Productive Writing Strategies: Setting SMART Goals & Daily Writing Habits

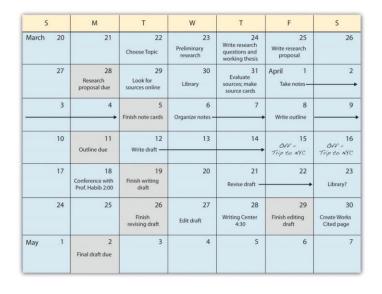
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Agenda







Setting SMART Goals
[30 mins]

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

S		M	Т	W	Т	F	S
March	20	21	22 Choose Topic	23 Preliminary research	24 Write research questions and working thesis	25 Write research proposal	26
	27	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 Off - Trip to NYC	16 Off - Trip to NYC
	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/



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