

HOW TO BUILD WRITING INTO YOUR DAILY ROUTINE AND WHY IT MATTERS

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Why we all need to write more

- Communicate
- Disseminate
- Collaborate
- Disambiguate

DISCUSSION:

EXAMPLES OF WRITING

Building time for writing

- Academics are typically expected to spend 2 days per week on paper writing
- Writing/documenting can easily take 30-100% of the time taken for the item
 - *How long do you think it takes to produce:*
 - Meeting minutes
 - Agendas
 - Technical documentation

Building time for writing

- Identify your 'ideal week'
 - *When is your 'tiger-time' or most productive time?*
 - *Time blocking and batching*

DISCUSSION:

WHAT DOES YOUR IDEAL
WEEK LOOK LIKE?

Building time for writing

- Identify your ‘ideal week’
 - *When is your ‘tiger-time’ or most productive time?*
 - *Time blocking and batching*
- Prioritize writing
 - *Top 3 things*

DISCUSSION:

WHAT ARE YOUR TOP
THREE THINGS?

Building time for writing

- Identify your 'ideal week'
 - *When is your 'tiger-time' or most productive time?*
 - *Time blocking and batching*
- Prioritize writing
 - *Top 3 things*
- Get rid of tasks that aren't helping you
 - *Learn to say no*
 - *Automate*
 - *Delegate*

Being productive once you are ready to write

- Break it down!
 - *Project manage your writing habit*

Academic Writing Tools ☆ Personal Private DH Invite ... [Show Menu](#)

How to use this board ...

Description

Board work flow (How to Use This Board)

Project Management for Academics – An Introduction – ProtoScholar

+ Add another card

Academic Article Project Tasks ...

Read for lit review

Identify target journal

Write abstract

Write intro

Write lit review

Write methods

Write results

Write discussion

Write conclusion

Format references

Cross check references

Copy edit

+ Add another card

Revise & Resubmit Project Tasks ...

Revise & Resubmit--advice and documents

Read reviews. Wait 24 hours before doing anything.

Read reviews again

Make a list of the positive things the reviewers said

Create a chart where you will document your revisions process (or use the chart linked here)

Copy all the feedback that needs to be addressed into the left column of the chart

Identify the copy things to change

+ Add another card

Finish an Almost Done Article Project Tasks ...

Almost Done Article Planning Handout

Select 10 days within the next 2-4 weeks to work on your almost done article

Download the work plan handout attached here.

Identify the low-hanging fruit and fill it in on your handout

Star the three sections that need the most work. Create a Trello card for each one.

Draw a circle next to the three

+ Add another card

To Do

+ Add a card

Being productive once you are ready to write

- Break it down!
 - *Project manage your writing habit*
- Remove decision making from the writing process:
 - *Turn plan into steps*
 - *Decide the previous day what you will focus on in your writing session*
- Remove distractions
- Set a timer/deadline for each small task
- Give yourself 'white space' in your life
- Separate writing and editing

QUESTIONS?

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