

AUTHOR CHECKLIST

- ☐ Identify your motivation for writing a book
- ☐ Identify genre and genre expectations
- ☐ Define who your ideal reader is
- ☐ Research what other books are out there in your genre
- ☐ Find a writing coach, critique group or writing partner to support you
- ☐ Plan your story
- ☐ Set a writing schedule
- ☐ Write the first draft
- ☐ 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
- ☐ Write back cover sales copy
- ☐ Research covers in your chosen genre



AUTHOR CHECKLIST

- ☐ Find any quotes or images you want to use
- ☐ Do a final edit
- ☐ Send the book to an editor
- ☐ Research publishing options - traditional, short run, POD, digital
- ☐ Choose your ideal publishing route
- ☐ Send finished book to ARC readers
- ☐ Format book for your chosen publishing route
- ☐ Arrange cover design
- ☐ Upload/send book to printer/publisher
- ☐ Create an author platform using social media, a website etc
- ☐ Write press release
- ☐ Send press release to relevant local/national media and organizations
- ☐ Promote, promote, promote!
- ☐ Order copy of book
- ☐ Hold book in hand (or on Kindle) and let the celebrations begin!

