Developing a Writing Plan and Time Management

A Workshop

By

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Part 1: Scheduling Writing Time: Activity 1

- Write down a typical schedule for each day, including what you do, when, and where
- Organize your daily activities into Covey’s Time Management Grid
Part 1: Scheduling Writing Time

● Be honest about your energy levels and space/place factors. Consider:
  ● When do you have the most energy?
  ● How long can you write before your mind starts going blank?
  ● Do you need quiet? Background noise? Music?
  ● What are your distractions?
  ● What items do you need to have nearby?
Part 1: Scheduling Writing Time: Advice

- Be realistic about your goals & constraints
- Schedule appointments and other responsibilities (like grocery shopping) at non-peak energy/space times
- Set up a regular schedule with your advisor/director
- Meet with a writing group and/or consult with a GA in the Writing Center this summer
- Seek out and accept help from your partner, roommates, friends, colleagues
- Stick to the schedule you make; it’ll soon become habit
Part 1: Scheduling Writing Time: Activity 2

- Prepare a revised schedule for your week to include writing time.
Part 2: Time Management During Writing

Time: Advice

- Schedule other time for reading, researching, grading, etc.
- Eliminate distractions. If you’ve chosen a good time/place, distractions are less likely.
- Factor in breaks but don’t extend them. Use these breaks wisely.
- Even if it’s not “perfect,” just write. The important thing is to get into the flow.
Part 2: Time Management During Writing

Time: Advice

- Break your writing project down into sections within chapters and set goals based on those sections.

- Start where you can. If you know results best, write those up first. You should actually write the introduction last!

- Make sure your materials are organized and easily accessible.

- It’s best to work from notes rather than texts, since you will have less to sort through to get to the information you need, but you should have the texts handy.

- Always include citations or citation reminders as you write. Use quotation marks around direct quotes as you write.
Part 2: Time Management During Writing

Time: Activity

- Prepare a plan for organizing and managing your scheduled writing time
  - Break your project into sections (beyond chapters)
  - How will you keep yourself on task?
  - Will a reward system work for you? How about accountability with a peer writer, GA, or advisor?
  - How will you eliminate or reduce distractions?