



Three Secrets to Better Editing and Writing





Set a Timer

The #1 reason people tell me why they haven't either started or finished writing their book, online program, or marketing material is, "Patty, I can't seem to find the time. I'm busy and sitting down to write takes discipline and time." I can relate to this challenge and have found what works for my clients and me.

- First, schedule it on your calendar so you set aside the time.

- Second, sit down wherever you feel most creative and productive.

Third, set a timer for thirty to forty-five minutes and only focus on your writing--not checking emails, social media, etc.

- Finally, when the timer goes off, congratulate yourself for accomplishing a goal, and take a ten to fifteen-minute break from writing. When the break is over, set the timer again.

I guarantee that taking small, consistent action will help you start and finish your writing.





Use Grammar Resources

You don't have to be a professional editor to use many of the excellent proofreading and editing tools that most editors do. I use upgraded paid versions, but I always recommend the free ones to my clients and friends who want help with quality grammar.

- Grammarly: www.grammarly.com
- WordHippo Thesaurus: www.wordhippo.com
- ProWritingAid: www.prowritingaid.com
- Chicago Manual of Style: www.chicagomanualofstyle.org (they have a free trial version)

Remember that Spell Check won't catch errors like the misuse of *to* instead of *too* or *accept* instead of *except*. *The Chicago Manual of Style* is the most widely accepted reference for editors, writers, and students. It's wise to invest in a professional editor so your writing, website, and marketing material is grammatically excellent and represent you and your message.





Dialogue:

Great writing engages the reader and keeps them turning the pages of your book. Dialogue is a conversation rather than telling what happens. Telling: "My sister Susan called to tell me how excited she was to be pregnant. I told her how happy I was." Dialogue: My sister Susan called me and screamed, "Patty, I'm pregnant after waiting five years! Steve and I will finally be parents!" With tears in my eyes I said, "That is the best news I have ever heard. I'm throwing you and Steve a party!" Dialogue is a powerful tool to bring your writing to life.

Thank you, and I look forward
to working with you.

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Creative Editing