



Shock The Clock: Time Management for Writers and Other Creatives

Jeanette Levellie

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If you

have kids, friends, and/or pets,

work a day job, or

got an A+ in Procrastination 101

you will benefit from the tools Jeanette Levellie has learned and used to write and publish hundreds of columns, stories, articles, and three books in her spare time. Unlike other time management programs, this unique approach helps you focus on your strengths and minimize your weaknesses to make the best use of your limited writing or other creative time.

Hang out with Jeanette (and her zany artist son) as they share practical strategies and creative insights on managing your time. Learn to say no with confidence, delegate with grace, and find more time to play.

Includes time management tips from:

New York Times Bestselling author Cecil Murphey

Award-winning novelist Jody Hedlund

Literary agents Diana Flegal & Linda Glaz

Freelance editor and author Diana Savage

Director of Professional Writing Department at Taylor University & author of 54 books Dennis Hensley

Shock The Clock: Time Management for Writers and Other Creatives Details

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From Reader Review Shock The Clock: Time Management for Writers and Other Creatives for online ebook

Karen says

Shock the Clock offers a great combination of time management tips, action steps, and wisdom. Ms. Levellie's humorous and down to earth style engages readers, offering ready to use, seasoned advice with a delightful and heartfelt dose of encouragement. It's a great resource, not just for writers, but for anyone looking to better manage their time and be more productive.

Christine Lindsay says

This book is what I need right now as a busy writer and speaker. Shock the Clock is perfect for the writer who doesn't have time to read as much as I would like. So this funny, light-weight how-to-book was consumable in snack bites for me in between projects and once a day to keep me on a level keel. It's loaded with lots of great ideas to help me accomplish what I need to accomplish and still remain a nice human being, and not chew the head off my beloved one's while I'm writing my next book. Thank you to the author for this brilliant self-help book for the creative artist and writer. This book was given to me free in exchange for my honest review.

Fionn Jameson says

Super preachy.

Candee Fick says

Practical advice for more than writers

As a busy working mom with a writing dream, it was good to be reminded of simple things I'd let slide that have stolen time away from my goals. You probably have already heard most of these tips, but having them packaged succinctly together kicked my personal discipline back into gear while not wasting my time.

Paula says

Jeanette Levellie is a funny and kind lady, always looking out for how she can encourage other writers. This book is no different. Time management becomes a major issue for anyone who is self-employed and the book is mainly targeted to these people. You don't even have to be a writer to benefit from it. In fact, the information is valuable to anyone whether self-employed or not. Time management can be challenging for

all of us because we need a good balance of work and life. The book is written from a Christian perspective, but you don't need to be of this particular faith to find some gems here either.

Jeanette starts out by saying that our personality has something to do with how we work. She provides a short chart for identifying your *general* personality style; short so we can concentrate on the rest of the book, learning her tips and how to apply them. The section "10 Ds of Time Management" includes areas to answer questions about your own experience with each "D," making this section a sort of worksheet.

The list "40 Time Management Tips and Secrets" should be kept by your desk. Each tip is solid advice and easily accomplished. Levellie talks about getting rid of clutter. I would have liked to read her comments on getting rid of mental, emotional, and spiritual clutter as well. She likes lists and these are always an effective way to communicate, whether in print or verbally. People remember items on a list. We're wired for that so I found the lists a welcome tool with which to write.

Lastly, we get another list, this time helping us remember 'time thieves' and how to avoid them. Then we get some advice on asking the experts where the author includes help from some writers of Christian fiction and non-fiction.

I find it refreshing that Levellie comes off as someone who hasn't perfected everything she suggests (especially controlling clutter). She demonstrates a much-needed humility combined with experience of being a writer for many years. So many how-to books give the message that the writer is an expert. I believe we all have room to grow and this lady must think so too. I'll be keeping this book near my desk and referring to it often. I need all the help and encouragement I can get.

Steven Lomelino says

Great little resource that helps improve time management, without taking a lot of time to read. That makes sense.

Kathryn Ross says

Author, speaker, and humorist Jeanette Levellie's newest book *Shock the Clock: Time Management for Writers and Other Creatives* is a storehouse of tips and tricks to tick-tock your to-do list like a boss!

With a sparkling sense of humor, she hones in on the trouble spots all writers have in common when it comes to managing time. To produce words that change lives, writers live lives--often messy with day jobs, home-making, child-rearing, church and community service, and . . . laundry! Need help? Here's a resource book that's a breeze of a read! It's like chatting with a nurturing older sister cheering you onto your personal best with words of wisdom and a dose of the Energizer Bunny to fire up your "can-do" spirit.

The opening two chapters provide a short overview of different personality types and how our unique make-up plays into how we approach time management--our strengths and weaknesses. A useful chart gives an at-a-glance review of the topic. I was relieved to discover that how I manage my time is completely normal for my personality type! No guilt trips here—that's a time saver in itself!

Empowerment towards time-wise improvement continues with meat and potatoes advice beginning in chapter three and delivered in easily digestible bullet points. Jeanette makes quick work of managing clutter and the hussle-bussle of a too busy holiday season with clear direction for 5 minute fixes, ten minute tasks, and forty put-into-practice-today secrets for making the most of your valuable time each day, week, and month. There are twenty tips specific to the writer's world, but any creative will want this resource on their shelf to refer to when too many great ideas come in conflict with the realities of daily living.

Shock the Clock will help you to get on top of too-much-to-do so you can unleash your full potential for accomplishment.

Ava Pennington says

Shock the Clock is packed with practical tips for anyone involved in creative pursuits, including—and especially for—writers. Jeanette Levellie has packed this small book with a treasure trove of ideas to consider depending on your personality...but even there she doesn't leave you guessing. The first chapter helps you identify your personality type.

Levellie's refreshing approach doesn't promise a silver bullet solution to time management, which is just as well since silver bullets rarely produce the promised results. Instead, she offers a variety of baby steps to help the reader travel the path of productivity. And she does it, not as one coming down from an ivory tower, but as one in the trenches with the rest of us—someone who understands the pressures of daily life as we juggle our creative expressions along with family, jobs, ministry, school, and whatever else pulls at us...and our schedules.

Other time management books have left me feeling slightly intimidated with their rules and formulas which may be effective for some, yet don't necessarily work for me. But Levellie does a terrific job laying out a buffet of practical tips and valuable suggestions for us to apply as appropriate for our individual situations. And she does it with a generous dose of humility and humor.

Elaine Cooper says

Although this paperback is small, it is packed FULL of great ideas! It helps individuals with tight schedules and the need for 26 hours in a day to pause and realize that there are ways to make your life manageable. Some of those ideas encompass saying "no" at the right time and making choices about where your energies are spent. Wonderful book that I intend to keep on my desk for frequent reference. I'm so happy I won this paperback at the author's book launch but I was not required to write a positive review. I wanted to share this review in hopes that other busy folks may benefit from it. "Shock the Clock" by Jeanette Levellie is a keeper.

Marja Verschoor-Meijers says

I read This book a while back, but picked it up again. As far as I know I have never read a book about time management with so much humor in it, it is hilarious... and that alone helps! Jeanette masters the language well, and her writing style by itself is a delight.

In Shock the clock she offers great tips and tricks that will help any writer/blogger/author to push the reset button and start with new zeal and passion.

I personally love the "Top Ten Time Thieves That Attack Writers".

A great, encouraging and practical read!

Lynn says

One of my favorite things (and there are many more than one) in Shock the Clock, Time Management for Writers and Other Creatives is the format of this book making it even a time saver to read. Levellie breaks down these time management tips in seven well formatted chapters that are easy to follow, and thus, implement in our daily lives. The how-to's are kept short and to the point, however in a friendly voice that makes one feel like they are receiving tips from a best-friend across a café table. And the question areas which allow one to respond on blank lines, gives the book even more of a personal feel that in turn helps put in practice what Levellie is teaching—how to be creative in lives that often turn us toward other activities leaving us frustrated and unsatisfied. Finding balance in our daily routines for the creative in all of us by using her time-saving tips that correspond to our personality type, Levellie demonstrates a personal agenda of mine—put first thing first. In each chapter, Levellie is not shy to show how her faith in the ultimate Creator who first and foremost shapes her time. I know I will be often going to back to this book to help keep my 'feeling one' personality on track with completing my creative projects.

Heather Erickson says

Great Primer on Taking Control of Your Time

This was a short, inspiring book that applies not only to writers and other creative's, but all people. After all, we ought to be good stewards of the time we've been given, no matter what our walk of life is. Time stealers stalk all of us. I

As a writer, I really loved the ideas from other writers that were included in the final chapter of Shock the Clock. I also appreciated the Christian perspective of the author. It was inspiring.

I definitely would recommend this book.

Elaine Miller says

Have you ever asked yourself, Where will I ever find the time to write a book? Jeanette Levellie finds the time for you in her practical and well written Shock the Clock: Time Management for Writers and Other Creatives. A delightful author, Levellie understands the life of a writer and knows the distractions that keep creatives from creating. Shock the Clock inspired me and showed me how to declutter my life and begin doing what God called me to do — to write! I loved this book and will keep it close by as a reference and encouragement.

Elaine W. Miller

International Speaker and Author of We All Married Idiots: Three Things You Will Never Change About Your Marriage and Ten Things You Can

Michelle Connell says

This book is well written but much too short (it's only 59 pages, not 90) and nothing new I haven't read in other places. I'm glad I got it through the library, rather than buying it.
