

Writing Session

Before

- Tell everyone to leave you alone
- Get a glass of water
- Get pen and paper
- Get your computer and ensure it's charged or plugged in
- Get your journal
- Find a quiet place
- Put your phone on silent
- Get comfy

In your first session you're going to empty your head of everything so you can focus on your writing

Session one

- Open your journal or a document on your computer
- Turn your phone onto silent or do not disturb
- Set your timer for 10 or 15 minutes
- Turn the screen off or flip your phone over, don't watch the timer
- Write

Write everything: all your worries, all your hopes, fears, plans, whatever has been bothering you, that song playing in the back of your head

If a thought intrudes of something you "should" do, write this on a separate piece of paper (that's why you have pen and paper). This is your to do list. Then focus back on your brain dump

Keep writing till the alarm goes off – it will even if you've set your phone to silent

You may choose to save this document or close without saving

In-between

- Save your document (if you choose to)
- Take a break
- Drink some water
- Decide what you want to focus on in your next session

You may choose to finish here and that's fine. You showed up and you did the work. Well done you

Getting into a writing habit can be hard, listening to the noise in our head can be hard too

If you're finished skip down to "After"

Second session

- Open the document / project you're working on
- Set your timer for 20-25 minutes
- Write

It should be easier to focus and the time will go faster

If you get distracted, take a breath and refocus, add to your to do list if you need to

Any research can be done later

Wording doesn't have to be perfect, write the thing, you can edit later

After

- Save your document
- Take a break
- Move around
- Drink some water
- Book your next session in your calendar
- Review your to-do list

You may choose to finish here and that's great! You did good work

If you have the time and focus you can do another 20-25 minute session

You can come back to this checklist at any time. Even when you've got the basics down it's good to revisit on occasion.

Hope to see you in a "write with me" session soon

Happy writing from Frances Duncan

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