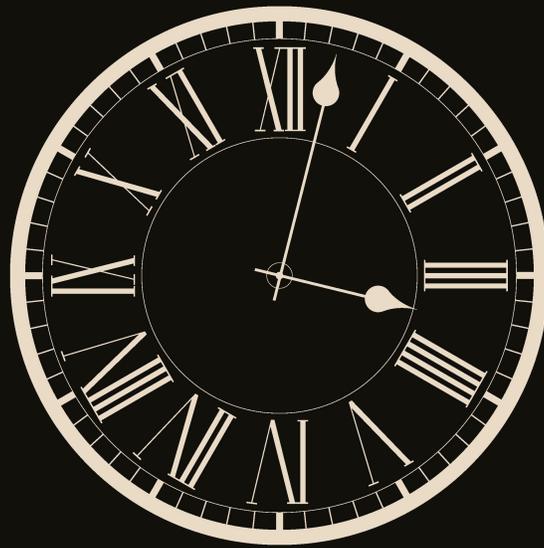


WRITING and
Productivity
workbook



WRITING and Productivity workbook

WELCOME

This workbook is designed to help you identify and cultivate habits that enhance your writing productivity and help you focus on what truly matters.

It is important to remember that everyone has their own unique set of behaviors and habits, so it is important to be mindful of what works best for you.

This workbook will guide you through a series of steps and exercises to help you identify and eliminate habits that harm your productivity. Read through each section carefully and answer the questions as honestly and thoughtfully as possible.

Let's get started

WRITING AND PRODUCTIVITY

STEP #1

Brain dump EVERYTHING you have on your plate (ie: everything you have on your mind and needs to be done)



WRITING AND PRODUCTIVITY

STEP #2

Define what's on your plate. What actually needs to be done **today**?

--

STEP #3

Is there anything we can take off your plate because you can get someone else to help you with it?

What can be done by someone else?	Who can help you with it?	How can you ask them for their help as soon as possible?

WRITING AND PRODUCTIVITY

STEP #4

Now let's look at all the tasks for **today** and define the things you want to do least? It's best to get these done first because procrastinating on doing these things makes you more likely to distract yourself with other tasks or things that are not important while you'll feel super motivated to finish the more pleasant tasks once you're done. Think of these things that you least like to do as a dense fog that prevents you from seeing what's ahead.

A large, empty rectangular box with a thin black border, intended for the user to write down tasks they want to do least today.

STEP #5

Now let's sort the remaining tasks that are on your plate today from "Not too much fun to do that either" to "I actually really want to do this."

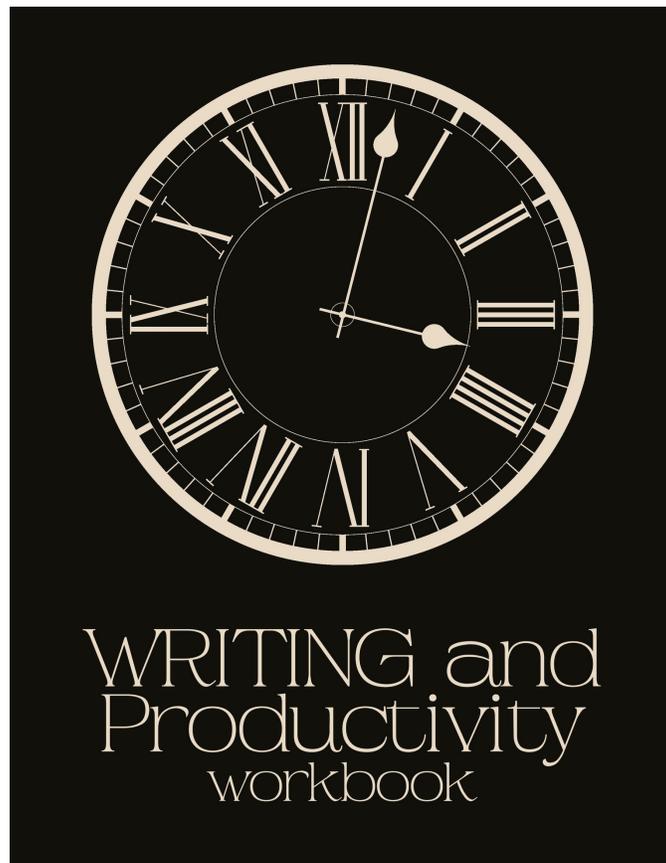
A large, empty rectangular box with a thin black border, intended for the user to sort their remaining tasks from least fun to most fun.

WRITING AND PRODUCTIVITY

STEP #6

Now let's look at the remaining items from your brain dump: What needs to be pushed to the side of the road and out of your way because you can easily go back to it tomorrow or on another day.

<i>Side of Road</i>	<i>Trash</i>



CONGRATULATIONS

You have completed this workbook and taken an important step in identifying your writing productivity cues and priorities. Once you've cleared away the fog, you are more likely to open your creativity.

Remember, it is important to be patient with yourself and to take small steps toward your goals. If you find yourself struggling, or feel you need additional help, we offer one-on-one coaching packages.



MEET THE COACH

Michelle Jester
Writing Coach and Publishing Consultant

In publishing for well over twenty years, Michelle has helped many authors reach their goal of sharing their stories with the world.

CONTACT



If you are looking for deeper coaching, and feel you can benefit from one-on-one sessions, reach out today. Whether it is fiction or nonfiction, I feel confident I can help you achieve your goal of finally getting your story out of your mind and on its way to the world.

michellejestermedia@gmail.com

 /MICHELLEJESTER

 /MICHELLEJESTERMEDIA

Start the journey of your life.

