

Writing: a sample log

<i>Day</i>		<i>Start</i>	<i>Minutes</i>	<i>Words</i>	<i>Topic</i>	<i>Other things done today</i>
13,02,18	Monday	7.40	18	205	introduction	reading; library searches
13,02,19	Tuesday	8.15	22	221	introduction	editing last week's text; emails

Writing log

<i>Day</i>		<i>Start</i>	<i>Minutes</i>	<i>Words</i>	<i>Topic</i>	<i>Other things done today</i>
13,02,23	Saturday					
13,02,24	Sunday					
13,02,25	Monday					
13,02,26	Tuesday					
13,02,27	Wednesday					
13,02,28	Thursday					
13,03,01	Friday					

When you send me your log, if you send an attachment, for my convenience name it like this:
firstname date-in-reverse-order, for example *Mary-100228-log.xls* or *Mary-100228-log.doc*

Here's a way to keep track of your writing, assuming you're using Microsoft Word.

- Set up a folder, e.g. *Article*.
- When beginning an article or chapter or section, start a new file in the folder with the day's date in reverse order, e.g. on 23 February 2013 the file name would be *Article-130223*.
- The next day, make a copy of the most recent file — yesterday's if you wrote yesterday. You can do this by doing a "Save as" within Word or by highlighting the file, copying it and pasting it.
- Name the copy for the date, in reverse order, e.g. *Article-130224*.
- In the new file, continue writing where you left off the day before. So you'll have the first day's writing in *Article-130223* and both days' writing in *Article-130224*.
- While the file is open, go under the file menu to "Properties". Under "statistics" you'll find the total editing time and the number of words. You can use these figures to determine your starting time, minutes spent writing and the word count for each day. For this to work, be sure to start writing just after you open the file and close the file when you finish writing!