



Writing Tip Sheet

The Doris Duke Fellows present tips for improving writing productivity.

When the writing gets tough, the tough get writing. Write on!

Prioritize Writing

- Schedule writing time on your calendar EVERY week and treat it like any other meeting.
- Choose writing times when you are your sharpest (e.g., best writing self).
- Minimize distractions (e.g., tv, phone, emails, facebook).



Invest Time

- Start with a small goal of 30 minutes a day and build from there.
- Use a timer to help you focus.
- Every moment counts: note taking and drafting outlines are considered writing!
- Dedicate time for writing that reflects how you will be evaluated.

Build Accountability

- Draft a strategic plan for major writing projects. Include realistic and measurable weekly tasks.
- Communicate timelines with collaborators and mentors for feedback.
- Log your work time and track your progress.



Consider Your Relationship to Writing

- You are a writer...own the title!
- Track your barriers to writing to overcome them.
- Maintain reasonable expectations. It is better to be done than perfect.
- Celebrate EVERYTHING!

