

COURSE DESCRIPTION FOR

**The Writing Process:
How to be Efficient & Productive**

Too much writing instruction focuses exclusively on the end product while virtually ignoring the creative and organizational process by which that product comes into being. Many hours of an attorney's time are wasted (translating into wasted billable hours) on settling down to begin a writing project. Some writers have their groove that they get into when they dive into the writing process. But for most writers, the prospect of sitting down to begin a brief or a motion is filled with anxiety. The majority of attorneys fall into two major categories: (1) those who feel anxious about beginning a writing project and save much of the work until the last minute, making it difficult to get enough editing time into the project, and (2) those who go to a brief bank, pull out a prepared form and just fill in the blanks, producing impersonal and bland writing that is, frequently, not persuasive.

Mr. Garner aims to help both types of writers. By teaching an effective and efficient process method to beginning the writing process for a large or small project, Mr. Garner settles down the anxious writer into a routine that will help get all of his or her thoughts down onto a page and also help craft a document worthy of filing. This writing routine will also draw the form-filler attorney out of his or her shell to start crafting documents personal to the case and learn the process of developing documents to be proud of.