# WRITING IS HARD Organizational tools for getting it done anyway









Sharon Sessions New Mexico Tech

# WRITING REQUIRES ORGANIZATION





materials



ORGANIZING MATERIALS

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electronic files

paper files

content

How was this paper relevant again?

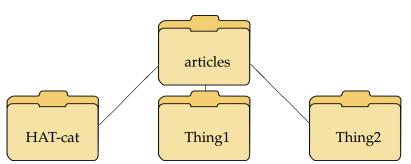
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INVITATION

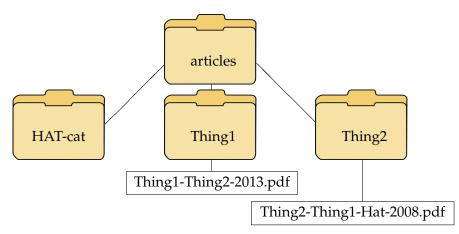
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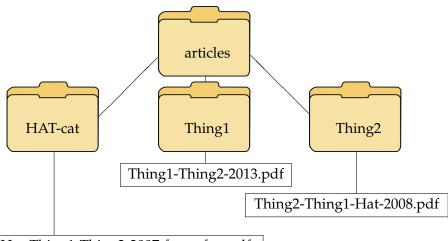
ORGANIZING MATERIALS

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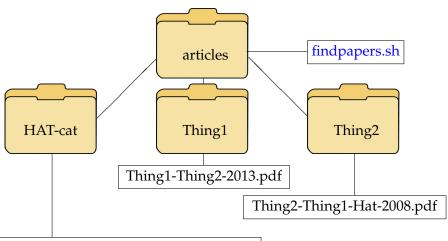


Hat-Thing1-Thing2-2007-funnyfun.pdf

Hat\_Thing2\_Thing1-2007cleaning.pdf

ORGANIZING MATERIALS

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Hat-Thing1-Thing2-2007-funnyfun.pdf

Hat\_Thing2\_Thing1-2007cleaning.pdf

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seuss:~/articles\$

## FINDPAPERS.SH

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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

ORGANIZING MATERIALS

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### 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



Download findpapers.sh from my website

# ORGANIZE PAPER FILES BY PROJECTS

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INVITATION

# Contents

ORGANIZING MATERIALS

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- Notes about document
- Medina 2010
  - Summary
    - Important points . . . . . . . . . . . . Relevance to writing . . . . . . . . .
- Paradis and Zimmerman 2002

# Index

brain

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#### Medina 2010

Medina, John, Brain Rules: 12 Principles for Surviving and Thriving at Work, Home, and School, Pear Press, 301 pages, (2010).

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

#### 2.1Summary

My most highly recommended book-EVER.

#### LITNOTES.TEX BENEFITS





engage more of the senses

#### LITNOTES.TEX BENEFITS





engage more of the senses



ORGANIZE TIME

write uninhibited!

#### LITNOTES.TEX BENEFITS



ORGANIZING MATERIALS

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engage more of the senses

write uninhibited!



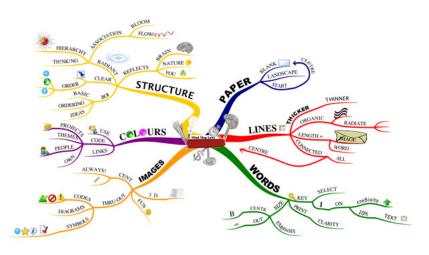
download litnotes.tex

# ORGANIZE THOUGHTS GRAPHICALLY



Where do I start?

# MIND MAPPING



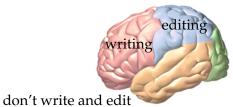
www.tonybuzan.com/about/mind-mapping/

# WRITING TIPS





simultaneously

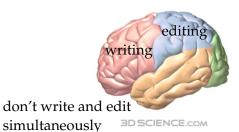


dit 3DSCIENCE.COM



write badyou'll get better

# WRITING TIPS





write badyou'll get better



remember where you left off



# WRITING TIPS



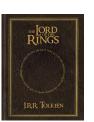
don't write and edit simultaneously



remember where you left off



write badyou'll get better



don't try to write a final draft



# **ORGANIZE TIME**



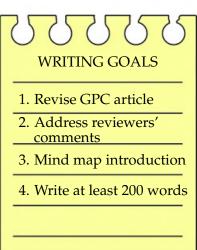
What time?



# HAVE A PLAN AND MAKE A SCHEDULE



4-6 hours per week



be specific!



## USE POMODOROS



www.online-stopwatch.com

00:25:00



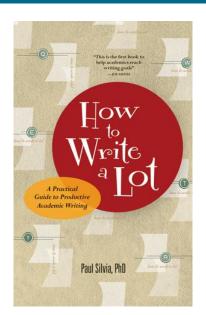
Clear



# READ THIS BOOK

"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





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- ► copy of this talk
- ► Meggin McIntosh

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