



## Ten Productivity Hacks for Easily Distracted Writers

### 1. Plan, Plan, Plan! (Quarterly, Monthly, Weekly)

- Write out priorities for the day the night before or at start of day
- Assess the previous week; set goals for the upcoming week
- Recommendation: [HB90 Bootcamp](#) —This quarterly planning system was created with writers in mind, but can benefit any type of creative or entrepreneur.
- Recommendation: [Focused.Space](#) offers both weekly and monthly planning sessions, open to the public. Use the referral code **focused.Reese** for a free trial month and 25% off of the monthly membership fee.

### 2. Body Doubling

- Co-working with fellow creatives in-person or virtually
- Focused.Space Community Sessions (referral code: **focused.Reese**)
- [Hayley Honeyman ADHD Body Doubling on YouTube](#)
- [Aurelius Tjin Work with Me on YouTube](#)

### 3. Do Creative Work During Your Most Productive Time of Day

- Are you an early bird or a night owl? The answer might surprise you. Track your energy and focus levels at various times of day. Find out what period is most productive for you. Then schedule creative or mentally taxing projects during those periods.

**Note:** *Not everything will work for everyone. But experimenting with various options is the best way to decide what works for you. Once you discover that a productivity strategy works well for you, be sure to add it to your list of **What Works for Me!***

#### 4. Use Pomodoro method

- Typically 25 minutes of work followed by 5 minute break
- If that doesn't work for you, experiment with longer and shorter work periods

#### 5. Avoid social media until priority tasks completed

#### 6. Schedule appointments outside of optimal productivity zone

#### 7. Block Out Distractions

- Distraction-free (no internet) devices: AlphaSmart, Free Write, etc.
- Screen time management apps: [Opal](#), [Freedom](#)

#### 8. Distracted by conversations? Noise-canceling headphones

#### 9. Play instrumental music (jazz, classical, lo-fi, [binaural beats](#), etc.)

#### 10. Plan what you're going to write.

- Facing writer's block? Try outlining your story or sketching out what the scene you're stuck on must accomplish.
- Ask yourself if you know your characters well enough. If not, try creating personality profiles or identifying [character wounds](#).