Start a conversation with yourself.

Ask yourself about how it sounds and looks.

When I read it “aloud” in my head does it sound the way I want?
How does it look?

Ask yourself some questions to organise yourself.

What have I done?
What should I do next?

Ask about what you want to say.

What have I said so far?
Is this what I’m trying to say?
Do I like that?
What’s good that I can build on?
What’s not good that I can fix?
How else could I have done this?

Ask yourself about your reader.

When they read it ...
What will my readers know?
What will they ask?
What will they feel?
Is that what I wanted?