

PRODUCTIVE WRITER'S WEEK CHECKLIST

PREPARATION

- Pick the best week to write
- Brainstorm goals
- Write down all the steps to achieve each goal
- Turn each step into a S.M.A.R.T. goal

ASANA

- Sign up for Asana
- Create a "Team" for your creative storytelling
- Create a "Project" for each story you are currently working on
- Choose a color for each project
- Create "Sections" for each project
- Add "Tasks" to each section
- Create due dates for each task for anything you can do this week
- Make anything "recurring" that you will do regularly
- Add subtasks to bigger tasks
- Review week in "Team Calendar" or "My Calendar" mode
- Rearrange week so tasks are balanced

GOOGLE CALENDAR

- Add in work and other obligations
- Create a Calendar Event for every Asana task
- Pad each event with an extra 15-30 minutes