Organizing After the Reporting:

1. Read over your notes. Mark what truly relates to the focus. If something goes down a different rabbit hole, lightly cross it out. You may want to come back to it for another story but it does not fit the focus of this one.

2. Look back at the list of questions. Are they answered? You may be finished sooner than you think.

3. Now that you’ve looked over your notes, does the original focus statement still hold true?

4. If not, recast the focus statement. If it does fit, start outlining the material. What does the reader need to know first to understand what comes next? Think of that average reader.

5. Follow your outline as you write. You might have to omit some parts you love if they don't contribute to the focus.