



# 6 Tips for the VW Café

## 1. Commit to writing every day.

- Even if you can't put in as much time as you would like, the consistency is really important.

## 2. Make your weekly goal as small as possible.

- It feels great to exceed your own expectations!

## 3. Mark your goal SMART (specific, measurable, achievable, realistic, & time-framed).

- Make your goal **specific**.
  - Don't just write *work on literature review*. Be more specific, by setting a goal like *write 3-5 sentences on Freud's idea of XXX*.
- Make your goal **measurable**.
  - For example, plan on something like *write 3-5 sentences* rather than *write the background section*.
- Make your goal **achievable** by giving yourself unscheduled "wiggle room."
  - Things always take longer than you think so you want to build extra time into your plan. We recommend a "wiggle room task" after every 2 tasks.
- Make your goal **realistic**.
  - Dedicate some time (Friday afternoons, Sunday nights) to fill out the worksheet and plan your writing for the next week.
  - If you miss a day, that is fine! Just add in more time or change the deadline to stay with your schedule.
- Make your goal **time-framed**.

## 4. Name the things that derail you.

- Capture the thoughts that derail you in the "Notes / Reflections" column on your worksheet. Often just naming the thought loosens the tension.
- You can also use this space to make quick notes to yourself to act on later.

## 5. Sign up with a colleague to stay accountable and be supported.

## 6. Be patient with yourself.