

# Time planning - time management



**The basic idea:** develop an active relationship with the time you have available to work. Organise it by setting specific goals and a fixed workload that you want to achieve - and can achieve!

**So not:** 'I'll see how long it takes me...?', **but:** 'I have so and so much time and want to achieve this or that within this time frame!'

**You need three different timetables for this:**

- a long-term plan for the entire writing project: research – data collection – writing the rough draft – getting feedback – revision,
- a medium-term plan for one or two working weeks,
- a short-term plan for each working day.

## It is important to plan your time realistically!

Firstly, realise how much time you actually have available to work on your writing project, i.e. you must also include your private and personal activities, commitments and goals or subtract them from your available time.

To do this, it is advisable to keep a work log for one or two weeks at the beginning: Day by day, make a note of how much time you have spent on which activities. This will tell you how much time you actually need for a particular activity. You will gradually gain a “realistic sense of time”.

*Nevertheless: always allow for buffer times!*

**Five steps to a successful daily/weekly plan:**

1. Set yourself a specific goal - given the time available. For example: 'I want to write this sub-chapter this week!  
Record this goal in your “work journal” right away.
2. realise what steps are necessary before you actually start writing:
  - Recapitulation of readings, re-reading individual passages if necessary
  - Reviewing excerpts and drafts, as well as your own notes
  - Analysing data etc.
3. Make yourself aware of what your central aspects/statements are:  
For example, categorise them as A, B, and C.  
(A = essential; B = desirable, C = decorative addition)





4. write, write, write...
5. check yourself. Record in your “work journal” what you have achieved and what you have not achieved, what you are satisfied with and what you are not satisfied with. Analyse and evaluate your own notes - in the sense of a “reflective writing practice” - and draw conclusions from them: Set new goals, update the old ones.

## **Organise your everyday life around writing!**

The time you have for writing is your “sacred time”. Everything else has to take a back seat: No emails, no internet, no phone calls, no post etc.

*Also consider your biological rhythm!* Favourable times of day for concentrated work are generally: **8 am to 12 noon - 4 pm to 8 pm.**

Individual habits and preferences may shift these time slots, but should not override them.

Also plan a physical and mental “balance” to your writing: sport, walking, yoga, going to the cinema, taking a bath, etc.

**Last but not least: be good to yourself! Reward and spoil yourself when you have achieved a set goal within the allotted time!**

