

THE TWELVE STEPS

<i>Acknowledgments</i>	ix
<i>About the Second Edition</i>	x
Why I Wrote This Book and Why You Should Read It	1
Managing Time	5
1. Differentiate the urgent from the important.	9
2. Write daily for 15–30 minutes.	11
3. Record time spent writing daily—share records daily.	19
Writing	29
4. Write from the first day of your research project.	33
5. Post your thesis on the wall and write to it.	37
6. Organize your paper around a template.	41
Revising	43
7. Revise paragraphs around key sentences.	49
8. Use key sentences as an after-the-fact outline.	53
Getting Help	57
9. Learn how to listen.	63
10. Share early drafts with non-experts and later drafts with experts.	65
Polishing and Publishing	77
11. Read your prose out loud.	81
12. Kick it out the door and make 'em say “No.”	83

Working the Steps	91
Afterword I: How I work the steps	92
Afterword II: Reader's suggestions are requested	98
<i>Appendix A: Writing Log</i>	99
<i>Appendix B: Finding Key Sentences in Paragraphs</i>	100
<i>Appendix C: Sample Letter to a Capital-E Expert</i>	103
<i>Appendix D: Sample Query Letter</i>	105
<i>Appendix E: Instructions for Writing Groups (Few-Pages Model)</i>	106
<i>Appendix F: Instructions for Writing Groups (Full-Manuscript Model)</i>	108
Recommended Resources	112
Funding Your Best Ideas	117
References	120
Index	125