

# The Creative Maker: Time Management for Artists

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for

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If you have great talents, industry will improve them; if you have but moderate abilities, industry will supply their deficiency.

Sir Joshua Reynolds, painter

An Introduction

Have you ever noticed....?

- Some artists “pull ahead of the pack”, get noticed and shown more than others.
- Some artist’s work is amazing, but they remain overlooked, unnoticed.

Why?

Essentials for success include

- Focus
- Good use of money and other resources
- Good use of time
  
- Challenges in handling multiple tasks are unprecedented.
- Visual, creative thinkers are extra challenged to be organized.
- Important to accept that time management is a daily process.

How can we use our time well?

Creativity by itself isn’t enough. Creativity and determination together allow creativity to be fully realized. It’s important to have childlike and playful qualities, but also a high degree of responsibility and discipline.

Michael Arth, painter, architect

Your best friends in time management are:

Deadlines

Habits

Solitude

**Best Friend Review**

## Deadlines

## Habits

Develop a regular schedule for making your work, marketing it and attending to business matters. Ask yourself:

- When am I most creative?
- When am I most productive?
- What are the best times for creating art?
- What are the best times for marketing or recordkeeping tasks?

## Solitude

Learn to become quiet, still, and solitary. The world will freely offer itself to you to be unmasked. It has no choice; it will roll in ecstasy at your feet.

Franz Kafka

# Time Wasters and Excuses

What am I tolerating?

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

# Getting Clear

When you are clear, the world responds with clarity.  
Loretta Staples, designer

How much time and money do I plan to devote to my art career?

- I will work on making my art:
  
- I will work on marketing my art and running my business:
  
- I will allocate \$                      per month to my art career.

An artist's life must fit into other roles. These are not a reason to NOT set goals—but reasons to be realistic and identify time wasters/excuses.

Where is my art career in relationship to my other roles?

- 1.
- 2.
- 3.
- 4.
- 5.

Lack of money and time are challenges (and sometimes excuses) but not insurmountable obstacles.

# Dream Time vs. SMART Time

What is my dream? In five years, in my perfect world, I will be:

(Turn the page over.)

So, what are my next steps?

SMART steps are:

- Specific
  - Measurable
  - Attainable
  - Realistic
  - Time related
- 
- Write goals down to give them force.
  - Express goals positively.
  - Be specific. Include dates, times and amounts.
  - Keep steps small and incremental.
  - Base goals on personal performance.

# “System” Review

- Filers vs. Pilers
- Boxes
- 3-M System
- Dumb Time System
- The Four Place Way
- Others?

## In closing:

Mistakes, blind alleys and rabbit holes can be a positive force.

Mistakes may illuminate areas to improve skills.

Blind alleys can be a source of fertile inspiration.

Only rabbits are meant to live in rabbit holes.