

“Hot Pen Technique”

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The Hot pen technique is a method of getting unstuck when you are having trouble just getting started in the task of trying to get your thoughts recorded in writing, especially if the subject is a rather involved one.

We have all faced the problem at one time or another. Most of us got stuck attempting to dream up the title of our first essay or term paper back in high school. And after we thought we had the title we wanted, we got stuck again trying to move forward from that point.

Solution: Use the Hot Pen Technique.

How is it used? Very simply and very quickly...with amazing results! Just get out your pen and paper. Now start writing down every thought that enters your mind about the subject. Write as fast as you can. Don't concern yourself with spacing, spelling, punctuation, grammar or sentence structure. Just keep on writing until you can think of nothing else to jot down on this subject. By now you may have several pages of 'hot pen notes' especially if you have done a lot of research on the subject or already knew a great deal about same based upon your personal experience. Now, review what you wrote. Start organizing your notes. Group them logically as you rewrite them on new pages.

Do you see what is happening? You have 'unstuck yourself' and you are busy arranging the subject matter into sections, pages, paragraphs, etc. Things requiring added research become so obvious that they literally jump off the page at you. You are now moving through the task at lightning speed. New thoughts pop into your head as you fly through the assignment. Edits are made all over the place. The final product begins to take shape. And you know what to do from here on out to get this wrapped-up without further delay.

Hint: The technique may help you begin to solve many other types of problems.