

FINDING TIME TO WRITE

List 10 habits or tasks that you could eliminate from your day, as well as the amount of time that would be freed up by doing so. Then total the time you could gain by cutting those activities.

If you're struggling to think of anything, here are some common things successful writers eliminate from their days: sleeping in, television, needlessly checking email/phone, digital games, tasks that should be delegated to others, over-drinking/eating, Facebook, YouTube, Twitter, other social media, scrolling, news, catering to others, organizing or cleaning just to procrastinate, unnecessary coffee/lunch dates, unnecessary meetings.

	Activity to Cut / Minimize / Add	Time Gained
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____

Total daily writing time gained: _____