**Writing Log**

**Directions:**

1. Open the log at the start of each writing session note your date and starting time (logging by time helps you become more aware of how much time you are actually writing).
2. Review tasks from previous work sessions in far right column (for the first use of this chart, you will skip this step, but look at the three sample entries listed below to see how it works).
3. Use tasks listed in “What Do I Need to Do Next Time?” as guidance for what to work on in new writing session and start working. Note: You don’t want to list every single task you need to do for your dissertation. Just list what you know you need to do based on the previous session. You can track all of the tasks you need to do for your project using the Writing Project Tracking Chart, referenced in the Defend and Publish webinar: ADD THIS CONTENT
4. Cross out tasks that are now completed using the ~~strikethrough~~ feature in the far right column. The sample below illustrates how this works. On 8/4, the author listed “Add transitions to introductory paragraph for Chapter Three” at the end of the writing session that day. On 8/5, this task was completed so it was crossed off in the 8/4 box.
5. Crossing tasks off illustrates what is left to do from previous writing sessions. In the example below, all tasks not crossed off in the far right column still have to be done.
6. During the last 10 minutes of a writing session, list what tasks were worked on and completed in the “What Did I Work On?” column. Add what tasks need to be addressed in the next writing session. Cross off any completed tasks in the far right column. List the end time for your writing session.
7. Most important: Use the log every single time you write to “log in” and “log out” of your work time on your project (no matter how small – in the sample, the writer only wrote for 20 minutes). This is useful if you give yourself a writing goal for the week (for example, a goal of writing 25 hours per week). It is easy to see if you are not spending enough time on your goal. Also, seeing when you write is very useful for identifying your best work times. If all of your writing sessions are in the afternoon and you are writing a lot, this pattern suggests you will write more in the afternoon.

Here is an example of the chart in action (keep first three rows as an example or delete when you use it):

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time Written (3-3:20 pm, 10-11 am etc.)** | **What Did I Work on?** | **What Do I Need to Do Next Time? (Find a source, rewrite a section, ask adviser about something etc.)** |
| 8/4 | 10-10:20 am | 1. Reread my introductory paragraph to Chapter Three  2. Revised my introduction to make it connect better to the gaps in my literature review in Chapter Two | 1. ~~Add transitions to introductory paragraph for Chapter Three~~  2. Write methodology description  3. Find a source that confirms various senses of time. |
| 8/5 | 3:15-3:45 | 1. Added transitions to introductory paragraph for Chapter Three  2. Started writing methodology description  3. Took notes about some aspects of methodology that should be referenced in Chapter Four | 1. Need to add Arbaugh and Keele sources to methodology description  ~~2. Continue writing methodology – add section on population and limitations~~  3. ~~Define terms underlined in Chapter Three~~ |
| 8/6 | 1:00-4:30 pm | 1. Defined terms underlined in Chapter Three  2. Added section on population and limitations  3. Continued to add to methodology description | 1. Reread sections on population and limitations for clarity  2. Ask advisor if methodology section is complete during our meeting on 8/14 |
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