

Do the Write Thing

By Donald Schnell

Do the Write Thing

Donald Schnell
Donald@spiritualjava.com

http:// <http://www.SpiritualJava.com>

Article Title: Do The Write Thing
Author Name: Dr. Donald Schnell
Contact Email Address: Donald@spiritualjava.com
Word Count: 560
Category: Personal Development, Motivation, Self Help
Copyright Date: 2003

Publishing Guidelines:

Thank you for publishing this article in its entirety including the resource box. When possible, please notify me of publication by sending either a website link or a copy of your ezine upon publication via email to Donald@SpiritualJava.com Thank You!

Do The Write Thing ©2003 Dr. Donald Schnell

Dear Colleague,

Here is one of the real, hidden secrets of those who consistently produce product: make inviolate appointments with yourself to write. You most likely do a fairly good job at keeping the appointments you make with others. You have mastered this skill, so why not use it to get things done?

For example, I have to write the Spiritual Java course, the Dream Achievers course, the daily Winning Edge,

my coaching practice, there's another novel I'm working on, a newsletter in a different field, seminar planning etc.

I block out several hours days in advance of the due date. If I didn't block out that time in advance, I'd wind up desperately scribbling out copy minutes before the due date.

Some years back, I was counseling a hypnotherapist new to his practice. I shocked him when I told him to close his practice for a day if he wanted to see more business success. I suggested that instead of seeing clients that he devote an entire day to "marketing". This was a day that he was to call patients, visit health foods stores, give speeches, and his charity work.

Most of these important tasks weren't getting done because his time was eaten by talking to patients. his little extra time to promote his business paid him back in huge dividends. He had to block out time for himself, so that he could accomplish this.

I'm often asked about how I manage to do as much writing as I do, along with everything else I juggle. There are two answers. First, I write for at least two hours every morning, no matter what. The first hour of my morning, I write. At home, on the road, weekdays, or weekends, it doesn't matter. Tired or not, inspired or not, it doesn't matter. Second, I block time, often weeks, occasionally months in advance, as appointments with myself-just as I would keep an appointment with a client.

Here is another power technique is to minimize any unplanned activity. By reducing unscheduled time and unplanned activity, you automatically reduce waste. If you look carefully, you'll see that most people just sort of show up.

They arrive at the office, at work, and react to situations. If you press them for their day's plan, you'll find they may have only one or two scheduled activities-one of which is usually lunch-and maybe a few things on a vague things-to-do-list. All the unscheduled time somehow gets used up, but if you again press them at the end of the day, or better yet, at the end of the week, they cannot tell you where it went. The person who cannot tell you where his or her time goes is forever destined to be unpublished.

Ideally, have your day scheduled out by the half hour, from start to finish. I recommend blocking out each hour into four, 15 minute segments. At the top of each hour make it a point to see how many of your most important items you

can clear. Start your planning with 15 minutes.

Why not try to plan for just one week?

It is a cliché, that those who fail to plan, plan to fail. Cliché or not, it is worth remembering and worth taking the time to plan. When you plan, you free up mental energy that is pulling on you because you don't have a clear direction. When this happens, practically no writing gets done.

Do the write thing,

Donald Schnell

[Get-Articles.com : 1000's of reprintable business and internet marketing-related articles.](#)

[Submit your article for reprint.](#)