

# How to Schedule time to **WRITE YOUR BOOK**



**Winsome Duncan & Teju Chosen**

How to Schedule Time to Write Your Book

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# How to Schedule Time to Write Your Book

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**Published by**



# How to Schedule Time to Write Your Book

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## **Introduction**

### **The problem potential authors face**

Sadly, authors to be are hindered by a busy society which makes them feel like they do not have enough time to pursue their writing goals. In particular, there are three key factors which impede on writers starting to write their books:

1. Being Time poor
2. Lack of real commitment
3. Low confidence and self esteem

We will take a more in depth look into them a little later on in this book.

## **Why do some books never get written?**

Did you know that 7 out of 10 people would like to write a book? Unfortunately, only 20% of those people will ever complete a manuscript for publication. Why is this? It is such a shame that many stories in the hearts of mankind will go unread. The main culprits are TIME STEALERS and procrastination! Would-be authors create the grand illusion of there not being enough time and stay on side-lines, content with their excuses and never move out of their comfort zone.

The first problem new writers are facing today, is learning the discipline of sitting down to write their books. The second most challenging thing, is not



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having a clue on how to start the process of structuring a book. If you are finding it hard to focus and commit pen to paper, then we have the solution for you wrapped up inside this book.

Decide **TODAY** to be a part of the 20% of authors who actually make it onto a bookshelf and in a library. Learn how to write a short, informative book that is filled with quality content and produce the valuable content, you have always dreamed of.

Right! Let us take a look at some of the reasons why your book has not been completed.

### **Time poor**

Being time poor is a disease. Did you know that time is the most precious commodity we have? You are spending your life on a daily basis and once time has gone you are never going to get it back. If you are living a hectic life where you always put others before yourself, then you need to press the reset button. Even if you are to write your book in a small time frame like the 24 hour window we are talking about, you are going to have to set aside those hours. When writing a book it is imperative that you put yourself first. I remember an author named Janet who I worked with for six months and in the beginning she felt guilty for taking one hour per week or every two weeks to write her book.

Eventually as we worked together over a longer period of time she became much more confident as a writer and made it a priority to write when she was with me and also when alone. This took determination and dedication on her part.

### **Lack of commitment**

It is a shame that nowadays, people just talk about their dreams and aspirations. We would be lucky if even 10% put their money where their mouth is and got up and decided to go after their dreams fearlessly. I get really tired of hearing excuses about why people cannot make time to write. The bottom line is, you are either going to write your book ... or you are not. There is no way of getting around

this, if you want your book out there, YOU will have to make time to WRITE, plain and simple. If you are not willing to commit up to 4 – 8 hours a week, then you need to be realistic and put your book on hold for the time being. Ms Prim has two sons and every morning before going to work she would get up two hours earlier and write in peace and quiet. At night, once the boys were in bed she would work up to midnight tirelessly finishing off her book. As a testament to her, she now has eight books. Another thing I liked about Ms Prim was that she was committed to the process, no matter what. You need to have that gritty determination in order to complete your book and also believe you can do it. A few sleepless nights and early

mornings is not going to kill you. Crack on and get writing. Do what needs to be done!

### **Low confidence and lows self esteem**

Yes, it is true some people are not natural writers. That does not mean however that they should not write a book. This is why you have wonderful people like ghost writers and editors who can help turn a basic text into a masterpiece. It depends on how much time you wish to invest. Maybe you are an author who never obtained an English GCSE and you feel inadequate or maybe literacy and writing is just not your strong point. It is nothing to be ashamed of. Remember the man you thinks he can and who thinks he can't are

both correct. It is time to speak positive words over your life, like:

- I can do this
- I am a writer
- I am an author
- I am a bestseller
- I love writing
- Writing loves me
- Words flow easily to me
- I am a confident writer

Say these positive affirmations to yourself on a daily basis in the mirror and you will soon believe the words you say. Remember a journey begins with a single step.

## **Who are We and Why Should You Care?**

*Winsome Duncan - Book Confidence  
Coach and 'Just Write It' Project  
Manager*



Meet entrepreneur and the Founder of Peaches Publications Winsome Duncan, she is passionate about books, and is a bestselling author with eight books in her repertoire. Winsome is an award-

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winning entrepreneur and a sitcom writer for 'Keeping Up With The Brokers'. Her work has featured on BBC iPlayer, SKY & BBC LONDON. As a motivational speaker Winsome was trained by multi-millionaire renowned speaker Mr Les Brown and the UK top speaker Mr Andy Harrington. Her books are highly acclaimed, they have received national press and media coverage and has been endorsed by former Minister of Justice Sir Simon Hughes.

Visit [www.peachespublications.co.uk](http://www.peachespublications.co.uk) or email [peachespublications@outlook.com](mailto:peachespublications@outlook.com) for more information.



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*Teju Chosen – Book Mentor and Just Write It Assistant Project Manager*

*CEO of Exceptional Coaching Ltd*



Career Coach, Teju Chosen is a Master's educated Writer who is the author of the forthcoming book, "HOW TO GET PAID MORE THAN YOUR BOSS - 7 Simple Steps to Acquiring That First-Class Dream Job". As well as being a high flyer in the IT Training Consultancy world, she is also an award-winning Spoken Word Poet, Playwright and Qualified Lecturer who has

held Writing workshops in schools, colleges, universities, mental health institutions and in prisons (including running a magazine in HMP Wandsworth). Her extensive writing experience includes works for The National Youth Theatre, The Shared Experience Theatre Company, International Chartered Accountants of Nigeria (ICAN) and various corporate organisations and magazines.

Teju can inspire and encourage anyone to accomplish their writing goals with the tips and techniques she has acquired over decades.

Teju is a graduate of the Andy Harrington's Speaker's University who can guide you through creating concepts/systems and

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help you construct your story to sell your book, once it is written.

Visit [www.tejuchosen.co.uk](http://www.tejuchosen.co.uk) or email [coachtejuchosen@gmail.com](mailto:coachtejuchosen@gmail.com) for more information.

## **Why It's Important to Set Time Aside**

If the goal of writing your book is important to you, then you need to set time aside for this. If you are serious about becoming an author and each year has gone by and you still do not have your book in your hand, then there is something that you are doing that is not quite right; in this case, not starting to write your book. If you do not start, it is inevitable that you will not finish.

14% of people have a goal that is unwritten? How many of these people do you think actually achieve their unwritten goals? If a goal is only in your mind, it is likely to be mixed up with thousands of

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other thoughts which are not comprehensive or defined enough to manifest.

A great person once said that in order to complete a goal that is your main goal, you need to spend 20% of your time on it? Are you spending 20%? How much time are you spending watching television?

Even if you decide that you will write some ideas about your forthcoming book for 15 minutes during part of the day, you should put this in your diary or calendar. Set time for it and make sure you do it at this time. Discipline yourself and you reap the benefits.

It is a good idea to record the time you spend on your daily activities. List what

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you do in a spreadsheet and create a pie chart from this.

### How Denise spends her day

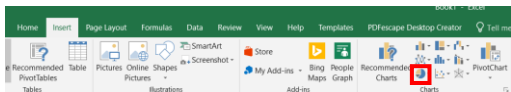
	No. of hours
Grooming	1
Breakfast	0.5
Getting dressed	0.5
Travelling to work	1
Work	7
Lunch	1
Travelling from work to home	1
Watching TV	3
Talking on Phone	2
Surfing the net	1
Updating social media	1
Smoking	1.5
Gym/Exercise	1
Writing book	0.25
Socialising	1
<b>Total</b>	<b>22.75</b>

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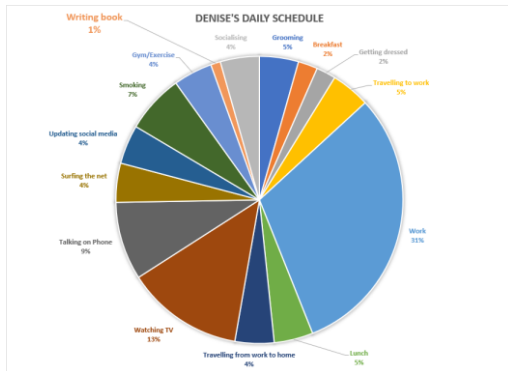
To create a pie chart:

- Select everything you have typed apart from the total row
- Go to the ribbon and select **Insert**
- Click on the **Pie Chart** icon and select a pie chart of your choice



## How to Schedule Time to Write Your Book

Your chart will appear and you can decide for yourself, whether you have been spending your time wisely:



**Activities known to steal the majority of people's time include:**

- Watching too much television
- Speaking to friends or relatives on the phone



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- Recreation time on social media
- Reading newspapers and magazine
- Smoking
- Excessive socialising

It is not deemed necessary to stop all of the above, if these are your vices, but the old saying states, "everything in moderation". Creating a pie chart of your daily activities, as above, will help you establish how you are spending your time. In order to make necessary changes, you must first identify the current situation. This will include highlighting major time stealer culprits that may need to be abandoned for example, socialising most evenings and every weekend with friends or answering every phone call. This must be done in order for you to achieve

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your goal of writing book. It might even be a temporary hold on the things you love doing. For you to excel in your writing goals, tunnel vision is now required.

## **Free Flow Writing Exercise**

Go grab a couple of sheets of A4 paper, sit down in solitude and put your phone on silent. Better still, turn off your phone. Whenever I write I switch off all electrical equipment and really focus on what I want to write. The following rule applies:

**You must not edit your work**

### **Exercise one**

For the next ten minutes you are going to write about whatever thoughts come into your head. You are going to keep your pen on paper, no laptops allowed. Even if you do not know what to write, write down I don't know what to write. If you get stuck, look around in your environment and start

describing with as much detail as possible what you see.

### **Exercise two**

This time pick a subject you know a lot about and this time you are going to free flow write on that topic matter for 30-minutes. Same rules apply don't stop and do not edit your work.

The purpose of these two exercises is to push past any blocks you may have to writing. It also helps to tame the perfectionist in you that wants to change, adapt and edit. All of this takes away from your writing style. I simply write, I write it bad, I write it good but I just write. Getting the words out is half the battle you can do the tidying up later.

## **Your Accountability Partner**

When you decide to write your book, you need to have an accountability partner to help you stay the course. Choose someone that is supportive and will check in on you and the deadlines you set on yourself. This could be your husband, wife, mentor, teacher, sister or Pastor and so on. Report back to them weekly on how it is going and tell them honestly about any challenges you might be facing.

## **Your Writing Timetable**

The following are a weekly timetable for you to print out and decide what time you are going to make available to write and your daily and weekly writing tasks.

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<b>Daily Tasks</b>	
<b>Timeframe</b>	
<b>Morning</b>	
<b>Afternoon</b>	
<b>Evening</b>	

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<b>Evening</b>	

## **Setting Your Main Book Objectives and Target Population**

### **Main Objectives**

Why do you want to write a book? What do you aim to achieve from the process?

What is your main reason for becoming an author?

The following are possible aims for you to benefit from being an author:

- To be seen as an expert
- To gain more clients
- To fulfil a life-long goal
- To earn an extra income
- To educate people

- To share your success secrets with your network
- To help people heal

### **Target Population**

It is important that you establish who your target population is going to be. Once you know this, you can ensure that you write for them and make sure that all your marketing for your book is geared towards them.

What you should consider includes:

- Occupation
- Income bracket
- Location
- Age
- Sex
- Marital status
- Interests
- Education
- Problem

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Think about the problem that your target group have and how you are the person to solve it. Why you and not somebody else?

Write this down: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Personal Statement

Please complete your personal statement here, making it clear as to why you want to become a published author:

What is my why?

Once you identify these areas you will be able to use this as one of your motivations. When you feel like giving up, think of why you got started.



## Epilogue

We hope that from what you have read in this eBook, you can see the benefits of setting time aside to write your book. You may also feel that writing your book is less of an impossible task and more of a great possibility that you are looking forward to.

You have now seen that lack of action will never lead to proactiveness and hopefully you would by now realise that it is a process and that one step leads to another. Once you have completed the main body of work, you can edit and improve, if you do not start, what is there to improve on?

For you to achieve something you have to want it seriously enough. It needs to be

important and if it is important, YOU WILL SCHEDULE TIME!

The age-old question is how to start writing your bestseller book? The answer is simply to.....

JUST WRITE IT;)

**Remember you can book a place on our exclusive workshop that teaches you our special formula:**

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