The Key to Remote Writing: Planning Ahead & Setting Manageable Goals

- Don't procrastinate!
  - Keep a schedule of when writing projects are due in a planner, phone calendar, whatever works for you.
  - Open a document when you get a prompt and put in your header/format the page.
  - When you open the document the next time, it'll be easier to start knowing you've already gotten something done.

- Try breaking down your project into smaller, easier tasks.
  - Plan to do a small part of your paper each day.
  - Write an outline one day, then an introduction the next day, etc.
  - The earlier you start, the smaller these daily tasks can be!

- Try the Pomodoro Technique if you find focusing for extended time periods difficult!
  - Go to mytomatoes.com and register.
  - Write for 25 minutes on the tomato timer. When the timer ends, you take a 5 minute break, then the timer starts again.
  - This can be motivating and helpful for focus.

- Take breaks when you need them.
  - Walk around, take a shower, have a treat. Then keep writing!

- Don't forget to schedule an appointment at the Writing Center!
  - https://austincollege.mywconline.com/schedule.php

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