

Productive Writing Strategies: Setting SMART Goals & Daily Writing Habits

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Agenda



**Setting SMART Goals
[30 mins]**

	S	M	T	W	T	F	S
March	20	21	22	23	24	25	26
			Choose Topic	Preliminary research	Write research questions and working thesis	Write research proposal	
	27	28	29	30	31	April 1	2
		Research proposal due	Look for sources online	Library	Evaluate sources; make source cards	Take notes	
	3	4	5	6	7	8	9
			Finish note cards	Organize notes		Write outline	
	10	11	12	13	14	15	16
		Outline due	Write draft			Off - Trip to NYC	Off - Trip to NYC
	17	18	19	20	21	22	23
		Conference with Prof. Habib 2:00	Finish writing draft		Revise draft		Library?
	24	25	26	27	28	29	30
			Finish revising draft	Edit draft	Writing Center 4:30	Finish editing draft	Create Works Cited page
May	1	2	3	4	5	6	7
		Final draft due					

Develop a Daily Writing Habit



3 X 25 minute POM Exercise

The importance of setting up SMART goals



Purpose & Clarification



Accountability



Measurability

Setting Goals (adapted from *Writing Your Doctoral Dissertation: Invisible Rules for Success*, Rita S. Brause)

- Identify not only your main goal, but also your sub-goals
- Keep goals manageable: be realistic about what you can achieve
- Organize time effectively (break components into parts)

Set concrete goals for the long term AND for each writing session

- Lamott emphasizes the value of “short assignments”
 - e.g. one paragraph
 - 300 words per day
- Bolker recommends you “pick a reasonable number of pages and write that same number every day” (44).

Set concrete goals for the long term AND for each writing session

Examples of small, concrete goals:

- Write at least 200 words
- Reread the reviewers' comments of my paper and make a list of things to change
- Write the first three paragraphs of the general discussion
- Print the first draft I finished yesterday, read it, and revise it
- Add missing references and then reconcile the citations and references.

(Silvia 32)

Develop a daily writing habit

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March 20	21	22 Choose Topic	23 Preliminary research	24 Write research questions and working thesis	25 Write research proposal	26
27	28 Research proposal due	29 Look for sources online	30 Library	31 Evaluate sources; make source cards	April 1 Take notes →	2
3 →	4	5 Finish note cards →	6 Organize notes →	7	8 Write outline →	9
10	11 Outline due	12 Write draft →	13	14	15 <i>Off - Trip to NYC</i>	16 <i>Off - Trip to NYC</i>
17	18 Conference with Prof. Habib 2:00	19 Finish writing draft	20	21 Revise draft →	22	23 Library?
24	25	26 Finish revising draft	27 Edit draft	28 Writing Center 4:30	29 Finish editing draft	30 Create Works Cited page
May 1	2 Final draft due	3	4	5	6	7

Some ways of organizing a writing schedule

- 2 hours each morning
- x pages per day
- x Pomodoros per day

WHAT IS THE SECRET TO GETTING DONE?

“... Regularity, not the number of days
or the number of hours”

Silvia 2007

Your turn to POM...



<https://tomato-timer.com/>

References

Bolker, Joan. *Writing Your Dissertation in Fifteen Minutes a Day: A Guide to Starting, Revising, and Finishing your Doctoral Thesis*. New York: Henry Holt and Company, 1998. Print.

Booth, Wayne, Gregory Colomb, and Joseph Williams. *The Craft of Research*. 3rd ed. Chicago: University of Chicago Press, 2008. 45-48. Print.

Cirillo, F. (2007). *The Pomodoro Technique*. San Francisco: Creative Commons. Available from <http://baomee.info/pdf/technique/1.pdf>

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