

WRITING YOUR ARTICLE ~ SYSTEM CHEATSHEET ~

TIPS, TRICKS AND TOOLS

If you don't consider yourself a writer then sitting down to write an article may seem like a very daunting task. If you have all the tools that you need in place you will soon find that it becomes quicker and easier each time.

Here I'm going to share with you what works for me and it's quite simple.

A FEW TIPS, TRICKS AND TOOLS TO IMPROVE YOUR WRITING SPEED AND CREATE HIGH QUALITY CONTENT



AN ARTICLE IDEAS FILE. Any time you think of something you can write about, jot it down then and there. Inspiration can hit at any time and once that moment has passed it's difficult or impossible to get it back.



RESEARCH NOTES. Gather all the supporting info you need. You may have already jotted down some notes when the idea struck.



A FORMAT TO FOLLOW. You'll need to have a simple structure to piece your ideas together. There are a number of templates that can be used to create an article.



SET A TIMER. Set a timer and just write until that timer ends. Anyone can focus for just thirty minutes.



JUST WRITE. Some of us find it hard to type fast simply because we want to keep going back and editing what we've written. Ignore the inner editor and just get it done. You can go back and edit once you've got the writing out of the way or ask your VA to edit and format.



USE AUDIO. If you're not a fast typist then consider purchasing software that turns voice into text. Or having your phone with you while on a walk can be handy. If inspiration for an article hits just audio record your voice and document later. For some people the spoken word flows more naturally.