

WRITING IS HARD

Organizational tools for getting it done anyway



Sharon Sessions
New Mexico Tech

WRITING REQUIRES ORGANIZATION



materials



thoughts



time

ORGANIZE MATERIALS



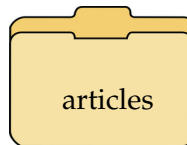
electronic files

paper files

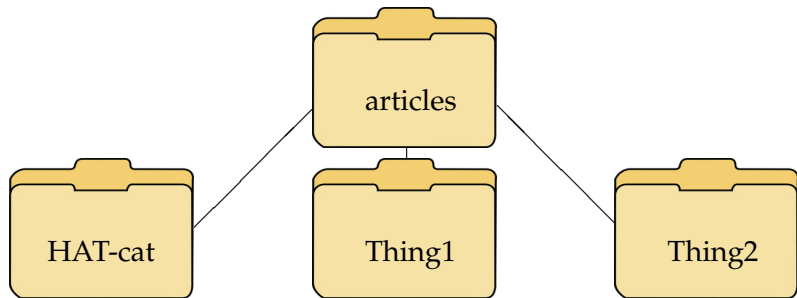
content

How was this paper relevant again?

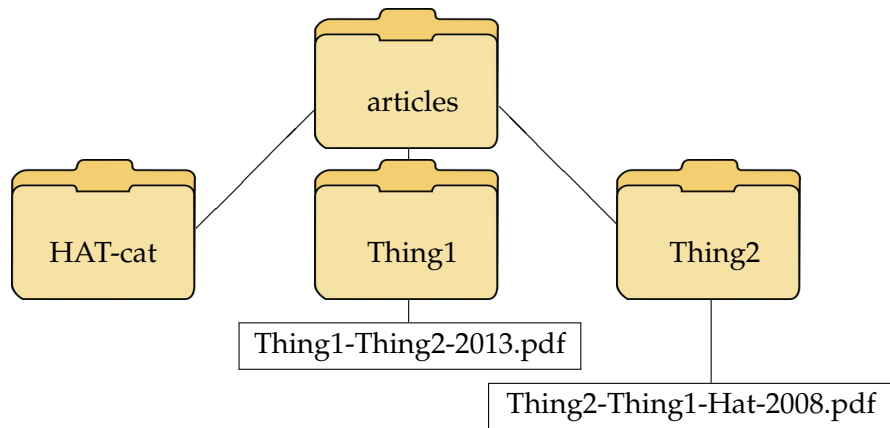
ORGANIZE ELECTRONIC FILES



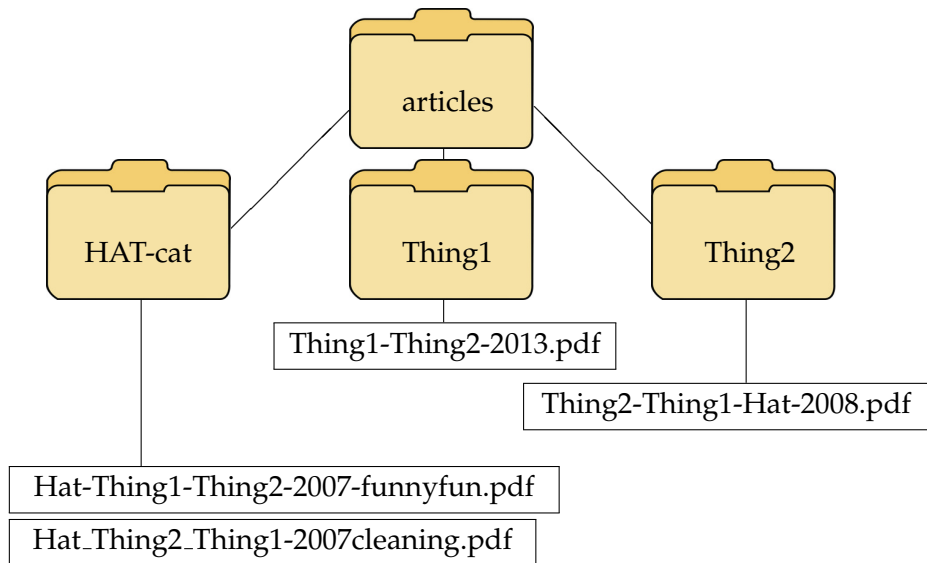
ORGANIZE ELECTRONIC FILES



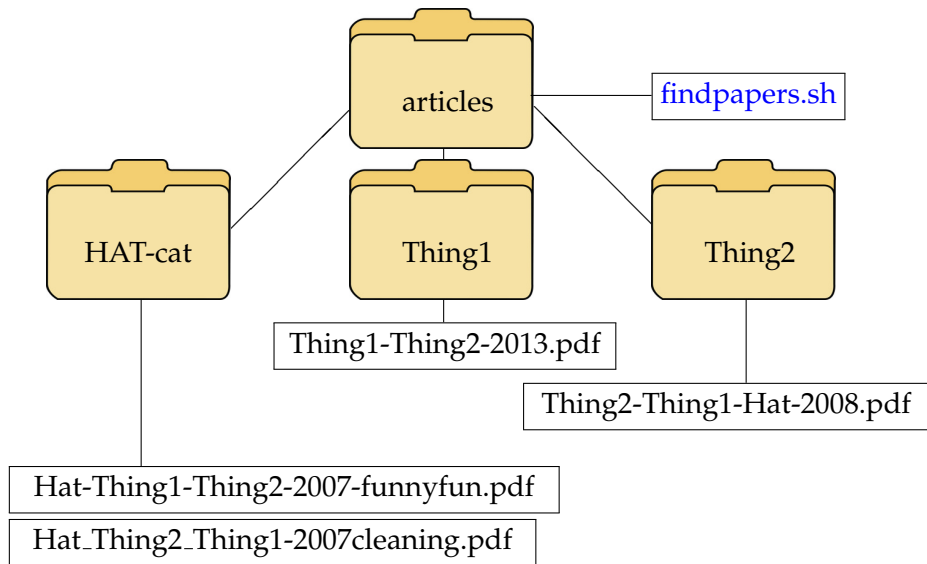
ORGANIZE ELECTRONIC FILES



ORGANIZE ELECTRONIC FILES



ORGANIZE ELECTRONIC FILES



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
```

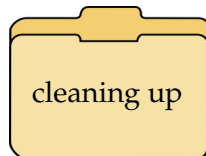
```
./Thing1/Thing1-Thing2-2013.pdf
```

```
./Thing2/Thing2-Thing1-Hat-2008.pdf
```



Download [findpapers.sh](#) from my website

ORGANIZE PAPER FILES BY PROJECTS



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

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

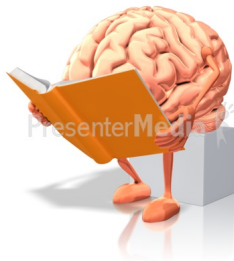
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keywords: Learning, teaching, optimizing brain, vision

2.1 Summary

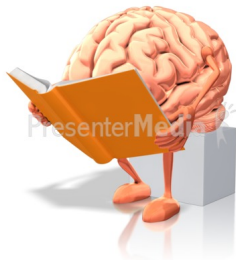
My most highly recommended book–EVER.

LITNOTES.TEX BENEFITS



engage more of the senses

LITNOTES.TEX BENEFITS

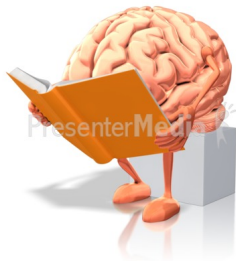


engage more of the senses



write uninhibited!

LITNOTES.TEX BENEFITS



engage more of the senses



write uninhibited!



download [litnotes.tex](#)

ORGANIZE THOUGHTS GRAPHICALLY



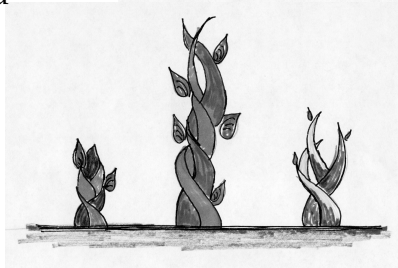
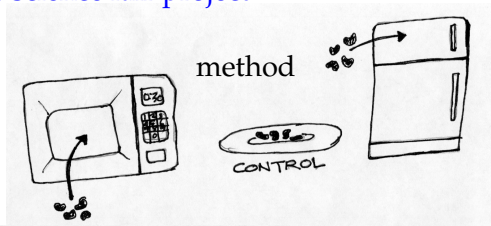
Where do I start?

USE FIGURES AS AN OUTLINE

Jack's science fair project

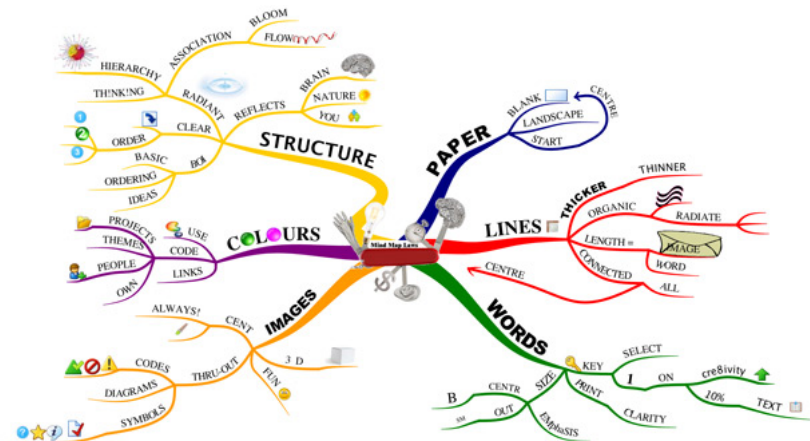


background



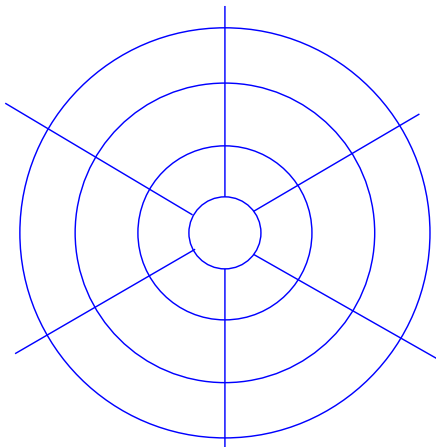
results

MIND MAPPING



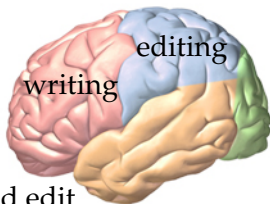
www.tonybuzan.com/about/mind-mapping/

UNIVERSAL ORGANIZER (UNO)



[http://www.metrostate.edu/msweb/
resources/academic_ss/cae/writing_center/uno.html](http://www.metrostate.edu/msweb/resources/academic_ss/cae/writing_center/uno.html)

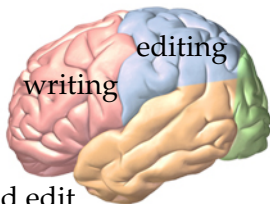
WRITING TIPS



don't write and edit
simultaneously

3D SCIENCE.COM

WRITING TIPS



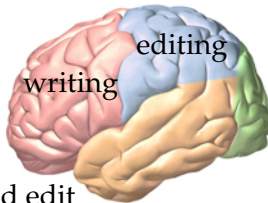
don't write and edit
simultaneously

3D SCIENCE.COM



write bad—
you'll get better

WRITING TIPS



don't write and edit
simultaneously

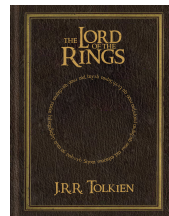
[3D SCIENCE.COM](http://3DSCIENCE.COM)



write bad—
you'll get better



remember where you left off



don't try to write a final draft

ORGANIZE TIME

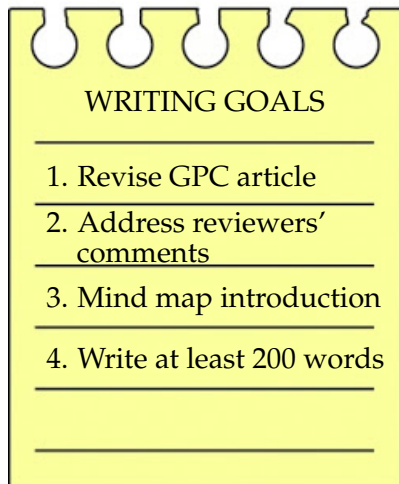


What time?

HAVE A PLAN AND MAKE A SCHEDULE



4-6 hours per week



be specific!

USE POMODOROS



USE POMODOROS



www.online-stopwatch.com

00:25:00
0

Start

Clear

← Back

TRACK YOUR PROGRESS

Progression Synonym x Online Stopwatch x Writing Progress x Cracking the MJO nut x Constitu

https://docs.google.com/spreadsheet/ccc?key=0AnDodOtui-5kdFQ3dTQyVVRsNkdaTTIKdzhzZDZ

USGS Real-Time ... Sharon Sessions Moodle - New M... iHeartRadio | Re... Dropbox - Simpli... New Mexico Int

Writing Progress ☆

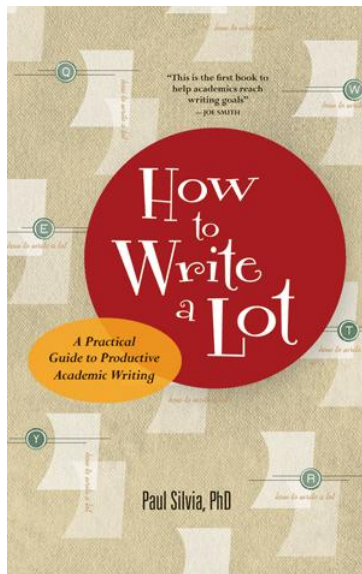
File Edit View Insert Format Data Tools Help All changes saved in Drive

\$ % 123 Arial 10

	A	B	C	D	E	F	G	H
1	Month	date	day	words	goal	project	comments	year
2	November	3	Sunday	148	met	Colloquium abstract; Read "How to write a lot"		2013
3	November	4	Monday	571	met	worksheet for EDU 189 guest lecture	teaching	2013
4	November	5	Tuesday		met	Read KW paper & reviewer comments		2013
5	November	6	Wednesda	767	met	Edit KW paper, respond to reviewer		2013
6	November	7	Thursday	1510	met	Edit KW paper, respond to reviewer		2013
7	November	8	Friday	286	met	GPC article		2013
8	November	9	Saturday	1163	met	prelim procedures, begin writing colloquium		2013
9	November	10	Sunday	281	met	writing colloquium		2013
10	November	11	Monday	364	met	colloquium abstract, GPC article		2013
11	November	12	Tuesday		met	Planning writing tasks	planning; organizing	2013
12	November	13	Wednesda	374	met	draft APS abstract		2013
13	November	14	Thursday		met	revised prelim procedures		2013
14	November	15	Friday	162	met	APS abstract		2013
15	November	16	Saturday		met	writing colloquium	small goal today	2013
16	November	17	Sunday		unmet		no writing today	2013
17	November	18	Monday		met	prelim proedures, KW revisions, edit abstract		2013
18	November	19	Tuesday		met	comment student abstract, poster		2013
19	November	20	Wednesda	100	met	review literature, KW revisions		2013
20	November	21	Thursday					2013
21	November	22	Friday					2013

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:

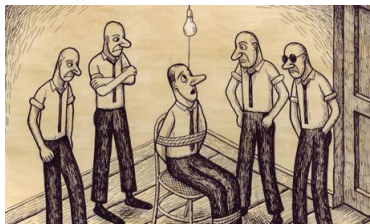


DIAGNOSIS: AGRAPHIA

Agraphia

the pathologic loss of the ability to write

Remedy:



“WHY didn't you meet your writing goal this week?”

ORGANIZE MATERIALS, THOUGHTS & TIME



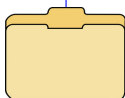
Organize to write



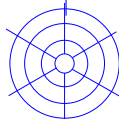
ORGANIZE MATERIALS, THOUGHTS & TIME



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Organize to write



1. schedule
2. plan
3. goals

