

Making Time to Write Worksheet

This is the worksheet for May's seminar (both versions), which you can find in audio and transcript forms at: <http://www.writershuddle.com/seminars/may2015>.

Almost every writer struggles with making time to write – and not just when life is really busy.

Whatever your current situation, go easy on yourself – while also recognising that your writing is important to you, something that you (and your loved ones) can legitimately see as a priority.

Whether you have five hours a day or five minutes a day to write, make the most of your time by:

- Writing in an environment that works for you (not necessarily at home).
- Trying out different times of the day to see when you're most focused.
- Picking one project to concentrate on, especially if time is very limited.
- Using a timer to keep you focused and on-task when you're writing.
- Breaking down your writing into stages (e.g. planning, writing, editing).

Don't feel pressured by other writers' habits or suggestions: their life might look very different from yours.

It's fine to take a break from active writing – a fallow period could even help you come up with new ideas or insights. You're still a writer even if you don't write every day, every week, or even every month.

Exercise:

Choose *one* thing to do this week to make more time for your writing, or to make the most of your time. It can be something tiny (*get up five minutes earlier to write*) or large (*quit being secretary on that committee*).

Useful Links and Further Reading:

[Finding Time – or Making Time – to Write](#) – a blog post (by yours truly) with some thoughts on why traditional productivity advice often doesn't work for writers.

[February 2013 seminar: The Writing Process from Start to End](#) – guidance on breaking down writing into a clear workflow, from ideas and plans to polishing and publishing.

[Getting Started with Fiction mini-course](#) – this breaks down the fiction planning and writing process, if you're right at the start of getting into a novel or short story.