

# PREPARING YOUR WRITING SPACE



Remember: Your writing space does not need to be perfectly tidy in order to write. You can make it functional in just 2 minutes. Don't let a messy desk stop you writing.

## 2 MINUTES:

- Pick up any books and put them in a pile to one side.
- Pick up any notebooks and put them in a pile to one side.
- Put all pens (etc) into a jar, pencil case, or box. Anything will do!
- Throw away any rubbish.

## 5 MINUTES:

- Everything from 2 minutes, plus:*
- Take any cups, plates, etc to the kitchen (or out of your space)
- Pick up any scraps of paper. File, recycle, or stack to process.
- Remove anything that shouldn't be in your writing space (e.g. DVDs).

## 10 MINUTES:

- Everything from above, plus:*
- Pick up anything that's on the floor (clothes, kids' toys, etc)
- Wipe down your desk.
- Dust or wipe your computer screen, keyboard, and/or mouse.

## EXTRAS IF TIME:

- Vacuum the floor.
- Choose an inspirational quote and put it somewhere visible.
- Add anything to your space that inspires you (e.g. candle or flowers).
- Choose music to listen to while you write.