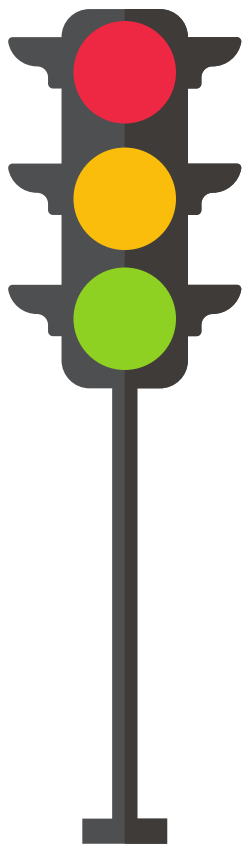


HOW TO FIND TIME TO WRITE USING THE TRAFFIC LIGHT APPROACH

Studies show that people who schedule in time in advance for meaningful work (like writing) are far more productive and satisfied long term than those who multi-task. This is because the act of planning in time means you're mentally prepared for the task ahead and you don't waste emotional energy 'trying to find the time'.

Our traffic light method of scheduling helps you find the times in your week when you can, can't and might be able to do some writing. This is important because knowing when you can't write is just as important as knowing when you can. So, looking at your schedule:



FIRST, FIND YOUR RED TIMES

Look over the next few days. Highlight all the times that you definitely can't write - when you're working, in meetings or with family. These are your no-go RED times. You won't be able to write in these times so stop trying.

NEXT, FIND YOUR AMBER SLOTS

These are times in your day that might not be ideal but you can do something. You might have distractions or be on your commute but you can still do some useful work like researching, editing or organising.

FINALLY, HIGHLIGHT YOUR GO-GO GREEN TIMES

These are blocks of time you definitely can write in and won't be disturbed. You probably won't have many, they probably won't be very long - but don't worry. It's your job to find them, book them in, and protect them at all costs!

NOTE THIS...

If you can't find any time to write over the next week, either accept that you're too busy (and don't beat yourself up) or re-prioritize.

Perhaps do the exercise scheduling time in a couple of weeks - but be specific with dates, not some imagined perfect week in the future!

If you really want to write next week, prioritize writing in your schedule and redo the exercise.