



November, 2025

# Your Crunch-Time Writing Checklist

***A grounded guide to surviving holiday pressure  
while keeping writing***

This checklist condenses the key ideas from my blog post on writing during stressful seasons. *Try just one of these changes this season to focus on your floor, not your ceiling, and start from where you are.*

## **Five-Step Plan**

1. Identify crunch seasons: school terms, conference months, audit windows, product launches, holidays.
2. Map and color-code your best focus hours compared to admin hours, then block a few prime slots.
3. Set a floor for hard days, like 15 minutes or 150 words, 3 days a week.
4. Pick one high-impact target per season to reduce context switching.
5. Create a content calendar that respects peaks and valleys, with buffer weeks.

## **Techniques to Keep the Rhythm**

- Use Micro Sessions.
- Separate tasks for Deep Work blocks and Shallow Tasks blocks.
- Plan Downgrade Days and Recovery Days.
- Review weekly to tune your plan using simple metrics.
- Have an Interruption Playbook to manage boundaries.
- Plan a small-stakes accountability.