

Timemanagement Tips for writing

- ✓ **Write every day, albeit only half an hour.** Writing here means paying attention to your paper every day. Remember: writing can be checking your paragraph flow, drawing a flow chart of your project, making mind maps, writing key sentences for sections/paragraphs, correcting specific grammar issues, sketching an outline for your discussion, finding & answering reader's questions, etc, etc,
- ✓ Don't think: I need at least four hours to sit and write in order to produce text, because this is simply not true and probably just an excuse.
- ✓ Divide your writing tasks into small, concrete steps. Before you start, set your goal and define the steps you want to make. Always define the next step before quitting: this will make starting up much easier.
- ✓ Use the **POMODORO** principle and schedule writing slots of 25 minutes (or more). You can set an alarm and reward yourself - if that motivates you. Do not stop writing before the alarm goes off.
- ✓ Set a deadline and share it with your writing buddy -- first find yourself one -- or your supervisor.
- ✓ Consume your FROG every morning happily: the rest of the day, nothing can happen to you. The FROG is the most difficult task on your things-to-do-list: the one you are the most likely to procrastinate on. Watch <https://www.youtube.com/watch?v=K2O8Fpnbv-M> (Brian Tracey: Eat That Frog)
- ✓ Organize **SHUT UP AND WRITE** sessions with your peers. See www.shutupwrite.com. They work truly magical! Detailed instructions will be posted in **Announcements** in week 2 of the course.

Perfection is the enemy of good (Voltaire)

- ✓ Your text should and cannot be perfect, but it should be good enough and *reader-focused*. So, ask potential readers for specific feedback: Is the main message clear in this part? Where did you get lost? How is the flow? Do you have any questions? What can be missed?
- ✓ Experienced writers know that the perfect sentence cannot rise from one streak. Almost always, multiple revisions are needed to finetune a message. Experienced writers also change their strategy if needed – they are flexible and simply ask themselves: how can I keep on track?