

WRITING YOUR ARTICLE ~ SYSTEM CHEATSHEET ~

QUICK WRITING METHOD

FOLLOW THIS ARTICLE WRITING METHOD WHEN YOU'RE SHORT ON TIME



Set an alarm clock or timer for one hour.



Grab an article title or article idea from your ideas file. Just choosing what you're going to write about can be time consuming so having an ideas file to pick your topic from is a great time saver.



You may need to do some research to gather more info. Spend about 15 minutes researching your topic and making notes.



Start writing. Spend about 5 minutes structuring each piece – Title, Introduction, Body and Conclusion. Lists work great for the body of the article. Numbered lists or bulleted lists are easy to construct for the writer and appeal to readers as they are easy to read or quickly scan and understand. I often leave my title for last when the article is complete. There might be a catchy phrase within the article that can serve as your attention getting title.



Aim for 500 words. If working with Microsoft Word you can check your word count by clicking on 'Review' and 'Word Count' (or something similar, depending on what version you are working with). Add or subtract content as needed.



Review your article or have someone else look at it with 'fresh eyes'. Take 15 minutes to refine your article, correct, edit and a final proofread and you are ready to use and reuse your article in your newsletter, on your blog and in the article directories.