

## WRITER CONTRACT Number 1

This agreement starts January 30, 2023 (the “effective date”) and will end on May 12, 2023. The agreement is between { Firstname Lastname } (Contractor) and { Firstname Lastname } (Mentor). The Contractor must do A-B each weekday while meeting conditions D-G and complete C by Friday. The Contractor may do ‘windfall’ writing for A or B outside of their writing blocks on the same or other projects, but credit for this extra effort does not carryover to the next day. The blocks of time in A-B need not be adjacent.

A. Work on manuscript A1 for 90 minutes per day, M-F.

B. Work on one grant proposal for 90 minutes per day, M-F.

C. Generate 1000 new words for one book by Friday of each week. The contractor will work on the book on the weekends and evenings during the week.

D. Qualifying text includes:

- Manuscripts, grant applications, books.
- Editorial reviews of manuscripts and grant proposals.
- Mind maps for planning manuscripts or grant applications.
- Entries in writing logs.
- Drafts of e-mails that are directly related to the project.
- Writing scripts for making figures and analyzing data.
- Entries to databases used in the research described in the paper.
- Entries in an annotated bibliography and a zettelkasten.
- Any other activity that advances the writing project.

E. Confirm achievement of A and B by sending an email with “Done” on the subject line to the Mentor by 11:59 PM. “Done” on Friday’s means that the book writing goal has been achieved in addition to A and B that day. Send “Undone” if A and B were not achieved. The contractor may request several breaks as negotiated with the Mentor.

F. The contractor may not do the following during the writing blocks and will restart if interrupted

- Check e-mail or surf the web.
- Listen to interview or news show videos on YouTube (music is okay if it is not distracting).
- Answer the phone, keep their office door open, or receive visitors.

G. During the writing blocks, the contractor may:

- Use the Pomodoro Technique.
- Take bio breaks.
- Do planning related to the writing project.
- Read related literature.
- Make figures and analyze data.
- Write cover letters and submit manuscripts.
- Track writing progress.

Contractor acknowledges to the Mentor that the Contractor agrees to abide by this Agreement.

Contractor’s signature:

Date:

Mentor’s signature:

Date: