

QUESTIONS TO ASK BEFORE YOU WRITE

Here are the types of proactive questions I recommend every lawyer ask before starting any writing project:

- 1: How long should it be?
- 2: What format should I use?
- 3: By when do you want it completed?
- 4: Do you have a certain style I should use, or any pet peeves I should avoid?
- 5: Is there a model I should use?
- 6: How much time should I spend on it?
- 7: In what form would you like me to transmit it once done?
- 8: What is the intended use for it?
- 9: Who will be reading it?
