

Time Management

Just generally, split your tasks into very small bits and do a bit any time you have a moment. Also, if you are trying to think of ideas, to escape your own clichés, use what's at hand as a trigger. (eg example 1: if you are trying to write a feature film, in your tea break, jot down ten ideas for feature film using 'tea break' as a trigger - or 'tea break' plus 'thriller' or 'tea break' plus 'gangster story' etc etc) This is really liberating. It also keeps you in control.

Do not leave all your writing until Sunday afternoon (or that one time of the week you plan to write) because you will panic and/or some domestic disaster will happen that interferes with work. See p. 285 *Strategy for Working under Pressure*.

If you find all this brainstorming nerve-wracking because it feels like a waste of time, use a stopwatch. Just set the stopwatch so you know you are only giving five minutes to the problem (but do remember five minutes well spent now could save you years of frustration down the track)