**Writing Retreat Example Agenda**

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| **Timeline** | **Activities** |
| 8:30am-8:45am                 | Arrival* Get coffee/get comfortable
 |
| 8:45am-9:00am                | Discuss Plan of the Day* Confirm/revise previously outlined plan of the day based on attendance, priorities, etc.
 |
| 9:00am-10:30am               | Work Session #1 (1.5 hours)* Group and individual work on priority manuscripts (identified prior to workshop)
 |
| 10:30-10:45am                   | Break |
| 10:45am-12:15pm            | Work Session #2 (1.5 hours)* Group and individual work on priority manuscripts
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| 12:15pm-12:30pm            | Break/Get Lunch |
| 12:30pm-1:30pm              | Lunch Discussion* Outline a new manuscript as a group
 |
| 1:30pm-2:30pm                | Discuss publication plan/identify places to submit abstracts |
| 2:30pm-3:15pm                | Group Break/Walk  |
| 3:15pm-5:15pm                | Work Session #3 (2 hours)* Group and individual work on priority manuscripts (and, if time/interest, abstracts/paper identified during midday work sessions)
 |
| 5:15pm-5:30pm                | Break/Get Dinner |
| 5:30pm-6:30pm                | Dinner Discussion* Report back on progress, plans/timelines, next steps (next writing retreat?)
 |
| 6:30pm                                 | Depart Writing Retreat location  |

\*Note: make sure that you have a specific goal or goals for your team writing retreats; advance planning is important to ensure that team members are able to attend and that participating team members have a shared understanding of what they will be working on during the writing retreat (e.g. individual projects vs. team writing).