

# Worksheet to Write a 2000-Word Article in 2 Hours

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## Step #1: Flip Your Script

If you want to write faster, you've got to flip your script. Just keep these things in mind before you start:

- Don't make excuses.
- Write an article that will help others

## Step #2: Get Your Facts Ready

Once you've defined the problem, the next step is to gather facts.

- Do research and collect lots of resources on your subject.
- Collect updated resources and neglect older one.
- Give your points of view to the current, accurate facts.
- Gather your facts for your subheadings, bullet points, and outline builds your foundation for a solid article.

### How to Gather Facts

#### 1). Check online publications:

Online publications, such as magazines, newspapers, brochures, journals, and catalogs, are great sources for writers.

#### For example

**Step 1:** Go to [Issuu.com](https://www.issuu.com): On the homepage, type your main keyword (e.g., "digital marketing") into the search box and hit enter.

**Step 2:** Click the cover of your chosen magazine.

**Step 3:** Flip through the pages and extract the facts or ideas that will help you write a high-quality article.

Use a piece of paper or below box to keep note of all data

## 2. Leverage research data:

There are several research institutes, centers and agencies who have done extensive research on your customers. Most of them post their findings on their blogs or package them into a special report or ebook you can download.

Additional notes: Go to Google and use **Google Operators** such as “Content marketing research” then hit on the Google.

Find the main research work from the primary source.

When writing your article, link to the primary source.

## 3. Industry blogs:

You should have a list of industry-related blogs belonging to influential personalities and thought leaders. Each of these blogs can help you in your quest for facts and ideas for your article.

Additional Notes: To find out industry related blogs/bloggers you can follow following ways.

- You can directly search on Google by using **Google operators**.
- You can use **followerwonk** to find out industry influencers and their blog details.
- You can use **topsy** for the same purpose.
- You can find them from the top 10 search in Google for your industry.
- You can use **Google alert** to get notification about the best blogs in everyday in your industry.

## 4 Keep a topic list:

When ideas come to you through your topic list, don't immediately dismiss or edit them. Write them down in an ongoing topic list. Wherever you go, have something – a notebook, smartphone, app – with you at all times.

Before you start a project, you should know how to finish it or what the final iteration will look like. You should also think about what you want readers to walk away with.

## Step #3: Bring Your Facts to Life

### A). Expand your outlines:

Expand your article outline by clearly explaining each of the subheadings. If you want users to benefit from the article, you have to expand each outline point and show how it works with screenshot.

### B) Don't write and edit at the same time:

For almost every writer, the first draft is never great. It's the process of revision that makes it great.

### C) Write shorter sentences:

If you want to speed up your writing speed and craft an interesting, easy to read and useful article, then write shorter sentences.

### D) Use a timer:

Using the [Pomodoro Technique™](#), set the timer to 25 minutes.

These are the 5 steps in the Pomodoro Technique™:

- Decide in advance what you want to write about.
- Set the timer to 25 minutes.
- Work on the task with full concentration until the timer rings.
- Take a short break (3–5 minutes).
- After four 25-minute sessions, take a longer break (15–30 minutes).

### E) Embrace the bullets:

Bullet points should be used to highlight specific, important information. They help the reader understand key points and issues quickly.

### F) Trace data to its primary source and use it to back up your points:

Be mindful when using data from other blogs and research institutes. Always link to the primary source.

**Note:** If the primary source of the data that you want to use is unknown, or you're unable to find or access those results, you could simply quote it and link to the secondary source that compiled it.

### G) Attribute graphics and images correctly:

Use images and relevant charts in your article to build trust and authority. Always link to the web page where the image was originally published.

### H) Proofread and edit after writing:

When you're done writing, the next step is to revise and edit your article. While editing, don't lose sight of what matters most: your users. The goal is to make your content readable and useful for the target audience.

See also:

- [Get Your Eagle Eye On: 10 Tips For Editing Your Own Work](#)
- [How to Edit, Proofread and Revise Your Own Work](#)

## Step #4: Create an Editorial Calendar

You should develop a calendar for a week, a month, or more. Keeping a dedicated and up-to-date editorial calendar can improve your productivity and help you stay on track in meeting your business goals.

You can use wordpress plugins like [CoSchedule](#) to develop a content calendar.

## Step #5: When in Doubt, Curate

- Find content to curate from industry blogs, mainstream blogs, and social media networks.
- Start with Google and search for the topic or main key phrase that you want to curate.

**Note:** Remember to always link to the web page. Don't copy someone's work and call it yours.