

Writing must become an important and regular part of your routine. Rather than fitting writing in around everything else in your life, schedule your writing time just like you schedule the rest of your work and life. Use the calendar below to make a writing schedule.

1. Block out all standing appointments, meetings, classes, etc. Eliminate times from the grid that would not be available for writing (including when you need to sleep). Be realistic about how early you can start your day and how late you can work and be productive.
2. Reserve blocks of time for writing.
3. Assess your writing schedule. How much writing time is available to you? What reasonable goals could you set for this week if you devoted this time to writing? Is the time available sufficient to finish your writing project by the deadline? If not, can you adjust your availability or your time line for the project?

	Sun	Mon	Tues	Wed	Thu	Fri	Sat
12 am							
1 am							
2 am							
3 am							
4 am							
5 am							
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							

Scheduling Time



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