



# Write the Weekend

## Workbook

# What's in this workbook?

1

How to use this workbook for maximum results

2

Assessing your time, energy, space

3

Deciding on the right project

4

Breaking down your project

5

Getting everything ready before you start

6

Daily sheet

7

It's a wrap

## Why I love this approach & how to make it work for you

*Quick note: I just started the [Write the Weekend Facebook Group](#) for support and live occasional stream sessions where we can jointly tackle our writing projects together. [Join us!](#)*

Coming up with the concept of Write the Weekend has revolutionized my business and life. Slight exaggeration. But, really, it is a fantastic way for me to block out time to tackle big writing projects that otherwise get lost in the swamp of my weekly tasks.

A few caveats:

1. I don't advise doing this every weekend. If you're busy all week, you need time to rest. Even one Write the Weekend project per month may feel like too much for you. Gauge your energy appropriately.
2. This isn't about sitting in front of the computer for 16 hours a day on Saturday & Sunday. That's torturous. It's about chunking down a writing project and laser-focusing on it (and it alone) for a weekend. I often do Saturday: 10a-2p, break, then 4-6, then 9-12 on Sunday (I like Sunday afternoons free). I've done all different variations of this. You must adjust your time accordingly. Only have 2 hours Saturday and Sunday? Fine. Use this framework to breakdown your project, laser-focus, and get the maximum result during those hours.

### **What's so special about the Write the Weekend concept?**

This isn't a novel concept. People have been tackling projects on the weekend since...errr..forever. But tackling a project on the weekend can often end up in disaster.

Sound familiar? You decide to take on a project on the weekend and you jump in, without a clear structure and plan. And guess what happens? You either burn out by Saturday afternoon or (worse) reach Sunday evening feeling exhausted and unaccomplished, as you've barely scratched the surface of what needed to be done.

### **What makes this different?**

Write the weekend gives you the structure and framework to make your writing weekend the absolute most effective.

### **FAQ's**

**Is this only for weekends?** Definitely not. Use this methodology for any 2 (or 3) consecutive days where you can block off chunks of time and make massive gains with a writing project, or even complete one entirely.

**Does it require going somewhere for a weekend (like a hotel or cabin)?** Although it would be nice to go Henry David Thoreau style into the woods for a weekend, most of us can't do this. And, thankfully, you don't need to. You can stay right at home, even around your family, and still get this done (I'll get to setting boundaries for your family later)

**Is this concept only for writing a book?** You can use this approach as the framework for any writing project you'd like. Part of the assessment phase (coming up) helps you to determine which project would be best for Write the Weekend.

Let's do this!

**First, it's time to assess**

- a. Your time and energy

How much time can you set aside for this project? Think of this in terms of blocks of time (For example, Saturday from 8am-12pm & 3pm-7pm)

**B. Energy** - the most important concept of time management that few ever talk about. If you're completely drained on weekends, this obviously will not work. If that's the case, you can try to schedule this on a three-day weekend so you have an extra day of rest before you start.

Out of the blocks of time you chose in section (a) above, now decide (based on your energy patterns) how much time you can use for this weekend project. For example, if you can write from 9a-12p on Saturday, but you know you usually feel groggy for an hour Saturday morning, adjust the time for that.

**C. Choose a project.** Which pending writing project can you reasonable tackle in a weekend? Please know, you may change this later as you break down this project if you realize it's just not a good fit for Write the Weekend approach. Or you can take two weekends (not necessarily consecutive) to complete a project if one weekend is not sufficient.

**D. Space.** Where will can you get uninterrupted chunks of time? Home? Coffee shop? Friend's house? Where do you work best?

## 2. Breaking down your project

Perhaps the biggest mistake I see creatives (and entrepreneurs) make is not breaking their projects down. You have to do this to gain awareness of what needs to be done, and in what order. You also learn what resources/information you need to complete the project and where you may have any weakness in your project plan and implementation.

You don't just write an opt-in ebook, you....

(not necessarily in this order)

Market research

Decide on topic

Decide on format

Outline

Research needed

Break outline down further

Write module/section/chapter 1

module/section/Chapter 2

Remaining sections/chapters

Remaining research that comes up while writing

Create opt-in sign ups

Create opt-in pages

Write related blog post(s)

Create images for site

Create social media images

Finalize ebook (checking all links, references, grammar, styling, readability on different devices etc)

Make ebook downloadable

Create social media updates

Schedule social media updates

Tell your network about it

Load links in your next newsletter

+ More (depending on your site and workflow preferences)

Do you see that 'write ebook' on a to-do list is absolutely ridiculous when it involves this many steps?

By writing out the steps, you can then:

\*see where your holes are

\*delegate as appropriate (if you have team members)

\*assign an appropriate time frame (can this be accomplished in a weekend or weekend + a weekday or 2 weekdays or spread out over a few weeks?)

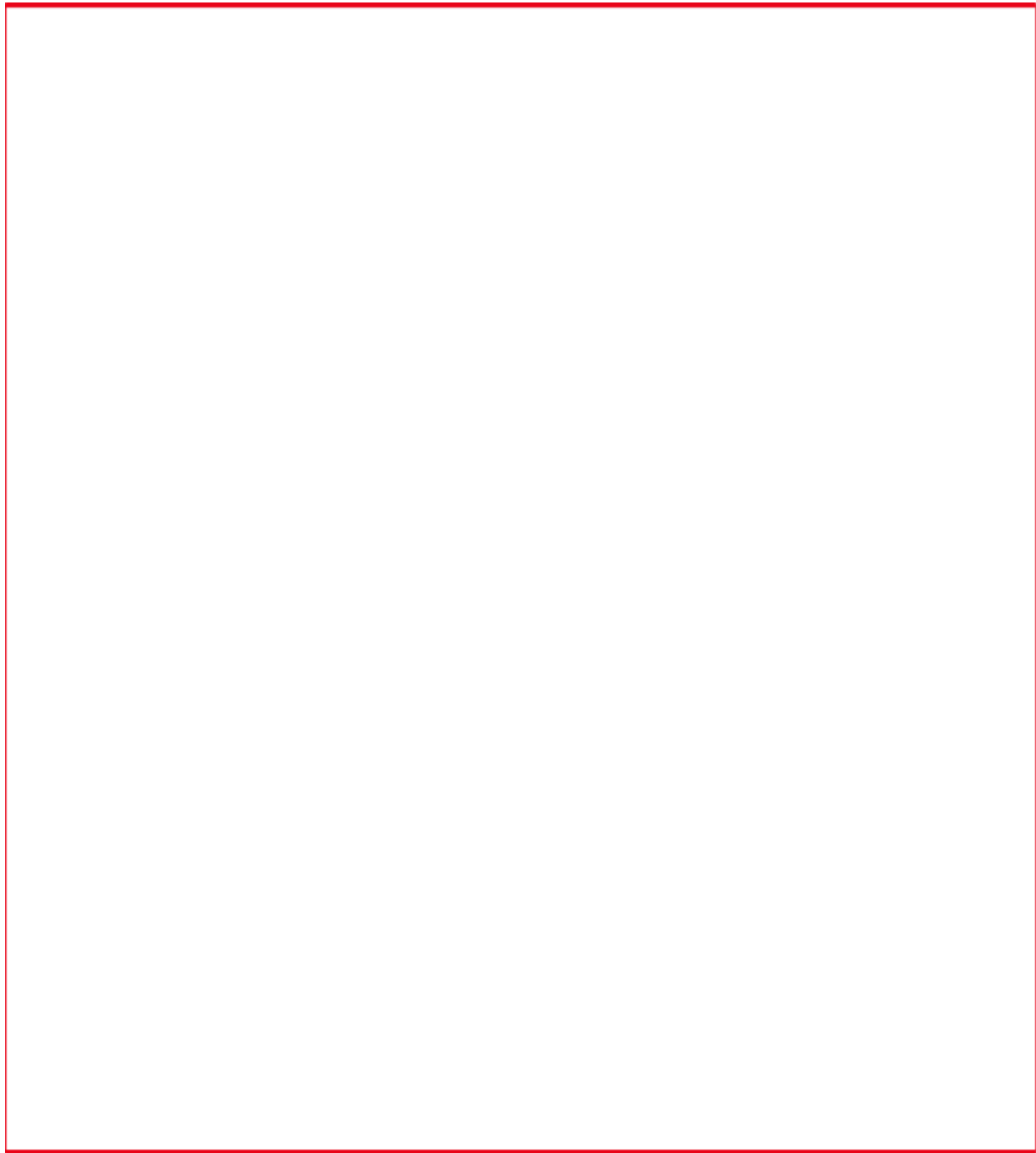
You can't try to just guess all of this, and you don't know the specifics until you divide the project up.

Of course, things will come up that are not on the list. That's life. But the list will cover MOST of what needs to be done and that is vital.

It also creates a container for the project so you don't feel so overwhelmed. You are completing a series of steps. It's more feasible when you look at it in steps instead of a mountainous journey.

Now, it's your turn. Break down your project as much as you can. Remember, it's about steps. The smaller (and more specific) the step, the better.

**Your project breakdown**



-

3. Getting everything (I mean, **everything**) ready + set your boundaries
- a. **Get your head right.** Writing the Weekend will be intense, not overwhelming, but intense. You will be laser-focused on this task alone. No social media, no phone checking, no email notification ogling, just the project at hand. Use your breaks to do everything else, but while you are working on the project, ONLY focus on the project.
  - b. **Be ruthless with your tasks.** Separate them as much as you can. Writing time is for writing. Editing time is for editing. Research time is for research, and so on. Do not jump in and out of tasks. Each time you do that, you break flow. It takes at least 15 minutes to get back into that state of flow. This is especially important when writing. Even if you get to a part that requires research, scribble a note on a piece of paper, but keep writing or skip to the next section you can write. And definitely DO NOT EDIT while you write. This took me years to learn. It will feel challenging at first, but you must resist the urge to edit. Keep tasks separate.
  - c. **Tell the people in your life you will be unavailable.** Who needs to know to allow you uninterrupted chunks of time? Your spouse? Assistant? The Dog? (HA! Try that one). This is about setting boundaries. It's not always easy, but it's always necessary. Set firm boundaries or the entire project will not work.
  - d. **Food.** Cooking takes time. Even ordering out or prepping raw snacks/salads/smoothies. It all takes time. Decide ahead of time what you will eat before, during, and after (yes, you need to replenish). You can even prep most of your food on Friday, so that on the weekend, you're not doing as much food prep (that's what I do).

If you don't want to/ can't prep ahead, choose to cook quick meals that weekend. I've gathered a few 'quick meal recipe sites' for you. I'm not recommending any diet, just sharing links. Please use your due discretion. Most of these are dinner recipes.

[20 minute recipes from thekitchn.com](#) (recipes have meat/chicken)

[Quick vegetarian recipes \(30 minutes or less\)](#)

[20 Easy vegan recipes](#)

e. **What other goodies do you need to focus and write?**

- Music playlist
- Candle
- Tea
- Resources
- Lighting
- Water
- Other comforts (socks, your favorite pen/notebook, mug, etc.)

Some of these may sound minor, but it's important to have everything ready to go so that when you start, you don't have to stop unnecessarily.

Next, you'll assign your tasks to time slots.

## DAILY SHEET

Adjust the times as needed for your preference.

I work in [Pomodoros](#) (I set a timer for 25 minutes work, then 5 minutes break, with an hour break every 3 hours. Find what works best for you).

9
930
10
1030
11
1130
12
1230
1
130
2
230
3
330
4
430
5
530
6
630



## It's a wrap!

I can't wait to hear what you create with the Write the Weekend framework.

Please let me know ([alicia@aliciajoy.net](mailto:alicia@aliciajoy.net)).

*As mentioned above: I just started the [Write the Weekend Facebook Group](#) for support and (occasional) live stream sessions where we can jointly tackle our writing projects together. [Join us!](#)*

I'm on a mission to help online creatives write courageously and stand out from the cesspool of sameness on the web (yea, I said it).

I invite you to get more writing help in the form of my bi-monthly email on courageous writing. You can do so by signing up [HERE](#).

Please email me if you found this useful. And if you use this framework to complete a writing project, it would make my day if you let me know about it. Email: [alicia@aliciajoy.net](mailto:alicia@aliciajoy.net).

-Alicia-Joy

### **About the creator of this workbook:**

***Alicia-Joy Pierre is an author, poet, writer, and oral storyteller. She believes that writing from the heart is the best form of writing. She's on a mission to help other online creatives to connect with their true voice, write courageously, and write from the heart. If you're looking to connect on social media, you can find her on [Twitter](#).***