WRITING IS HARD
Organizational tools for getting it done anyway

Sharon Sessions
New Mexico Tech
Writing requires organization

materials  thoughts  time
How was this paper relevant again?
ORGANIZE ELECTRONIC FILES

articles
ORGANIZE ELECTRONIC FILES

- HAT-cat
- Thing1
- Thing2
- articles
- findpapers.sh

- articles
- Thing1
- Thing2
ORGANIZE ELECTRONIC FILES

- HAT-cat
- Thing1
- Thing2
- articles

Files:
- Thing1-Thing2-2013.pdf
- Thing2-Thing1-Hat-2008.pdf
ORGANIZE ELECTRONIC FILES

- HAT-cat
- Thing1
- Thing2

- Thing1-Thing2-2013.pdf
- Thing2-Thing1-Hat-2008.pdf
- Hat-Thing1-Thing2-2007-funnyfun.pdf
- Hat_Thing2_Thing1-2007cleaning.pdf
ORGANIZE ELECTRONIC FILES

- findpapers.sh
- Thing1-Thing2-2013.pdf
- Thing2-Thing1-Hat-2008.pdf
- Hat-Thing1-Thing2-2007-funnyfun.pdf
- Hat_Thing2_Thing1-2007cleaning.pdf

- ORGANIZING MATERIALS
- ORGANIZE THOUGHTS
- ORGANIZE TIME
- INVITATION
FINDPAPERS.SH

seuss:~/articles$
FINDPAPERS.SH

seuss:~/articles$ findpapers.sh thing2
FINDPAPERS.SH

seuss:~/articles$ findpapers.sh thing2

./HAT/Hat-Thing1-Thing2-2007-funnyfun.pdf
./HAT/Hat_Thing2_Thing1-2007-cleaning.pdf
./Thing1/Thing1-Thing2-2013.pdf
./Thing2/Thing2-Thing1-Hat-2008.pdf
FINDPAPERS.SH

findpapers.sh thing2

findpapers.sh thing2

.findpapers.sh thing2

Download findpapers.sh from my website
ORGANIZE PAPER FILES BY PROJECTS

making messes

cleaning up
ORGANIZE CONTENT WITH LITNOTES.TEX

Contents

1 Notes about document

2 Medina 2010
   2.1 Summary
   2.2 Important points
   2.3 Relevance to writing

3 Paradis and Zimmerman 2002

Index

brain
   how to make it work, 2

figures
   preparation, 2, 3
   types, 3

2 Medina 2010


location: Learning [Name of the physical folder]
keywords: Learning, teaching, optimizing brain, vision

2.1 Summary

My most highly recommended book–EVER.
LITNOTES.TEX BENEFITS

engage more of the senses
LITNOTES.TEX BENEFITS

engage more of the senses

write uninhibited!
LITNOTES.TEX BENEFITS

engage more of the senses
write uninhibited!

download litnotes.tex
<table>
<thead>
<tr>
<th>Organizing materials</th>
<th>Organize thoughts</th>
<th>Organize time</th>
<th>Invitation</th>
</tr>
</thead>
</table>

Organize thoughts GRAPHICALLY

Where do I start?
Mind Mapping

www.tonybuzan.com/about/mind-mapping/
**Writing tips**

don’t write and edit simultaneously
Writing tips

don’t write and edit simultaneously

write bad—
you’ll get better
**Writing tips**

- don’t write and edit simultaneously
- write bad—you’ll get better
- remember where you left off
WRITING TIPS

don’t write and edit simultaneously

write bad– you’ll get better

remember where you left off

don’t try to write a final draft
Organize time

What time?
HAVE A PLAN AND MAKE A SCHEDULE

**Schedule**

*Monday - Friday*
8:30 - 18:00

*Saturday*
8:30 - 13:30

4-6 hours per week

**Writing Goals**

1. Revise GPC article
2. Address reviewers’ comments
3. Mind map introduction
4. Write at least 200 words

be specific!
USE POMODOROS
USE POMODOROS

www.online-stopwatch.com

00:25:00

Start Clear
“If you have moods where you’re gripped by a desire to read the [NSF’s Grant Proposal Guide]..., then you don’t need this book.”
–Paul Silvia
VISIT MY WEBSITE

www.physics.nmt.edu/~sessions/writingtools.html