



Author Academy Writing Course

The A-Z of Getting Your Book Written & Publish
Ready!



25 Simple Productivity Tips for Authors



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*Try these strategies to boost
your productivity...*



In today's busy world, the daily task of staying productive is becoming more important than ever, especially if you want to write a book!

Staying on top of everything you need to do seems to become more of a challenge as each week passes.

Thankfully, you can take control of your work and time with a few small changes that produce a *huge* difference in your productivity and peace of mind.



1. CLEAR YOUR DESK

How clean (or dirty) is your desk?

One of the best things you can do for yourself is to leave your desk nice and tidy the day before.

Leave only items that need your immediate attention on top.

It's productive to start the day or your writing time with an organised desk.



2. CLEAR CLUTTER FROM YOUR DESKTOP

Your computer is the heart of your productivity.

Keep it clean and clutter free.

Keep icons to a minimum.

Empty the recycle bin regularly.

Keep games out of sight with only the programs you use for writing in view.

Calendars and notepads are good provided you're using them productively.



3. SOCIAL NETWORKING

Social Networking sites can sap hours away from your productivity.

Stay away from chitchat with friends and playing games.

Save those activities for breaks and after hours.



4. PAPER FILES AND FOLDERS

Color-coding your files makes it easier and faster to find information.

If your files become over-stuffed, it's time to clean them out.

Use a label maker to label the tabs so you can easily tell what contents are in each folder.



5. ORGANISE ELECTRONIC FILES AND FOLDERS

Take the time to organise the files on your computer into folders so you know exactly where everything is.

It will increase your productivity considerably by making it easier to find the files you need.



6. BE PRODUCTIVE WITH YOUR KEYBOARD

Use keyboard shortcuts whenever you can.

Visit Microsoft's support site to find some basic keyboard shortcuts you can use.

Or read your program's Help section for specific shortcuts.



7. SCHEDULE YOUR HOURS

Having a deadline for everything you do is important and sticking to it is even more critical!

Especially when you are writing a book.

Find the best time of day that works for you, e.g. some people write their best work at 2am, while others it's 10pm.

Whatever your best time is; schedule that in your diary.



8. COMMUNICATE EFFECTIVELY

Ask and answer questions promptly.

Do your best to communicate well and you'll stay on track more easily.



9. PLAN AHEAD

Use a personal planner or desk calendar to track your schedule and deadlines.

Write everything down.

Include birthdays, appointments, meetings, research for your book, writing time, and other helpful notes.

Your planner is your lifeline; use it faithfully.



10. USE TO-DO LISTS

Develop the habit of writing down everything you need to do.

Cross off tasks as they're completed.

This keeps you motivated as you see your progress throughout the day.



11. USE BROWSER ADD-ONS

Browser add-ons can help you fill out forms quickly, access your favorite websites in a flash, and more. Utilise these tools to automate common tasks.



12. KEEP IT SIMPLE

When a project or task allows, use paper.

It's simple, affordable, and readily available.

Turn off the computer and see how productive you can really be.



13. BEAT STRESS

Stress zaps production.

When your nerves start to get a little frazzled, take a step back and reassess the situation.

Grab a stress ball, take a healthy food break, or go for a walk.

Breathe in slowly, and then let it out.



14. USE EMAIL EFFECTIVELY

Sorting through hundreds of emails a day takes away from productivity.

Have your personal email sent to another email address or designate a new one strictly for work.

Label those that are spam and delete them immediately.

Check work email only during work hours.



15. REMEMBER THE FIVE-SENTENCE RULE

Email should seldom be more than five sentences long.
All you really need is who, what, where, when and why.
If you get to the point quickly, the response you receive
will also get to the point and save you time.



16. CLEAR THE CLUTTER

Clutter wastes time and reduces productivity.

Keep your workspace free from junk, and surround yourself with only the tools and papers you need to get the job done.



17. BEAT PROCRASTINATION

Procrastination kills productivity.

Focus on the task at hand, and do it now.

When you need to, take a short break.

But stay on task until the job is done and you'll be glad you did.



18. GIVE MULTI-TASKING THE BOOT

Contrary to popular belief, you'll accomplish much more by focusing on *one* task at a time.

You'll feel less stress and produce better results, too.



19. LEARN TO SAY NO AND MEAN IT

Keep a calendar of upcoming events.

When it's full, say no to obligations and requests until you're caught up on your writing.

If possible, try to delegate to save your time for the important things.

Guard your time and say no when necessary.



20. STAY RAZOR SHARP

Focus hard on being productive for thirty minutes.

Work only on one project.

Focusing on one thing for thirty minutes often helps you get more work done than hours of multi-tasking or hopping from chapter to chapter.



21. CREATE MOTIVATION

Motivate yourself with positive quotes and affirmations. Doing so gives your brain a boost and kick starts your drive to continue moving forward.



22. SEPARATE PERSONAL TASKS FROM WRITING RELATED ONES

Resolve to focus on the writing you have to do.

However, by making time to enjoy your family you will allow your batteries to recharge for a more productive tomorrow.



23. TRY A MICRO-NAP

Need a fresh start?

Take a 2-5 minute “micro nap.”

Find a place to rest your head and close your eyes.

Use a timer if necessary.

It'll leave you feeling refreshed and ready to tackle your next writing masterpiece.



24. MUSIC OR SILENCE?

If noise distracts you and keeps you from being productive, cut the noise.

Use earplugs if needed.

If music gets your blood pumping and energises you, on the other hand, turn it up!



25. SLOW DOWN

Being productive is not always about accomplishing more in less time.

Sometimes rushing causes you to make mistakes.

The best way to speed up is to *slow down*.



**Surround yourself with what it takes to increase
your productivity for writing and enjoy a greater
level of achievement every day.**

**You will find your book will be written in no time at
all, ready to be published!**





"However vast the demand, with
out our Country
we must supply, supply."