

Making Time for Writing

Maximizing your output by maximizing
your input!



Agenda

01

Establish a Writing Habit

02

Create an Environment for Writing

03

Create a Writing Schedule

04

Address Excuses and Distractions



The cost of not making time...

I am not wrong: Wrong is not my name
My name is my own my own my own
and I can't tell you who the hell set things up like this
but I can tell you that from now on my resistance
my simple and daily and nightly self-determination
may very well cost you your life

JUNE JORDAN



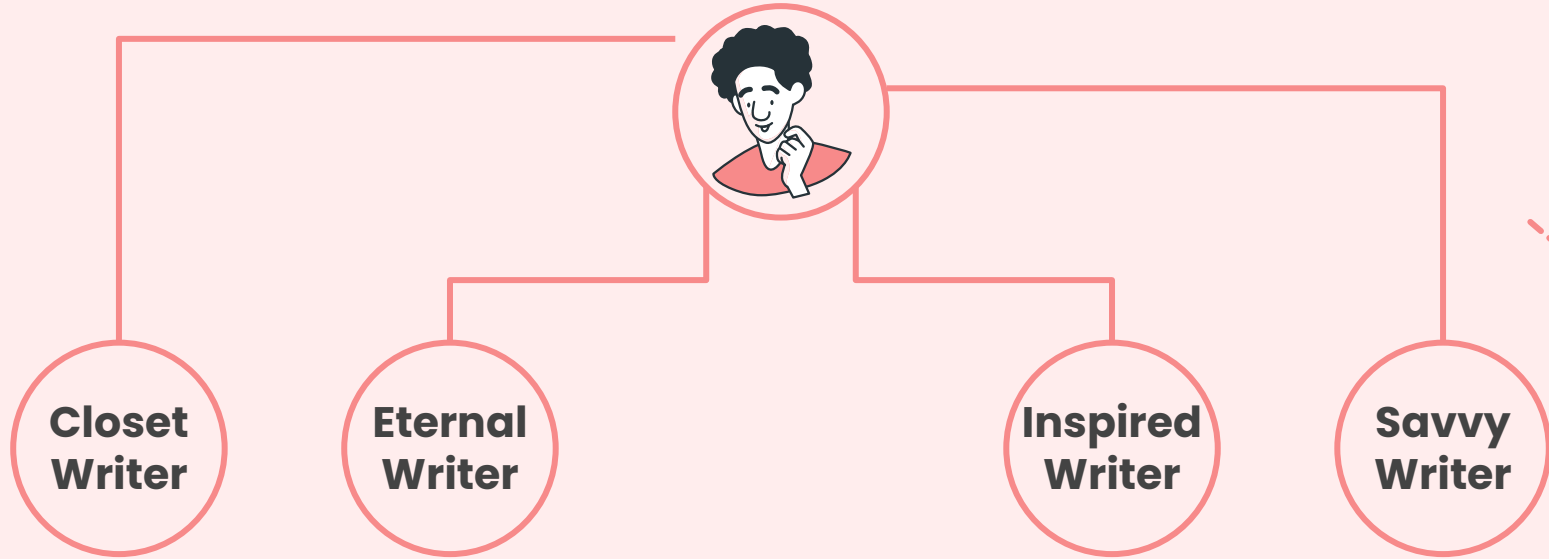
01

Establishing a Writing Habit



Establishing a Writing Habit

What type of writer am I?



Write daily.

Track your output.

Call yourself a writer.

Use deadlines.

Read.

Take care of you.



More specifics...

Know the industry

Independent Writers, Artists, and Performers make up 16.9% of persons who are employed as Writers and Authors.

What about gender?

60.2% of writers are female.



Know the demographics

At least 60% of authors are White. At least 6% are Black (Non-Hispanic).

What about skills?

Reading comprehension highly needed for Writers to succeed

Info provided by the Census Bureau.



02

**Create an
Environment for
Writing**

What should my 'space' look-feel-smell like?

Aroma?
Materials?
Music?
Mindset?



**Soundtracks
that align.**

Evening?

Lighting?



03

Create a Writing Schedule

You control your time. Time does not control you.

**What else is
on my plate?**

**Have I over
committed?**



**Who have I
communicated
with about
what I need?
(Accountability)**

**What do I
need before I
write?**

Decide what time of day works.

Organize files.

Prioritize attention to your writing task list.

Have a plan for writer's block.

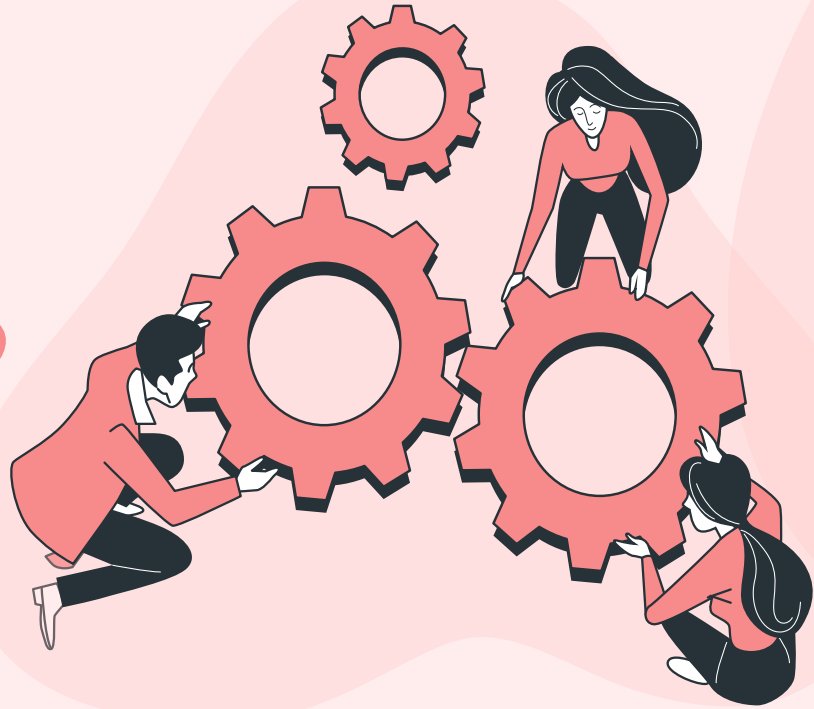
Create a writing calendar.

Write.



Maybe you need a table example...

| Description | Weekly (Hours) | Status | Priority | Mon | Tue | Wed | Thu | Fri |
|--|----------------|--------|----------|-------------|-------------|----------------|----------------|-------------|
| Braindump | 1.5 | 40% | High | 11:00-12:30 | | 00:00 00:00 | 00:00 00:00 | |
| Organizing Braindump | 1 | 0% | Low | | 10:00-11:00 | | | |
| Meal Prepping | 2 | 50% | Med | | | | | 06:00-08:00 |
| Personal or Work or School Obligation | Varies | 100% | High | 08:00-04:00 | 08:00-04:00 | 08:00-04:00 | 08:00-04:00 | 08:00-04:00 |



04

Address Excuses and Distractions

“We lead our lives so poorly because we arrive in the present always unprepared, incapable, and too distracted for everything.”

— Rainer Maria Rilke, Letters on Life

**Remove
Notifications**

**Go offline or
'Do Not
Disturb'**

**Prioritize your
mental,
emotional,
and spiritual
health.**



**Be honest
about
attention
deficiencies**

**Time
Blocking**

**One task at
a time.**

(40% decline in productivity when we multitask -Harvard Business)

**Thank
You!**