FIGURE 2.1 ■ Schedule Planning Tool

SCHEDULE
- Decide HOW MUCH TIME per week I am willing and able to set aside to devote to writing. Be realistic!
- Write this down: "I commit to setting aside X hours for writing each week."
- Make a list of my regular activities during the week.
- Determine which days (and hours) I can realistically set aside each week. List these in chronological order.

SET UP
- Determine WHAT I WILL NEED to set myself up well so that it is conducive to writing with minimal distractions.
- Brainstorm all possibilities.

TIME
- Determine the LENGTH of my writing sessions. Be realistic!
- Look back at my "schedule" above.
- Write this down: "My goal is X hours minimum per week."
- Determine WHY the days I have set for myself WILL work.

SESSIONS
- Identify why the TIMES I have set will enable me to be most productive.
- Write this down very explicitly!

FREQUENCY
- Explain what AMOUNT of writing is going to best sustain my momentum.
- Think carefully about and review my "schedule," "time," and "sessions" above.
- Write this down and be very explicit.