# Daily Writing Log (template)

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## Instructions

After every writing block, record the following information:

1. Dates and locations and time of day
2. Length of writing blocks
3. Accomplishments
4. Steps for next time

## Time commitment

Schedule yourself 5-10 minutes after every writing block.

## Purpose

By noting your location and time of day, you can begin to identify where and when you are most productive.

By recording the length of your writing blocks and the tasks that you accomplished in that time frame, you will develop a better sense of how long tasks take in order to set more realistic writing goals.

By acknowledging your accomplishments, you increase your sense of success, which helps you build and maintain motivation as a writer.

By detailing out your plans for next time, you create a guide to help you start with focus in order to avoid the natural tendency to start editing. Then, when you next sit down to write, review these plans first before opening your computer, and outline your writing goals to provide focus and direction to your writing block.

## Completed Writing Log Example

**Date:** April 21, 2019

**Time of day:** 6:30 – 9:00 PM

**Accomplished:** Revised the opening of Chapter 2 to tie its themes to the themes of Chapter 1 and to remind the reader of the overall purpose from the introduction. Drafted three middle paragraphs of Chapter 2, incorporating material from Omar and Durkheim. Added ideas to the outline for the conclusion of the chapter.

**Plans for tomorrow:** Write opening sentences of the next two chapters so they are parallel to the new language at the beginning of Chapter 2. Draft three or four more middle paragraphs of Chapter 2.

# Daily Writing Log

## Enter date:

## Enter time of day:

## Enter length of block:

## Enter writing location:

## Enter tasks accomplished in this writing block:

## Enter plans for next writing block: