



## Your Writing Plan Worksheet

1. What stage of writing are you in?

- Concept generation
- Concept development
- Story development
- Character development
- Outlining
- Drafting pages
- Revising (substantial)
- Line editing
- Wordsmithing and polishing
- Proofreading
- Other \_\_\_\_\_

2. What's the next milestone you want to hit / what stage are you next aiming to finish?



3. What steps will you need to take, increments of work will you need to complete, or tasks will you need to tackle in order to hit your milestone? This is the place to brainstorm and make a list. (Think words or pages to write, increments of time, tasks, characters, or items on a list. If you need help with this step, 1:1 coaching can help.)



4. When do you want to be done? Is there a hard external deadline or a natural deadline you're working toward?

5. What does "done" or "completed" actually mean? How are you defining the level of completion you're targeting?

6. Approximately how long does it take you to do the type of work you're doing?



7. How many actual writing hours can you set aside, allowing for life, sleep, eating, other work, family, exercise, and anything else you're doing or committed to doing?

8. Does the math work? Do your pace, your deadline, your available time, and your writing plan actually work?

Yes

No

9. Adjust as needed. Make any recalculations here:



10. Write out your new adjusted goal/target/schedule here:

Now go put it on your calendar :)

11. Leave space for life and divine intervention.

:)

I hope you've found this helpful.

Happy writing!