

# **“Effective Time Management Strategies for Writers”**

By Rigdha Acharya

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Goals Easily

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## Hi and welcome ☺

Before we get started..let's talk about a few things.

1. Let me guess..you're probably quite busy right now, you probably have some articles to write, people to contact, websites to maintain so we're going to keep this report as short and to the point as possible.
2. You probably have a ton of distractions around you, you maybe signed on to your MSN, or you may have phones ringing and so on..

So I want to make a request here. **Please read this book when you get sometime to focus on it.** I'll share some of my best strategies to manage your time but I need your undivided attention for about 20 minutes...sound fair?

If you don't have 20 minutes right now, just save this book and come back later. I'll wait, I promise.

3. I love personal development books and I know it feels absolutely great to open a new book that's going to give you a lot of cool ideas. But, I also know *cool ideas don't always mean cool results* so I want you to promise me that you'll use the information in this ebook.

If you are not going to use this information, please hit the close button, send it to your friends and delete it from your hard drive right now. You really don't need any more ebooks on your computer.

4. Done? Good!

Let's get started then..

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## Time Management & Work Life Balance for Writers

Working from home is a lot of fun, you get to set your own schedules, be your own boss and take more time off for yourself. But, working from home is also a lot stressful especially because the line between work and life gets really blurry when you work from home.

It's easy to sneak into your home office in the middle of family time and find yourself worrying about a report or a client.

That's how most people who work from home create stress and fail to balance their work and personal life.

Here's some tips to balance work and personal life when you work from home:

### 1. Set definite schedules

The biggest problem most people have working from home is the thought that they can work whenever they want. While the notion is true to an extent, let's be a bit realistic here. It's virtually impossible to work when your 2 year old is crying or when your kids get home and run around the house fighting. Or, when your lovely spouse needs your undivided attention.

There are two problems that can arise here:

- a. You don't get your work done
- b. When you try to get work done, your family feels ignored

The best way to avoid both of them is to set schedules and let your family know about it. Setting schedule also gives you the motivation to fight procrastination and get things done.

### 2. Do a data dump

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Picture this: You're in the middle of a family conversation but you aren't paying any attention, your mind is somewhere else - it's on your work! You are stressing out about a situation at work or trying to find a solution to a problem.

That creates stress and keeps you from enjoying a relaxing time with your family. That's the relaxation time that replenishes you and allows you to come back with more creative energy for the next day.

**Here's how to deal with it:**

Take a notepad before you end your day and write down every single problem that's on your mind.

This works by allowing your mind to understand that the problem will be taken care of and that it doesn't need to constantly remind you of the problem's existence.

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## “How You Can Easily Boost Productivity In Your Writing”

Do you want to know what the biggest difference with people who seem to find tons of success and the people who seem to find tons of failure is?

One group spends too little time thinking about their failure..the other group spends too little time thinking of their success..

Which one is which?

This is one of the things that took me the longest time to understand...And, then I had a lightbulb moment..

You see, I'd heard all about positive thinking – sure sounded like a good idea – I thought I knew what people were talking about when it came to positive thinking...And then, it hit me...

This one day as I was sitting there when I really “got it” or better I think I get it better now..

You see, to me positive thinking sounded like just another cute thing to do. But, you know what?

Positive thinking has a lot with your productivity.

When things go wrong..you can either look at that as your failure and then sit down and recount all your failures making yourself feel like a loser.

Or, you can take the event, analyze it, look at your successes and say “***I bet I can turn this around..what's the next action I can take to get closer to my dreams?***”

When you ask yourself “**What is the next step**” it forces **clarity** and forces you **out of negative thinking into action based thinking**. The type that actually helps you get anywhere..

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## “How to Crush Procrastination Caused By Fear”

Have you ever got really excited about doing something, planned it all out and then frozen?

Like seriously, you do all the planning work- you're excited, you definitely care about the project..

And then somehow you still freeze when it comes to actually doing the work..

I have!

That's one of the biggest killers of productivity, dreams and goals so let's talk about this one...Are you ready?

You see, when a goal means a lot to us...it sometimes activates the fear center of our brains..

...And we start thinking of all the consequences of failure...all the nasty things that will happen to us if we don't reach our goals..

That fear prevents us from taking any action because we want the actions to be so perfect that it becomes impossible to act..

That's weird isn't it?

We certainly don't want to fail...so we do something that's surely going to fail us..

I mean...is there a way to succeed without taking action?

Let me know if there is...I would sure like to know!

So, how do you deal with this kind of procrastination?

It's very simple actually...

All we need to do is take the big project that means so much to us and then **start**

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**breaking it down into little tasks that are easily achievable and doable..**

This **takes the fear out** and allows us to do something..

And..when we do something...we feel good..don't we?

So, here's your action step for today - **break big and scary tasks down and do them!**

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## “How to Overcome Procrastination by Gaining Clarity”

Procrastination is the biggest killer of dreams (that i know of atleast)..It's so easy to procrastinate and lose sight of the most important things we need to do in our business..

I could easily be staring at my computer screen for hours upon hours without getting anything important done.

Here's what I do now:

One of the main causes of procrastination is the lack of clarity. I **make a to-do list** and prioritize it well. And, I also make sure I **break down every task into tiny little pieces that take the fear or complexity away.**

When a task appears complex, the chances of it getting done are close to none!

This way, when any task starts causing anxiety and then procrastination, I'm able to take that task and break it into really simple steps. And, these simple steps take me a lot closer to the completion of the task.

In fact, by using this method..I've found that I can actually get the task done in the time I'd normally spend worrying about it...

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# "Discover How You Can Manage Your Time More Effectively and Become So Highly Productive That You Fall In Love With Life Again"

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You will Learn exactly How to:



**Eliminate Procrastination** Once in for all by Defining your Goals and Creating **To Do Lists That Actually Work.**



**Achieve All Your Goals** by Setting Up Career, Family or Personal Goals That Mean the Most to You and Give You **Automatic Motivation Every time.**



Achieve **More Success Easily at Work** by Producing **More Quality Results** in a Week Than Your Colleagues Can Produce in a Month.



Spend **Quality Time With Your Family**, Play With Your Kids More Often And **Feel More Satisfied and Recharged..**



**Reduce Mental Stress Easily**, You'll Go to Bed With the Feeling that You Have Done Your Best and Made Each and Every Minute Count. **No More Guilty Trips.**



No More Running Around Like a Chicken With it's Head Cut off. Be in **Complete control of Your Time**, Your Life and Your Priorities.

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**Prioritize Your Schedule** according to what is most important and **NEVER** again push off the most important things to 'someday'.



Divide up Your time for a **perfect Work, Play and Relax balance** that will recharge you and get you pumped up for **more success in your life**.



Find **Time To Relax**..Find Time for Spa, Treat Your Self to a Golf Game With Your Buddies, Relax By the Beach...**Do Anything You Want**..



Learn How to Never Get Sucked in By Old Habits and How to **Stay on Track** with Your Time Management No Matter What! (Time Sensitive FREE Bonus)



And more..

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