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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“FAILING TO PLAN IS PLANNING TO FAIL”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |
| --- |
| **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: ………….. |

 |

|  |
| --- |
| **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 |

 |

##

|  |
| --- |
| **WHERE YOU ARE IN YOUR DRAFT 👍** |
|

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

 |

|  |  |
| --- | --- |
| **PROJECTED TIME FOR EDITING 👍**

|  |
| --- |
| **EDITING DURATION**: XX weeks after draft is finished |

 |

|  |  |
| --- | --- |
| **DEADLINE TO PUBLISH YOUR BOOK 👍**

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

 |