

ONE YEAR TO AUTHOR

Your Roadmap Guide to Writing & Publishing Your Book
In Twelve Months



Worksheets & Checklists



YOUR ROADMAP

Here's your one-year roadmap. Use this as your guide to accomplish your goal this year.

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
<ul style="list-style-type: none">• Identify interests & ideas• Complete research• Select your genre• Start your daily practice writing	<ul style="list-style-type: none">• Practice writing in selected voice & style• Write backstories• Create your outline/plan	<ul style="list-style-type: none">• Start writing chapter 1• Write chapter 2• Keep writing every day• Nail your working title	<ul style="list-style-type: none">• Keep up with your writing goals (e.g. daily word count)• Write every day.	<ul style="list-style-type: none">• WRITE EVERY DAY!	<ul style="list-style-type: none">• KEEP WRITING!



Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
<ul style="list-style-type: none">• Finish first draft• First draft edit• Begin considering your promotional plan	<ul style="list-style-type: none">• Write draft 2• Select beta readers• Begin researching publishing options• Decide on cover design	<ul style="list-style-type: none">• Beta readers feedback on draft 2• Write draft 3, 4, etc.• Polish• Set up author website	<ul style="list-style-type: none">• Finalize title & cover• Final editing & proofing• Interior design set-up for print and digital book• Write blurb• Acquire ISBN	<ul style="list-style-type: none">• Finalize publishing platform selection• Publish• Finalize promotional plan	<ul style="list-style-type: none">• Launch book• Implement promotional plan• Celebrate!



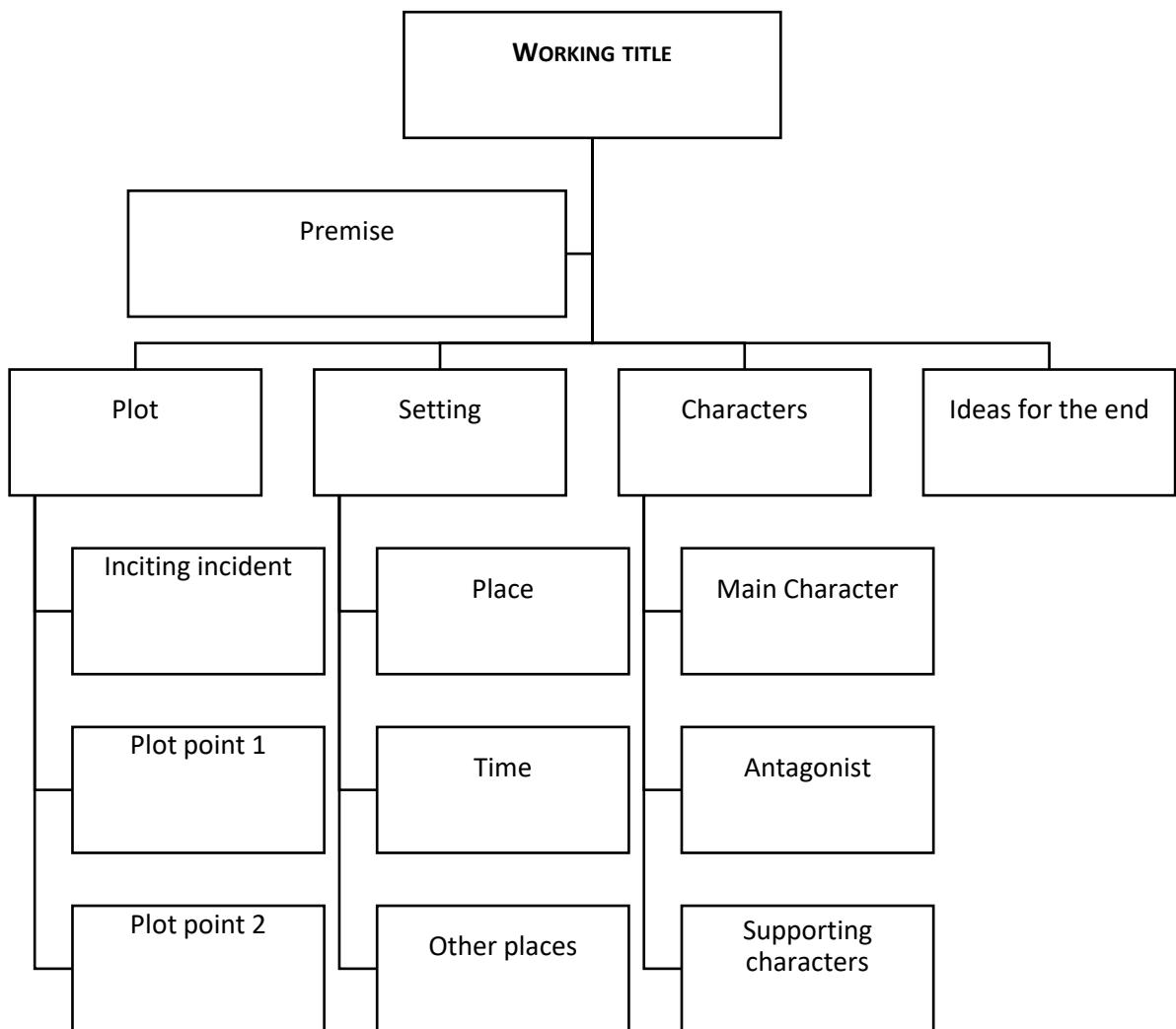
Pre-Writing Checklist

Before you begin writing the first chapter of your book, complete the following activities. Any writing-related activities at this point can be done in your notebook longhand. If you prefer, use a computer to complete the practice writing and your outline. Check off each of these activities as you complete them.

- Get yourself a notebook and a pen you like.
- Write out your idea.
- Write your book's premise.
- Identify any areas that need research.
- Complete your preliminary research.
- Set up your writing space.
- Set up a writing schedule and tell your family.
- Do some practice writing in your characters' voices.
- Determine your genre.
- Select your point of view.
- Create an outline of ideas.
- Write your first sentence.



Mind Map Worksheet for Your Outline





Word Count Progress Chart



Self-Editing Checklist

Structure

- Content follows a logical structure with a clear introduction, body, and conclusion.

Clarity

- Language is precise and clear.
- No unnecessary jargon or ambiguous phrases.

Consistency

- Consistent tense is used throughout.
- Consistent point of view throughout.
- Consistent style.
- Consistent tone.
- Consistent voice.

Redundancy

- No redundant phrases or information
- Each sentence adds unique value.

Grammar and punctuation

- AI tools applied (e.g. Grammarly)
- Manual checking completed.

Tight Writing

- Unnecessary words or phrases removed.
- Active voice is used except where passive is intentional.

Accuracy

- Fact-checking completed.



Print Book Interior Layout Checklist

- The body copy has a consistent typeface and font size.
- The body copy is fully justified.
- Margins are consistent and provide ample white space.
- Line spacing is appropriate and consistent.
- Paragraphs are indented.
- Pages are numbered.
- Page numbers are consistently placed.
- New chapters begin on new pages with page breaks.
- New sections begin on odd-numbered pages.
- Chapter headings are distinguished from body copy by font and font size.
- The manuscript is free from widows and orphans.
- High-resolution images are fully embedded and appropriately anchored.
- An error-free table of contents is present for nonfiction
- The manuscript is free from awkward hyphenations for end-of-line word breaks.



Initial Book Marketing Checklist [Pre-Launch]

Author Platform

- Author website is up to date.
- Social media profiles are set up and updated.
 - Facebook
 - Instagram
 - LinkedIn
 - X
 - TikTok
- Blog related to your book's genre or themes is set up.
- Email list is set up and ongoing.
- Newsletter platform has been selected, and plans for initial content are complete.

Marketing Plan

- Target audience identified.
- Clear, achievable marketing goals are written down.
- Budget for marketing expenses created.

Marketing Materials

- Compelling blurb completed, edited and ready.
- Media kit ready (author bio, book synopsis, cover image, author photo, and sample chapters).
- Promotional graphics ready (banners, social media images, etc.)