Set up for productive writing checklist

Tick the items you need to work on.

Create a writing habit

- Identify my best time for writing
- Set a regular time every day
- Structure my writing time in blocks
- Write something every day

Be prepared

- Organise the space where I do most of my writing
- Turn off my internet connection/notifications on my phone while I’m writing
- Put up a “do not disturb” sign
- Negotiate some undisturbed time with my family/housemates
- Set achievable goals for writing sessions
- At the end of one session, write down my goals for the next