GET IT DOWN, THEN GET IT RIGHT

When writing an early draft, don’t get bogged down by listening to your internal editor. Remember that your first draft is exactly that: a first draft. Once you’ve pounded it out on your keyboard, then you can go back and revise. As author and writing coach Don Fry says in Writing Your Way: Creating a Writing Process That Works, “first get it down and then get it right.” Good advice. Here’s a quick checklist based on Fry’s book to get you started on your way.

GETTING IT DOWN
- Don’t let a meeting with an editor end until you fully understand their expectations for the assignment.
- Are you establishing yourself as a good “guide” for the reader? Are you an authoritative voice that they can trust to convey the information?
- Are you telling readers what they need to know?
- Are you saving often as you compose your draft?
- Remember to write for readers, not grammarians.
- Remember: Turn off your internal editor!

ABOUT INTERVIEWS
- Are you prepared?
- Are you making eye contact?
- Are you asking follow-up questions?
- Are you asking open ended questions?
- Are you taking notes?
GETTING IT RIGHT

- Remember to check facts.
- Did you spell names correctly?
- Assume that your facts are wrong until you check them with a reliable source.
- Don’t trust your spell checker.
- Consider numbers wrong until you verify them.