Aine Greaney, author of *Writer With a Day Job*, offers these 8 tips for making the most of your writing time:

1. Make a date with yourself. Set a regular date for writing, and show up on time.
2. Right brain. Right time. Figure out when you’re most energized and creative, and make the most of it.
3. Find a clean, well-lit place. You don’t need an artist studio with an ocean view, but make your writing space comfortable and inspiring.
4. Tell your family and friends. Enlist their support and cooperation in achieving your writing goals.
5. Same time, same place. Establish a routine, and stick with it.
6. Switch off all electronic communication. Enough said.
7. Set a daily word quota. This makes it easier to quantify your success.
8. Allow yourself to write badly. Give yourself a break—you can always revise later.