

Conjuring Clarity – Your Scheduling Worksheet

Time management is all about distinguishing between what is important for you and what simply lures you into useless activities.

— Dr. Prem Jagyasi

If the end goal for you is to write a book, how do you get from here to there? Writing a book is a lot like planning a BIG event. Think: wedding.

The end goal is clear in each of these scenarios, and A LOT needs to happen between the idea stage to the “final” stage: your book on the shelf with steady sales, two people legally and happily married.

And ALL the details in between... The best place to begin is with the desired end result.

- Determine the end goal (the whole)
- Assign a date for the end goal
- Determine all the parts of the whole (the steps to reach the end goal)
- Determine dates for all the steps
- Determine how to accomplish all the steps and break them into tasks
- Assign dates to the tasks
- Create a visual time line for each larger milestone (optional)
- Fill in the timeline with each smaller task (optional)

Seems simple, right? It’s easy to get bogged down in the details and pulled off course, though. And of course, the work isn’t finished when the book hits the shelves or the couple are on their honeymoon. Books need to be sold, and day-to-day life goes on after all the pomp and circumstance.

For the sake of discussion and planning for this course, let’s assume your end result is to have your first draft completed.

Use this **Your Scheduling Worksheet** to help you begin to break down your writing tasks. (This will become even clearer after you complete Part 2 of the *Conjuring Clarity* course, so rest assured that if you have blanks in your writing schedule now, you’ll be able to fill them in soon.)

Big-Picture Scheduling

Now, it's time to start thinking about attaching tasks to dates.

For now, write these tasks and dates down on this worksheet. (You'll put them on your calendar now and add to them as you become more clear about what you need to accomplish to reach your end goal.)

What are your end goals?

Be generous. If your end goal is to have your first draft finished, start with a year from now. If your writing project is blessed with un-ending magic and no hitches or wrinkles along the way, you can always move the date up and readjust as you go.

End Goal	Date
Example: Finish the first draft of my book.	<ul style="list-style-type: none">• One year from now (choose a date, depending on when you start this course).

What are all the stages and tasks required to reach that goal, as far as you know, right now?
*Make your best guess. Start envisioning all the parts that might make up the book you want to write and create a list. Transfer your **End Goal** items from above to the table below.*

End Goal	Stages + Tasks to Complete
Example: Finish the first draft of my book.	<ul style="list-style-type: none"> • Finish <i>Conjuring Clarity</i> Course. • Buy writing books. • Create new calendaring system.

Piece-by-Piece Scheduling

Now, break down your Stages + Tasks into small, manageable pieces. Transfer all the items from the “Stages + Tasks to Complete” column above to that column below.

What are 3-5 first steps you can take to begin breaking down your Stages + Tasks to work toward your end goal? *Start thinking of all the Stages + Tasks you’ll need to accomplish – no matter how small and “unimportant” they may seem – to realize your end goal. For example, enter “Do online research for books” if one of your goals is to educate yourself on writing. Or “Shop for a new calendar” if you want to revamp the way you track your days.*

Stages + Tasks to Complete	Steps to Complete
Finish the Conjuring Clarity Course.	<ul style="list-style-type: none">• Complete one module each week, along with accompanying worksheets.

Now, record your **Steps to Complete**, even if they're seemingly small or "unimportant." For example, if you want to incorporate a new calendaring system, write "shop for/buy new calendar," and assign it a date.

Steps to Complete	Dates to Complete Steps
Complete one module each week, along with accompanying worksheets.	Specify dates, depending on when you begin the course.

Revel in and embrace the fine points, but don't get stuck there...

