

# Sample List of Writing Tasks

## **Initial Work:**

- Brainstorm
- Character Sketches
- Research
- Begin Plot
- Finish Plot
- Compose Full Outline
- Create Map
- Create Timeline

## **Writing & Editing:**

- Set Word Count per day
- Write First Draft
- Write Synopsis
- Self-edit
- Revise
- Edit via Program or App
- Write Book Description
- Send to Alpha Readers
- Revise again
- Send to Editor
- Incorporate Edits & Revisions
- Send to Beta Readers
- Revise/Edit again
- Send to Proofreader
- Final Pass Before Format

## **Traditional Route:**

- Submit to Agent
- Submit to Publisher
- Track Submissions & Followups
- Galley Edits

## **Suggestions for Increasing Productivity**

- Dictation
- Listening to music with a steady, driving beat
- Brain FM
- Daily Meditation
- Regular Exercise (yes, really)
- Battling depression, anxiety, or insomnia? Check out the Fisher Wallace Stimulator (a non-drug solution, but very expensive.)
- Tracking your habits to see what works for you, what doesn't, and changing when needed.

## **Cover:**

- Research Cover Artists
- Order Cover: **eBook / Print**
- Create Cover
- Finalize Cover
- Schedule Cover Reveal

## **Formatting:**

- Format eBook (Self)
- Send to Formatter
- Galley Edits
- Format Print (Self)
- Inspect Finals
- Upload Files for Pre-order

## **Before Release:**

- Contact Reviewers
- Develop Marketing Plan
- Sale on Backlist
- Send Updates to Newsletter
- Update Website
- Write/Send Press Release

## **Marketing Plan Ideas:**

- Research Email Services
- Order Promotional Material
- Contact Advertisers
- Compose Ad Copy
- Buy/Create Ad Images
- Create Images with Quotes from MS
- Create Interactive Genre Memes
- Schedule Ads
- Schedule Social Media Posts
- Update Backmatter Buy-links

- Upload Final Files
- Claim Title: Amazon/Bookbub
- Cross Promotion with other Authors
- Schedule Reader Contests

## **Release Day Events:**

- Release Day Newsletter Push
- Facebook/Twitter Party
- Reader Giveaway Contest

## **Add Your Own Tasks:**

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## **Suggestions for Developing a Morning Ritual**

- Exercise/Stretching/Yoga
- Journaling
- Meditation/Prayer/Silence
- Affirmations and/or Gratitude List
- Look over your daily planner
- Visualization of your goals
- Reading for Self-improvement
- Daily Tarot Reading (develops your intuition)