

7 Practical Ways to Make Time to Write

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Making time to write often feels like a luxury, especially with the demands of everyday life clamouring for attention. But here's the secret: time doesn't appear magically; you create it. Whether you're juggling work, family, or other commitments, here are seven practical strategies to carve out space for your writing, with small challenges to get you started.

No.1 Prioritise Writing in Your Schedule

If writing matters to you, treat it as a priority. Block out specific times in your calendar and honour those appointments as you would any other. Even 20-minute slots can add up over time. Mornings before the world wakes or quiet evenings might be the perfect fit.

Challenge: Open your calendar right now and block out three 30-minute writing sessions over the next week. Treat them as non-negotiable.

Large, undefined writing goals can feel overwhelming. Break them into manageable chunks. Instead of aiming to “write a novel”, commit to writing 500 words a day or finishing a chapter this month. These bite-sized targets make writing feel achievable and motivate you to keep going.

Challenge: Write down a realistic short-term goal for your writing—for example, “Write 300 words a day for five days”—and stick to it this week.

No.2 Set Realistic Goals

No.3 Embrace Micro- Writing Sessions

Who says you need hours to write? Use small pockets of time to jot down ideas, brainstorm scenes, or edit a paragraph. Waiting in a queue or during your lunch break? That's an opportunity to write. Those snippets can lead to substantial progress.

Challenge: Carry a notebook or use a notes app on your phone to capture one idea or sentence during a short break today.

A designated writing spot, free from distractions, can make a huge difference. It doesn't need to be fancy—a corner of your home with a chair and table works fine. By having a consistent space, your brain begins to associate it with creative focus.

Challenge: Spend 10 minutes today tidying up or setting up a small, distraction-free space where you can write.

No.4 Create a Dedicated Writing Space

No.5 Minimise Distractions

We live in a world full of interruptions, from endless notifications to household chores. Set boundaries. Turn off your phone, inform others you're unavailable, and resist the temptation to "quickly" check social media. Consider using tools like noise-cancelling headphones or focus apps to stay in the zone.

Challenge: Choose one writing session this week to turn off your phone or put it in another room while you write.

Writing time often comes at the cost of other activities. Be selective about commitments. It's okay to decline an invitation or delegate tasks if it means safeguarding your writing time. Remember, saying no to something else is saying yes to your creative goals.

Challenge: Look at your schedule for the next week and identify one non-essential activity you can say no to, replacing it with writing time.

No.6 Learn to Say No

No.7 Build Writing into Your Routine

Habits are powerful. It takes 30 days to create a habit. Tie writing to an existing routine, like journaling with your morning coffee or drafting ideas after dinner. Consistency turns writing into a natural part of your day rather than a chore.

Challenge: Decide on a time and activity to pair with your writing (e.g., after breakfast). Commit to writing for 10 minutes during that time every day for the next week.

And Finally,

Making time to write requires intention, but the rewards are well worth it. By prioritising your writing, setting clear goals, and minimising distractions, you'll find those elusive minutes and hours to bring your stories to life. Start small, stay consistent, and watch your writing flourish.