PROOFREADING

Attention is limited.
Attention-switching is costly.
Memory is unreliable.

Source: The Organized Mind, by Daniel Levin.

Document your process:

1. Identify client/subject preferences.
2. Take breaks.
3. Use a checklist.
4. Know when to stop.

Stay healthy

Dictation.
Find-and-replace.
Wrist rest.

Printed copies.
Change fonts.
Look far away.

Good posture.
Ergonomics.
Adequate sleep.

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