

**Faculty/Staff Writing Retreat
Fred Meijer Center for Writing & Michigan Authors**

Project Inventory and Retreat Goals

1. In 2-3 sentences, describe your project.
2. What have you completed so far?
3. What must you still do to complete the project?
4. Of #3, what can you realistically complete in five days of focused writing?
Please break down these writing tasks into five sets of goals—a set for each day of the retreat:

MONDAY:

TUESDAY:

WEDNESDAY:

THURSDAY:

FRIDAY: