


MJL Publications Book Writing Check List

#	STEPS	THINGS TO CONSIDER	
1	<b>PLAN YOUR BOOK</b>	What do you want to write about? Who do you want to write for? What are their problems? How can you help them?	
2	<b>WORK OUT A WRITING SCHEDULE</b>	How many words do you want to write? How many words do you want to complete each week? What days and times can you dedicate to your writing? How many words do you plan to write each session?	
3	<b>CREATE A SACRED WRITING SPACE</b>	Where can you work where you will be undisturbed and be inspired to write a great book? What can you add to the space to help you focus and work efficiently?	
4	<b>COMPLETE FIRST DRAFT</b>	When do you intend to complete your first draft?	
5	<b>FORMAT FOR PRINT</b>	Which platform will you use for printing? What are their formatting specs?	
6	<b>COVER DESIGN</b>	What will your cover look like? What information do you want on there? Will you design something yourself or get someone else to do this for you?	
7	<b>EDITING</b>	Who will edit your book?	
8	<b>COMPLETE SECOND DRAFT</b>	Have you gone through and adopted all of your editor's recommendations? Or just some?	
9	<b>EDITING</b>	Are there many more changes to make?	
10	<b>SEEK TESTIMONIALS</b>	Who do you know who would read your book and give you a testimonial?	
11	<b>FORMAT FOR EBOOKS</b>	Which platforms will you prepare your ebooks for and what are their specifications?	
12	<b>PLAN BOOK LAUNCH</b>	When and where will you have your book launch? Who do you want to invite and share this moment with? Did you want to make it a fund raiser? Will there be catering? Will there be entertainment? Will you do the work or will you get someone to do it for you?	
13	<b>INSERT TESTIMONIALS INTO DOCUMENTS</b>	Have your friends / professional contacts written testimonials for you?	
14	<b>ORDER PROOF COPIES</b>	Are you ready to upload your document and order a copy of the real thing?	
15	<b>LAUNCH PRE SALES</b>	Do you have a website or some way to let people know you have written a book? Are you ready to take pre sales of your book?	
16	<b>PROMOTE BOOK LAUNCH</b>	How can you promote your launch? Will it be by invitation? Public or private?	
17	<b>ORDER FINAL COPIES</b>	Are you happy with your proof copy? Are you ready to order enough copies to cover pre sales and for the book launch?	
18	<b>PREPARE EBOOKS FOR SALE</b>	Where and how will you sell your ebooks? Is everything set and ready to go when you launch? Is it easy for people to pay you for your book?	
19	<b>BOOK LAUNCH</b>	The day has come. Are you relaxed? Do you feel good? Are you happy with your hair, your outfit, your speech, the launch program? What do you hope to achieve today?	
20	<b>PUT MARKETING PLAN INTO ACTION</b>	How are you going to continue marketing your book so that sales grow and demand for you and your services constantly increases?	