



THE UNIVERSITY OF ARIZONA  
COLLEGE OF HUMANITIES

## Writing Skills Improvement Program

### Tips for Writing During School Breaks

- 1. Create a writing calendar.** Set manageable writing goals. Prioritize research, writing, and revision in reasonable amounts. If you have a 5-day break, it is probably not realistic that you will write an entire chapter of your dissertation during that time. However, you may decide that you will draft a chapter outline; revise 10-20 pages; or work on a section.
- 2. Keep writing!** Keep a writing journal to practice skills you've learned over the year. Respond to things you are reading, movies you are seeing, places you are going, etc.
- 3. Break the writing into small chunks.** Start by writing for 15 minutes every day or writing 250 words every day. You may increase your productivity as the break continues.
- 4. Break down longer writing tasks into manageable ones.** For example, if you are working on your dissertation, set goals within each chapter.
- 5. Make time for reading.** Sometimes, it is not just about writing. We need to research articles, read them, annotate them, and organize them so that we can find the information easily when we write.
- 6. Review** your notes, papers, goals, and assignments to keep information fresh in your mind.
- 7. Remember to schedule time for rest and relaxation!**

