

Writing in the Time You've Got

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How many times have you said, "I wish I had more time to write?" While we can't cram more hours into a day, we can find ways to incorporate writing into our busy schedules. Learn how to think about time, use time and cultivate a life of writing in "Writing in the Time You've Got."

Brief Time Overview

1. Our time is not ours.
2. Our time is limited. (Psalm 89:47)
3. There is a time for everything. (Ecclesiastes 3:1)

The Beauty of a Time Journal

1. Why do a time journal
2. What a time journal tells us
3. How to use the information gleaned from a time journal

Boosting Productivity in Life and Writing

1. Beware of the waste zone.
2. Plan your week.
3. Prioritize tasks.
4. Multitask with purpose.
5. Ask for help.
6. Hunt for shortcuts.
7. Readjust your expectations.
8. Learn to work in increments.
9. Schedule busywork.
10. Organize your day the night before.
11. Develop a relaxing bed-time routine.

The Beauty of Batching

- Blocks of time devoted to a single task.
- Jot down all your daily tasks.
- Jot down all your weekly tasks.
- Develop a master Batching calendar.
- Implementation pitfalls.

Cultivating a Life of Writing

1. Read, read, read.
2. Rejuvenate with other writers.
3. Incorporate writing into entire life.
4. Write for the right reasons.