

# PROOFREADING



Attention is limited.

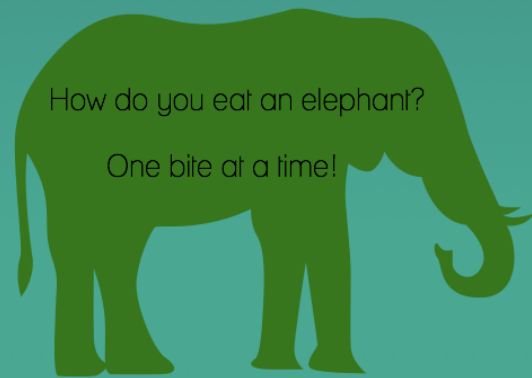
Attention-switching is costly.

Memory is unreliable.

Source: The Organized Mind,  
by Daniel Levitin

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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