

Dream of Travel Writing

#### Taking Control of Your Freelance Travel Writing Time

by Gabi Logan, founder of Dream of Travel Writing

## 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

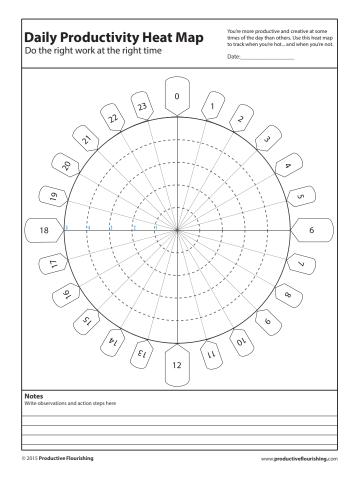
- Research
  - On the ground
  - For stories
  - For pitches
- Emails
  - Answering blog comments
  - Setting up interviews
  - Back and forth with editors or others paying you

- 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!



<ul> <li>Coaching with Jaime</li> </ul>	2/28/18 2:12 PM	0:58 \$0.00	Coaching
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 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 ③

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

