

## **RX to Save Time and Increase Quality: Take a Rest**

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Whether you are preparing a project report, a proposal, or a presentation, it's easy to find a reason to wait until the last minute to get started. Whatever your reason, be aware that waiting will impact the quality of your work. One expert puts it this way:

*All writing requires more than one draft if it is to be any good. Only by reviewing and revising can we transform rough ideas into shimmering jewels of expression. All diamonds require polishing, and so do our thoughts.*

*Salvatore J. Iacone, Write to the Point*

Most expert communicators begin projects early rather than late. Many purposefully start with a sloppy draft and then let that draft sit and “rest.” The sloppy draft provides the opportunity to explore the message without pressure and to clarify the content from the communicator’s point of view.

While the draft is “resting,” the author’s mind works with the material, even while it focuses on other tasks. Upon returning to the draft, the author comes with a heightened perspective. The perspective can involve an easier flow for the material, an increased understanding of the receiver’s point of view, or a fresh analogy to convey a complex idea. Almost always, the perspective saves the author time and produces a better, more cohesive message.

Need a prescription to save time and increase the quality of your messages? Start out early with a sloppy draft; then take a good rest. You’ll come back with a whole new view.

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