

# WRITING ON THE CLOCK

## 1. RESIGN YOURSELF TO YOUR FATE.

- turn off your phone, log out of tumblr, and find a place with limited distractions.

## 2. REVISIT THE PROMPT.

- what is the professor really looking for? look for the exact requirements.

## 3. WRITE SOMETHING. ANYTHING. A TITLE.

- "The journey of a thousand miles.." etc. the blinking cursor is the enemy. just get something down.

## 4. GO TO YOUR SOURCES.

- research common positions and arguments on your topic.
- pull out the quotes you want to use; it's easier to start a paragraph by explaining a quote.

## 5. OUTLINE.

- nothing fancy, no one's going to see. freewrite your ideas. don't focus on vocab or grammar yet.
- rearrange this into blocks, picking out similar ideas.

## 6. REWARD YOURSELF.

- college is hard. drink some water, weep into a friend's shoulder. don't go sneaking off to netflix. keep it short.

## 7. REVISE.

- flesh out your arguments and support. then go back to your intro and thesis, then finish your conclusion.

## SCHEDULE CHECKLIST

DAY/ TIME	TASK
	<input type="checkbox"/> _____
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## TIPS FOR THE FUTURE

- admit you have a problem.
- plan out & write down dates you will have a draft by.
- concentrate on one task at a time.
- work with others. snapchat wordcounts, complain, revise each other's drafts.
- do something every day, even if it is just writing a paragraph or looking for potential sources.