**THIS PLANNING GUIDE IS PREPARED TO HELP YOU ON YOUR JOURNEY TO FINISH YOUR BOOK AND HAVE FUN DOING IT 😎**

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“FAILING TO PLAN IS PLANNING TO FAIL”

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| **PRIORITIES: WRITE NAMES OF YOUR PROJECTS FROM MOST IMPORTANT TO LEAST (DO NOT OVERTHINK🙌)** |
| 1- |
| 2- |
| 3- |
| 4- |
| 5- |
| 6- |
| 7- |

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| **YOUR BOOK MARKETING PLAN 👍** |
| We suggest you start marketing your book minimum 6 months before your planned publish date  |  |  | | --- | --- | | **Create your initial digital content:**  Completion date: ……………….   * Author photo * Book cover * Excerpts/blurbs to publish * More reviews * Book description | **Create your Facebook author page:**  Completion date: ……………….  Cost: free | | **Create your Twitter author profile:**  Completion date: ……………….  Cost: free | **Create your LinkedIn author profile:**  Completion date: ……………….  Cost: free | | **Create your Goodreads author profile:**  Completion date: ……………….  Cost: free | **Create your Amazon author profile:**  Completion date: ……………….  Cost: free | | **Create your BookBub author profile:**  Completion date: ……………….  Cost: free | **Create your LibraryThing author profile:**  Completion date: ……………….  Cost: free | | **Create your author website:**  Completion date: ……………….  Cost: ………………. | Number of hours per day committed for social media content & engagement: …………… | | Facebook campaign start: ………….. | Google campaign start: ………….. | |

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| **YOUR WRITING PLAN 👍** |
| |  | | --- | | **HOW MUCH TIME PER DAY FOR WRITING :** X hours |  |  | | --- | | **WHEN YOU WILL START WRITING:** XXX AM/PM |  |  | | --- | | **PLACE YOU WILL WRITE:** |  |  | | --- | | **HOW MANY WORDS PER DAY**: XXX words per day |  |  | | --- | | **WHAT YOU ACHIEVED TODAY: e.g. 400 words/3 hours** |  |  | | --- | | **WHAT TO DO IF YOU MISS TODAY’S PLAN:** e.g. will compensate tomorrow | |

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| **WHERE YOU ARE IN YOUR DRAFT 👍** |
| |  | | --- | | **HOW MANY CHAPTERS COMPLETED:** A | | **TOTAL NUMBER OF CHAPTERS IN YOUR BOOK:** B | | **PROJECTED COMPLETITION TIME:** AxB | |

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| **PROJECTED TIME FOR EDITING 👍**  |  | | --- | | **EDITING DURATION**: XX weeks after draft is finished | |

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| **DEADLINE TO PUBLISH YOUR BOOK 👍**  |  | | --- | | **WHEN DO YOU PLAN TO PUBLISH**: XX weeks after you finish editing | |