D R A F T I N G

is writing early versions of a document and can be helpful
for large writing projects and managing perfectionism.

HOW CAN **DRAFTING** HELP ME?

1. **Drafting can take off some of the pressure** to do your best work on your first attempt. People who experience perfectionism can sometimes procrastinate a lot because they do not want to produce low-quality work. Drafting can help you embrace a messy first draft.
2. **Drafting can help you focus your efforts** on one section, concept, or technique at a time. You can dedicate one draft to simply getting your knowledge out of your head and on to paper or one draft to fixing spelling errors. Each draft can have its own focus.
3. **Drafting can help you feel accomplished** by breaking projects into smaller chunks. When breaking the project up into chunks, one can then make each chunk an item on their to-do list. Checking off that item can feel powerful!
4. **Drafting can promote creativity and deep thinking** by spreading the work out over time. Generally, we really do not do our best work in a crunch right before a deadline and distance helps our process.

HOW DO I USE **DRAFTS** IN MY WRITING?

1. Identify your overall goal:
   a. ex: Write a paper.
2. Break that goal into smaller chunks:
   a. Introduction, Discussion, Methods.
3. Identify one section and **break it down**:

Drafting is iterative

write or edit → get distance → review → assess → write or edit

   a. Outline the introduction.
   b. Information dump the introduction section and **know it will be messy**.
   c. Organize/reorganize the introduction section.
   d. Review and edit the introduction for content.
   e. Review and edit the introduction for interest and motivation.
   f. Review and edit the introduction section for cohesion and flow.
   g. Review and edit the introduction section for typos and clarity.
4. Add these to your to-do list and check them off as you complete them.
5. Reward yourself each time you check off an item and **be proud of your effort**!
6. **Get some distance** between you and each draft - this means planning ahead!
7. Save each draft with a new filename and **back up these drafts** - trust me.