

Making Writing Goals for the New Year

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Define Goals, not Dreams

Goals are things you can achieve through willpower and hard work (such as finishing your current book). Dreams are things that require some luck and require help from someone else (such as getting an agent or getting traditionally published). Set goals that you can accomplish yourself.

Start Big, End Small

Four types of goals: Lifetime Goals, Project Goals, Weekly Goals, and Daily Goals

Lifetime Goals: These are big, bucket-list goals. Take them seriously and write them down. Update them periodically as you go through life.

Example: Become a full-time author.

Project Goals: These are projects you could conceivably accomplish in the next year. These are what you get when you break your lifetime goals into smaller chunks.

Example: Write a book, edit it, and publish it.

Be sure to focus on what *you* can control, not things that require luck or outside help!

Weekly Goals: Break your project goals down into tasks you can accomplish within a week.

Examples: Write 5,000 words of my current book, or create my author website.

Be sure to be ambitious but also realistic. Again, things under *your* control!

Daily Goals: Break your weekly goals down into tasks you can accomplish within each day.

Examples: Write 1,000 words, or edit one chapter.

It really helps to log your progress and accomplishments.

Top-rated apps for logging your writing progress:

*For iOS: **Word Keeper*** - "the best writers' statistics tool for iPhone and iPad . Improve your writing habits and get more writing done, one session at a time."

FREE - <http://www.eleet.se/apps/wordkeeper>

For Android: ??? (I'm having a hard time finding one)

*Web Site: **WriteTrack*** - "The tool for tracking your progress as you work towards reaching your personal writing goals which adjusts based on your personal schedule. Whether you're participating in National Novel Writing Month, MilWordY, or just setting your own personal goals, WriteTrack has you covered.

FREE - <http://writetrack.davidsgale.com>

Tips for Making Good Writing Goals

1. *Delete the tasks that aren't working, keep only those that do work*
Stop wasting time on tasks that provide small returns. Spend more time on tasks that provide real results.
2. *Replace slow strategies with fast strategies*
There are faster ways to plan your stories, faster ways to write, faster ways to edit, faster ways to compose your newsletters, faster ways to manage your subscriber list, etc.
3. *Always try to accomplish more than you did the year before*
Challenge yourself to improve each year. More words, more books, more marketing strategies, etc. Grow as an author.
4. *Include a reading goal*
Reading books in your genre is not just fun, it's essential *research*. How many books can you read in a year?
5. *Try something new*
Resolve to try something new in your writing process, and in your marketing efforts. Remember, you want to grow as an author.
6. *Set goals for building your audience*
Get more people on your newsletter list, or more followers on social media, or...?
7. *Come up with ways to protect your writing time*
Make a daily schedule with specific hours for writing. Everything else can then be worked around that. Develop a daily habit.
8. *Set goals to also keep your body healthy*
It's hard to have a healthy, creative mind if you don't have a healthy body. Create goals to keep yourself in shape so that you can be the best writer you can be.
9. *Keep looking at your Lifetime Goals*
Are you setting goals that support your lifetime goals? Will your goals make your future better?
10. *Come up with consequences for failing to meet your goals*
Yep, that's right—consequences. Something that hurts just a bit. For example: If I don't finish chapter 8 by February 1, I must put \$10 into my consequences jar. At the end of the year, I know I must donate the jar's contents to charity. Or something like that.
11. *Finally, make goals of rewarding yourself*
Make these ahead of time. How will you reward yourself for finishing your current book? For completing your author web site? For reaching 1,000 subscribers to your newsletter? Celebrate all your successes, even the little ones!

WRITING GOAL WORKSHEET FOR 2020

Reflect: What were your goals last year? How do you feel about what you accomplished last year?

Desire: What do you want to accomplish or experience in your life? What do you want in 2020?
Write as many things as come to you.

Lifetime Goals	Project Goals for 2020

Quit: What needless or inefficient tasks can you quit in 2020? Write as many things as you like.

Pick: Pick your top four goals, the four things you want most out of this year.

Deadline: When do you want to accomplish these by? How much do you need to accomplish each week to be on track to reach your deadline? Each day?

Goal 1: Goal 1 Deadline: Weekly Deadline:	Goal 2: Goal 2 Deadline: Weekly Deadline:
Goal 3: Goal 3 Deadline: Weekly Task Deadline:	Goal 4: Goal 4 Deadline: Weekly Task Deadline:

Consequences: What bad things will happen if you don't accomplish your goal by your deadline? Set one big consequence if you don't meet your final goal deadline and a small weekly consequences for failing to accomplish your weekly tasks.

<p><i>Goal 1 Consequences</i> Big goal consequence:</p> <p>Small weekly consequence:</p>	<p><i>Goal 2 Consequences</i> Big goal consequence:</p> <p>Small weekly consequence:</p>
<p><i>Goal 1 Consequences</i> Big goal consequence:</p> <p>Small weekly consequence:</p>	<p><i>Goal 4 Consequences</i> Big goal consequence:</p> <p>Small weekly consequence:</p>

Rewards: How will you reward yourself for your awesomeness? Set one big reward for completing each goal and a small reward for meeting each weekly deadline.

<p><i>Goal 1 Rewards</i> Big goal reward:</p> <p>Small weekly reward:</p>	<p><i>Goal 2 Rewards</i> Big goal reward:</p> <p>Small weekly reward:</p>
<p><i>Goal 3 Rewards</i> Big goal reward:</p> <p>Small weekly reward:</p>	<p><i>Goal 4 Rewards</i> Big goal reward:</p> <p>Small weekly reward:</p>

Daily Schedule: On a separate sheet, outline a daily (hourly) schedule that you think will increase your productivity. This schedule will likely evolve as you experiment with it, so just create a new sheet whenever you make modifications.