

# 5 Tips to Organize Your Writing

1. Insist that every document get to the point within 50 words. Do not let someone read a document that doesn't get to the point right away.
2. Insist on using headings in reports, recommendations, and other messages to make information skimmable. Headings will force you to categorize information.
3. Allow just one main idea per paragraph. In disorganized messages, a mishmash of ideas packs each paragraph.
4. Allow just one idea per sentence. With just one idea in it, almost any sentence can get organized.
5. Limit the words per sentence--no more than 15 to 20 words on average. It's hard for short sentences to get out of hand.

Adapted from Source: [https://www.businesswritingblog.com/business\\_writing/2008/06/help-them-organ.html](https://www.businesswritingblog.com/business_writing/2008/06/help-them-organ.html)