WRITING IS HARD
Organizational tools for getting it done anyway

Sharon Sessions
New Mexico Tech
Writing requires organization

materials

thoughts

time
Organize materials

- Paper files
- Electronic files

How was this paper relevant again?
ORGANIZE ELECTRONIC FILES

articles

articles-Thing1-Thing2-2013.pdf
articles-Thing2-Thing1-Hat-2008.pdf
articles-Hat-Thing1-Thing2-2007-funnyfun.pdf
articles-Hat-Thing2-Thing1-2007cleaning.pdf

findpapers.sh
ORGANIZE ELECTRONIC FILES

- HAT-cat
- Thing1
- Thing2
- articles

Example file names:
- HAT-cat-Thing1-Thing2-2013.pdf
- Thing2-Thing1-Hat-2008.pdf
- Hat-Thing1-Thing2-2007-funnyfun.pdf
- Thing2-Thing1-2007cleaning.pdf
- findpapers.sh
ORGANIZE ELECTRONIC FILES

- HAT-cat
- Thing1
- Thing2

- articles

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

- HAT-cat
- Thing1
- Thing2

Files:
- 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
Organize electronic files

- **articles**
  - Thing1
    - Thing1-Thing2-2013.pdf
  - Thing2
    - Thing2-Thing1-Hat-2008.pdf
  - HAT-cat
    - Hat-Thing1-Thing2-2007-funnyfun.pdf
    - Hat_Thing2_Thing1-2007cleaning.pdf

- findpapers.sh
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

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

making messes

cleaning up
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
Organize thoughts GRAPHICALLY

Where do I start?
USE FIGURES AS AN OUTLINE

Jack’s science fair project

background

method

results
MIND MAPPING

www.tonybuzan.com/about/mind-mapping/
UNIVERSAL ORGANIZER (UNO)

http://www.metrostate.edu/msweb/resources/academic_ss/cae/writing_center/uno.html
**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**

- **Writing**
  - don't write and edit simultaneously

- **Editing**
  - 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

WRITING GOALS

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

be specific!

Schedule

Monday - Friday
8:30 - 18:00
Saturday
8:30 - 13:30

4-6 hours per week
Use Pomodoros
USE POMODOROS

www.online-stopwatch.com

00:25:00

Start
Clear
# Track Your Progress

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Words</th>
<th>Goal</th>
<th>Project</th>
<th>Comments</th>
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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
VISIT MY WEBSITE

- findpapers.sh
- litnotes.tex
- UNO
- copy of this talk
- Meggin McIntosh

www.physics.nmt.edu/~sessions/writingtools.html
**Diagnosis: Agraphia**

**Agraphia**
the pathologic loss of the ability to write
**Diagnosis: Agraphia**

**Agraphia**
the pathologic loss of the ability to write

Remedy:
Diagnosis: Agraphia

Agraphia
the pathologic loss of the ability to write

Remedy:

“WHY didn’t you meet your writing goal this week?”
Organize to write
Organize materials, thoughts & time

Organize to write

1. schedule
2. plan
3. goals

litnotes.tex