

BOSSSES AND FAMILY AND CHORES, OH MY!

Finding Time to Write in a
Distracting World

Presented by Michelle McCraw

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About Michelle



- 13 titles published, both traditionally and independently
- 20+ years in project management, PMI PMP certified, MBA
- Author Accelerator certified book coach

GMC



GOAL



MOTIVATION



CONFLICT

GOAL

What's your goal?

MOTIVATION

Why do you want to achieve this goal?
(What's your why?)

CONFLICT

Shouldn't you be doing X?

Conflict

Rejection

Family

Work

Friends

The news

Questioning yourself

Social media



You are the hero(ine) of *your story*

Finding/making time to write

1. Track your time to find hidden caches of time
2. What can you subtract?
3. Identify the best time to write
4. Grab time when you can
5. Outsource or trade chores if you can
6. Stack habits

Focusing when you write

Turn off external distractions

Close your door

Set boundaries

- Be respectful but firm
- Script your response

Leave home

Try the pomodoro method

Establish rituals

Make your writing time sacred

Keep it going



Find an
accountability
partner



Build a support
network



Celebrate wins,
even small ones



Prioritize
self care

If you immediately think,
“I can’t do that,” question it.
Poke at that resistance.

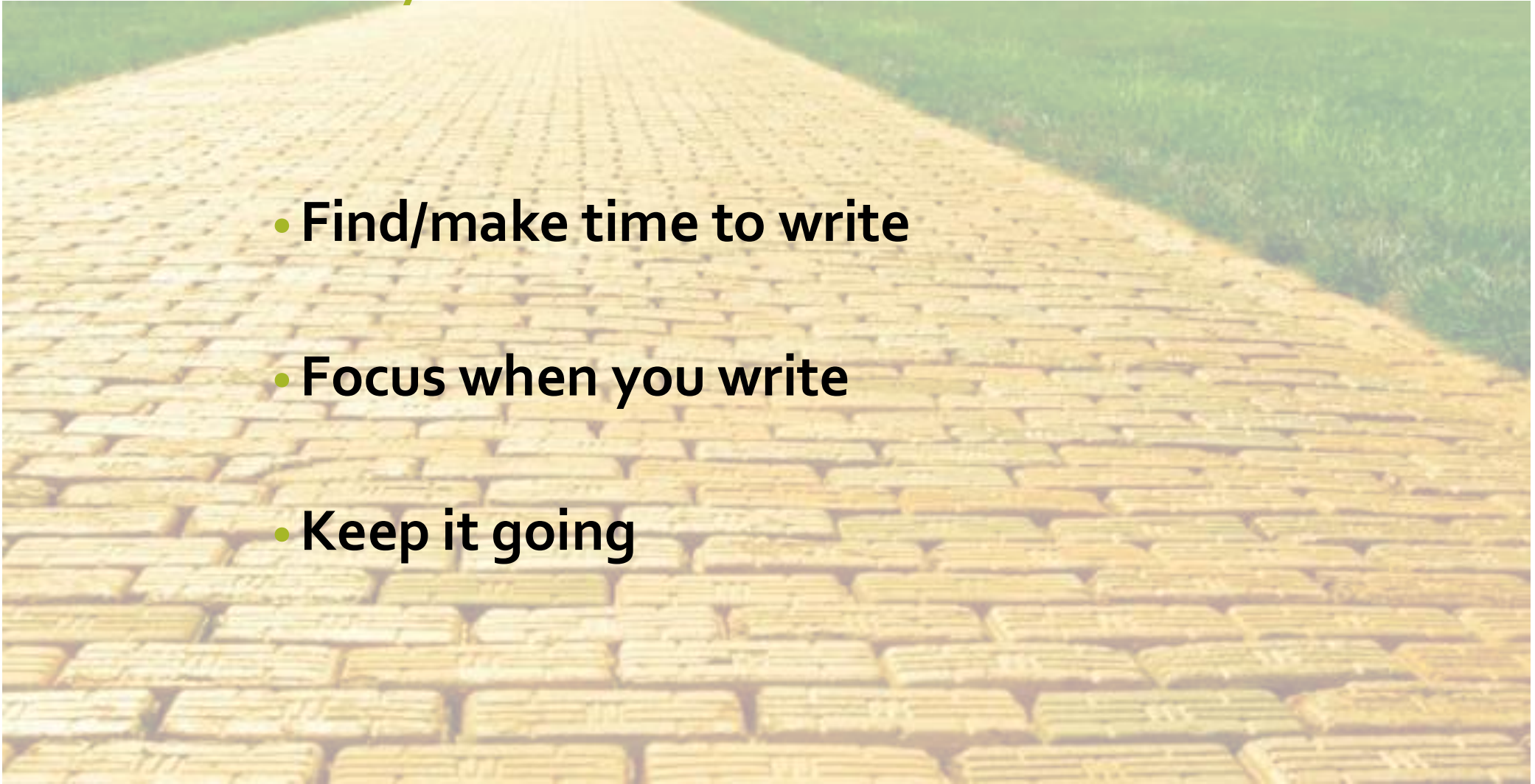
Final thoughts

- There are seasons (eras) to life
- Strong habits can help you be resilient in times of adversity
- Keep it in perspective
- Accept that time is limited and you can't do it all



In summary

- **Find/make time to write**
- **Focus when you write**
- **Keep it going**



Next steps

1. Write down 1-3 actionable tips you commit to implementing next week.
2. When will you write? Where? What will you do to manage distractions?

Resources

- *GMC: Goal Motivation & Conflict* is a craft book by Debra Dixon
- Simon Sinek's TED Talk, Start with Why
- *Atomic Habits* by James Clear
- Pomodoro technique
 - Pomodoro Kitty
- My website: lovenotescoaching.com
- My Substack:
<https://lovenotescoaching.substack.com>
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