**Publication Priority Chart**

1= Overdue
2= 90% (or more) Complete
3= Due Soon
4= No Due Date

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Project / Grant | Title | Journal | Co-Authors | % Complete | Complete By | Submit By | Priority |
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Things to Consider

* Is it overdue? This could be to your co-authors, colleagues, supervisors, journal, or even a self-imposed deadline.
* Which is closest to completion? You’re almost there. Finish it up and send it off.
* Is it due soon? Prioritise according to due date and/or percentage complete.
* No due date? Create one and stick to it. No deadline usually means no progress.
* If the chart doesn’t work for you, feel free to modify or create a new one for each project. You can also share it with your supervisors and colleagues as well.

 **Does the thought of re-opening that file and working on it (again!) make want you to hide?
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