

VIRTUAL RESEARCH RETREAT

TAMING YOUR TO-DO LIST

20–22 NOVEMBER, 2026

	Friday 20 November	Saturday 21 November	Sunday 22 November
7:00am–7:20am	Guided Meditation Setting down the list — a gentle practice to put the busyness aside for a moment and arrive fully in the weekend ahead.	Guided Meditation The next thing — a practice in coming back to just one task, one breath, at a time, rather than the whole list at once.	Guided Meditation A reflective practice to notice what's worth carrying forward from the weekend, and what you can happily leave behind.
7:20am–9:00am	Grab a healthy breakfast/exercise	Grab a healthy breakfast/exercise	Grab a healthy breakfast/exercise
9:00am–9:30am	The Impossible List If your to-do list feels like it never gets shorter, you're not doing it wrong — you're up against a fixed amount of time and an unlimited number of things that feel important. We'll look at what actually deserves a place on your list, and how to make peace with everything that doesn't fit.	Getting It Out Of Your Head Half the stress of a long to-do list is carrying it around in your head. Today we'll look at what it actually takes to get your tasks somewhere reliable — whether that's a task manager, a pen and paper system, or a mix of both — so nothing important slips through the cracks.	Eating the Frog, Simply On our final day, we'll look at picking the one task that matters most each day — your 'frog' — and building a system light enough to survive Tuesday. You'll leave with a simple, realistic way of managing your list that doesn't collapse the moment the retreat ends.
9:30am–12:30pm	Shut Up & Research Settle into the retreat's first co-working session. We'll work through three focused 50-minute blocks with breaks in between to grab a hot drink or chat with your fellow researchers. Whether you're easing back into a project or diving straight in, this session sets the rhythm for the weekend.	Shut Up & Research With the retreat rhythm established, build on yesterday's momentum. We'll work through three focused 50-minute blocks with breaks in between for a hot drink, a stretch, or a chat. Bring whatever you're working on and enjoy the quiet companionship of researchers doing the same.	Shut Up & Research Our final morning co-working session — make meaningful progress alongside the RA community. We'll work through three focused 50-minute blocks with breaks in between. Whether you're wrapping up what you started or carrying the energy forward, settle in and make this time count.
12:30pm–1:30pm	Lunch break	Lunch break	Lunch break

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1:30pm–3:30pm	Focus Lounge Ease into the retreat's quieter afternoon pace with two focused 50-minute blocks and a short break in between. Whether you're continuing from this morning, trying out an idea from the webinar, or simply enjoying the focused company, bring your research and settle in.	Focus Lounge More dedicated time to work alongside the RA community — two focused 50-minute blocks with a short break. You might be deep in a project by now, tackling something you've been putting off, or exploring a new direction. Whatever it is, this session has the space for it.	Focus Lounge One last stretch of focused work before the retreat wraps up — two focused 50-minute blocks with a short break. Whether you're finishing what you started, tidying loose ends, or savouring the last of the retreat's quiet focus, bring your research and enjoy the company.
3:30pm–4:00pm	Unplug & Restore After your first full day of retreat focus, step away from the screen. Move, rest, make a cup of tea, or simply sit with your thoughts. No agenda — just time to recharge before the afternoon session.	Unplug & Restore Your mind has been working hard. Step away and take time to restore — walk, stretch, rest, or simply do nothing. Reconnect with what gives you energy before we gather again.	Unplug & Restore Before we come together for the final session, take this half hour to step away and let the weekend settle. Move, rest, reflect, or simply be still — use the time however you need.
4:00pm–4:45pm	Whose List Is It Anyway? Not everything on your list is actually yours — some of it's obligation, some of it's habit, and some of it belongs to someone else's priorities entirely. This session is a chance to look honestly at what's really on your plate, and start separating what matters to you from what's simply there.	What Kind of List-Keeper Are You? There's no one right way to keep track of your tasks — some people think best on paper, some need it all in one app, and plenty of us are somewhere in between. We'll explore what digital and analog systems each do well, and help you get a clearer sense of what might actually work for you.	A System So Simple You'll Actually Use It As the retreat draws to a close, it's time to build something that'll still be standing on Tuesday. This session is about designing a task system simple enough to actually stick — realistic, sustainable, and shaped around how you really work, not how you think you should.
4:45pm–6:30pm	Dinner break	Dinner break	
6:30pm–8:30pm	The Night Shift For night owls or those in different time zones, this evening session extends the first day of the retreat. We'll work through two focused 50-minute blocks with a short break in between. Whether you're building on the day's momentum or prefer the quiet focus of evening hours, settle in and enjoy the company.	The Night Shift Our final evening co-working session — a quiet space to work alongside the RA community. We'll work through two focused 50-minute blocks with a short break in between. Whether you're wrapping up the day's work or finding your best focus in the evening calm, join us to close out the day.	