PLAN

 P_{ay} attention to the prompt

L ist the main idea

Add supporting detail

 $N_{umber\ your\ ideas}$

Revise

 \mathbf{A}_{dd}

 $\mathbf{R}_{\text{emove}}$

 M_{ove}

 $S_{\text{ubstitute}}$

Proofread and Edit

 $\mathbf{C}_{\text{onventions}}$

Organization

 $\mathbf{P}_{\text{unctuation}}$

 S_{pelling}