



*Dream of
Travel Writing*

Taking Control of Your Freelance Travel Writing Time

by Gabi Logan, founder of Dream of Travel Writing

A blurred background image of a coffee shop setting. In the foreground, there is a white cup of coffee on a saucer. To the left, a smartphone is visible. In the background, there is a vase of purple flowers and a white napkin. The text "Today, we're going to talk about..." is overlaid in the center.

Today, we're going to
talk about...

1. A business philosophy on time—do you have one?
2. The big offenders and how to deal with them
3. Approaches to time tracking for beginners (to time tracking) and for travel writing life





Before we get this train moving...

What is ***your philosophy*** for your
freelance travel writing business on
the ***value and use of your time*** as
the **business owner and core
deliverable producer?**

Common Time “Snags” In the Life of the Freelance Travel Writer

- Research
 - On the ground
 - For stories
 - For pitches
- Emails
 - Answering blog comments
 - Setting up interviews
 - Back and forth with editors or others paying you
- Pitching
 - Researching magazines
 - Deciding on an idea
 - Finding a match for an idea
 - Figuring out what information needs to go in a pitch
 - Fact checking



Let's start at the
beginning.

What does time tracking
look like? What are we
really talking about?

It starts with your productivity!

Daily Productivity Heat Map
Do the right work at the right time

You're more productive and creative at some times of the day than others. Use this heat map to track when you're hot...and when you're not.
Date: _____

Notes
Write observations and action steps here

<input type="checkbox"/>	Coaching with Jaime	2/28/18	2:12 PM	0:58	\$0.00	Coaching
<input type="checkbox"/>	Coaching with Paola	2/28/18	1:47 PM	1:04	\$0.00	Coaching

Projects ↕

Name

- Emails
- Meetings
- Erin List
- Sales pages
- Gestitazione DOTW Blog
- Setting up newsletters
- Customer Service emails
- MANAGING VA
- Wednesday Webinar emails and blog blogs
- Coaching with Michele
- Coaching with Claire

%	Total
10.8%	10:31
2.5%	2:27
0.9%	0:53
0.7%	0:40
0.0%	0:00
9.6%	9:21
0.7%	0:40
8.0%	7:50
4.7%	4:38
0.8%	0:49
1.2%	1:11



What Should *You* Be Tracking?

- Clients?
- Projects?
- Tasks?
- Types of tasks?
- Recurring vs. one-off?
- How do you make reporting manageable and useable

What time trackers do I recommend?

- I get this question a lot, as you might imagine, and there are *A LOT* of time trackers out there
- Can only tell you what I know—the best solution for each of you may lie in the wide ocean of options
- Toggl (and issues I've heard from others)
- My personal choice for me: OfficeTime

Thanks so much
for joining us today!

It was a pleasure chatting
travel writing with you 😊

Have a follow up question on this webinar? Email questions@dreamoftravelwriting.com and we'll cover it in an upcoming webinar or in our Monday reader mailbag post on the Six-Figure Travel Writer blog.

