

Assemble Your Tools, Control Your Time, and Beat Writer's Block



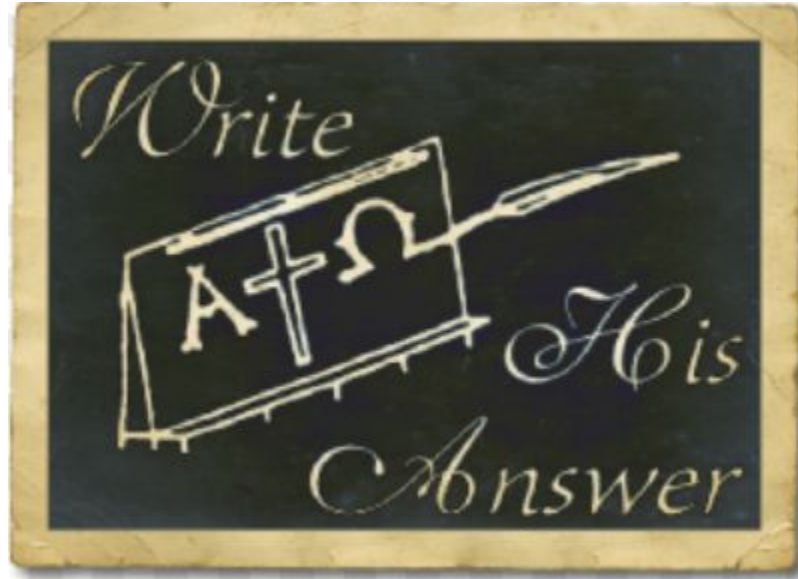
Write His Answer Conference 2024

Thursday August 8

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Write His Answer Conference
August 7-10, 2024

ASSEMBLE YOUR TOOLS, CONTROL YOUR TIME, AND BEAT WRITER'S BLOCK

You need a strategy to write. This lecture covers a workable game plan you can adapt to make it happen. You'll learn how to keep track of ALL your ideas, create a flexible weekly writing schedule, and use free tools to write wherever and whenever you want -- on your computer or on the go with your phone and a folding keyboard. Finally, you'll learn methods to smash writer's block so you can put down -- really -- 1000 words per hour or more. You'll be writing "THE END" before you know it.

This Lecture Will Go Really Fast!



Don't worry about writing down everything. Instead, check out the handout on the GPCWC board.

For questions you can find me at:

www.amydeardon.blog

My email is amydeardon@gmail.com

Make Your Writing Efficient



Setting up your writing routine with tools, strategies, and good habits will help you write without wasting effort.

Great Ideas



I'm hoping you find some good ideas in today's lecture that you can implement.

Outline

Mission Statement and Goals

Idea Management

Writing

Time Management

Strategies for Writer's Block

Save Your Work

Handy List of Resources

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God made me fast. When I run, I feel His pleasure.

—Eric Liddell

Chariots of Fire

Your Inspiration



Writing is hard. If you want to stick with it, you have to KNOW why you are writing.

Mission Statement



Writing a mission statement to figure out WHY you want to write will keep you at the keyboard when the writing is hard.

Exercise



Take two minutes to write down:

Your inspiration for writing.

The audience you want to reach.

The result you want to achieve.

Set Goals!



Goal-setting will help you to stay on course with your writing.



Do your best and leave the results up to God.

—Alex Kendrick

Facing the Giants

Remember...



A goal with no plan is just a dream.

Achieve Your Goals



How can you create goals that you will be able to accomplish? Follow the SMART method!

Success Depends on You



Make your goals SMALL and ACHIEVABLE and BASED ON YOUR EFFORT ALONE. Instead of saying “get an agent,” say “send out two queries this month.”

Know That You've Done It



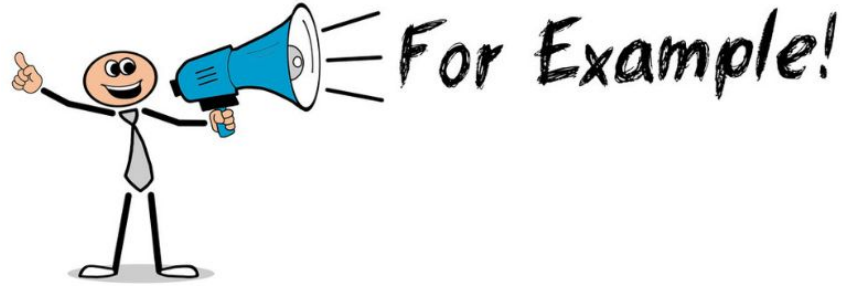
YES



NO

Build in an end-point to your goal, eg weekly quota. Finish your goal, then make a new goal and reach that too.

Some Examples



Spend 30 minutes with God every morning for a week.

Do 63 pomodoros in a week (average 9 pomodoros a day).

Write 2100 words in a week (average 300 words a day).

Exercise



Take two minutes to write down two goals that you would like to fulfill during this conference.

Some ideas:

Meet three friends.

Attend a lecture in a new area.

Find a critique group.

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Idea Management



You need to capture your ideas by writing them down.

Write It Down!



Get a notebook and carry it around with you everywhere. Write all your thoughts in this—chores, phone numbers, story ideas, etc.

Be Complete



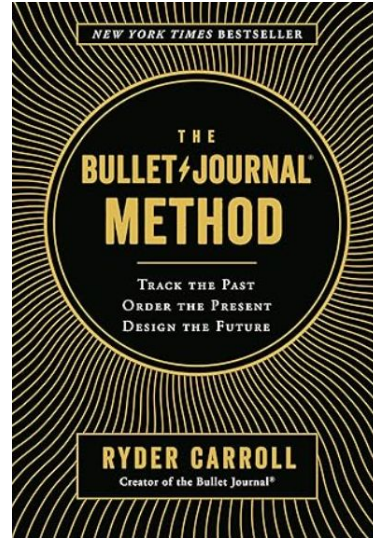
Make sure you write enough information so that you know what your entry means later. Date each entry.

My Favorite Tool



A fat 4x6 inch spiral notebook. This is the right size to be portable yet there's enough room for writing.

Great Resource



*The Bullet Journal Method: Track the Past,
Order the Present, Design the Future* by
Ryder Carroll

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A Portable Writing Tool



Imagine how much more writing you could get done if you could take your computer work with you, to the library or in the car.

Write in the Cloud



Google Drive keeps your work “in the cloud” so that you can access it from any computer and pick up where you left off.

Google Drive works similarly to Word or iWork — it isn’t hard to learn!

If you have a gmail account, you already have a Google Drive account with 15 GB of storage.

Use Your Phone to Write!



You can even write on-the-go using your phone and a wireless keyboard. The Google app is free. Imagine using those little 15-minute blocks of time.

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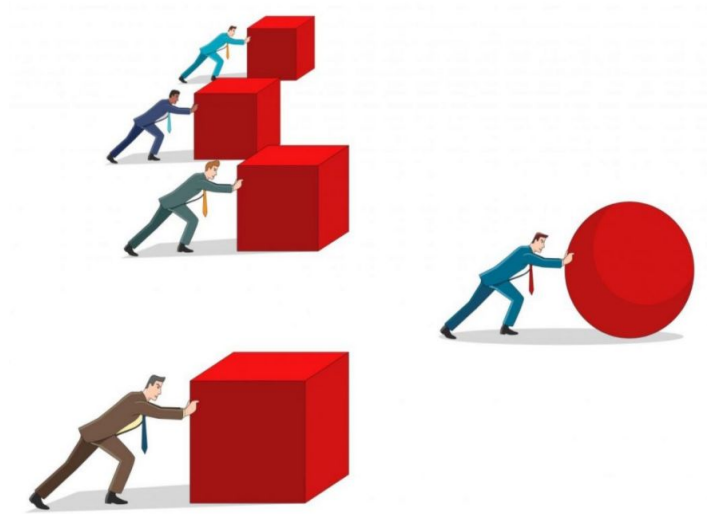
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Time Management



To write a book on a schedule, you need to be **EFFICIENT!**

Plan How to Use Your Time



If you don't manage your work, you will find your time disappears without results.

An Easy Way to Manage Your Time



After much trial and error, I've found a super-simple technique that really works — **The Pomodoro Technique.**

The Pomodoro Technique was invented in the late 1980s by a college student, Francesco Cirillo, who was looking for an effective study method. This method allowed him to study large amounts of information each day without getting too tired.

He used his mother's kitchen timer that looked like a tomato. Hence, the name POMODORO ("tomato" in Italian).

Pomodoros Work



Today many people use the Pomodoro method with great success.

THE POMODORO TECHNIQUE



STEP 1
CHOOSE THE TASK



STEP 2
SET A TIMER FOR
25 MINUTES



STEP 3
WORK ON THE
TASK UNTIL TIMER
BEEPS



STEP 4
TAKE A SHORT
BREAK OF 3-5 MIN



STEP 5
REPEAT THE CYCLE 4 TIMES
TAKE A LONGER BREAK AFTER 4 SESSIONS

So simple – but it is amazing!

Keep Track of Your Work



It's very important to keep records of your time.



Don't worry – it's easy!

Pomodoro Supplies



Gather your daily record-keeping materials. You will need:

- A timer.
- A pen.
- An index card.

Write categories at the top of the index card. Make a tally under the section each time you finish a pomodoro.

At the end of the day transfer your tally list into your daily log.

Keep a Daily Tally on a Card

	plan	write	edit	words
6/27	///	////		3015
6/28			///	--
6/29	/// //			--
6/30		/// ////		5777
7/1		//	/// /	1299
7/2				
7/4				
7/5				
7/6				

Recording each pomodoro only takes a second,
allowing you to keep writing without distraction.

Keep a Daily and Weekly Record

DAY	PLAN # Pomodoros	WRITE # Pomodoros	EDIT # Pomodoros	TOTAL POMODOROS	WORDS
S June 27					
M June 28					
T June 29					
W June 30					
Th July 1					
F July 2					
S July 3					
SUMMARY					

WEEK OF	PLAN # Pomodoros	WRITE # Pomodoros	EDIT # Pomodoros	TOTAL POMODOROS	WORDS	TOTAL WORDS
June 27						
July 4						
July 11						

At the end of each day, record your pomodoros. Each week, count your total.

Pomodoro Plan

DAYS OF THE WEEK

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

A weekly goal is better than a daily goal because you have some flexibility.

Aim for a number you can comfortably, consistently hit.

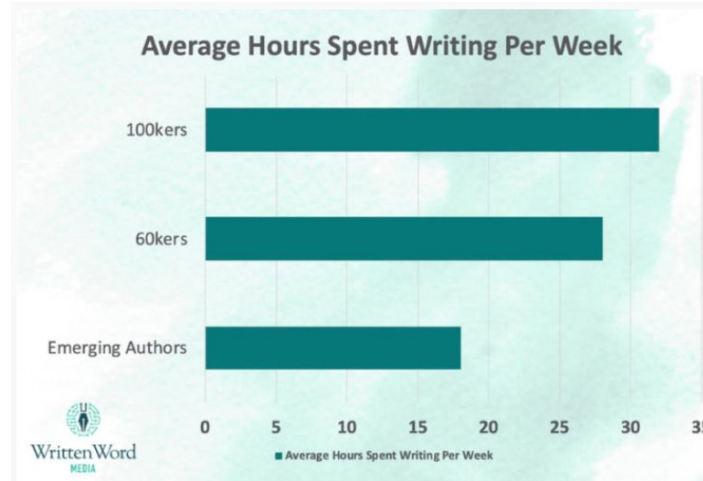
Start low and work up.

How Many Pomodoros per Week?



May I suggest a goal for you as a writer?

Authors Earning 100K Work 32 Hours/Week



Ref: <https://tinyurl.com/2p8xkv4k>

32 hours is 64 pomodoros. 9 pomodoros/day times 7 days/week equals 63 pomodoros per week—close enough to 64, and it's easy to count. So 63 pomodoros per week works for me.

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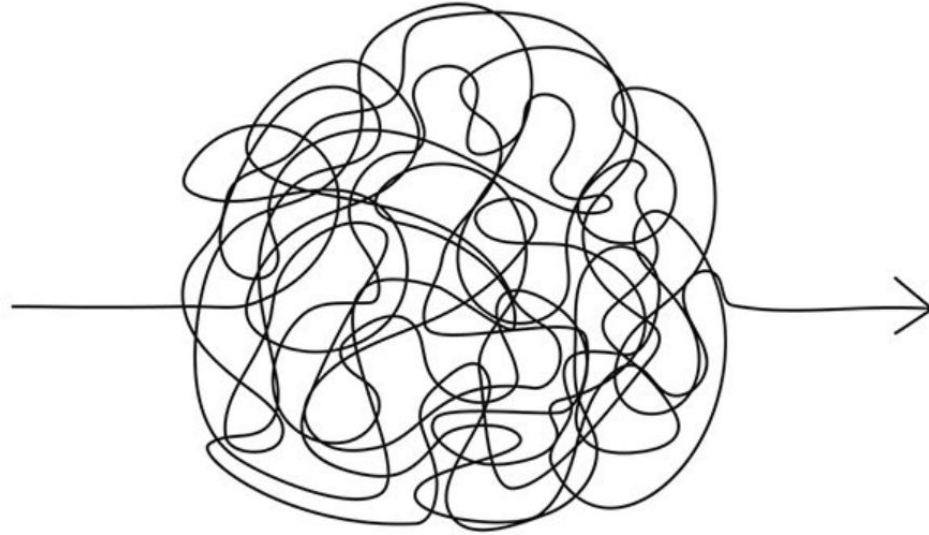
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What Is Writer's Block?



A PAINFUL condition in which a writer cannot write even though he or she really wants to.





Writer's Block Can Be Understood



WRITER'S BLOCK occurs when you try to do more than one of these activities at the same time:

- Planning
- Writing
- Editing

Without Planning, You Will Struggle



The secret to easy writing is **good planning**. Take time now to avoid frustration later.

Planning your book first will make writing and finishing your book super-simple.

Planning Helps



Yes, even if you're a pantster. I know, planning to write is just not what you do. For the sake of adventure, can you give it a try here for this one project? You may be surprised!

Blazing Fast Writing



You will be amazed how easy writing becomes when you plan first.

Just 5 Minutes



At the beginning of each writing session take 5 minutes to plan that session. Once you do this you will be amazed at how easily the words come!

No Worries



Give yourself permission to write garbage. Don't stop. Don't edit.
Don't worry.

Write Fast



Write fast like a greyhound! You are aiming for at least 1000 words per hour. Yes you can.

Sprint, then Rest



Take time for breaks between hard work.

Dictation Will Double Your Speed



Free apps:

- CHROMEBOOK: Google Docs voice typing.
- WINDOWS: Windows 10 Speech Recognition.
- MAC: Apple Dictation.

You can also get Dragon Naturally Speaking. This works well for Windows but sadly not as well for Mac.

Editing



Never Publish a First Draft – Always Edit!



There are three types of editing:

- Self-editing.
- Writing and Critique groups.
- Professional editing.

Self-Editing: Things to Catch

Watch out for:

- Repetition – words, phrases, or ideas. Say it once, clearly, then get out.
- Using passive voice.
- Static descriptions. Use nouns and verbs, not adjectives and adverbs.
- Words that are not adding to your ideas. Challenge yourself to cut at least one word from every sentence in your manuscript.
- Jargon or million-dollar words. You want to communicate, not show off.
- Hidden ideas and unclear connections. The reader can't read your mind so be clear. Spell out points or if you don't want to make a statement on the nose use vivid images to show not tell.
- Not having a point. Why are you telling the reader this? What is the point you want to make in each paragraph? Don't just blather on.

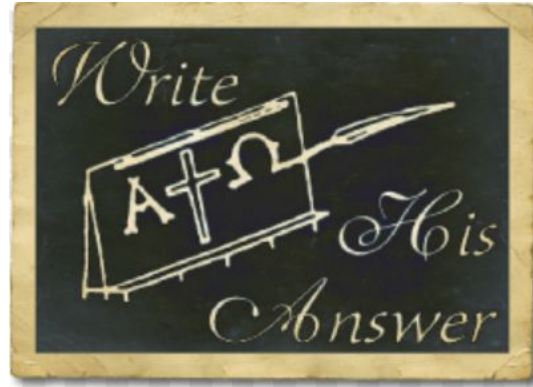
Writing or Critique Groups Can Be Gold



Things to keep in mind:

- When offered feedback simply say “Thank you.” Even if you don’t agree you won’t change the reader’s mind by arguing, so don’t.
- Be open, not defensive. Consider if the reader could possibly be right.
- Remember that it’s easier to pick up that something is not working than it is to diagnose what the problem is. Recognize that “fixes” offered by the reader may not be correct, but the fact that there is a problem probably is.
- Be careful when offering your own critiques. Your words can penetrate deeply. Be gentle and kind.

Marlene's Critique Group



If you are looking for a critique group, you may want to consider Marlene's GPCWC weekly Zoom group!

Meetings alternate between Thursday mornings at 10 and Thursday evenings at 8.

To join, just email Marlene directly at mbagnull@writehisanswer.com and ask her for the link to the meetings.

Professional Editing is Expensive and Often Premature



Before you spend hundreds or more than a thousand dollars for editing, consider:

- Have you fixed your manuscript on your own as much as you can?
- What do you need? Restructuring? Just grammar? Be clear before you hire anyone.

Finding an Editor



To find an editor:

- Ask fellow writers for recommendations.
- Look around this conference because there are lots of editors here, in all price ranges
- Check out Editorial Freelancers Association www.the-efa.org.
- Remember that **editing is an art, not a science**. Different editors have different styles. Once you find several names, ask for references and/or a sample edit of a few pages to make sure you get what you want to get.

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Don't Lose Anything



I like to save a new draft of my work every day and date it.

Yes, this means a lot of files. But it's worth it. If I need to go back to a previous version because of changes or whatever, I can.

Also, every week or so don't forget to make copies of your work on a thumb drive.

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Resources



Check out the handout on the GPCWC board for a list of resources and links.

If You Would Like to Get in Touch...

I'd love to hear from you!

You can email me at amydeardon@gmail.com.

You can check out my website for great freebies at www.amydeardon.blog.

You can see my business website for Self-Publishing at www.ebooklistingservices.com.

That's All, Folks!



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