

Time Management for Writers

Presented by Robin L. Perini

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“To love life is to love time. Time is the stuff life is made of.” —Benjamin Franklin

I. WHY CAN'T WE FIND THE TIME?

1. _____
2. _____
3. _____

II. A SUCCESSFUL MANAGER OF TIME . . .

- ❖ Is willing to do that which the unsuccessful manager of time is not willing to do.
- ❖ **Plug in anything for “manager of time” and it works.**
- ❖ The successful writer is willing to do that which the unsuccessful writer is not willing to do.

III. THE TRUTH AND FALLACIES ABOUT TIME

- ❖ **Fallacy 1:** We think we're going to get more time.
- ❖ **Fallacy 2:** We think we're going to save time.
- ❖ **Truth 1:** We have all the time there is.
- ❖ **Truth 2:** When you decide to spend 1 hour in any way (watching TV), you have decided not to spend your time any other way.

IV. PRODUCTIVITY PYRAMID

- ❖ When your daily activities are in concert with your highest priorities, you have a credible claim to inner peace.

V. THE PROCESS

- ❖ Identify Your Governing Values
- ❖ Prioritize the Values
- ❖ Write a Clarifying Statement for Each Value
- ❖ Set Goals (Long-Range, Intermediate)
- ❖ Plan Your Day



VI. IDENTIFYING YOUR VALUES

- ❖ Governing Values are your highest priorities.
 - ❑ *Values are the foundation of our character and of our confidence. A person who does not know what he stands for or what he should stand for, will never enjoy true happiness and success.* — L. Lionel Kendrick
 - ❑ *“Nothing gives so much direction to a person’s life as a sound set of principles.”* — Ralph Waldo Emerson
 - ❑ Governing Values are your highest priorities.
- ❖ Value Examples
 - ❑ I am innovative
 - ❑ I am Productive
 - ❑ I Seek Excellence
 - ❑ I Am Competent
 - ❑ I Serve Others
 - ❑ I Am Healthy

- | | | |
|--|--|---|
| <input type="checkbox"/> I Love God | <input type="checkbox"/> I Encourage Justice | <input type="checkbox"/> I Have Integrity |
| <input type="checkbox"/> I Grow Intellectually | <input type="checkbox"/> I Am a Leader | <input type="checkbox"/> I Am Organized |
| <input type="checkbox"/> I Am Honest | <input type="checkbox"/> I Am Financially Secure | <input type="checkbox"/> I Have a Positive Attitude |
| <input type="checkbox"/> I Am Teachable | <input type="checkbox"/> I Love My Family | |
| | <input type="checkbox"/> I Am Self-Sufficient | |

VII. PRIORITIZE THE VALUES

1. _____
2. _____
3. _____

VIII. WRITE A CLARIFYING STATEMENT FOR EACH VALUE - CREATE A CONSTITUTION

❖ I Am Physically Fit

- I am energetic, with adequate strength to accomplish the physical and mental tasks I undertake.
- I am physically active, getting enough exercise to help maintain proper weight, blood pressure, and cholesterol count.
- I eat the right kinds of food in moderation.
- I maintain a weight consistent with my height and build.
- I feel myself to be physically attractive in my appearance and dress.

IX. CREATE YOUR CONSTITUTION

❖ I Express My Values, Dreams and Emotions and Share Them With Others Through My Writing.

- _____
- _____
- _____

X. GOALS

- ❖ A goal is a dream with a deadline.
- ❖ A goal is a planned-for event.
- ❖ When a goal is valued, it becomes a priority.
- ❖ When goals are valued together, prioritizing is taking place.
- ❖ Prioritizing is the process of determining the precedence of events.
- ❖ Two Parts
 - What are the highest priorities in my life?**
 - Of these priorities, which do I value the most?**

XI. KEYS TO EFFECTIVE GOAL PLANNING

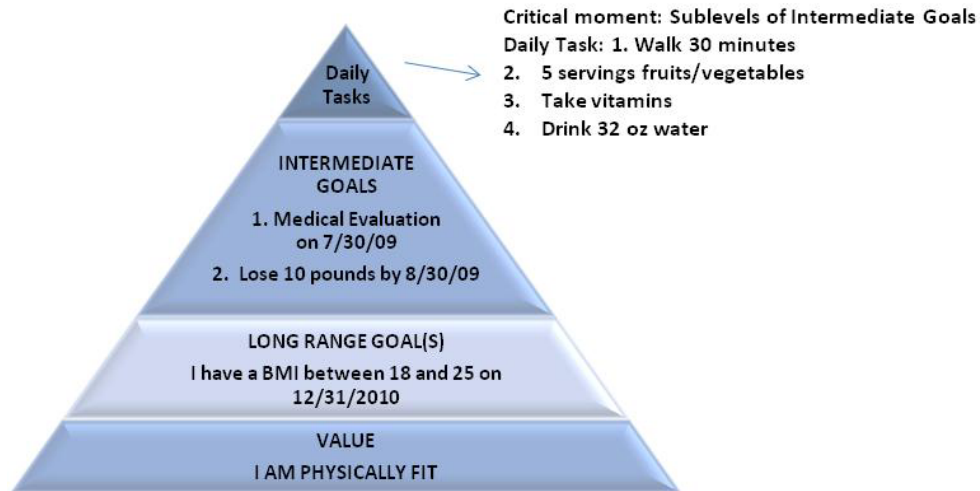
- ❖ Supported by your governing values.
- ❖ Time dimensioned.

- ❖ Clearly and specifically defined.
- ❖ Own the goal.
- ❖ Be realistic.
- ❖ **The Key Question: Am I Willing to Pay the Price?**

XII. SUGGESTED CATEGORIES FOR SETTING GOALS

- ❖ Family ❖ _____
- ❖ Company: Career ❖ _____
- ❖ Company: Strategic ❖ _____
- ❖ Physical ❖ _____
- ❖ Cultural/Educational ❖ _____
- ❖ Spiritual/Humanitarian ❖ _____
- ❖ Financial ❖ _____
- ❖ Community/Political ❖ _____

XIII. PROCESS SUMMARY



XIV. IDENTIFYING THE LONG-RANGE AND INTERMEDIATE STEPS

Value: _____

Long Range Goal: _____

Intermediate Goals

Priority	Goal	Deadline

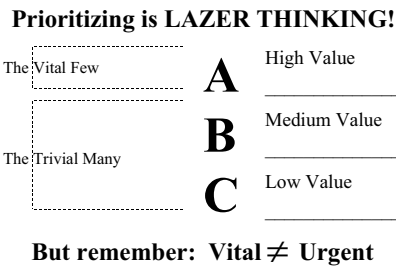
XV. TODAY: THE CRITICAL MOMENT

- ❖ A Daily Task List is a tool for controlling today’s events so that you can achieve your intermediate and long-range objectives.
 - Have it with you all the time.
 - Have only 1 device.
 - Trash the floaters.
- ❖ *You have to live on this twenty-four hours of daily time. Out of it you have to spin wealth, pleasure, money, content, respect, and the evolution of your immortal soul. Its right use, its most effective use, is a matter of the highest urgency. . .all depends on that.* — Arnold Bennett

XVI. PRIORITIZED DAILY TASK LIST

- ❖ Phase I: Make a List of Everything you want to accomplish today.
- ❖ Phase II: Give a value to each item on the list.
- ❖ Phase III: Give a numerical value to each item in each group.

XVII. PRIORITIZING: ORDERING EVENTS



XVIII. THE TYRANNY OF THE URGENT:

- ❖ *“Urgency engulfs the (time) manager; yet the most urgent task is not always the most important. The tyranny of the urgent lies in its distortion of priorities. One of the measures of a manager is the ability to distinguish the important from the urgent, to refuse to be tyrannized by the urgent, to refuse to manage by crisis.”*
— R. Alec Mackenzie

XIX. PLANNING: THE KEY TO CONTROL

- ❖ Planning is nothing more than pre-determining a course of events.’
- ❖ The more time we spend on planning a project, the less total time is required for it. Don’t let today’s busy work crowd planning time out of your schedule.
- ❖ Top three excuses for not planning:
 - _____
 - _____
 - _____

√ = Task Completed
 → = Planned Forward
 × = Task Deleted
 L☉ = Delegated Task
 • = In Process

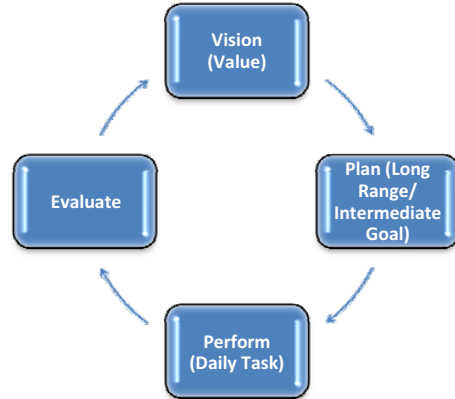
	A B C Priority	Prioritized Daily Task List
↓		Planning & Solitude
		Call Sam RE: Meeting
		Outline Love Springs Eternal Anniversary
		Exercise
		Take kids to softball

XX. EVALUATE YOUR PERFORMANCE

- ❖ Where performance is measured, performance improves. – Look at your constitution each year.

XXI. TIPS AND TECHNIQUES

- ❖ Commit to and schedule writing time.
 - Treat your writing time like a checkbook. Budget in 10 (or whatever) hours per week or pages per day and commit to certain days/times.
 - “Train” those around you about writing time.
 - Try writing every day (21 days to a habit)
- ❖ Be flexible when necessary, but keep in mind: what is vital and what is urgent.
- ❖ Standardize repetitious tasks and events to save time.
- ❖ When a task occurs to you, put it in your calendar--that way forgetting is not an option and as a result stress decreases.



XXII. CREATE A STRUCTURE TO SUPPORT SUCCESS

- ❖ Tools (I need...)
 - _____
 - _____
- ❖ Environment (I need...)
 - _____
 - _____
- ❖ Support (I need...)
 - _____
 - _____

XXIII. CONCLUSION

- ❖ “We live in deeds, not years; in thoughts, not breaths; in feelings, not in figures on a dial. We should count time by heartthrobs. He most lives who thinks most, feels the noblest, acts the best.” — Phillip James Bailey
- ❖ **If something said touched you: act on it.**

Character is: the ability to carry out a worthy decision after the emotion of making that decision has passed.

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Published in short, nonfiction and a sought-after speaker across the country, Robin Perini is a five-time finalist of the prestigious Romance Writers of America Golden Heart Award. She was on the committee that produced the first edition of the LERA Writer's Guide, an instructional book for writers that has been recommended by Writer's Digest books. She completed her MBA in Management of Technology in May, 2008 at the University of New Mexico. Robin is a strategic planner and software systems developer specializing in internet architecture. She also uses her skills as a web site designer in her own business, Web Magic & More. Her online workshop with Laura Baker (Discovering Story Magic) has been praised nationwide and worldwide for the unique and personalized brainstorming the class offers. She writes contemporary romance, romantic suspense and paranormal romance.

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BACKLIST

The LERA Writer's Guide • ISBN 0-9660063-0-5

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