

## Take that idea from spark to finish!

### MAP = Mundane Action Plan

- € Decide on yearly goals for each area of your life
  - Family, Professional, Passion, Health, Finance, Home, Faith
  - Take each goal and break it into small pieces
- € Choose a deadline for each goal
- € Break each goal up into small parts or mini goals
- € Do the Math
  - Count how many hours you DEFINITELY have each week (any that are inconsistent, file as bonus time; for me, that's Saturday and Sunday).
  - Determine on average how many words you can write in 30 minutes (if you are prepared and ready to write when you sit).
  - Determine how many hours you will need to achieve your wordcount, divide by weeks needed, and set a deadline.

*Example: My first draft is 50,000 words. I write about 500 words every 30 minutes when I am prepared. So, I'll need 50 hours of straight writing time. Now, I don't always write during my sessions, but during good weeks I know I can get 10,000 words out of my 15-20 hours of writing. I'll set a deadline in 5 weeks, and mini goals of 10,000 words per week, or 2,000 words per day for 5 days of the week.*

- € Adjust as you go

### Calendarizing

1. Look at your weekly calendar
2. Plug in the non-negotiables/time blocks
3. Find your writing times *and guard them!*
4. Analyze your task list
  - *Throw it away - toss it or move to another week*
  - *Give it away - delegate it!*
  - *Put it away - calendarize it!*
5. Schedule tasks YOU need to complete this week

## Be a Time Ninja

1. Calendarize Your Day
2. Block Time in Chunks
3. Think in Minutes
4. Mornings Matter
5. Unless it's a "Heck Yeah!" – It's a NO
6. Guard Against Interruptions
7. Use Your Mobile Magic
8. Set Your Stops
9. Don't Trust Your Future Self
10. Beware of Time Bandits

## Stuck? Swim!

- S – Systems in Place
- W – What's REALLY going on here?
- I – Inspiration
- M – Mind Management

## Resources

- € OCLS Writers Corner [OCLS.info/writers-corner](http://OCLS.info/writers-corner)
- € Writer's Atelier [WritersAtelier.com](http://WritersAtelier.com)
- € Mom Mastery University [MomMastery.com](http://MomMastery.com) & [HannahHelpMe.com](http://HannahHelpMe.com)
- € Apps
  - Calendar *Google Calendar*
  - Time Tracker *Hours Tracker*
  - Word Tracker *Word Keeper, Wordly*
  - Notes *Keep Notes*
  - Receipts/Expense Tracker *QuickBooks*

## Stay in Touch!

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## Notes