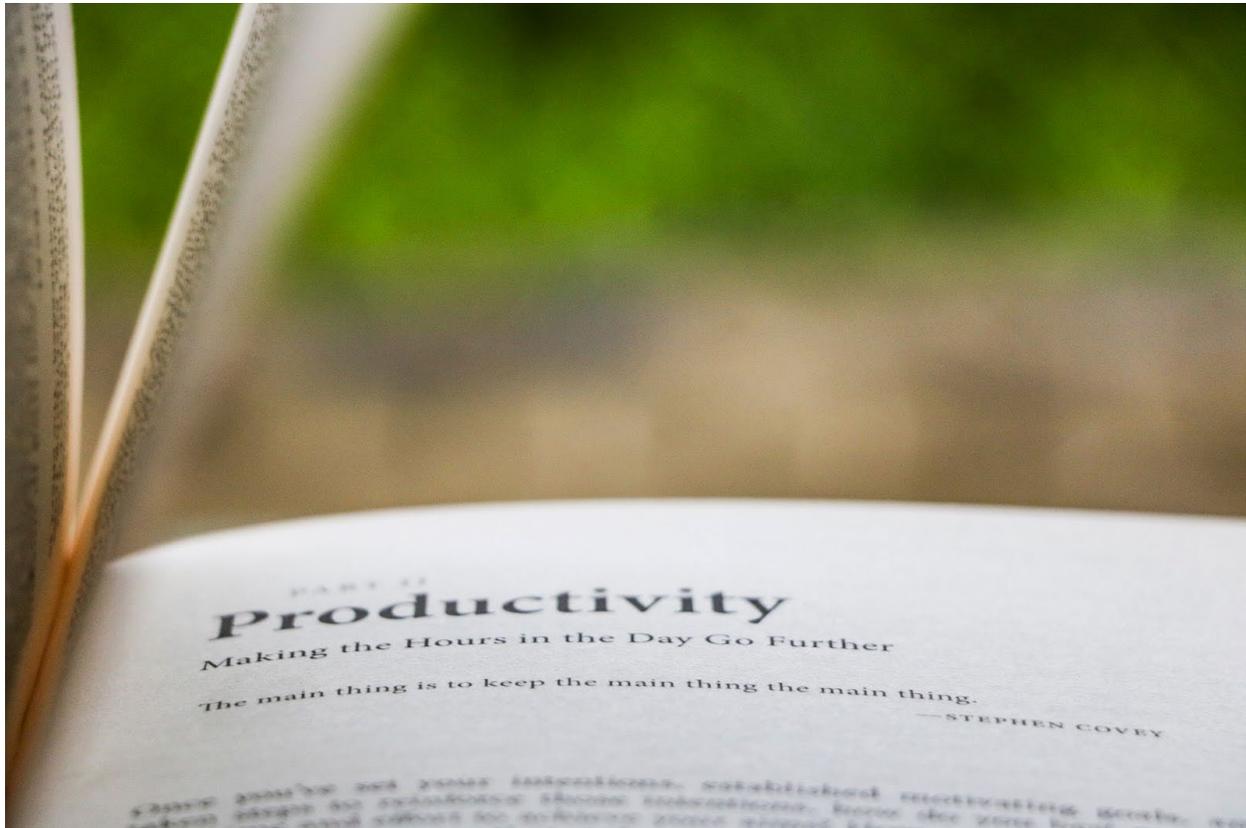


# 10 Productivity Tips to Improve Your Writing Process



Any writer knows that, sometimes, the hardest thing about writing is sitting down at the desk and getting to work. Other times, however, it's not getting to work that's difficult, but how effective you are at using the time you have. If you want to boost the productivity of your writing sessions, follow these tips.

## 1. Schedule your day

It's no wonder that this is such a popular productivity tip. Scheduling out your day is a simple yet effective technique for improving your writing productivity. You can schedule your day by tasks or blocks of time. The idea is scheduling it out in a way that works for you.

Instead of starting off the day in a daze, unsure of what you need to do and when you need to do it, schedule your day. This will help you get a clearer sense of what your tasks are for that day, and how writing fits into the mix.

## 2. Plan your writing sessions

Once you've scheduled out your day and separated some time to write, plan out your writing session. Depending on the kind of writer you are, you might have a variety of tasks. Maybe you need to write an article for your blog and another for a client.

Make a list of all the writing assignments you have to work on and plan your writing session around them. Just like your daily schedule, you can plan your session out by priority or even by deadline. Once you have your plan, get to writing.

## 3. Focus on one task at a time

Multitasking seems like a great idea until you realize that it's actually an unproductive way to work. [Constant switching between tasks](#) hurts your concentration and can even hurt the work you put into making your writing session more productive.

Instead of working on multiple writing projects at a time, try dedicating your time and energy to a single project at a time. When you get the urge to switch to a different task, try taking a five-minute break. Slowly, it will get easier to control the urge to multitask.

## 4. Time your writing sessions

This time-management technique can work wonderfully for writers. Beyond increasing your productivity, timing your writing sessions is also a great way to ward off the desire to multitask.

To start, choose how long your writing session will last. Many writers opt for the [pomodoro technique](#) and have 25 minute sessions. If you have multiple projects to work on, you can also try batching your timed sessions together.

## 5. Use a focus-friendly writing tool

What if you've followed all the previous tips and still have a tough time boosting your writing productivity? The issue might be the writing tools you're using to write and edit your projects.

Many of the writing software available have outstanding features that make writing and editing written works a breeze. Unfortunately, these same features might become distracting to the struggling writer. Try using a writing tool that allows you to customize its look and feel, such as [FocusWriter](#) or [Evernote](#).

## 6. Develop a writing routine

Developing a writing routine goes beyond scheduling your day and planning your sessions. It requires you to put in the work to make writing a habit.

It means making a commitment to put pen to paper (or finger to keyboard) every day, without fail. Do this for long enough and writing will become second nature, making it easier to boost your writing productivity.

## **7. Set realistic goals**

Writers have varying opinions on what your writing goals should look like. Some argue word count, others vote for time spent writing. In reality, whatever works for you is the right choice. As long as the goal is realistic.

Goals only work as motivation when you achieve them. Otherwise, looking at the unchecked check-box can drag you down. Instead of jumping straight into a 50,000 word a day goal, try something much more manageable. It should be challenging enough to motivate you, and realistic enough to be achievable.

## **8. Modify your writing space**

Sometimes, the perfect way to boost your writing productivity is external. You may be in the right mind frame, but if your environment doesn't inspire productivity, it'll be hard to get any work done.

Consider your writing needs. If your space is too noisy, invest in noise-cancelling headphones. If it's not noisy enough, find some environmental sounds that you enjoy listening to. The idea is to adjust your writing environment to inspire you to be a more productive writer.

## **9. Let go of your inner editor**

Nobody can criticize a writer the way they criticize themselves. Unfortunately, for many writers, this inner criticism can hinder the productivity of writing sessions.

If you find yourself editing and fixing your written works as you write them, try separating the two. Let go of your inner editor by reminding yourself that there will be time for editing your work later on. Now is the time to write.

## **10. Set deadlines for yourself**

Setting daily goals is a great way to motivate yourself into writing. Setting deadlines for yourself, however, is a great way to increase your productivity by holding yourself accountable.

Even if you're working on a personal project, divide the project into milestones and set deadlines for each of them. The goal is not to force yourself to write bad quality content, but to add a healthy dose to pressure that keeps you writing.

## **Become your most productive self**

Writers work hard to make sure they create top-notch written works. Some take more time than others, but all can boost the productivity of their writing sessions. Hopefully, these tips will empower you to become your most productive self and write the work that only you can.

