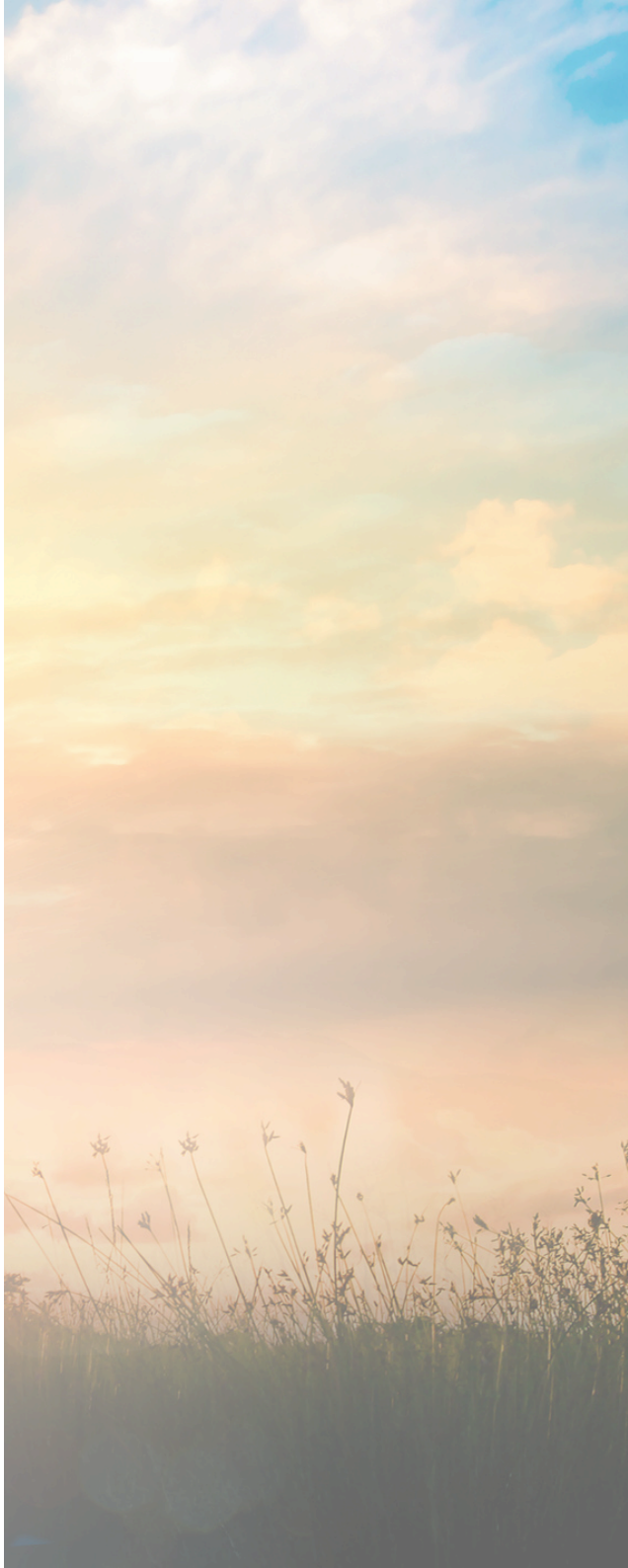


2026 ANNUAL PLANNING WORKSHOP FOR WRITERS

URBAN WRITERS' RETREAT



Annual Planning Workshop for Writers

The transition from one year to the next is a natural break point, the perfect time to reflect on how the year has gone, celebrate your progress, ask if you're really working towards the things you want then dream some big dreams for the future.

This planning process includes both identifying where you want to get to and giving yourself a map of how to get there so you can step into the next year inspired and knowing what you need to do.

About Urban Writers' Retreat

Writng retreats give you distraction-free time and space to escape all of the chores and shoulds of the everyday world, giving you headspace to really focus on your writing, super-charging your productivity and creativity. I'm Charlie, and I've been hosting writing retreats since 2008.

I run residential writing retreats in Devon and one/two day retreats online. I also run online courses including Six Month Novel, where we help and support you as you turn that idea that's been floating around in your head for years into a complete first draft.

Email: hello@urbanwritersretreat.co.uk
Web: https://urbanwritersretreat.co.uk
Instagram: https://www.instagram.com/urbanwritersretreat/

Review The Past Year

Take a moment to celebrate your achievements! List every small thing you did in your writing life last year. What did you enjoy or learn? What made you happy or proud? What worked for you? What do you want to do more of?

Review Contd...

Is there anything you wanted to do but didn't? What was frustrating, disappointing, or felt like a failure? Why? Where did you get stuck? What bad habits got in your way?

Your Writing Dreams

What is your biggest, most ridiculous writing dream? The 'it could never happen to me in a million years' one.

Taking it back a step, where would you love to be with your writing in five years? Why? What does that goal mean to you? E.g., a particular lifestyle, money, respect/acclaim, feeling creative and free? What's your biggest driver?

What do you want to write? Brainstorm now but come back to add half-written stories and partially-formed ideas from notebooks, subjects that interest you, things you want to say, genres. Focus on the things you'd really love to write, not the things you think you should.

What would you like to do in your wider writing life that would help you achieve your dreams? E.g., go on a poetry course, develop a steady habit, build a website, hire an editor etc.

Set Your Goals

Pick one to three goals, things you actually want and that are within your control. Include why you want them, and an idea of what you need to do to get there within the goal statement too. I like this format, but feel free to adapt it:

I want to_____. This year I'm going to_____
To do this I'm going to_____, then I'm going to_____.

Examples:

- I want to establish myself as an authority figure (long-term leading to articles and speaking gigs) by writing a business book. This year I will research how to approach publishers/agents, then I'm going to write a chapter outline and proposal and find 10 targets to send it to, plus upgrade my social media to be more helpful and topic-based so that I have an appropriate social platform.
- I want to feel more like a writer by writing more and putting my work out there. I'd really love to write about love and the complexity of relationships. This year I'm going to write at least one short story a month based on those topics and write/find a list of competitions so that I can submit one story a month to competitions.

Goal 1:

Goals Contd...

Goal 2:

Goal 3:

The Time Machine

Imagine it's 31st December and you've achieved all your goals. How did you actually do it? What daily/weekly habits got you there? How did you recover when things went badly, and you lost confidence? What did you have to change from the way you acted and thought last year? Brainstorm, then list things you stopped doing and the things you did that made most difference.

Goals Overview/Quarterly Breakdown

	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
Goal 1				
Goal 2				
Goal 3				

Monthly Planner By Week

	Month:	Goal 1:	Goal 2:	Goal 3:
W1				
W2				
W3				
W4				
W5				