

Organizing Your Time to Write More

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Time management can be one of the most difficult techniques to master as a writer. Every writer strives to find more writing time. One way to find time is being well organized. In this workshop, the writer will discover ways to improve productivity through organizing her life and how to organize her work area to help maintain quality writing time when life gets in the way. Easy first steps will be introduced that can make organization a reality. Ways to effectively use a calendar, set goals, make lists and how to plan an organized day as well as an efficient work area will be discussed.

This upbeat workshop includes visual aids. Attendees will be given a handout of tips on how to start managing their writing time.

Attendees will learn:

1. The benefits of being well organized
2. How to get organized and stay that way
3. The basic items needed to organize