

Create a Productive Writing Routine in 5 Steps



Whether you are beginning a writing routine or improving an existing one, the steps on this worksheet will enable you to develop a meaningful writing plan.

Step 1: Set a goal

Establish a productive writing routine with a **purpose** in mind. Maximize your writing time by choosing a **specific** and **achievable** goal to work on during each session. You know yourself best, so choose a goal that will **meet your needs** and is **realistic** to your abilities.

Examples of specific and achievable writing goals:

I will write at least 250 words for my literature review.

I will rewrite the thesis statement for Assignment A.

I will write a rough conclusion for Assignment B.

Note these goals above emphasize **one specific task**. If you need to accomplish more than one task, pick the task you need to finish first.

Create a writing goal by answering these questions.

Which assignment are you working on?

What specific task do you want to accomplish?

Write your writing goal below:

Step 2: Set time to write

Setting aside time for writing is the most important step to developing a productive routine. The goal you have chosen for your writing session should determine the **amount of time** of the session.

If you are not sure how much time you will need, consider starting your routine with a **30-minute writing session**, which is just long enough to finish the task and short enough to be manageable.

If you need more time to write, increase the session time by 5-minute intervals until you find a time that works best for you.

Determine the amount of time you need to write by answering these questions.

What is your writing goal? Go back to step one and read your goal. Think about the amount of time you realistically need to complete this goal.

Circle a time below:

Pick a time that fits your needs.

30 minutes

35 minutes

40 minutes

45 minutes

50 minutes

Step 3: Write with focus

Time to write! Before you begin, go back to step one and re-read your goal to focus your writing. Follow the tips below to help you get started.

Gather materials you need to write.



Eliminate distractions such as silencing your phone.



Start a timer.













Step 4: Reward yourself

Congratulations! You completed a writing session. Now take 5–10 minutes to reward yourself!

Answer the question below to help you determine the best reward for you right now. Feel free to come up with your own reward.

**How do you feel?
(circle all that apply)**

Energetic	Accomplished	Hungry	Overwhelmed	Tired
<p><i>Feeling energetic? Get moving.</i></p> <p> Go on a short walk.</p> <p>Stretch your body. </p>	<p><i>Feeling accomplished? Celebrate.</i></p> <p> Do a fun activity you enjoy.</p> <p>Throw an impromptu dance party. </p>	<p><i>Feeling hungry? Eat and/or drink.</i></p> <p> Eat your favorite snack.</p> <p>Drink your favorite beverage. </p>	<p><i>Feeling overwhelmed? Take a deep breathe.</i></p> <p> Go on a walk to clear your head.</p> <p>Meditate to calm your mind and body. </p>	<p><i>Feeling tired? Take a break.</i></p> <p> Take a short nap.</p> <p>Move your body to boost your energy. </p>

Step 5: Review & Reflect

To finish the writing session, take a moment to review and reflect on how the session went and any changes you need to make for your next writing session.


Write below how you feel, what worked and didn't work during the session, and any lingering thoughts or ideas you may have. Consider writing yourself a note for when you want to continue your work.




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