



# Workflow Diagnostic

*“A writing workflow describes a process for completing a literate activity and the tools used in that process” –Lockridge and Van Ittersum*

Please fill out to the best of your knowledge and then discuss your thoughts with a tutor

What time of day is your peak brain power for studying/writing?

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How often do you use this time for your most important work, without distraction?

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What is your amount of daily screen time on your phone? Is it the amount you want?

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What is the most important tool for your writing workflow?

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List the tools (devices, applications, activities) you use for the following writing tasks:

- Cleaning/preparing workspace \_\_\_\_\_
- Calendar/deadline tracking \_\_\_\_\_
- Eating/drinking \_\_\_\_\_
- Brainstorming \_\_\_\_\_
- Researching \_\_\_\_\_
- Organizing/saving files \_\_\_\_\_
- Focusing \_\_\_\_\_
- Close reading \_\_\_\_\_
- Note taking \_\_\_\_\_
- Outlining \_\_\_\_\_
- Drafting \_\_\_\_\_
- Editing \_\_\_\_\_
- Proofreading \_\_\_\_\_
- Resting/Recovering \_\_\_\_\_
- Maintaining mindset \_\_\_\_\_
- Other \_\_\_\_\_