

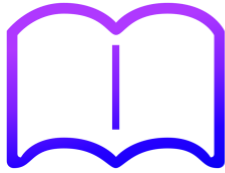


Checklist 2: Book Writing

Project Name: _____ Date: _____

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1 Have you finalised your book title and subtitle? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Have you got an ISBN number for your book? | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>If publishing on Amazon you can use their free ISBN service, otherwise you can purchase your ISBN number on www.nielsenisbnstore.com</i> | | |
| 3 Will you be writing the book yourself? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Are you hiring a ghost writer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 Will you be repurposing your other content into a book? | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>If you have existing blog posts, or other content you may be able to repurpose them into chapters or use them as bonus chapters (if they are relevant).</i> | | |
| 6 Have you blocked out the time to complete your book? | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Aim for at least 1,000 words a day if you're starting out. With some practice you could write 1,000 words in 30-60 minutes.</i> | | |
| 7 Have you set a manuscript completion deadline? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 Have you sourced an editor and an editing deadline? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 Have you written your book title and subtitle? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 Have you split your core topic into 5-13 sub topics? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 Have you bullet pointed each sub topic? | <input type="checkbox"/> | <input type="checkbox"/> |

Notes



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- | | | | |
|----|--|--------------------------|--------------------------|
| 12 | Have you fleshed out your sub topics into chapters? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 | Have you written your book as if speaking to one person? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 | Have you included examples, case studies and testimonials? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 | Have you included next steps in your book (to fulfil your goal)? | <input type="checkbox"/> | <input type="checkbox"/> |

When writing your book, don't worry about layout, grammar or formatting – that's the editor's job and that comes AFTER the manuscript is done.

Notes