

Finding the Time to Write the Lines

Terri Kelly

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The Big Rocks

- Being: Spiritual, Intellectual, Physical (You in relation to yourself.)
- Relating: Marital, Parental, Social (You and your relationship to others.)
- Doing: Vocational, Avocational, Financial (You and your relation to output activities.)

Reference: Living Forward by Michael Hyatt & Daniel Harkavy

How?

1. Name your Big Blocks anything you wish. Your life account may have 7 or 10 or any number.
2. Add or delete as needed.
3. Prioritize in number order.
4. Big Blocks change over time.

Spiritual

1. Pray about your writing.
2. Resource: Time: Secrets of Success for Women by Karen H. Whiting

Family

1. Make sure your family is on board with your writing.
2. Consult your family about the changes you are making in your priorities and schedule.
3. No one is going to understand your need and desire to write unless you communicate.
4. Make sure your family loves it will you write.

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Physical: How to Make Your Body an Efficient Machine

- Exercise: Do what you love.
- Sleep habits: Magnesium, cut caffeine off earlier in the day, stay away from digital devices before bedtime
- Water, water, water: Try drinking water as soon as you get up.
- Avoid blood sugar spikes: Trim Healthy Moma
- Digestion plays a key role in your well-being:
- I order most vitamins/supplements from Vitacost. If you order in the morning, there is no shipping. I also use Coupon Cabin to link to Vitacost, which usually provides an additional discount.

Household: How to Take Control of the Have-To List

- Food: Plan and prepare ahead
- Exercise: Pick something you enjoy and schedule it. Aim for 5 days a week.
- Errands: Use one primary grocery store to reduce errands. Batch errands so you don't have several little ones every day. (Can you do it at lunch? Can you ask a teenager to help?)
- Household Have-To's: Laundry: One load per day or wash Thursday-Saturday
- Cleaning: Hire help or stop being too particular
- Aim to do one household task before you leave for work or as soon as you get home

Work

1. Delegate when you can.
2. Train people who work with you.
3. Work through your lunch.

Social

- You have to make sacrifices with your time.
- The way around this is to combine activities with friends.
- If you want to get together with a friend, combine it with exercising (walking) or shopping. (Make sure your friend enjoys this.)
- Get together less often, but keep in touch. Share a meal a couple of times a year and catch up.
- Combine your social life with writing friends.

Solution to Procrastination: Figure out the next action step.

- Keep your mind distraction free: *Get Things Done* by David Allen teaches methods to achieve a distraction free lifestyle.
- **Best tip in the book: 2 minute rule.** Lower your standards—especially the self-imposed tasks you create in your mind and make fewer commitments. (Me: Reduced my attendance at writer's group meeting, stopped singing in a group at church)
- ***Psychological benefit: Get things done that you love to do is a great feeling when completed. p. 248**

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Time Tactics Part 1

1. Log your time for a week to see where it is going. p. 15 Karen Whiting's book
2. Create checklist for automation: *The Checklist Manifesto* by Atul Gawande
3. Keep writing instruments everywhere: notepads, journals, great pens or pencils, easels, whiteboards,
and digital writing tools everywhere.
4. Interview others, especially writers to find out how they make time to write.
5. Write shorter blog posts.
6. Limit social media or stay off.

Time Tactics Part 2

1. Utilize self-imposed deadlines for your writing projects. Without deadlines you are playing at writing.
2. How many words of writing per day is equal to this per week, per month, and in a year you have enough words for a novel.
3. When do you write? When the routine is right for you. Be consistent.
4. When you reach a goal, reward yourself. Or, if you get ahead of your writing schedule, use it for a nap or the movies. Incentives are important.

Terri's Time Tips

- Get rid of your television
- Write everyday
- Stop being a perfectionist
- Hire a coach or work with a writing mentor
- Prep ahead
- Work during lunch
- Stop going out to eat for lunch
- Clean the lunch dishes from your packed lunch at work
- Plan outfits and set out the night before
- Listen to books in your car
- Keep non-fiction books on Kindle
- Go to sleep with a real book—a novel

REMEMBER...

Talk does not cook rice. *Chinese Proverb*

There are risks and costs to a program of action, but they are far less than the long-range risks and costs of comfortable inaction. *John F. Kennedy*

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Pitfalls

- Sleepy: Clean, errands,
- Shop: Try cooking
- Lonely: Call, write, or email someone
- Need a diversion: Fill your inspiration bucket
- Worry: God's Got IT Bag

Fill out the prayers and worries, date it, put it in the bag and see what happens in 6 months or a year.

Overwhelmed

- Prioritize
- Make lists
- Break large tasks into small tasks
- Pray over everything on your to-do list and ask God to guide you.
- Take action based on your list
- Schedule your day to get it accomplished. Make a reasonable schedule. Margin gives space for the unexpected.

EXTRA IDEAS

- Exercise: Do what you love. Pick something you enjoy and schedule it. Aim for 5 days a week.
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HOUSEHOLD: Batch It!

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