

**Soft-Train**



*At Soft-Train  
Technology Works*

# How to Write Fast When it's Due Yesterday (1 Day) ST00075

**COURSE GOAL:** Write quickly, easily and effectively no matter how tight the deadline.

**PREREQUISITES:** None.

**LEARNING OBJECTIVES:**

Upon completion of this course the student will be able to:

- Use special writing techniques that will help to stay calm in the midst of chaos
- Master powerful thinking skills and be able to plan for spontaneity
- Develop a mindset that focuses on pure speed to complete writing tasks quicker

**KEY TOPICS:**

**I. Dash – Getting to the Task**

- A. Work-Related Writing Situations
- B. Writing Environments
- C. The Need for a sensible Approach to Writing Fast
- D. Having the Right Frame of Mind: The Fable of Mopey Moe and Speedy Didi
- E. Myth Busting: The Myths and the Realities of Writing
- F. Getting Motivated: The Treat and the Trick
- G. DASH-ing Through Your Writing Career

**II. Direction – Hitting the Ground Running**

- A. A Vote Against Worrying
- B. Understanding the Writing Process
- C. Planning Strategies
- D. Drafting Strategies
- E. Rewriting
- F. Seven Idea Generators to Break Writer's Block
- G. The Three Big Questions
- H. A Brief Note on Automatic Speech Recognition Software

**III. Acceleration – Writing on the Fly**

- A. The Three Varying Levels of Writing Complexity at Work

- B. Setting the Clock: The Four D's of Managing Writing Task
- C. Where Am I Going
- D. When Will I Get there
- E. How Will I Get There
- F. Beating the Clock: Two Ways of Drafting
- G. Dialoguing

#### **IV. Strength -- Standing Fast in the Midst of Chaos**

- A. Building a Writer's World
- B. Environmental Issues
- C. Mental Issues
- D. Physical Issues
- E. Social Issues
- F. The Three Document Fixes That Will Dramatically Improve Your Writing

#### **V. Health – Planning for the Unexpected**

- A. Within Yourself- Dealing with Criticism and Feedback
- B. Develop a Thick Skin
- C. Developing a System For Constructive Criticism
- D. Discovering Writing Time
- E. Read Writers On Writing
- F. Without Yourself- Seeking Help from Others

#### **VI. Dash – Keeping a Fresh Approach**

- A. Writing with Attitude
- B. Destroy Writing Myths and Hold Fast to Writing Realities
- C. Reflect On Your Treats and Tricks to Keep Motivated

- D. DASH- Direction, Acceleration, Strength, and Health
- E. Understand the Writing Process
- F. Learn to Work the Writing Process to Your Benefit
- G. Resisting Common Energy Stoppers
- H. Learn to Build a Writer's World
- I. Keeping It Really Real
- J. A Closing Thought: Remembering Your Heroes