

SETTING

# WRITING GOALS

EXERCISES



## BPS

### [Best Possible Self]

See **B is for BPS** in this A-Z blog series for full details on **Best Possible Self**

1. Visualize (and emote) yourself at a future moment in time (6 months, 5 years, 10 years) having accomplished your writing goals.
2. At the same time, focus on seeing the behaviours and tasks you will need to perform to be your BPS.
3. Write your BPS imagery down – by hand.
4. Repeat the exercise at least 4 times in the week, or repetitively through journaling etc.



## Olympics Training Program



See **Measuring Achievement By The Olympics. How Much Can You Achieve In 4 Years?** - Joanna Penn, Aug 2012 for the origins of this goal setting idea.

1. Write down where you were on your writing journey in August 2008 [**Beijing Olympics**].
2. Write down where you were on your writing journey in August 2012 [**London Olympics**].
3. Write down where you will be in your writing journey in August 2016 [**Rio Olympics**]. **What tasks and training will you need to do for peak performance?**
4. Re-assess every Olympic Games.

## Personal Mission Statement

A personal mission statement is based on habit 2 of **Steven Covey's '7 Habits of Highly Effective People'** called **begin with the end in mind**.

Creating a mission statement is not something you do overnight. It takes deep introspection, careful analysis, thoughtful expression, and often many rewrites to produce it in final form.

Consider your roles in life, values, dreams, beliefs, what you want to gift, and desired outcomes for important long-term projects.

Now Create a :

**WRITING MISSION STATEMENT**



Also showing **One Colour** for the year (Green)

**ONE COLOUR**

## One Word

Choose one word to symbolise your forthcoming year.

- [One Word Three Sixty Five](#) offers a community, and [a button](#)
- *Ali Edwards*, a scrapbooking guru, has been running **One Little Word** for years now. In [this post](#) she explains her own word chosen for 2013.
- *Chris Brogan* takes this even further, and every year since 2006 has been choosing three words to focus his goals and efforts. Here, he announces his three words for 2013- [My 3 Words](#).

Written  
one word 2013

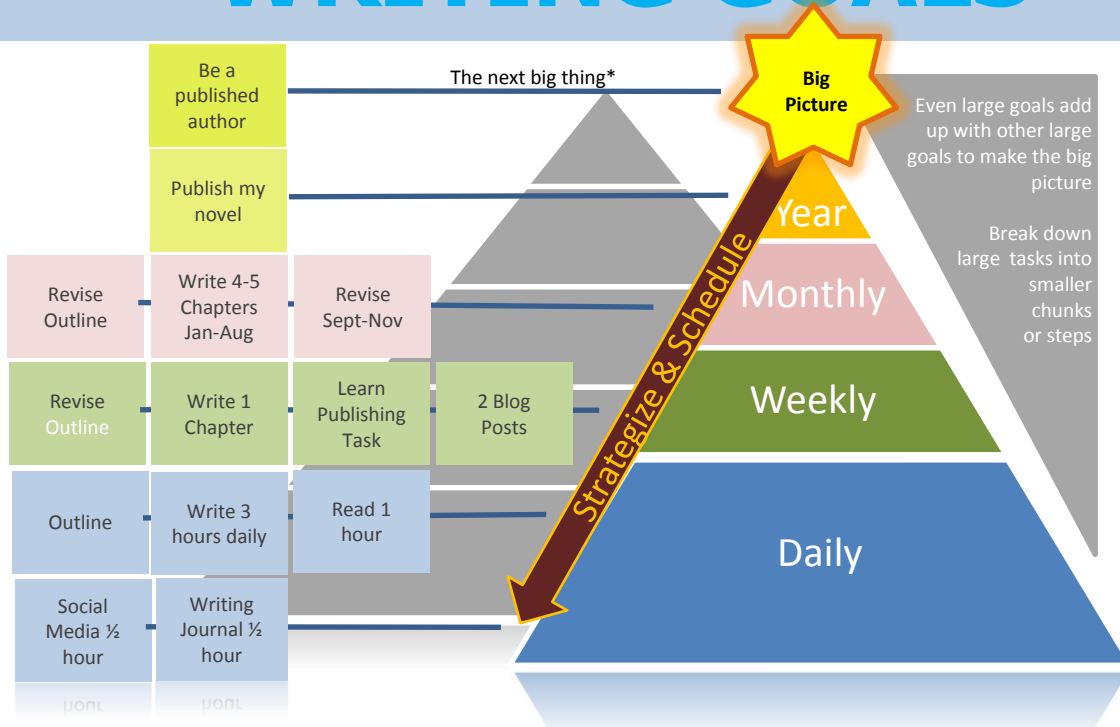
BIG PICTURE GOALS

Goals for  
Your  
Writing  
Life

# SETTING

# WRITING GOALS

## EXERCISES



SMALL STEPS, TASKS & MILESTONES TARGETS FOR YOUR WRITING DAY

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1. Begin with
2. Commit
3. Strategize
4. Schedule
5. Focus
6. Assess and Adjust

- **Big Goal(s)** for your writing year ie. Publish a Book
- **Knowing yourself** – what hours and wordcount per hour are you capable of.
- **Target End Date** for completion of the goal
- **A Plan of Action**
- **Objectives and Tasks** making sure they are SMART
- **Break down into monthly, weekly and daily tasks**
- **Milestone dates** for larger tasks ie. First draft, Revision complete.
- **Priority and Order** of tasks
- **Tasks and Milestone dates** onto a calendar (schedule, agenda)
- **Daily Tasks** via prioritised lists, diaries, sticky-notes...
- **Smaller Goals** via Output ie. Number of hours spent writing, number of words written, tasks completed...
- **Measure Output** ie Keep a log of wordcount, hours spent writing, other tasks achieved or impacted etc
- **Journal and analyse** the writing day, successes or otherwise
- **Adjust and rewrite action plans and tasks** when required

