

The Write Fast System: Time Audit Worksheet

You can finish a book in as little as an hour a day over fourteen weeks. If you're struggling to find time to finish your book, try this time audit to discover places where you can prioritize your writing.

Step 1: Fill in Your Activities

In the provided weekly calendar below, write down the activities you're currently doing during each hour of the average week. Remember, this isn't about what you wish you were doing. It's about what you're actually doing. Be honest!

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							

Step 2: Evaluate Your Time

Grab two different color pens. Use one color to highlight activities that are a good use of your time in light of your writing goals. Use the other color to mark activities that could be reconsidered or eliminated.

If color-coding isn't an option, place an 'X' next to activities that are not helping you reach your writing goals.

Step 3: Commit to Writing Blocks

Set aside **at least two blocks of time** and commit that time to writing (even better if you can commit to five blocks or more!).

Then, add it to your calendar and make it a sacred time you never violate.

Step 4: Professionalize Your Writing Time

You can't pull an all-nighter and finish writing a book (I've tried). Instead, it takes dedicated periods of time over several months.

If you can just write 1,000 words in an hour a day, that's 100,000 words in 100 days!

The key is to approach your writing blocks as you would a part-time job. Be punctual, minimize distractions, and give it your all. Set word count goals for each block to help you stay on track.

Step 5: Reflections and Key Takeaways

After completing your time audit and committing to your writing blocks, take a moment to reflect on this experience.

What did you learn about how you use your time? Were there any surprises? What challenges do you expect will come up as you try to stick to your new writing schedule?

Write down these reflections and key takeaways in the space provided on the next page. Then, set a calendar reminder for a month from now to revisit them.

Reflections

What did you learn about how you use your time? Were there any surprises? What challenges do you expect will come up as you try to stick to your new writing schedule?

[illegible]