	Halloween
NOV	ASSESS AND ADJUST AND	PLAN THE NEXT TWO MONTHS	S WITH TRAVEL IN MIND	
Week 9 (1-5)	Writing/Research	Admin/Service/Teaching	Personal	Rewards
Week 10 (8-12)	Contact editor for March deadline	Assess service commitments	•	
Week 11 (15-19)	Gather materials for accent chapter		Prep/hosting T-giving	
Week 12 (22-26)	Begin reading, outlining accent chapter		<ul><li>Kids have annual doc appointments</li><li>Prep/hosting T-giving</li></ul>	Family Chaos

#### GOALS ARE NOT DEADLINES

days of the month; days of the week on the left

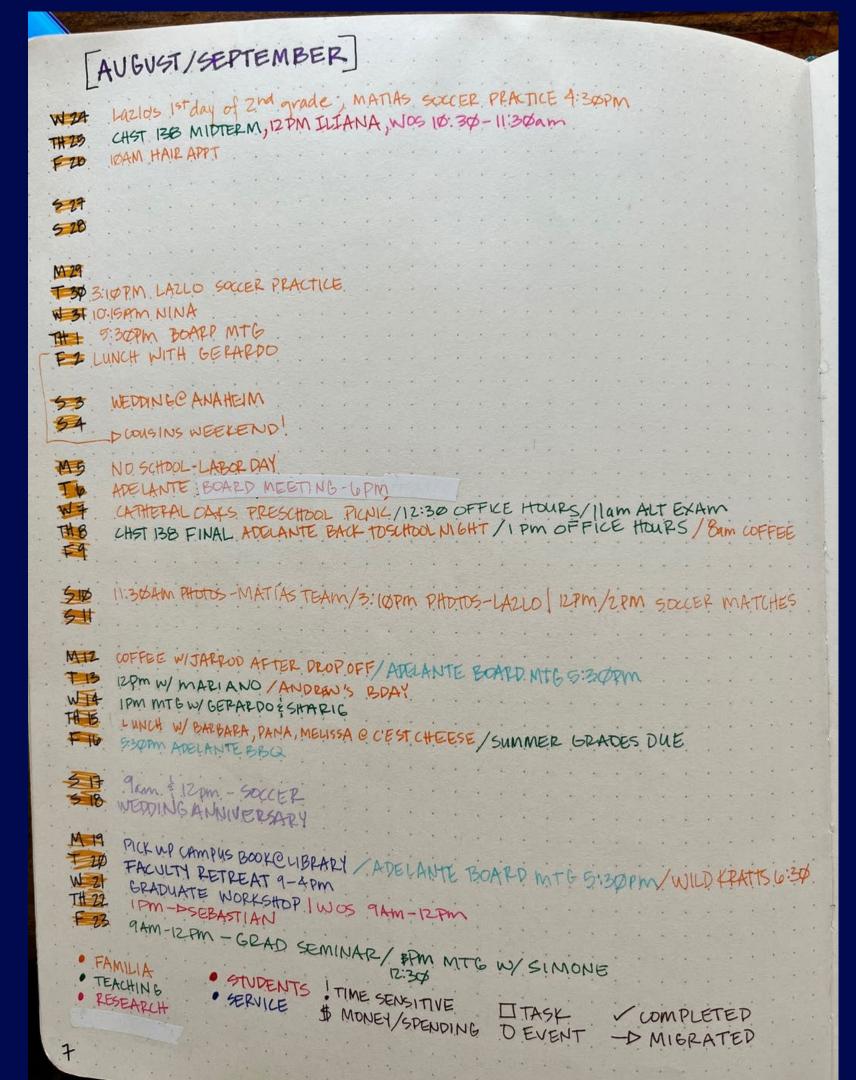
key monthly tasks on the right



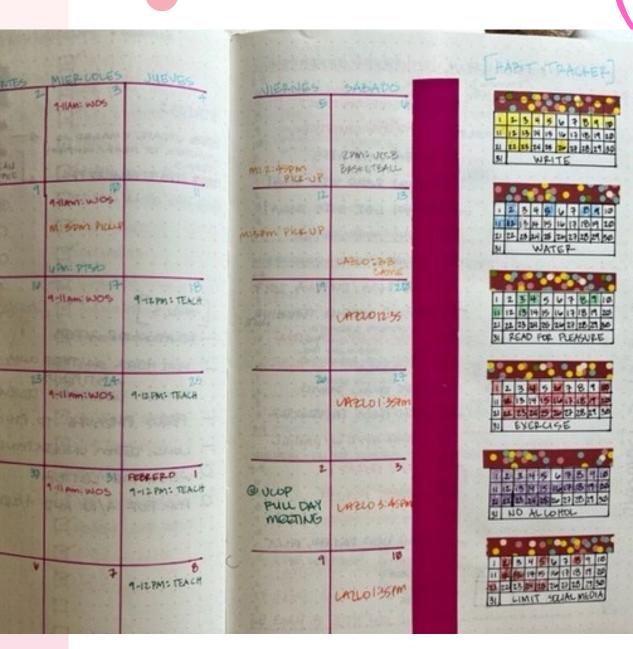
modified monthly tracker (example from 5 years ago)

introduced color as a key for family, service, research

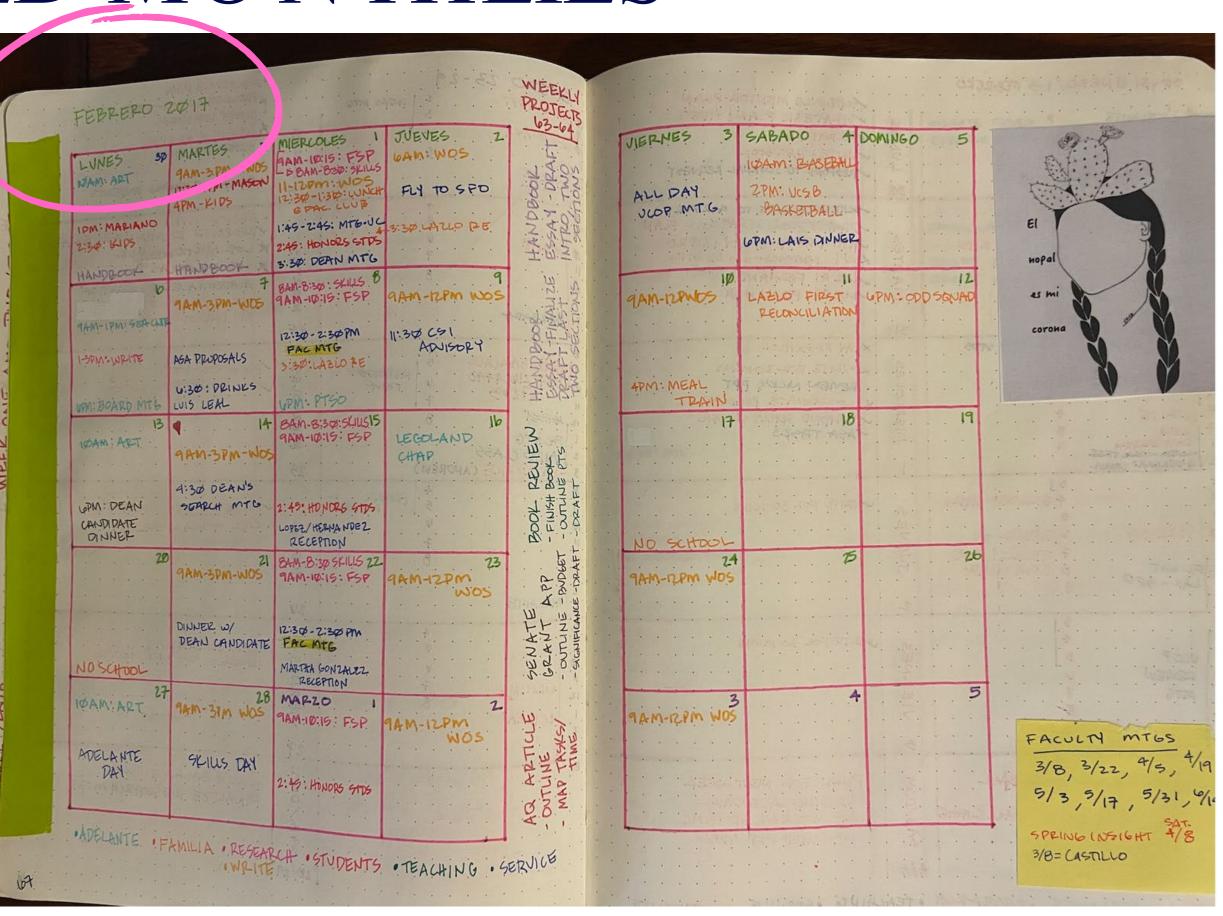
color coded September 10: Faculty Retreat 9-4pm (blue color = service)



### SHORT LIVED MONTHLIES



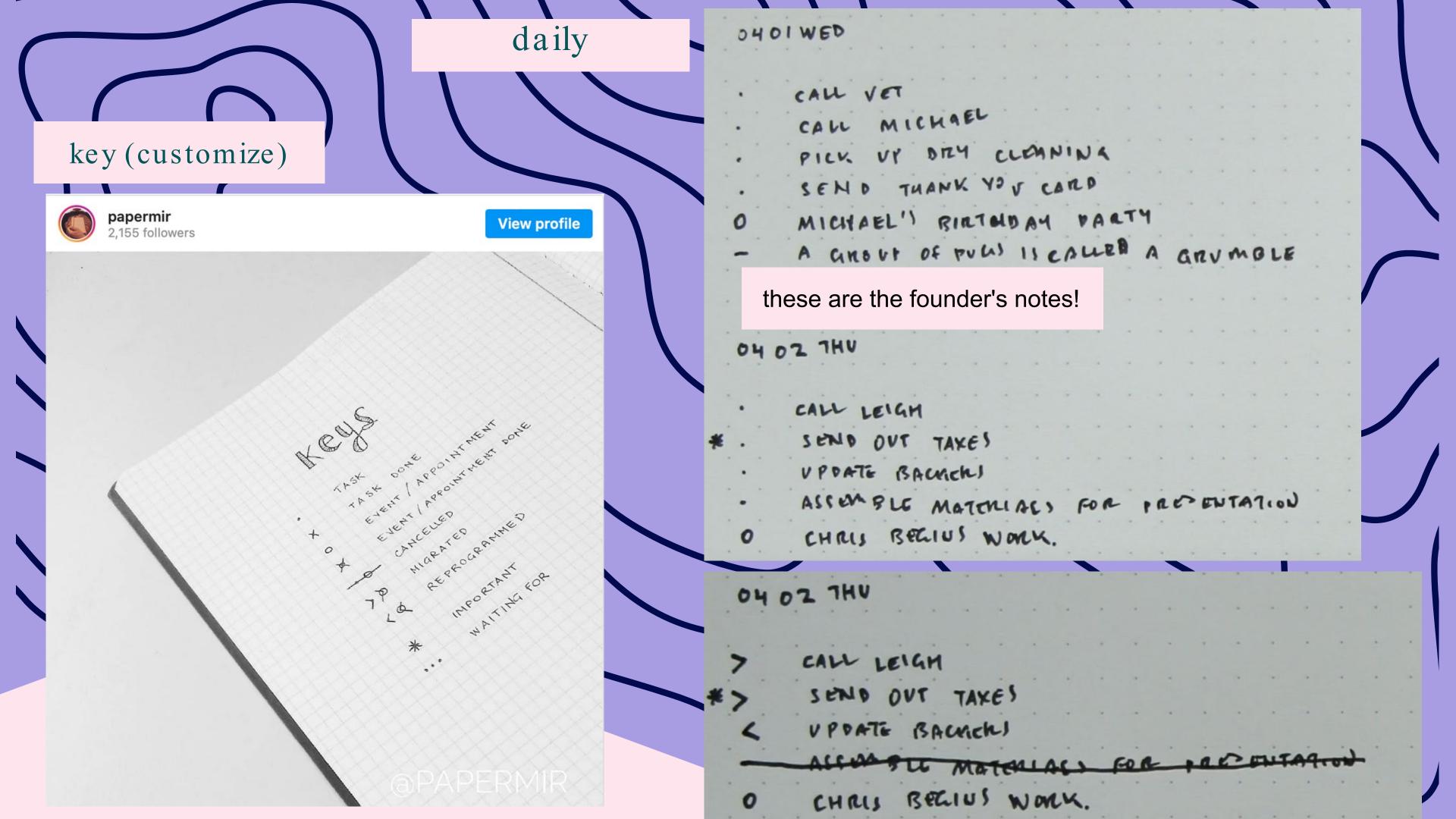
- started tracking
- still using color
- images/stickers



### pinterest







### elements of NCFDD

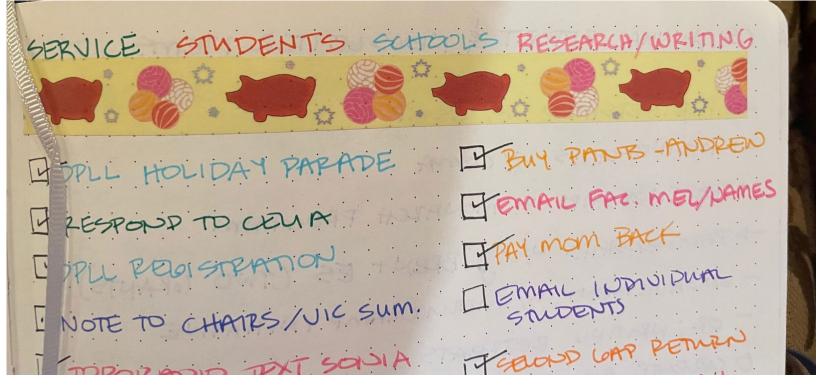
**DUMP LIST** 

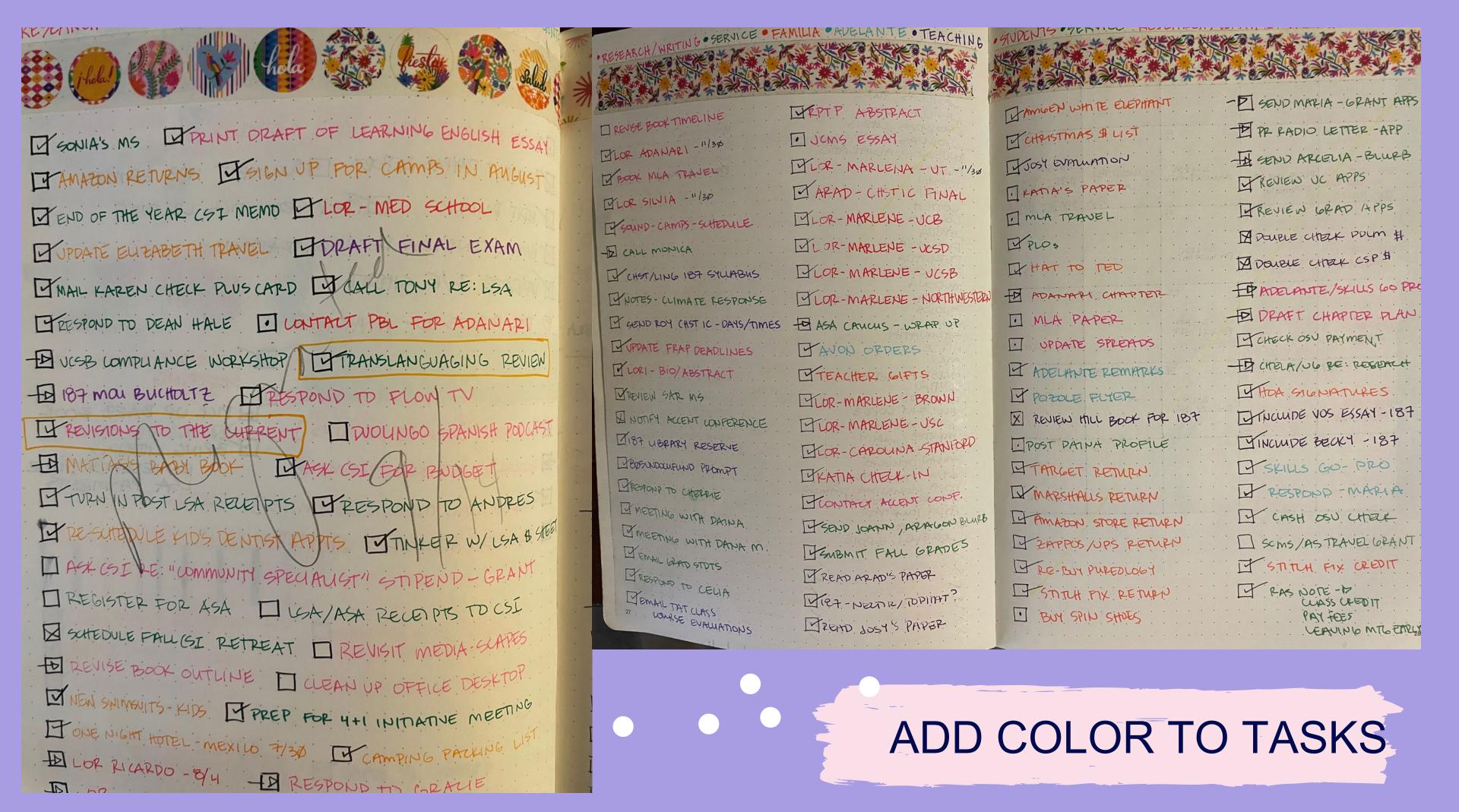
WEEKLY PLANNING MEETING

SCHEDULE TASKS TO CALENDAR

PRIORITIZE RESEARCH & WRITING

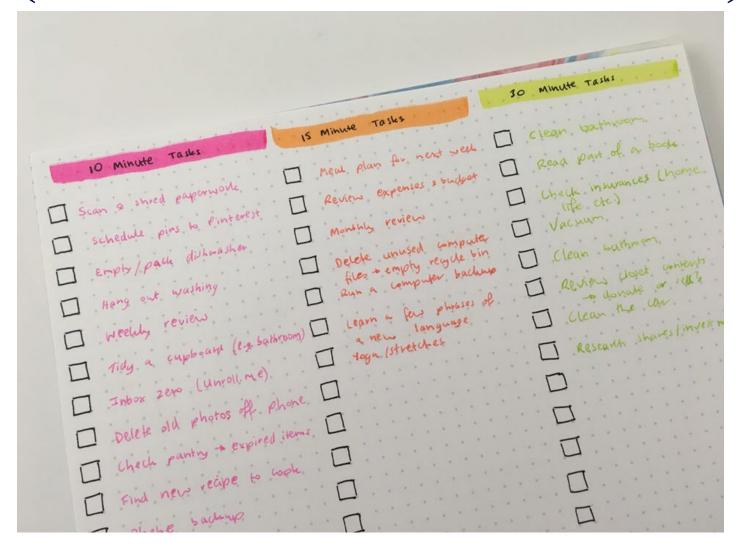








### dump list by time (10, 15, 20 minutes)

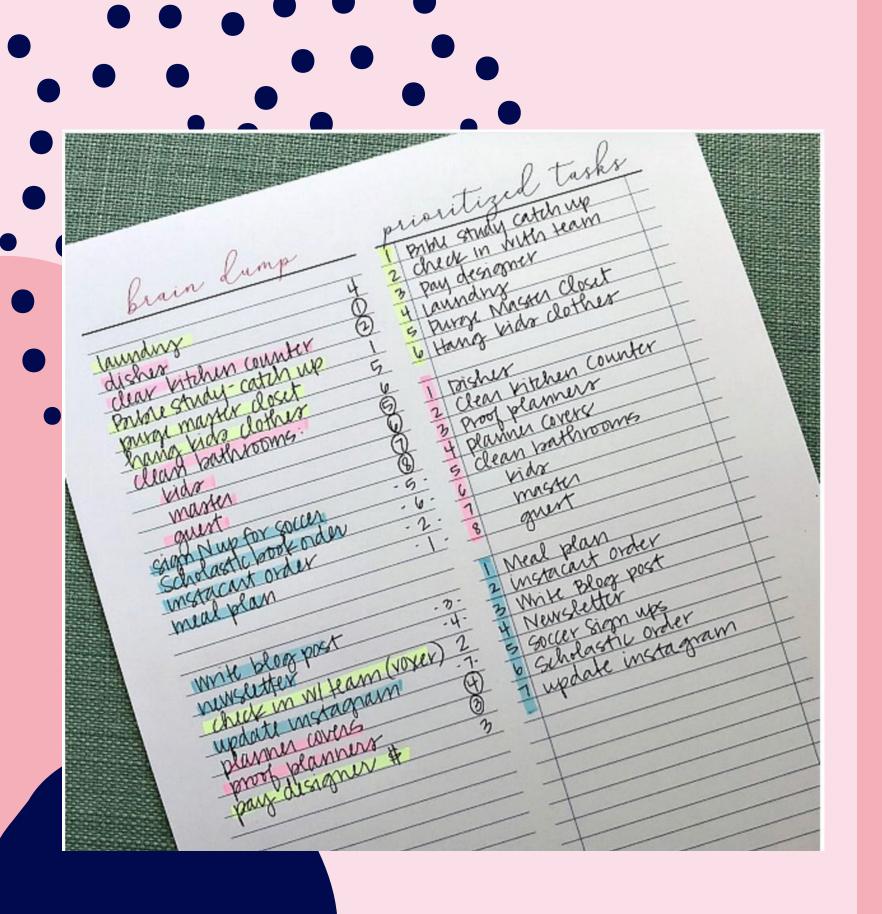


pinterest board: "organize everything"

06

TIME - SENSITIVE ]  THE SARA HORTHWESTERN  WE WICHOLAS JOF HOUSTON  REVIEW NICKS PPT	STUDENTS	PREMOTE ON CHOTIC BOOK  THAT MICHAR'S NOTEBOOK
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HANDBOOK ESSAY, SEC 2 & 3  HANDBOOK ESSAY, SEC 2 & 3  HANDBOOK ESSAY, SEC 4  POLISH & SUBMIT	WEITING/PESENACH	O TIME DATE OF THE PARTY OF THE
MAKE LODGE RESERVATIONS  SEND V DAY NOTE TO PARENTS  PASSPORT APPS  MEALTRAIN (FRI. 4PM)	FAMILIA ADELANTE	NEW WEEK/MARZO PAGES  TURN IN \$18 OFFICE  DRAFT VDAY CARDS  JEND EMAIL TO BOARD PAGES
PESPOND TO WHICH INVITATION  DEPT RUBRIC DRAFT  DEPT HONORS TA DRAFT  EMAIL - CHST ALUMNI EVENT	SERVICE .	FORWARD LILIANA'S CALL  LETTER (HINA - 3/1  LONTACT SCMS RE FEES  FMOM - B
EXPENSE PEPORT  FREADER	SERVICE	

dump list by urgency (time-sensitive)



### Organizing the brain dump

Here's the thing – it's not enough to just get everything out of our heads. **We must then**manage it. After everything has been dumped onto THE LIST, I started to prioritize – in two ways.

- 1. I prayed over the list and asked the Lord if there was anything I really could let go of. Almost always, there are a few things I can cross out that don't really need to get done.
- 2. I went through the remaining list with three colored highlighters. Each color stands for a level of urgency. If something needs to be done immediately, it will be yellow. If it needs to be done soon, I'll make it pink. If it's not urgent, I'll make it blue.
- 3. Once everything was highlighted, I went through each color and NUMBERED those tasks in order of importance. Everything in yellow gets a number, starting with 1. Then, everything in pink gets a number, starting with 1. Same for blue.
- 4. Lastly, I re-wrote my list IN ORDER. All the yellows went first, in number order. Then the pinks, then the blues.
- 5. Finally, I had an actual, doable to-do list in my hands. And a much more clear mind and heart.

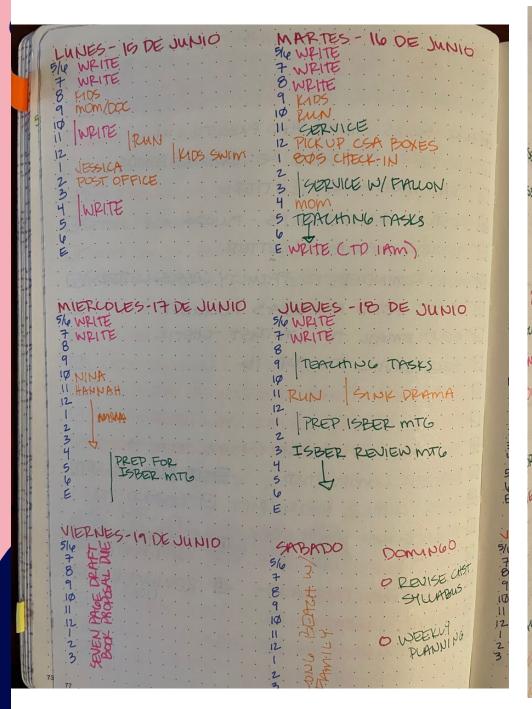
### dump list - highlighted colors

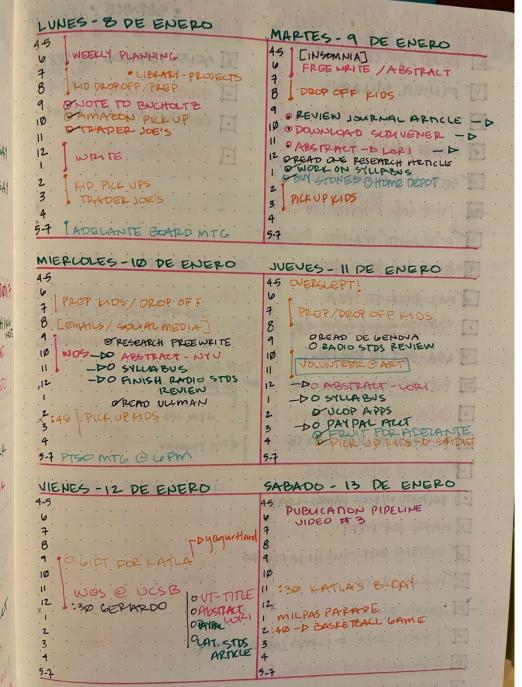
### project specific

19 conceptualize story
O search for articles & literature
Q 20-30?
O read lit
O choose relevant lit to include
1 draft abstract & keywords
Doutline lit review
Owrite lit review (4 pgs)
Broutline methods
12 Write methods (3 pgs)
12 outline findings
Write findings (4 pgs)
Doutline discussion
1 write discussion (2 pgs)
Wouthing implications for practice
1 write practice implications (2 pas)
1 write imitations (1/2 pa)
U write conclusion (100)
1) write introduction (1Pg)
Ureconcile references
Offermat tables & figures
D write cover letter
D submit manuscript to journal
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TINK fort, I'margins

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	JECTS	TEXT LITERACY  PITCH TO SO!
ARCHINE-CHICAGO		I WILECT SUPEENSHOTS
Double CHECK DATES		IRB-CONSENT FORM
MIGRATE 1/17		MODERN FAMILY!  INSERT EDITS
HANDBOOK ESSAY		INSERT REF PAGE  EMAIL MAYER
☐ DRAFT INTRO ☐ TRACK DOWN REFERENCES		PEVISE HELICOPTER  ANALYSIS
		PIA - "PACIAL ROLES"  PIA - ADD U.S. BORN  MENTION JAY Q VOICE
		D WORD COUNT @ 8548  SUBMIT 9/1/16
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THECRUIT MAR THECRUIT MON TIDENTIFY AR	IICA	
RESPOND TO 1		MIGRATE 1/17

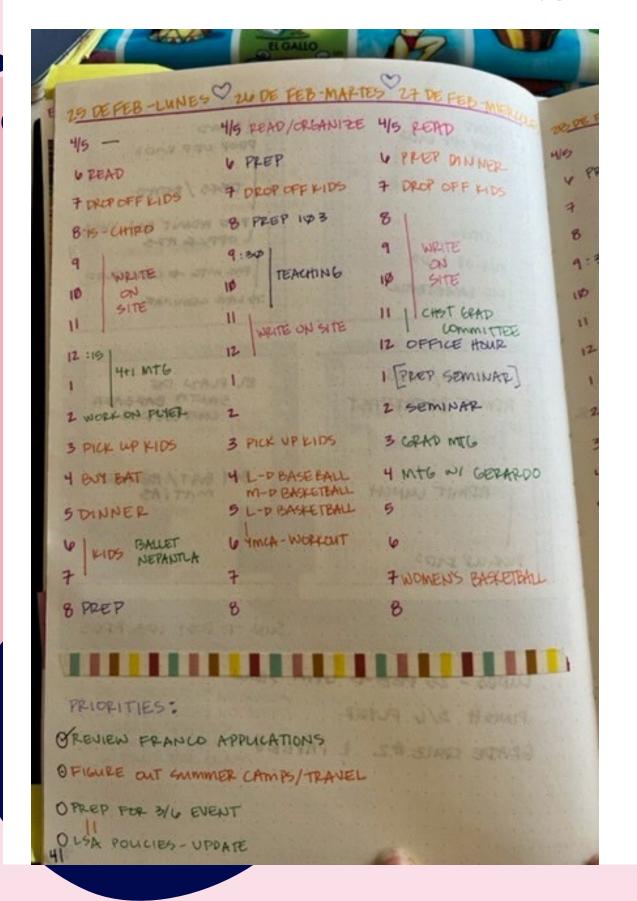
### WEEKLY TEMPLATES

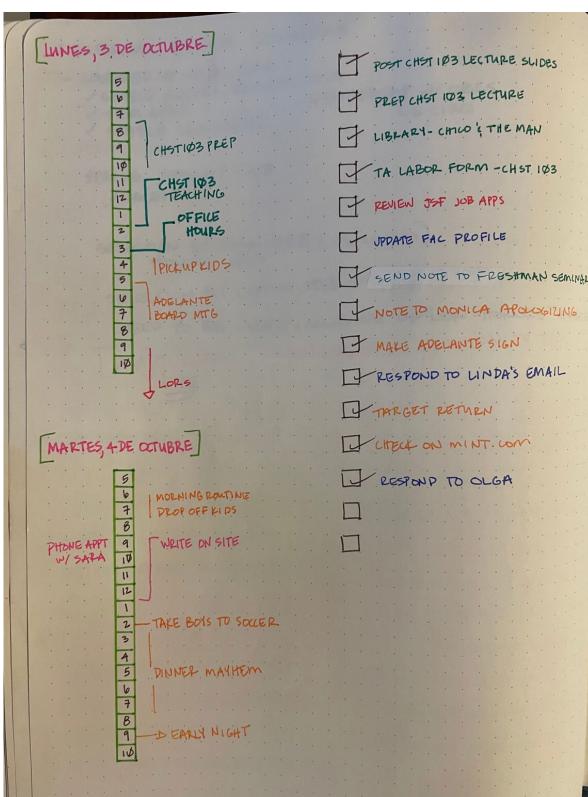


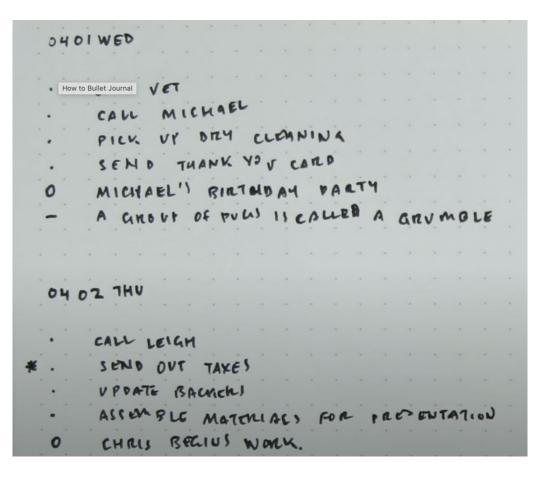




### DAILY TEMPLATES







### ORIGINAL TEMPLATE

### TRACKING



sleep tracker

#### SERVICE COMMITMENTS (SUMMER 2019)

READ ROSA BOOK + PRINCETON TENURE EVALUATION

PALGRAVE - ART BLAKE MS EVALUATION

JOURNAL OF RADIO/AUDIO - REVIEW

JOHN - DE LA TORRE - EVALUATION

AZTLAN JOURNAL - MS REVIEW

CHO STATE PRESS - MCMAHON MS REVIEW

LANGUAGE, CHUTURE CHAPTER ANTHOLOGY - REVIEW

REVIEW ESSAYS - NCA AMERICAN STDS PRIZE

PEARCE - SPANISH TEXTBOOK - MULTILINGUAL MATTERS

REVIEW - VENET LIGHT TRAP

#### SERVICE LOMMITMENTS (FALL 2019)

CHAIR OF GRAD STUDIES MEMBER - UCSB POLICE CHIEF SEARCH SB DUAL LANGUAGE WORKING GROUP - JUNIOR HIGH MEMBER- ADELANTE SCHOOL BOARD MEMBER- CSI ADVISORY BOARD 5B SUHOOL DISTRICT FACILITIES GROUP-ADELANTE EXPANSION ASA GOUND STUDIES CANCUS ASA CRITICAL ETHNIC STUDIES COMMITTEE FAMILTY MENTOR, DAINA SANCHEZ RE: GOUND CONF ABSTRACT REVIEWER (EARLIER) RE: SOUND PUBLICATION REVIEW - 4 PAPERS NCA BEST PAPER IN AMERICAN STUDIES MEMBER- UCOP PPPF DIVERSITY COMMITTEE (DEAN) 4+1-00-CHMR/FALL UCOP OFF- SITE REVIEWER CSI ADVISIORY BOARD

SERVICE COMMITMENTS (WINTER ZOZO)

MEMBER - USB POLICE CHIEF SEARCH

MEMBER-CSI MONISORY BOARD

MARKE BOARD MEMBER (PERLMAN)
AAPB-MYSON PERLMAN & KATHERINE
ALAN GOVINGON- WRATOR CONSMITTANT

BROWNELL BROWNELL



5/11-P SECUPED THE CROSSING LATINIDATES GRANT! \$3104 N/ESTITER & SAPA

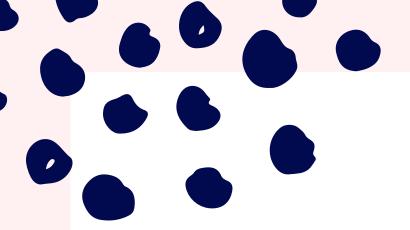
5/19-0 MATTAS DANCED BEAUTIFULLY AT ADELANTE'S FAMILY EVENT - MERENGUE!

(LOSS) VERSUS CAPP. - JUNIORS DPLL

5/13-5/10-D 81X MAGICIAL DAYS IN PARIS W/ BOTH BOYS & MY MOM

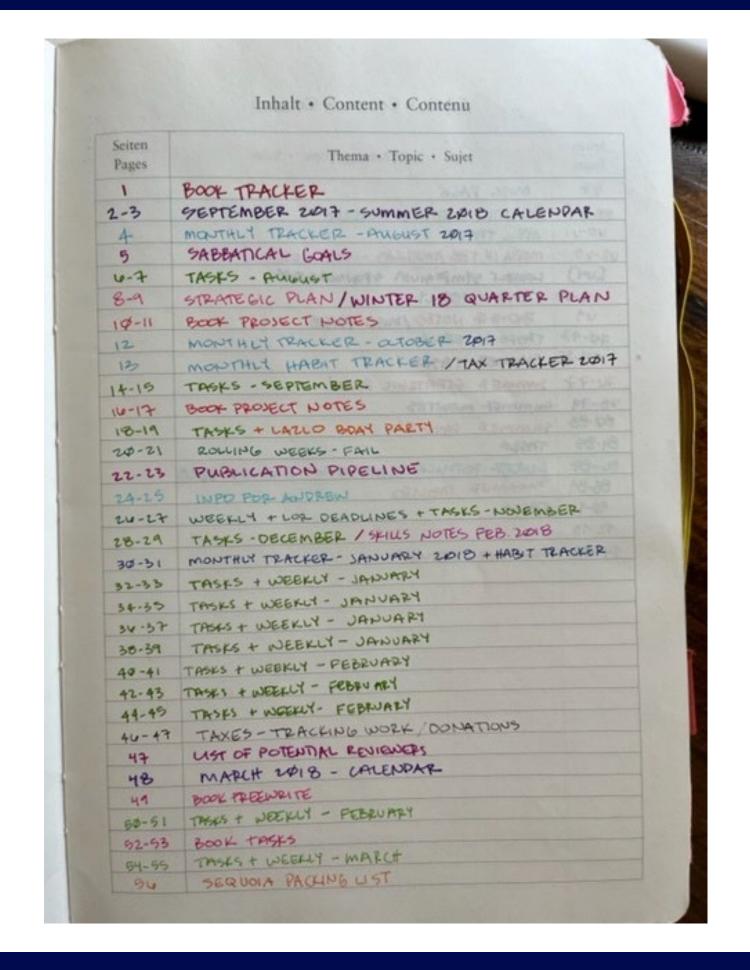
415 - MATIAS HITS HIS FIRST HOMERUN @ CAMPRILLO

### HIGHLIGHTS



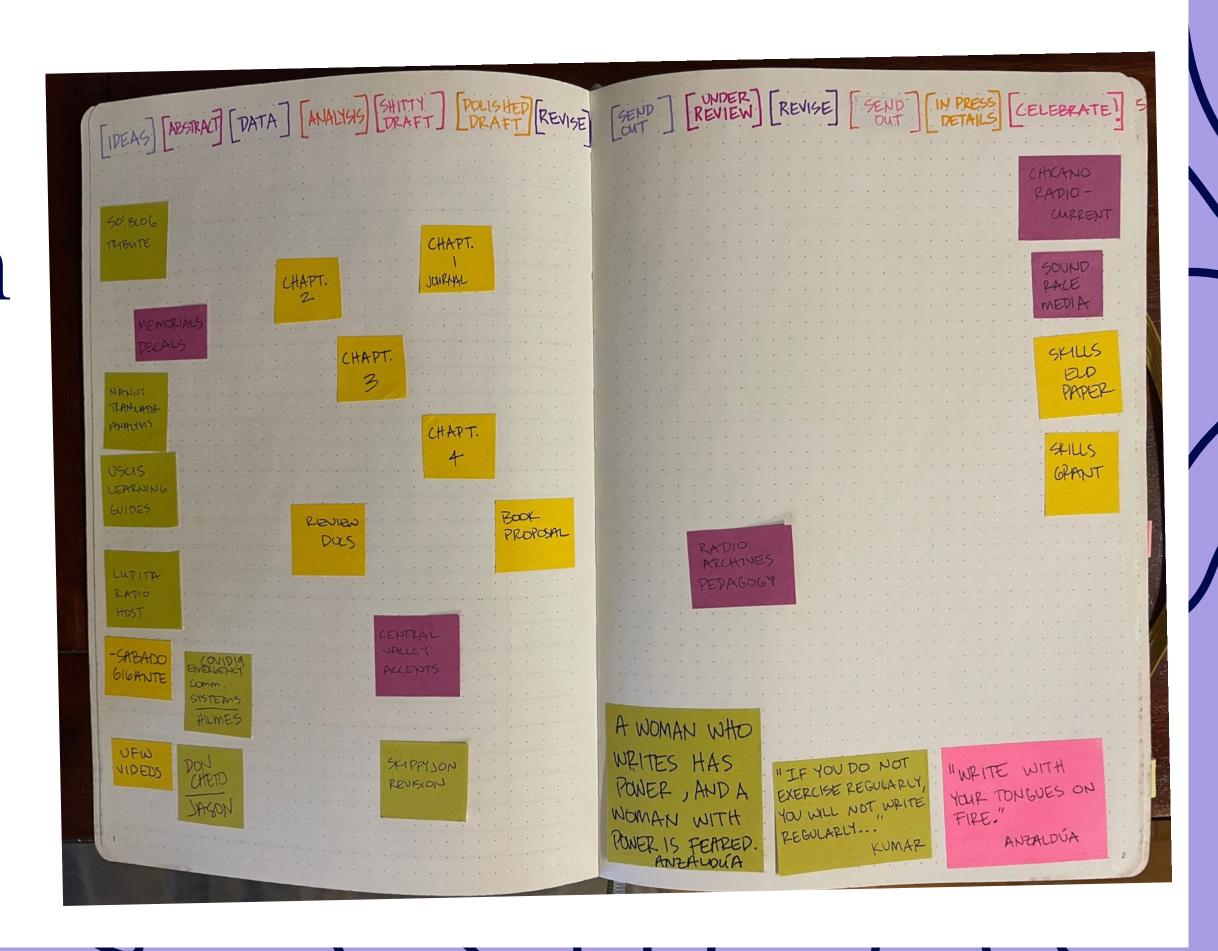
### index

the art zen and moleskine brands have built in indexes



### publication pipeline

NCFDD webinar



### hear more from me

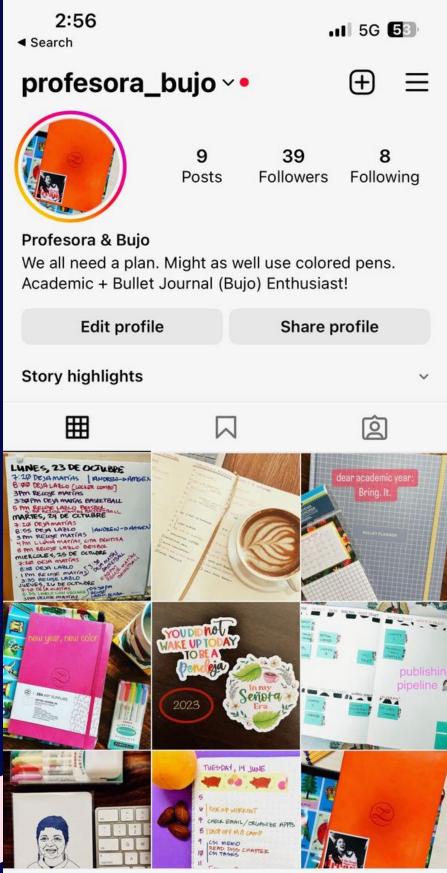
### Imagine Otherwise: Dolores Inés Casillas on Flexible Planning with Bullet Journals

by Cathy Hannabach | Feb 17, 2021

Guest on "Ideas on Fire Podcast"

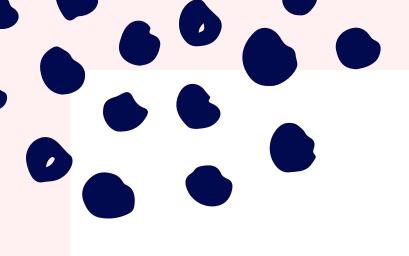
bullet journaling or my attempts at tracking my work during the pandemic.

### see more from



**(1)** 

Instagram: @profesora bujo



## bujo on! THANK YOU!

### D. INÉS CASILLAS

casillas@ucsb.edu

www.csi.ucsb.edu

### Collaborative Proposal Writing Retreat

Application Portal Now Open! https://cahssa.ucsb.edu/writingretreats/

- April 7-10, 2024
- UCLA Lake Arrowhead Conference Center
- UC and CSU full time ladder-rank social, behavioral, and economic scientists are eligible to apply
- Up to 3 team members can attend





