

## The first 100 days

- 1 Agree/develop a modus operandi with your supervisor(s) (e.g. agree where and how often you expect to meet, how to assess progress when the supervisor is away, the different types of feedback expected etc.).
- 2 Take responsibility for arranging meetings with your supervisor, and provide an agenda in advance of the meeting, ideally with a few short explanatory notes about each topic.
- 3 Write a project plan listing some key initial research objectives and preliminary deadlines (at least).
- 4 Produce a Gantt chart based on the above for your project activities for the first, say, 6 months.
- 5 Read selected journal articles, take notes and write a short literature review (even a few thousand words).
- 6 Get feedback from your supervisor(s) on this literature review; on your writing style and how to improve it where necessary; on whether you have read the right articles and; whether you are understanding the knowledge and uncertainties associated with your topic.
- 7 Read recent PhD theses in your topic to see what is ultimately expected of you.
- 8 Learn and practice new research methods that you will need to use - before you start your research.
- 9 Develop good professional habits for keeping all your information and data safe and organised.
- 10 Formally or informally review your skills (probably with your supervisor) and do a self-assessment of your training needs.