



begin-a-book

Begin-a-Book's Time Management Tips



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"FAUST GAPPS"

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F

Focus - Just write. Don't try to overcomplicate things by multitasking and doing a million things at once; when you say you'll write, just write.

A

Alternate - Pace yourself and alternate between writing and breaks. Set a timer and write for 20 minutes then have a 5 minute tea break for example, and so on.

U

Understand - You don't have to use your writing time for writing, you can use it to research and better understand what it is you're trying to write and how you want to write it.

S

Space - Find an area, even if its just a corner of your kitchen where you can work on your writing.

T

Time - Write at the best times - these are usually early in the morning or late at night where there are less distractions. During these times its more likely you'll be alone too.

G

Goal - Set yourself a goal, such as "complete this chapter by the end of the week". Make sure it's realistic and doable so that you don't end up stressed.

A

Adapt - Adapt writing as part of your daily routine. Make it something you do naturally like eat or drink. The more it becomes routine, the less likely you are to put it off.

P

Plan - Make yourself a proper schedule. This is important so that you can stick to it and write at your allotted times. This schedule should be as detailed and thorough as you feel necessary.

P

Peace - Try to stop all distractions, turn off your emails or your phone or any alerts that may distract you and give yourself some dedicated and uninterrupted writing time.

S

Share - If there's anything you feel you can't do (cover design, editing) then outsource and share it with professionals. That's what we are here for at Begin-A-Book after all!