

# 'Write That Book' Checklist

There's a lot involved in writing a book – probably a lot more than you anticipated. Use this checklist to help you through the process.

## FIRST...

- Identify your motivation for writing a book
- Identify a topic and subtopics
- Define who your ideal reader is
- Research what other books are out there on the same topic
- Find a coach, mentor, accountability partner or writing buddy to support you
- Plan your content
- Set a writing schedule
- Write that book!**
- Choose a title (and subtitle)
- Check no one else has used that title!
- Decide whether to use your own name or a pen name
- Check whether there are other authors using that name
- Do a first edit
- Choose some beta readers
- Send the first edit to beta readers
- Make changes based on feedback
- Write acknowledgements, disclaimer, dedication, etc.
- Write an author bio

## THEN...

- Write back cover blurb
- Add a copyright notice
- Find any quotes or images you want to use
- Do a final edit
- Send the book to a reputable proofreader
- Research publishing options – traditional, short run, POD, digital
- Choose your ideal publishing route
- Format book for your chosen publishing route
- Arrange cover design
- Upload/send book to printer/publisher
- Buy ISBN number, if required
- Create an author platform using social media, a website etc
- Write press release
- Send press release to relevant local/national media and organisations
- Send PDF copy of book to relevant people/organisations for reviewing
- Promote, promote, promote!
- Order copy of book
- Hold book in hand (or on Kindle) and let the celebrations begin!

**PHEW!!!!**

For author coaching, proofreading, formatting & cover design go to:

[www.theprooffairy.com](http://www.theprooffairy.com)

