



GETTING AHEAD AS A LONE WRITER

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GETTING AHEAD AS A LONE WRITER

1. Intro
2. Best Practices, Ideas & Examples
3. Questions & Answers



WHO AM I AND WHAT DO I KNOW?

```
IDENTIFICATION DIVISION.  
PROGRAM-ID. HELLO-WORLD.  
PROCEDURE DIVISION.  
    DISPLAY 'Hello, world'.  
    STOP RUN.
```



SimCorp



WHO ARE YOU?

- Employed as lone writer?
- Employed in a larger documentation team?
- Freelancer or self-employed?
- Haven't raised your hand yet?



GETTING AHEAD AS A LONE RIDER WRITER?



Carl Rakeman: "Pony Express" <http://www.fhwa.dot.gov/>



GETTING AHEAD AS A LONE WRITER

Benign neglect



Learn to run the job (more) like a business

Best practices & ideas



Raised profile



1. BUY YOURSELF TIME

- Eliminate internal inefficiencies: TBA, email slots.
- Fight external inefficiencies: Budget your tasks.



- ▶ Take charge of your time and your schedule.



2. MAKE MORE OF YOUR TIME

- Plunder time management methods, such as GTD.
- Use time-saving, free portable apps:



- Check *portableapps.com*
- Lifehacker's *Texter* to auto-complete
- *PureText* to paste text-only anywhere
- *ClipX* for a clipboard history
- *Baregrep* to find (text in) files
- *PDFTK Builder* to edit PDFs



3. OPTIMIZE YOUR SKILLS

- Collaborate with colleagues and trade skills.
- Assess and emphasize your skills and strengths:



- *StrengthsFinder 2.0*
- *Meyers-Briggs Type Ind.*

▶ Collaborate and contribute what you do best.



4. TREAT DOCUMENTATION AS A BUSINESS

- Estimate your documentation efforts.
- Embrace cost metrics.

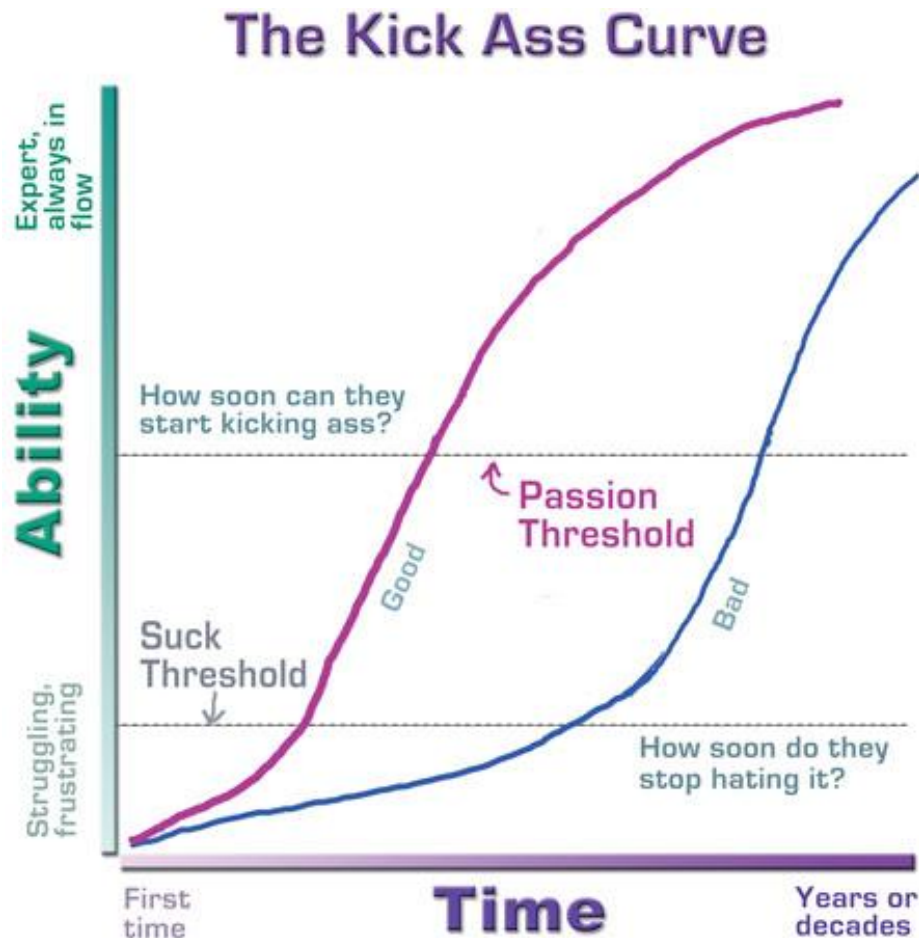


- ▶ “You can’t control what you can’t measure.”
- Tom DeMarco



5. MAKE DOCUMENTATION AN ASSET

- Serve the customer, not the product or company.



Kathy Sierra

[Creating passionate users](#)



6. COLLABORATE

- Provide a clear interface.
- Stand up for documentation and yourself.
- ... and don't whine about language, grammar, etc.



▶ Learn from your topics: Collaborate!



SUMMARY

1. Buy Yourself Time
2. Make More of Your Time
3. Optimize Your Skills
4. Treat Documentation as a Business
5. Make Documentation an Asset
6. Collaborate



THANK YOU

Keep in touch!

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