



How to Write Fast Under Pressure

By Philip Vassallo



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Anyone who regularly deals with work-related writing deadlines knows the kind of paralysis that can take over when there's too much to accomplish and not enough time to compose a clear sentence. This book contains an easy, efficient, and confidence-building process for keeping up and being productive, even under tight time constraints and concentration-sapping obstacles. The book contains an immediately usable approach based on the mnemonic DASH, standing for the four critical components most needed for writers working under pressure:

- **Direction**--hit the ground running with a sense of urgency and purpose
- **Acceleration**--write on the fly with a 'beat-the-clock' mindset and an attitude that prizes volume over perfection
- **Strength**--hold fast in the midst of chaos by employing a sensible quality controlling system and creating an environment conducive to writing
- **Health**--assume a proactive stance by prioritizing work and preventing emergencies to minimize future pressures

Filled with helpful tools and time-saving techniques, this indispensable guide reveals how anyone can break through writer's block and write faster and better.

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Writing may be your least favorite workday task. In today's 24/7 business environment, writing effectively, consistently, and quickly with deadlines looming seems impossible. The clock keeps ticking, but the proposal you're writing is on hold while you wait for a colleague's data. Panic hits as you stare at an empty computer screen that should reflect the report your boss expects...yesterday. And how can you concentrate—let alone be creative—between constant interruptions and the noise from the building renovations going on one floor above you?

Paralysis can take hold when you have too much to get done and too little time to focus, let alone compose a clear sentence. *How to Write Fast Under Pressure* offers an easy, efficient, and confidence-building process that will help you be more productive and stay on top of assignments—even under tight deadlines, interruptions, and breaks in concentration.

The book's approach is based on the mnemonic DASH—the four critical components most needed for writers working under pressure.

Direction. With simple tips for organizing your thoughts, you'll hit the ground running with a sense of urgency and purpose.

Acceleration. Write on the fly with a “beat-the-clock” mindset and a productive attitude that prizes volume over perfection.

Strength. Hold fast even in the midst of chaos by employing a sensible quality control system and creating an environment conducive to writing.

Health. Assume a proactive stance by prioritizing work and preventing emergencies to minimize future pressures.

There's no way around it: Writing effectively, efficiently, and quickly for work is tough. But with the tools and strategies in *How to Write Fast Under Pressure*, you'll be confident of staying on track and meeting every deadline every time.

Philip Vassallo has 25 years of experience teaching writing in corporate, academic, and government environments. He is the author of *The Art of E-Mail Writing* and *The Art of On-the-Job Writing*, as well as numerous articles on writing, teaching, education, business, and the arts. In addition, he developed AMA's popular course “How to Write Fast When It's Due Yesterday” and writes the blog “Words on the Line.”

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