



# STERLING & STONE TABLET EXTRA

## 60 Second Summary

### *15 Minute Dictation* by Sean M. Platt and Neeve Silver

#### Why Dictate?

- **Speed:** In a 15-minute sprint, you can double or triple your wordcounts.
- **Versatility:** You can get a few thousands words AND a walk into your routine.
- **Accessibility:** Dictation can be done almost anywhere.
- **Creativity:** You access different parts of your brain while writing.
- **Insurance against future injury or immobility:** “Look Mom, no hands!”

#### Rewiring Your Brain

The biggest fear most authors have about dictation is that they cannot talk as well as they can write. However, the act of telling a good story comes from your brain, not your fingers. Dictation is about creating new neural pathways through slow, consistent practice to connect your storytelling mind with talking.

#### Tools

When choosing your tool consider mobility (can you take dictation on the go?), quality (what tools deliver the best accuracy for you?), and risk (is there a way to save your work before it’s transcribed?)

A few tools other authors frequently recommend:

- *Just Press Record:* An iOS app that allows recording and transcribing in one easy function.
- *Dragon Dictate:* The most recommended transcription application. Just feed in any recording.
- *Otter.ai:* An online tool to transcribe recordings. This one does auto-punctuation and allows you to relisten to parts of the recording while editing, but tends to be less accurate.

#### The 15 Minute Method

- *Sprints:* Practice dictation in 15 minute intervals (and at first hold yourself to just one per day). This will help you to see improvement overtime and start to build your new wiring.
- *Streaks:* Mark down each day that you do one 15 minute interval, and make sure to never skip a day. This allows you to focus your goal on the action of doing the dictation.
- *Practice pacing:* Dictation is much slower than normal talking. Try reading aloud for the first week of dictation to get the pace right.
- *Transcription:* Make sure you back up your recording before running it through any transcription tool. It will help to refer back while editing or in case of a tech issue.
- *Editing:* Set aside time to edit same day while it’s still fresh in your mind. This edit will be part tidy and part first pass, leaving you further ahead than one pass of typing would.
- **Shortcut to Rewiring:** Make the rewiring process easier by talking out your words and punctuation in your normal typing routine. You can eventually unhook the keyboard and continue to talk. Still do your pure dictation practice as well so you can hit a faster word production pace than your typing will allow.

Download your Practice Exercises to take you through your first two weeks of dictation.

Click [here](#) for the full book *15 Minute Dictation*