

OUTLINE

INTRO: some quotes about time management

HANDOUT: books and websites you might want to have handy in your home library

1) Create a private, organized work space

- a) keep it separate from the "house" even if it isn't a separate room entirely; schedule your hours
- b) basic equipment includes: filing cabinets, bulletin board, dictionaries & resource books, computer and printer, cheap extra filing cabinets or even labeled boxes in an office closet
- c) set up places to keep magazines, your article clips, story ideas

2) Set up your paper filing systems

- a) cross-reference sources & directories, notes, notebooks
- b) reference clips & entire magazines with a log book or note sheet

3) Use your computer to file

- a) cross-reference your written articles, sources, computer notes
- b) Back up all your computer data every week or every month(include emails!)
- c) software suggestions

4) Set your individual priorities

- a) make multiple lists and keep them handy, update them constantly
- b) determine what's most important to you and why
- c) carry over to next day's (week's) list or calendar in priority order
- d) dealing with email

5) Work smarter, if not faster

- a) break projects into small projects
- b) mind mapping
- c) magazine calendars
- d) reusing your "inventory"
- e) tips to combat writers' block