Finding time to write in an already over-scheduled calendar can feel impossible. Add to that the difficulty and loneliness of the writing process, and it can forever be pushed to the very bottom of the to-do list.

The solution—writing groups, a game changer for writing the pieces that will get you to the places you want to be in your career.

Writing groups are designed to make writing a priority in your schedule and to hold you accountable to your writing commitments in a collaborative environment. Here are five tips for making a writing group work for you:

» **Building your group**

Consider meeting once a week with two other members. Each week, one person will bring in writing, and the other two will serve as readers. A small number ensures everyone is important to the group's success, and feedback from two people is not overwhelming.

» **Selecting your members**

Select colleagues:
- You trust to provide and accept constructive, honest feedback
- Who are dedicated to the writing process and their fellow members
- Who are committed to showing up prepared each week with a positive attitude

» **Scheduling**

At the beginning of each semester, pick a time that works for everyone and block off your calendars. Do not change the time or cancel the meeting for a more pressing commitment. If you can't meet in person, schedule a video meeting. Finally, determine the order you will go in, so you know who will be sharing and who will be reading each week.

» **Rules for the writer**

If it is your week to share your writing, you must have something—no skipping or trading places. The pages must be emailed to the others 48 hours in advance to allow time for review. Don't stress—if you keep it to roughly two pages, a two-day review time should be manageable for the group.

» **Rules for the readers**

Just as important as the writing process is the review process. Reading, reflecting, and providing honest feedback ensure a good discussion at the meeting and a better product for publication. It can also help you become a better writer yourself.

» **Bonus: Bring Snacks**

The best meetings have tasty treats!