

# DIY Writer's Retreat Agenda

If you have a non-traditional schedule and aren't able to commit to a Retreat from 8:30 am – 5:00 pm, here is an agenda template you can use to lay out an 8-hour writing day with a 30-minute meal break. Creating small, achievable goals leads to success! Take a moment to map out your writing times and goals for each writing block, and don't forget to take those scheduled breaks!

Time	Agenda	My Goals
____ - ____ (30 min.)	Welcome video and goal-setting activity	
____ - ____ (90 min.)	Writing Block 1	
____ - ____ (15 min.)	Brain Break	
____ - ____ (90 min.)	Writing Block 2	
____ - ____ (30 min.)	Meal	
____ - ____ (90 min.)	Writing Block 3	
____ - ____ (15 min.)	Brain Break	
____ - ____ (90 min.)	Writing Block 4	
____ - ____ (30 min.)	Wrap-up loose ends	
____ - ____ (30 min.)	Revisit your goals and submit your list of goals accomplished	