

Writing Habits: Tip Sheet

[Ideas shared in class, from peer groups + instructor's tips]

Tips for Productive Writing

- ⇒ **Set Specific Goals:**
 - List the exact goals you aim to accomplish in your writing session.
- ⇒ **Break Tasks into Small Bits:**
 - Divide your project into “snacktions” – small and manageable tasks that you can take one at a time.
- ⇒ **Accountability Buddies:**
 - Share your daily/work session goals with a friend or peer, check-in afterwards to update.
- ⇒ **Coffee:**
 - Enough said.
- ⇒ **Take Short Breaks:**
 - Stretch, dance around the room, take a walk outside, take a refreshing shower.
- ⇒ **Stay Active:**
 - Incorporate physical activity or movement breaks.
- ⇒ **Pomodoro Technique** (<https://www.pomodorotechnique.com>):
 - 25 minutes of focused work, followed by a 5-minute break, and repeat.
 - See breaks in #5 / or work with a friend and use those 5-minutes as designated chat breaks.
- ⇒ **Airplane Mode:**
 - “The best productivity app on your phone is called Airplane Mode (use it)” – Ben Meer.
- ⇒ **Deadlines / Scheduled Check-ins:**
 - Set deadlines for yourself and add to calendar
 - Schedule weekly check-in meetings with your advisor, peers to track progress
- ⇒ **Block of Writing Time:**
 - Allocate dedicated blocks of time on your calendar for writing – 30 minutes each morning or specific days devoted exclusively to writing (whatever works for you!)
- ⇒ **Optimize your Environment**
 - Experiment with different environmental factors: location (home, library, café), time of day, background music, working alone or with others, etc.

Impediments to Productive Writing & Strategies to Overcome Them:

- ⇒ **Phone Notifications**
 - Switch your phone to Airplane Mode or put it in another room.
- ⇒ **Writer's Block / Trying to "Force It"**
 - Take a break, engage in a different task, go for a walk, etc.
- ⇒ **Fatigue and Hunger:**
 - Take a nap, have a snack, coffee
- ⇒ **Procrastination**
 - Establish a writing schedule, use technique like the Pomodoro method, block off dedicating writing time.

This sheet provides a glimpse into writing tips and strategies. Feel free to continually add more strategies as you discover what works best for you!