

INTRODUCTION TO

SELF PUBLISHING

HOW TO WRITE, EDIT, FORMAT & PUBLISH

CHECKLIST



MEL DAY

Self Publishing Checklist

- What genre/sub-genre will you write in? _____
- Have you got a story idea? _____
- Are you going to plot the story or pants it? _____
- When will you write? _____
- Where will you write? _____
- What's your daily writing goal? _____ words/minutes
- Date first draft needs to be completed (one month before publication) _____
- Who will you rely on for support? _____
- Registered your domain name? _____
- Decided on hosting platform? _____
- Created a list of topics to write about on your blog _____
- Drafted 5-10 blog posts _____
- Decided on social media platform/s to use? _____
- Signed up with author name to those platforms? _____
- Listed what you will post on social media on which days? _____
- Set up a mail autoresponder for your newsletter? _____
- Set up ways to capture email addresses? _____
- First draft completed on? _____
- Revision scheduled to be complete on? _____
- Formatting done? _____
- Method to edit and revise clear? _____
- Book cover ordered/completed? _____
- Decided where to publish? _____
- Decided on price? _____
- Promotional activities decided? _____
- Launch date? _____
- Book publish date? _____
- Pre-orders set up? _____