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# Writer Productivity Workbook

by Tim Grahl • [timgrahl.com](http://timgrahl.com)

Helping authors build their platform, connect with readers and sell more books

Dear Author,

Welcome to the *Writer Productivity Workbook*. I'm excited to share this with you as it has helped me reach my writing goals more than anything else I've done.

The reason?

Because it helps me *actually sit down and write!*

I've spent many years trying to figure out how I can get more done in less time, and this workbook ([and the article that goes with it](#)) is the result.

I hope it helps you reach your writing goals!

I look forward to seeing the success you have. Please feel free to email me at [tim@outthinkgroup.com](mailto:tim@outthinkgroup.com) with your questions, feedback and success stories.

Thanks!

A handwritten signature in black ink, appearing to be 'Tim Grahl', with a stylized, sweeping line above the name.

Tim Grahl

# The Mindset

What changes in your thinking are keeping you from being productive?

Do you need to cut out distractions such as social media? Do you need to give yourself grace when you fail?

What mindsets need to change?



# The Schedule

You have to figure out the *when* before the *what*.

1. **Identify the unchangeables.** What is locked into your schedule that you can't change? Getting the kids to the bus? Your day job?
2. **Identify the clutter.** What fluff is in your schedule? How much TV do you watch? What time are you going to bed and getting up? What is changeable?
3. **Add creative/platform building time.** Put in your schedule exactly when you are going to write and build your author platform.

Use the box on the right to sketch it out before adding it to your actual calendar.

A large, empty rectangular box with a dashed border, intended for sketching a schedule. It occupies the right half of the page.

# The Plan

What do you want to accomplish in the next 6 months, 3 months, week and 24 hours?

Start with your values and goals and work until you know exactly what you are working on tomorrow.

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# The Tools

Here's a quick list of the tools, apps and systems I use to help my productivity.

[Spark Notebook](#) - A new goal setting notebook that makes it easy to plan out your months and weeks.

[Autofocus System](#) (free)- This is a simple system for tracking your todos and getting them done. I'm still new to it, but so far the results have been amazing.

[Google Calendar](#) (free) - Keep a hard schedule somewhere with your time blocked off. You should be able to look and see exactly when you should be working on what.

[Printable Monthly Calendars](#) (free) - It's hard to see multiple months on your computer calendar all at once. I like to print them out and work with pen and paper.

[Pomodoro Technique](#) (free) - A great way to get a ton of work done in short bursts. [I use the iPhone app](#) (\$ \$1.99).