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Message from Maria ...

Hi everyone

Last week we celebrated Australia Day which also marked the close of the summer holidays. Many of us had already returned to work during January. However once Australia Day arrives we know that the working year is in full swing.

Have you ever suffered from writer's block? Even though I enjoy the writing process, when it came to writing this month's newsletter, I found my brain still in summer holiday mode ... I was experiencing writer's block!

Then it occurred to me - I should write about what I was experiencing. So this month I'm sharing my seven tips to overcoming writer's block. If you have any tips that you find helpful, feel free to share them with us. I have personally found tip number four very useful. In fact that's how I came up with the idea for the topic of this month's newsletter!

Infinite Growth's blog is updated regularly with a new article posted each week. I've mentioned a few below. Let me know your thoughts on the articles by either posting a comment on the blog post or by sending an [email](#) directly to me.

As always, we welcome your [feedback](#) on the topics you'd like to read about in the newsletter.

Happy reading!
Maria



PS: Welcome to our new subscribers!

Seven tips to overcome writer's block

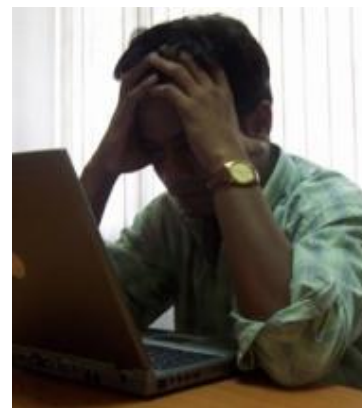
Have you ever had to write a document, such as a proposal for a client, and it all seemed just too hard?

Writer's block can often hit when we just don't have the time to go blank. This is something that most of us have experienced at some time in our working lives.

There are numerous causes for writer's block.

These include:

- Feeling pressured by the limited time to complete the writing task
- Not having enough information about what needs to be included in the document
- Not being sure as to where to start
- Feeling overwhelmed by the enormity of the task.



Here are seven tips to help overcome writer's block the next time you experience it.

1. Be clear about your purpose and outcome

The purpose of your document is the reason why you're writing it. The outcome is what you want the reader to do as a result of reading your document.

2. Outline the key points

Brainstorm what you may need to cover in the document and then organise these points into a logical format. Use these key points as the main headings of your document.

3. Recognise when and how you work best

You may work best on difficult tasks first thing in the morning or after midday. Recognise when you work best. Then place yourself in an environment that gives you the best chance of writing.

4. Take a break

By doing something else or even going for a walk, your mind is able to rest. You'll be refreshed when you return to the task.

5. Break the task into smaller parts

Break the task into smaller parts and decide which parts you'll tackle first. You don't have to complete them all at once. This makes it easier to manage.

6. Schedule time to write

By setting aside the time to write you're able to commence and make progress. Usually the thought of doing something is worse than actually doing it.

7. Turn the critical voice off

There is a time and place for criticism. It's called editing which is undertaken after you've written your document.

These are my seven tips to assist you when next you experience writer's block.

Do you have any tips that you find work for you? [Share your tips here.](#)

Recent blog posts

Feel free to provide us with your thoughts on these recent blog posts:

- [Dealing with dominant or direct behaviours](#)
- [The dreaded Q & A - How to think on your feet](#)
- [Tips to improve your speaking voice](#)
- [Achieve your goals!](#)
- [The importance of good customer service](#)
- [Using DISC in your business](#)

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We empower individuals and teams to transform their communication skills so that the business can deliver more efficient and effective service to clients.

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If you know someone who could benefit from this newsletter feel free to forward it to them!

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