

Micro-write with micro-time: A strategy for effective manuscript writing for time-poor officials

For many administrators and faculty members, writing a research paper can be a daunting task. These individuals may struggle to find the time and resources to complete the task and may feel overwhelmed by the amount of research and analysis that is required.^[1] Additionally, administrators may find it difficult to stay organised and focused when writing a research paper, as there is often a large amount of information that needs to be synthesised and analysed. Administrators and academicians may find it difficult to stay motivated when writing a research paper, as it can be a long and arduous process.^[2] Finally, administrators may find it challenging to effectively communicate their findings and arguments in a clear and concise manner.

Due to the introduction of various national and international ranking, rating and accrediting agencies, it is becoming very difficult for faculty members to find time for research paper writing.^[3] In this scenario, junior faculty members are affected more, as they need to work at the grassroots level for the collection and compilation of various data and documents. In addition, the routine teaching and practical sessions further eat up the remaining time.

It is important for administrators and faculty members to publish research papers in reputed databases to demonstrate their knowledge and expertise in their field. Research papers allow them to share their findings and insights with a wider audience and can help to build a professional reputation. Research papers can also be used to provide evidence for policy decisions and to encourage discussion and debate on important topics. Furthermore, research papers can be used to identify areas for improvement, evaluate current policies and practices and develop new strategies for addressing problems. Finally, publishing research papers can help administrators and faculty members stay up to date with the latest developments in their field.

MICRO-WRITE WITH MICRO-TIME

Finding uninterrupted, continuous writing time has become both a rarity and a reality for faculty members and administrators. This raises the pressing question of how one can address this situation. The time available for the faculty members and administrators is fragmented, such

as the time between two classes, during practicals, before any meetings and in waiting areas. If one can carefully and thoughtfully do the time audit, a lot of such fragmented time of small duration (5 minutes) could be available to all of them. We term this 'micro-time' and propose it as a valuable asset for writing research papers.

It is true that concentration and uninterrupted time are needed for writing an effective research paper. However, if you break down the manuscript into different sections and then subsections (introduction, methodology, results, etc.), the time required for writing subsections becomes less. If these subsections are further divided into smaller sections (e.g., breakdown of introduction) to an extent of one paragraph (e.g., one small aspect of introduction), the time period required for completion of this smaller section further decreases and can be completed in the aforementioned deliberated micro-time. In this micro-time, micro-writing can be carried out, which can also involve writing just two or three lines at a time.

We are aware that difficulties might arise in adopting a micro-write with a micro-time strategy, as shifting focus from one task to another is not possible for everyone. However, with consistent practice, the mind adapts over time and rapid shifting of focus with utmost concentration becomes possible.

Using micro-writing with micro-time has many advantages. It can help save time, as one can quickly capture important information and ideas without taking too much time. It also helps you stay organised and focused, as you can easily navigate your notes and refer back to them later. Finally, micro-writing makes it easier to review and revise your paper, as it allows you to quickly identify any gaps in your research or areas that need to be expanded upon.

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Conflicts of interest

There are no conflicts of interest.

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