

GOOD WRITING HABITS

CHECKLIST

- ❑ **PROOFREAD:** don't be afraid to double-check & edit your work multiple times. take a break from writing & come back to your work a few days later (even after you've published and/or posted something). please don't skip the proofreading process. ever!
- ❑ **UTILIZE SPELL CHECK:** recognize the red squiggly line that shows up under a misspelled word, or the green line that pops up where there's a sentence structure error. they are typically the first indicators that there's something grammatically wrong with your writing. the red and green lines are our friends. let's not ignore our friends, they are here to help us #LookBetterInWriting.
- ❑ **SLOW DOWN:** consider writing (or typing) when you have time to process your thoughts more carefully. of course, there'll be times when you have to take notes & get things off your chest, but recognize you're likely to make more mistakes when you're in a rush. just because you type fast doesn't mean that your content is correct. *slow down!*
- ❑ **RECRUIT A SMART FRIEND:** we all have friends that pride themselves on correcting someone's grammar (secretly & openly). yeah, recruit them to help you with your writing. allow them to utilize their "smartness." BOOM! that's free service and extra pairs of eyes for your writing piece.
- ❑ **TAKE ADVANTAGE OF ONLINE RESOURCES:** check out the sites/apps grammarly.com & fiverr.com. they're inexpensive sources for getting your work edited professionally.
- ❑ you're welcome!