

The Prolific Professional

TIME MANAGEMENT & PRODUCTIVITY FOR PUBLISHED WRITERS

STEPHANIE REISNER

Hobby or Professional?

Answer the following YES or NO

Do you write only for fun?

Do you make enough writing to have to declare it on your taxes?

Do you make a LIVING WAGE from your writing?

Do you have deadlines?

Do you want to increase your readership?

Do you plan on publishing more?

If you aren't already making a living wage from writing, do you want to make a professional career of it?

NOTES:

Scheduling

Start with Projects for the Year:

SAMPLE FOR A YEARLY SCHEDULE THAT FOCUSES ON KEY ITEMS FOR EACH MONTH:

JANUARY: TAXES! Editing on Book #1

FEBRUARY: Start writing on book #2 + Novella #1

MARCH: Book Release #1

APRIL: TAXES! Editing on book #2 + Novella #1, Writing on Short for Antho.

MAY: Novella Release #1

JUNE: TAXES! Short Story for Anthology Due.

JULY: Book Release #2, Writing on Book #3 + Novella #2

AUGUST: Writing on Book 3, Edit Novella #2

SEPTEMBER: TAXES! Novella Release #2, Book #3 in editing

OCTOBER: Book 3 in Editing. Start Book #1 for 2018.

NOVEMBER: Book Release #3

DECEMBER: Vacation

Scheduling

Sample of a monthly Schedule: JANUARY 2017

SUN	MON	TUES	WEDS	THURS	FRI	SAT
1: HAPPY NEWYEAR! Revise Chapters 10-15	2: OFFICE	3: OFFICE	4: OFFICE	5: Revise Chapters 16-20	6: OFFICE	7: Complete Read Through
8: Send MS to Editor Today. DO TAXES	9: OFFICE	10: MAIL TAXES. Start writing on next project.	11: OFFICE	12: Writing Lunch with Friend.	13: OFFICE	14: Domestic stuff. Writing if possible.
15: Time with family.	16: OFFICE	17: OFFICE	18: OFFICE	19: Writing	20: OFFICE	21: Catch up on email + Book Signing.
22: Edits returned from editor. Fix.	23: OFFICE + order books for next event.	24: Design new memes for online event + design bookmarks	25: OFFICE	26: Editing + Approve Cover Art	27: OFFICE	28: Family get-together
29: Edits to completion. Return to editor.	30: OFFICE	31: OFFICE				

NOTES:

Scheduling

The Sample Weekly Schedule:

DATES: January 8-14, 2017

- ❖ **8 SUNDAY:** Send editor the edited MS. Do Taxes. Inventory books and promo supplies.

- ❖ **9 MONDAY:** Office. Contact reviewer at lunch.

- ❖ **10 TUES:** Mail taxes! Start writing on next book with outline! Buy a new white board. 2500 word goal!

- ❖ **11 WEDS:** Office. Movie with spouse after work.

- ❖ **12 THURS:** Writing on new project! YAY! Lunch with friend! 5000 word goal!

- ❖ **13 FRI:** Office. Friends over for dinner.

- ❖ **14 SATURDAY:** Domestic Stuff. Writing on new book if possible. 5000 word goal!

Scheduling

Sample Daily Schedule:

Tuesday, January 10 2017

6am: Wake up and have coffee.

6:30am: Yoga

7am: Check email, read industry news.

7:30am: Morning hygiene routine.

8am: Start outlining.



9am: Start writing. Goal 2500 words – **Actual 3800 words.**



12Noon: Lunch



1pm: Run taxes to post office + run to bank.



2:30pm: Pick up niece from school.



3:15pm: Afternoon walk.



4pm: More writing. Goal: 1000 words - Actual 2300 words

5:30pm: End day. Word Count: 6100. Start dinner.

Some Resources:

Passion Planner: A weekly planner for people who like to see a week at a time. Also includes monthly views. passionplanner.com

Panda Planner: A daily planner. Great for those who want to write down everything they do in a day, or those who have a full schedule so every moment must be accounted for. Also includes Monthly Views pandaplanner.com

Freedom: A program that will cut off your web access for a predetermined amount of time to help you stay off social media and email and get more done. <https://freedom.to/>

Hootsuite: Free (paid services if you need more connections) social media platform that will help you schedule your social media on Twitter, Facebook profile (and pages) weeks, even months, in advance! hootsuite.com

The War of Art: Break Through the Blocks and Win Your Inner Creative Battles
by Steven Pressfield