

The Organized Author

Ten tips to organize your writing life.

One file to rule them all

Make up a document with all your frequently used links, bios and hashtags.

Writer's block

Really have a think about what is stopping you - do you need to research, or kill a character? Make up a list of possible reasons, and go for a walk, nap or snack. Mull over the reasons for a solution.

Tagline

Think up a sentence or even just three words that sums up your writing style. This can be a focus for your marketing.

*Thanks for
your purchase*



Recycle

If you have a blog, copy the URL into a table with some hashtags. You can re share this indefinitely as you gain new followers that haven't seen it.

Personalize links

Use a site like tinyURL to add your own twist to links. Use your tagline to make a short link your own.

Review

Check your progress against your goals. Is something specific slowing you down or making achieving your goals difficult? Fix it before it derails your year.

Tame those folders

Spend some time organising your computer filing system. Make folders, backup your work, get things off the desktop and into a folder.



Clean up your links

Amazon book links need to be shortened so they can't trace your links back to reviewers - delete all info after the ISBN number.

Keep your files safe

Use a good system to backup your files - cloud storage via Dropbox or Googledocs or a harddrive that backs up automatically outside your home.

Do it now

If a job will take two minutes or less, do it right now. It won't be reminding you, taking up valuable brainspace and you will have a little glow of accomplishment.

Thank you

I hope some of these tips are useful to you! You are welcome to join my Organized Author newsletter. There is a free planner designed for writers, and a organizing tip is emailed each fortnight.

To sign up please click on the link below:

<https://tinyurl.com/OrganizedAuthorNews>