

## Step 2: Start with a simple project

When you begin working on plain language revisions, you will want to take on every single convoluted, bureaucratic, outrageously unfair document you can uncover. A veteran plain language writer knows better. You can't change the world overnight!

- First, smaller projects take less time. If your small, six-month project is a success, your organization will know about the benefits of plain language sooner than if you'd launched a three-year project to rewrite 1,000 form letters.
- Second, a small project will give you a feel for the challenges ahead and give you the experience you'll need for a larger project.

So, instead of mapping a plan to revise every single document and web page in your organization, **create a simple, targeted project aimed at solving a specific problem.**

- It could be a single form letter your hotline manager says increases calls by 90 percent each time it is mailed.
- It could be a home page with unclear link labels that consistently guide customers to the wrong part of your site.

**Keep it simple and be clear about what the project's business goal is.** If the improvement works, it will be obvious, the idea will catch on and people will want you to continue your work. Don't try to change the world overnight.

## Project Tracking Sheets

Develop a consistent system for recording your progress.

Here are some sample tracking systems:

- [Plain Talk project tracking sheet \(DSHS\)](#)
- [Plain Talk rewrite project sheet \(L&I\)](#)