

# Get Organized and Sell Your Work

Emily M. Akin ©, Kentucky Christian Writers Conference 2010

Why bother with organizing? Because you will have more time to WRITE. If you write for publication, you must follow guidelines, keep records, and manage your time. Organize *everything*.

**W**

**Work Space:** It doesn't have to be fancy, but you do need a place to work. Needs: Desk, computer, calendar/planner, files, supplies, market guides, reference works, backups.

**R**

**Records:** E-mails, correspondence, contracts, finances, subject matter, submissions, back-ups.

**I**

**Intentions:** Goals, objectives, purpose, audience, prayer.

**T**

**Time:** Full-time or part-time? Writing, marketing & networking, "day job," distractions.

**E**

**Evaluation:** Review plans and methods regularly (monthly, quarterly, annually). What worked? What didn't? How will you proceed? Pray.

## More info:

Recommended reading:

*The Time of Your Life: How to Accomplish All that God Wants You to Do* by Mark Porter, ISBN 9780882073873, 1988 or 1983. Available through used book sources.

Other sources:

<http://www.organizedwriter.com/>

[http://www.ehow.com/how\\_2136837\\_be-organized-writer.html](http://www.ehow.com/how_2136837_be-organized-writer.html)

[http://www.absolutewrite.com/freelance\\_writing/organized\\_writer.htm](http://www.absolutewrite.com/freelance_writing/organized_writer.htm)

[http://207.56.179.67/jeff\\_abbott/the-organized-writer/](http://207.56.179.67/jeff_abbott/the-organized-writer/)

<http://tumblemoose.com/the-organized-writer/>

<http://www.dianneebutts.com/ButtsAboutWriting-August2007.htm>

[http://taxes.about.com/od/taxplanning/a/freelance\\_2.htm](http://taxes.about.com/od/taxplanning/a/freelance_2.htm)

Subscribe to **Blog4writers** at <http://emilyakin.com/blog> for regular how-to articles on writing, blogging, and organizing.