

MMUF WINTER RETREAT
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Scheduling & Time Management

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Introduction

In 2018, I started at CUNY Queensborough Community College as a 22 year old high school dropout, serving in Student Government and as a CUNY Research Scholar.

In 2021, I completed one semester at SUNY Purchase, then transferred to CUNY Queens College as COVID mandates lifted, earning a Transfer Honors Program Scholarship.

In 2023, I was awarded the MMUF in and gained extensive experience as an undergraduate researcher within the Department of Sociology, culminating in a second published journal articles by MMUF and several presentations at regional conferences.

*2026 *American Sociological Association Conference, Independent Study, Internship*

Currently, I am furthering my education at CUNY Queens College, pursuing a Master of Data Analytics & Applied Social Research while preparing my application to a PhD program, with an expected graduation in **2027.**

In 2020, I graduated with an Associate of Arts in Arts & Design, participated in my first undergraduate research symposium, and co-authored a journal article with my mentor, later published by SAGE.

2022 Honors in the Social Sciences, Independent Studies, and Internships

2024 MMUF Summer Research Training Program at University of Chicago

In 2025, I earned the Paul Klapper Award and completed two Bachelor's degrees:

- Bachelor of Social Science in Sociology (Summa Cum Laude)
- Bachelor of Fine Arts in Studio Arts (Summa Cum Laude)

Proposal to Production

Research as Practice

Transitioning from one phase to the next requires that we demystify the research process by examining our toolbox for managing the emotional and logistical weight of a long-term project.

Activities

15 min Group Discussion (Page 3)

- Review of the 9-month thesis timeline

15 min Writing Exercises (Page 4)

- “Zero Draft”
- “Parking on the Downhill Slope”
- Tactical Wins

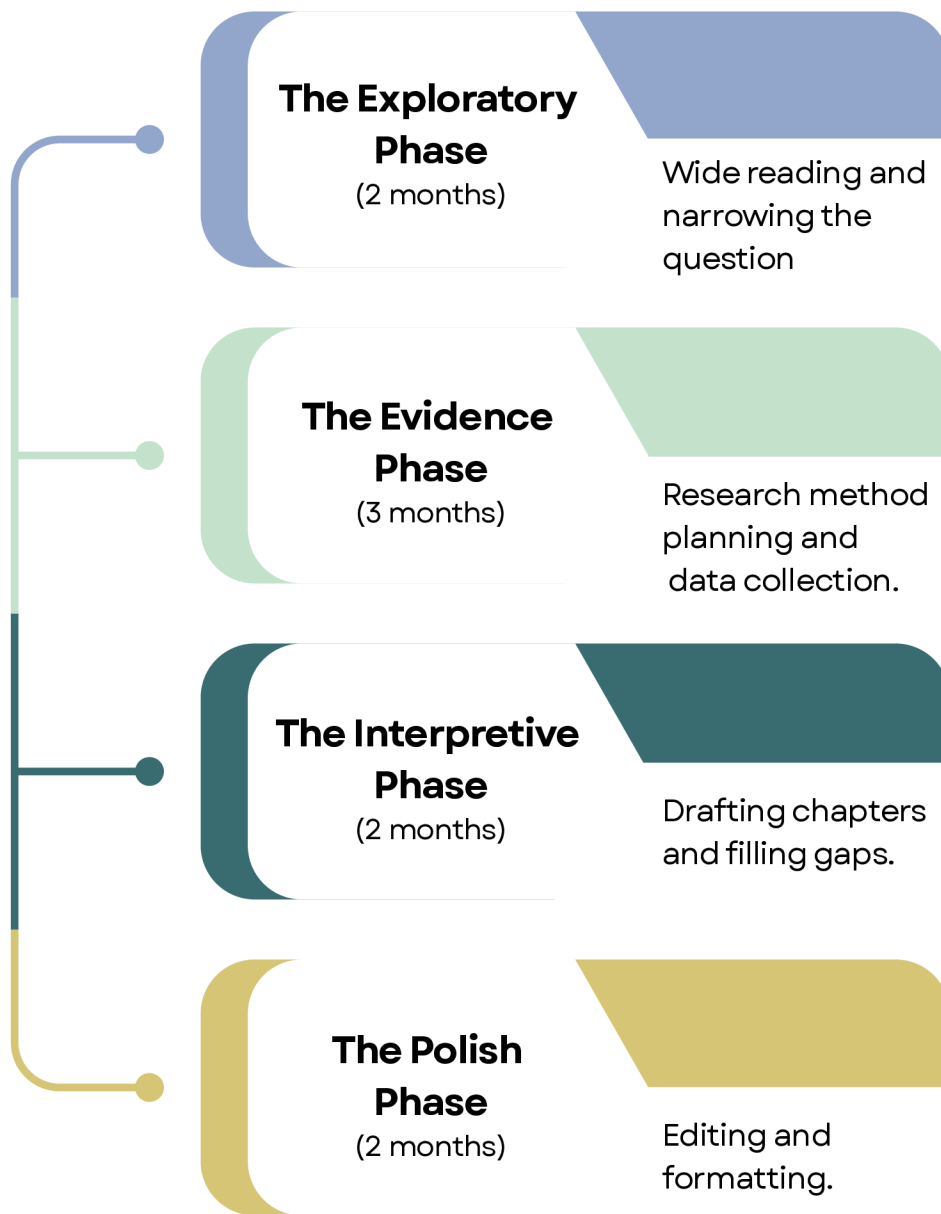
Learning Objectives

1. Reduce the pressure of writing by starting right away.
2. Break down long-term research projects into distinct, manageable phases.
3. Set hard deadlines by requiring written pieces and prepared agendas.
4. Prove progress.

9 Month Timeline

Group Discussion

Which phase feels the most exciting?
Which feels the most challenging?
Why?



Writing Exercises



The “Zero Draft”

Set a timer for 15 minutes and respond to the following prompts without stopping to edit or check your sources. Remember, this is a text that no one else ever needs to see.

- **The “Working Hypothesis”:** “Right now, I think my main argument is [Insert Idea]. I believe this because my primary source/evidence shows [Insert Detail].”
- **The Evidence Dump:** “The most interesting piece of evidence I have found so far is [Describe it]. When I look at this, it makes me think that [Your Interpretation].”
- **The Honest Gap:** “I feel ‘lost’ or stuck regarding [Specific Topic]. This probably means I have a knowledge gap here, which is a sign I am doing the work correctly.”

“Parking on the Downhill Slope”

To handle startup inertia while balancing everything and a thesis, we'll use a micro-scheduling method from Joan Bolker's *Writing Your Dissertation in Fifteen Minutes a Day*. Never stop when stuck; only when you know your next step.

- **The Task:** Write a “note to your future self” for your next work session.
- **Deliverable Goal:** For your next advisor meeting, commit to what physical piece of writing you will bring—even if it is just a one-page outline or a single paragraph of analysis.

Tactical Wins

As we move into deeper research, you may feel like a “fraud.” However, reconsidering how we perceive our feelings is a strategy we can use to handle these emotions.

- **Tactical Wins:** Start a “Done List” alongside your To-Do list and write down as many as you can.

Showing that you “Read three articles” or “Wrote 500 words” offers concrete evidence of progress when you feel like you're “faking it.” You got this!