

Time you currently spend in each stage of the writing process		
The steps	Percentage of your allocated writing time you currently spend on each step to produce a document.	How much do you prioritise each step? e.g. low, medium, high, not at all.
1. Think		
2. Read		
3. Plan		
4. Write		
5. Revise		

Source: Write Persuasively Toolkit, klgcommunications.com.au