Create Content Checklist

Yes/No	Does my content collection process:	Notes
	Carefully define the topic boundaries?	
	Offer a strong, clear project with well-developed thesis and meaningful supporting points?	
	Include sufficient material to meet document length requirements?	
	Use the concepts of the communication model to convey the message?	
	Clearly address the target audience?	
	Present analytical left brain thinking with creative right brain thinking?	
	Include a variety of external and internal sources synthesized in a unique interpretation of the topic?	
	Include any visual elements that might be helpful for enhancing comprehension?	
	Include a practical system for saving all content and references?	
	Include a content collection schedule, with deadlines for completing the document in a timely manner?	

Content Worksheet

Use this space to spell out your plan for note-taking for all content, whether as hard copy, electronic files, a digital notebook or note-taking app, or a combination of methods.

Creative Thinking Worksheet

Use this worksheet to log key creative thinking concepts.

1. What original discussion do I add to the topic?

2. What unorthodox thinking do I include in my content?

3. How have I explored the topic in new and novel ways?

4. Do I discuss appropriate 'what if' scenarios?

Add creative thinking content notes below:

Critical Thinking Worksheet

Use this worksheet to detail the critical thinking of your content.

1. Do I present a well-articulated thesis as opposed to simply offering a statement of fact?

2. Do I use logical supporting evidence and claims to defend my thesis?

3. Do I support my arguments with strong reasoning, statistics, and facts?

4. Is my thesis neither too generalized nor too specific?

5. Am I framing my issue in the best possible manner?

6. Are there flaws in my arguments?

7. Do I offer opposing arguments that strengthen my thesis?

8. Do I anticipate—and answer—potential objections to my claims?

9. Do I offer clear interpretations of the nuances of my topic?

10. Do I address the deeper meanings and greater implications of my topic?

11. Does my content include different angles of the issue as well as fresh insights?

12. Does my content offer meaningful solutions to the issue raised?

Add critical thinking content notes below:

Thesis and Main Points Worksheet

Use this worksheet to organize your central arguments in preparation for creating the document outline.

1. **My topic** (What is my topic or subject? State in one or several sentences.)

2. **My audience** (Who comprises my audience, both directly and indirectly?)

3. **Working title** (I can change it later if I so choose.)

4. **My thesis** (State in one or two sentences.)

My main point #1
Content options for validating main point #1:

1.

2.

3.

4.

5.

6.

7.

My main point #2
Content options for validating main point #2:

1.

2.

3.

4.

5.

6.

7.

My main point #3

Content options for validating main point #3:

1.

2.

3.

4.

5.

6.

7.

Note: Add additional main points and content options as appropriate for document length.

Organize Content Checklist

Yes/No	Does my document structure:	Notes
	Offer the best structural organization through which to showcase content and achieve my overall purpose?	
	Clearly display my thesis and all main supporting points?	
	Offer a logical order?	
	Include all important points?	
	Provide the correct amount of detail?	
	Uncover any areas of weak content?	
	Confirm the intended message?	
	Support a verbal presentation drawn from the outline?	
	Reveal any structural elements that need to be modified?	

Classic Five-Paragraph Document Structure

(For 1–2 Page Documents)

Document Template

Topic:

Working Title:

Thesis:

Main Point #1:

Main Point #2:

Main Point #3:

Introduction Points:

Conclusion Points:

Short Document Structure

(For 2–3 Page Documents)

Document Template

Topic:

Working Title:

Thesis:

Main Point #1 with Subpoints for Two or More Paragraphs:

Main Point #2 with Subpoints for Two or More Paragraphs:

Main Point #3 with Subpoints for Two or More Paragraphs:

Introduction Points:

Conclusion Points:

Optional Back Matter:

Medium-Length Document Structure

(For 6–10 Page Documents)

Document Template

Topic:

Working Title:

Thesis:

Main Point #1 and Content:

Main Point #2 and Content:

Main Point #3 and Content:

Main Point #4 and Content:

Other Main Points and Content:

Introduction Content:

Conclusion Content:

Back Matter Content:

Long Document Structure

(For Documents 10 Pages or Longer)

Document Template

Topic:

Working Title:

Thesis:

Main Points of Each Section:

Introduction Content:

Body Main Points Content:

Conclusion Content:

Back Matter Content:

Case Study Document Structure

(Detail and Length Determined by Topic)

Document Template

I. Title Page
II. Introductory Material
    - Executive Summary
    - Statement of Purpose
    - Study Methodology
III. Analysis
    - Internal Analysis
        - Background information about organization
        - Mission/Vision statement
        - Organizational objectives
        - Organization structure
        - Culture
        - Financial
        - Marketing
            - Product
            - Price
            - Place
            - Promotion (including social media)
        - Operations
        - Other functional areas
        - Other important internal factors
    - External Analysis
        - Customers and markets
        - General industry outlook
        - Competitors
        - Legal and regulatory issues
        - Macro trends
        - Other important external factors
    - Technology Analysis
    - SWOT Analysis
    - Other Analyses
IV. Thesis/Problem Statement/Root Problem/Opportunity Identified, Defined, and Explained
V. Solution(s)
    - Strategic Evaluation of Solutions
VI. Recommendation
    - Best Solution and Why
    - Contingency Plan as Backup
VII. Summary
VIII. Back Matter
    - Appendices
    - References
    - Other Supporting Data

Draft Content Checklist

Yes/No	Does my document draft:	Notes
	Contribute to the document's overall message through every paragraph?	
	Clearly present the thesis and supporting main points?	
	Offer good transitions from one paragraph and section to the next?	
	Include all the necessary content in the proper structure?	
	Present ideas in a meaningful order?	
	Include a decisive introduction and conclusion?	
	Include any placeholders that need to be completed?	
	Use appropriate tone of voice, word choice, and flow?	
	As scheduled for completion, provide time for my ideas to gel?	
	Look correctly formatted from a visual standpoint?	
	Include a strong working title?	

Estimate Number of Paragraphs Needed

My document needs to be
10 pages long

I need
about 30
paragraphs
total

Each page
contains about
3 paragraphs

I need
about 26 body paragraphs
to complete my document

Introduction
will be
about 2
paragraphs

Conclusion
will be
about 2
paragraphs

I will have
4 Main Points

Each Main Point Section
will contain about
4 to 7 paragraphs
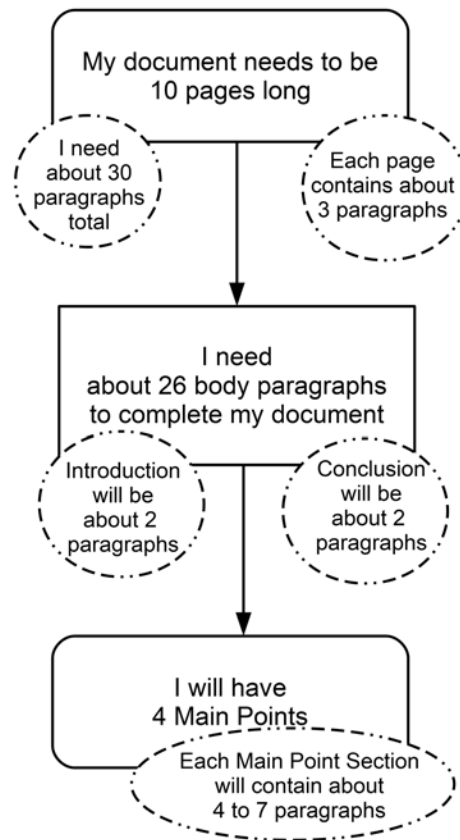
Document Planning Calculations:

Overall page length requirement:

Number of paragraphs planned for introduction:

Number of paragraphs planned for conclusion:

Number of main points planned:

Number of paragraphs planned for each main point or section:

Total number of paragraphs needed:

Other notes:

Drafting a Paragraph
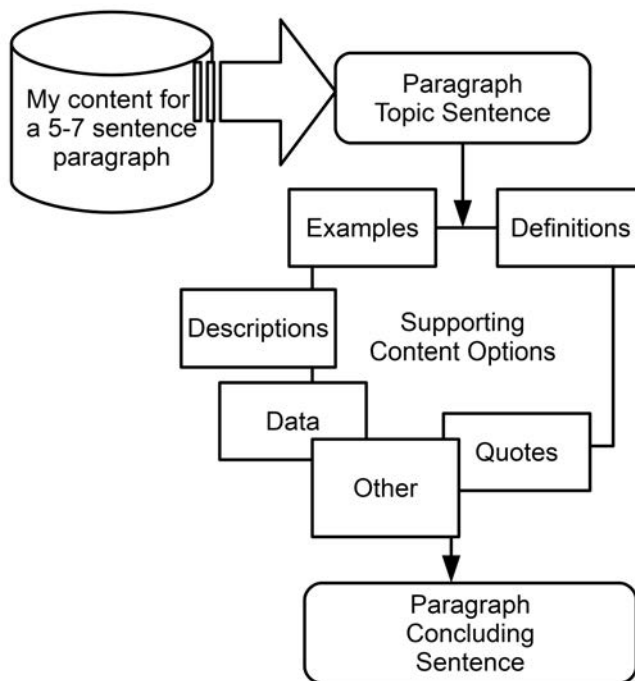
Document Planning:

Paragraph topic sentence content:

Supporting content material for paragraph:

Paragraph concluding sentence content:

Other notes:

Paragraph Development: Start with Main Point

```
┌──────────┐        ╭─────────────────────╮
│ My Raw   │═══════▷│ Paragraph Opening:  │
│ Content  │        │ Topic Sentence      │
└──────────┘        ╰─────────────────────╯
                              │
                    ┌─────────────────────┐
                    │ Connecting          │
                    │ Sentence 1          │
                    └─────────────────────┘
                              │
                    ┌─────────────────────┐
                    │ Connecting          │
                    │ Sentence 2          │
                    └─────────────────────┘
                              │
                    ┌─────────────────────┐
                    │ Connecting          │
                    │ Sentence 3          │
                    └─────────────────────┘
                              │
                    ┌─────────────────────┐
                    │ Connecting          │
                    │ Sentence 4          │
                    └─────────────────────┘
                              │
                    ┌─────────────────────┐
                    │ Connecting          │
                    │ Sentence 5          │
                    └─────────────────────┘
                              │
                    ╭─────────────────────╮
                    │ Paragraph Concluding│
                    │ Sentence & Transition│
                    ╰─────────────────────╯
```
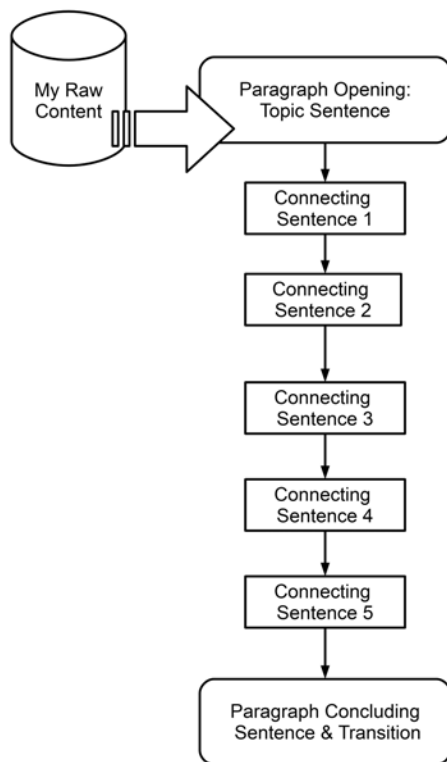
Document Planning:

Main point sentence:

Supporting sentences content:

Concluding sentence with transition to next paragraph:

Other notes:

Paragraph Development:
Place Main Point in Middle of Paragraph

```
┌──────────┐
│ My Raw   │ ══▷  ┌─────────────────────┐
│ Content! │      │ Supporting Sentence 1│
└──────────┘      │   of Paragraph      │
                  └─────────────────────┘
                            │
                            ▼
                  ┌─────────────────────┐
                  │ Supporting Sentence 2│
                  └─────────────────────┘
                            │
                            ▼
                  ┌─────────────────────┐
                  │ Paragraph Sentence 3:│
                  │   Topic Sentence    │
                  │   of Paragraph      │
                  └─────────────────────┘
                            │
                            ▼
                  ┌─────────────────────┐
                  │ Supporting Sentence 4│
                  └─────────────────────┘
                            │
                            ▼
                  ┌─────────────────────┐
                  │ Supporting Sentence 5│
                  └─────────────────────┘
                            │
                            ▼
                  ┌─────────────────────┐
                  │ Paragraph Concluding │
                  │     Sentence        │
                  └─────────────────────┘
```

Document Planning:

Paragraph opening sentence:
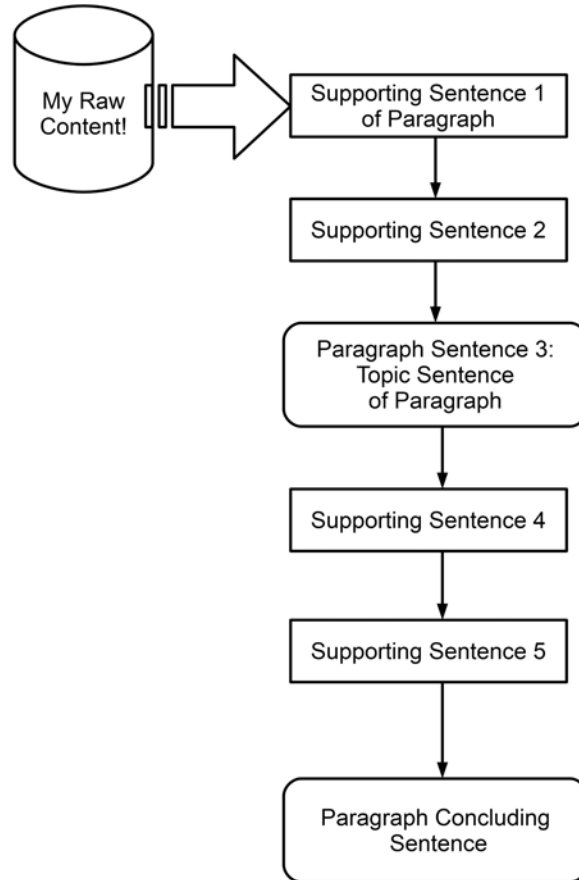

Supporting sentence content:

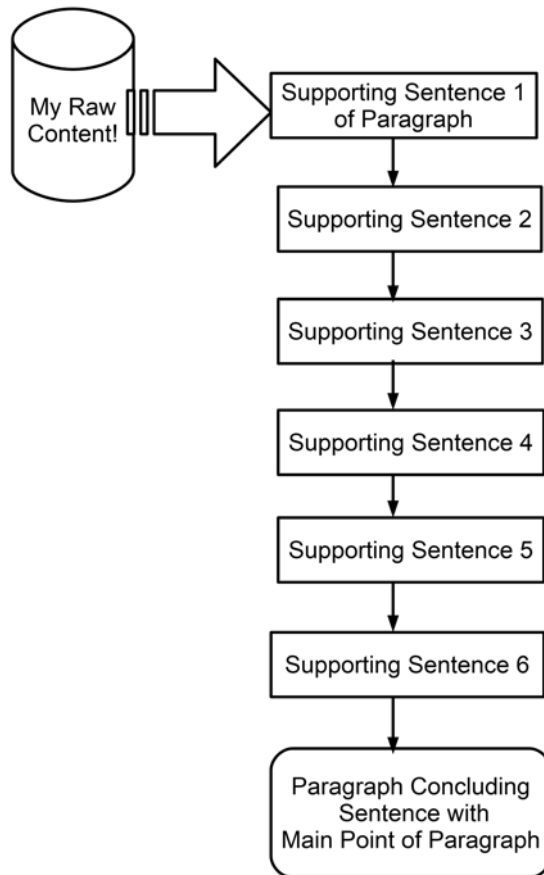
Main point sentence:

More supporting sentences content:

Concluding sentence with transition to next paragraph:

Other notes:

Paragraph Development:
Place Main Point at End of Paragraph

```
┌──────────┐        ┌────────────────────────┐
│ My Raw   │   ⇨    │ Supporting Sentence 1  │
│ Content! │        │   of Paragraph         │
└──────────┘        └────────────────────────┘
                                │
                                ▼
                    ┌────────────────────────┐
                    │ Supporting Sentence 2  │
                    └────────────────────────┘
                                │
                                ▼
                    ┌────────────────────────┐
                    │ Supporting Sentence 3  │
                    └────────────────────────┘
                                │
                                ▼
                    ┌────────────────────────┐
                    │ Supporting Sentence 4  │
                    └────────────────────────┘
                                │
                                ▼
                    ┌────────────────────────┐
                    │ Supporting Sentence 5  │
                    └────────────────────────┘
                                │
                                ▼
                    ┌────────────────────────┐
                    │ Supporting Sentence 6  │
                    └────────────────────────┘
                                │
                                ▼
                    ┌────────────────────────┐
                    │ Paragraph Concluding   │
                    │ Sentence with          │
                    │ Main Point of Paragraph│
                    └────────────────────────┘
```

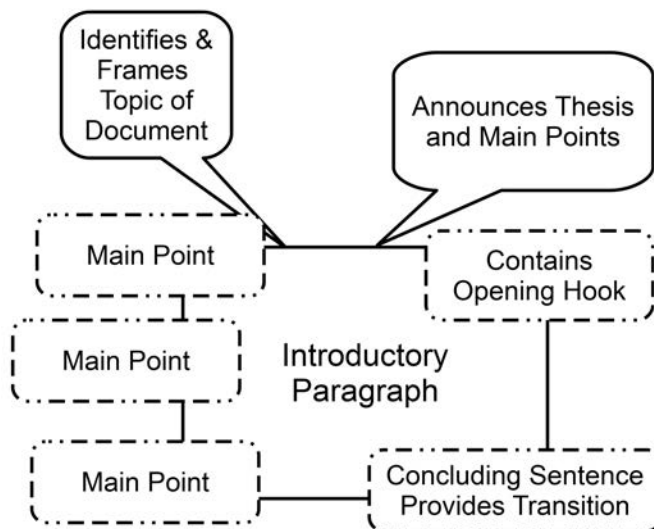**Document Planning:**

Paragraph opening sentence:

Supporting sentences content:

Concluding sentence with main point and transition to next paragraph:

Other notes:

Paragraph Development: Introduction

Document Planning:

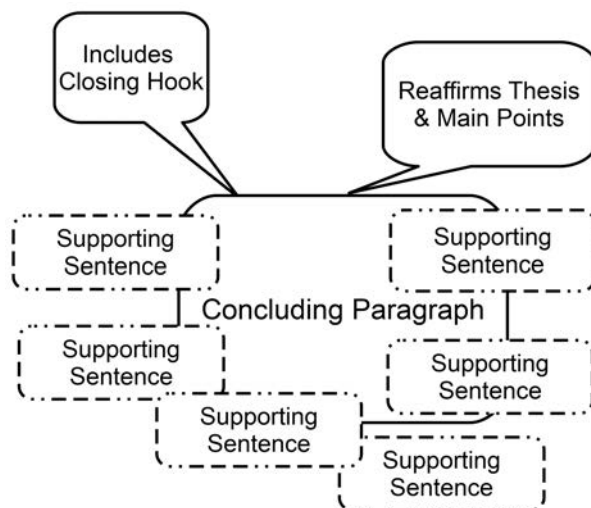Number of paragraphs in introduction:

Topic:

Thesis:

Thesis and main points:

Supporting content:

Opening hook:

Other notes:

Paragraph Development: Conclusion

Document Planning:

Number of paragraphs in conclusion:

Thesis and main points reconfirmed:

Supporting content:

Closing hook:

Call to action, if any:

Other notes:

Edit Content Checklist

Edit Content Checklist

Yes/No	Did I:	Notes
	Present a clear thesis and main points?	
	Write a substantial introduction and conclusion?	
	Write well-constructed paragraphs?	
	Vary paragraph lengths?	
	Include appropriate transitions?	
	Write a strong title?	
	Present a picture that answers the assignment or purpose of the project within the correct length requirements?	
	Communicate my message with words that will resonate with readers?	
	Bring data to life through meaningful examples and explanations?	
	Transmit any intended body language through written words?	
	Pay close attention to grammar, punctuation, spelling, and word usage?	
	Use a variety of grammar checking tools?	
	Format the document, citations, and references correctly?	
	Analyze and categorize the most common and repeated types of errors for future reference?	
	Use my mastermind support group to help uncover blind spots in my work?	