WRITING FASTER: PRODUCTIVITY & GOAL-SETTING FOR AUTHORS

WHY PRODUCTIVITY MATTERS

WRITING FASTER = MORE BOOKS PUBLISHED = MORE READERS REACHED

HELPS BUILD MOMENTUM AND KEEPS MOTIVATION HIGH

REDUCES STRESS FROM LOOMING DEADLINES

TURNS WRITING INTO A SUSTAINABLE HABIT, NOT A CHORE

SLIDE 3: SET SMART GOALS

SPECIFIC: CLEAR AND FOCUSED (E.G., WRITE 500 WORDS DAILY)

MEASURABLE: TRACKABLE PROGRESS

ATTAINABLE: REALISTIC FOR YOUR SCHEDULE

RELEVANT: ALIGNED WITH YOUR BIGGER WRITING GOALS

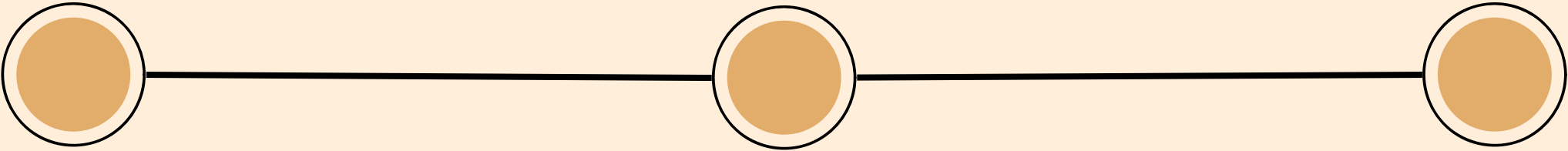TIME-BOUND: SET DEADLINES TO STAY ACCOUNTABLE

CREATE A WRITING SCHEDULE

PICK CONSISTENT DAYS AND TIMES FOR WRITING

TREAT WRITING SESSIONS LIKE IMPORTANT APPOINTMENTS

FIND YOUR PEAK CREATIVE HOURS (MORNING, EVENING, ETC.)

USE CALENDAR REMINDERS TO STAY ON TRACK

ELIMINATE DISTRACTIONS

TURN OFF PHONE NOTIFICATIONS OR USE "DO NOT DISTURB"
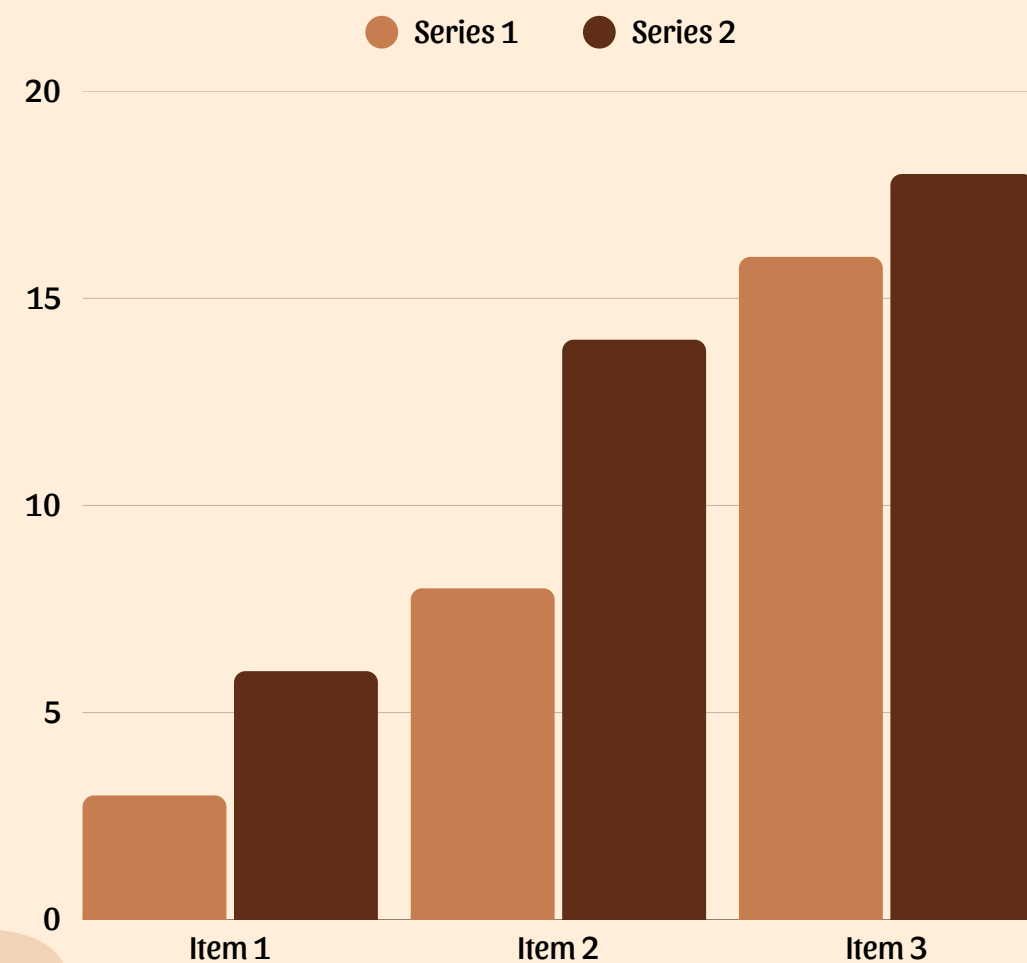
USE APPS LIKE FOCUS@WILL, FOREST, OR FREEDOM

SET A DEDICATED, CLUTTER-FREE WRITING SPACE

USE WRITING SPRINTS & TIMERS

- Write in focused bursts (e.g., 25-minute Pomodoro sessions)
- Take short breaks to recharge
- Track your words per sprint to monitor progress
- Celebrate small wins to stay motivated

TRACK YOUR PROGRESS

Series 1 Series 2

USE JOURNALS, SPREADSHEETS, OR APPS LIKE SCRIVENER, WORDCOUNTER

NOTE YOUR DAILY/WEEKLY WORD COUNT AND MILESTONES

REFLECT ON WHAT TIMES AND METHODS WORKED BEST

ADJUST YOUR GOALS BASED ON YOUR DATA

OVERCOME WRITER'S BLOCK

Freewrite or brainstorm without judgment

Switch scenes or chapters if stuck

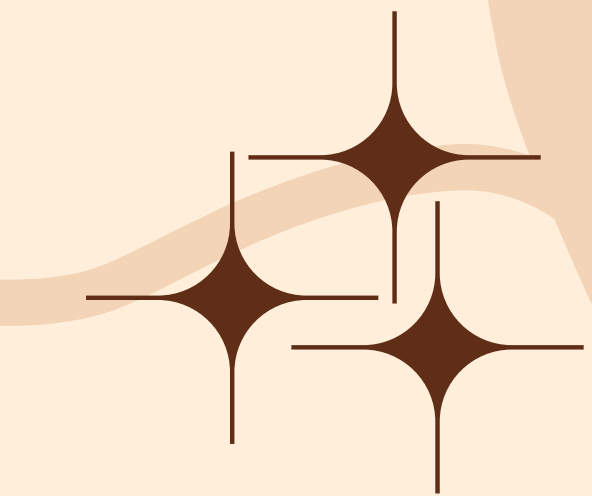Change your environment or writing tool

Set micro-goals to ease back into flow

BUILD ACCOUNTABILITY

Join writing groups or challenges
(NaNoWriMo, Camp NaNo)
Partner with a writing buddy or coach
Share your goals publicly or with trusted
friends
Reward yourself for milestones met

FINAL TIPS FOR SUCCESS

BE KIND TO YOURSELF ON TOUGH DAYS

FOCUS ON PROGRESS, NOT PERFECTION

CELEBRATE EVERY WORD WRITTEN!

KEEP YOUR ULTIMATE WRITING DREAM IN SIGHT

RESOURCES & TOOLS

WRITING APPS: SCRIVENER, ULYSSES, GOOGLE DOCS

PRODUCTIVITY TOOLS: TRELLO, NOTION, TODOIST

TIMER APPS: POMODORO, FOREST, FOCUS BOOSTER

COMMUNITIES: WATTPAD, SCRIBOPHILE, REDDIT'S R/WRITING