Writing Launch

Maximizing Your Writing Time Guide

Your Instructor: Ian Chandler, Head Instructor at Writing Launch and author of *The No B.S. Guide to Freelance Writing*

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Maximizing Your Writing Time

Feel like you don't have enough time to write? This guide is for you. Even if you only have an hour a day to write, you can still build up a career.

In this guide, you'll learn how to manage your time and your workload to enhance your productivity and get better results with your writing time.

Time Management

Step 1: Work in small blocks

You will work more effectively if you work in smaller blocks of time. You won't get burned out because you'll give yourself some breathing room.

I highly recommend using the Pomodoro Technique. The basic idea is that you work for 25 minutes nonstop. You then take a 5-minute break. After the break, you repeat the cycle: 25 minutes of work and a 5-minute break. Repeat as much as you need to.

Whether you use this method or not, keep in mind that <u>your writing time should be uninterrupted.</u> You should have zero distractions. Find a time that works best for you, and work nonstop until a break.

Step 2: Divide your time

Take your block of time and divide it out for different tasks. This will give you more focus when you work, and you'll get a lot more done.

Divide your time based on order of importance. If finding clients is your #1 priority, then devote the most time to that. I recommend starting and finishing your block of time with some light, administrative work to get your brain prepared to begin and end.

For example, let's say you have one hour available for work, and working on a big client project is your #1 priority. Using the Pomodoro Technique, your time might look something like this:

0:00–5:00 Take care of email
5:00–25:00 Work on client project
25:00–30:00 Break
30:00–40:00 Work on client project
40:00–50:00 Network and email prospects
50:00 Finished

In this example, you can spend quality time (30 minutes) on your big project and take care of other important matters.

Use this example as a guide to help you break up your time into slots with assigned tasks. Decide when and for how long you'll work on a specific goal.

Step 3: Don't neglect breaks

Many writers feel that they need to work until they pass out. They think that if they spend more time working, they'll get more done. While that's sometimes true, I've found that it doesn't happen for most people.

Breaks are vital because they give you a necessary recharge. Burnout is one of the worst things that can happen to a writer because it discourages. You feel tired and defeated. Beat this system by planning breaks and taking

them. Walk away from your computer and do something relaxing. Take a deep breath, go outside, do whatever it takes.

Task Management

Once you've structured your working time, you need to define it with goals. This is another place where lots of writers get discouraged. They set lofty goals and don't achieve them. It hurts your psyche and your productivity.

Instead, try setting lots of small goals with a to-do list. I'm convinced that a to-do list is the perfect organizational tool for writers. It's detailed, accurate, and encouraging.

Break down your day into small tasks. For example, you could have a to-do list that looks something like this:

Pitch Blog X
Upload my headshot
Come up with title for article
Write article
Edit article
Find 5 blogs that accept guest posts

These are all small goals that are easy to follow and accomplish. At the end of a work day, you want everything on that day's to-do list to be crossed off. By setting small milestones, you'll become more productive and really feel like it.

Master Your Time

Use these techniques to make the most of the time you have to write, no matter how little it is. By taking this targeted approach, you'll find that you get more done in less time.

Try these methods out, and tweak them to fit your work style. I encourage you to try both the Pomodoro Technique and the to-do list techniques. If you find they're not for you, that's fine. But they've helped out many a writer, and it's well worth your time to give them a shot.

Now that these tools are available to you, put them into practice and master your time.

Resources

[Tomato Timer](#)

[Todoist](#)

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