

SAMPLE SCHEDULE FOR WRITING A NON-FICTION BOOK (Indie Published)
(indicates 5 catchup/move-ahead months without excessive writing)**

****JANUARY:** Determine purpose: teach, lead to a conclusion, convince or provide information. Estimate number of chapters and content (outline).

FEBRUARY: Flesh out each chapter into at least 3 paragraphs

MARCH: Add information to clarify each chapter's main point

END OF Q1: Evaluate and Reassess

APRIL: Add ending questions, ideas for reader's follow-up, call to action for each chapter

MAY: Flesh out to finish first draft. Check references and facts. Brainstorm additional thoughts. Doublecheck chapter organization for clarity and ease in reader's understanding.

****JUNE:** Send manuscript to trusted readers to look only at content. Don't get them bogged down in a detailed copy edit. Ask:

1. Do you understand the main point of each chapter? What is it?
2. Do you disagree with any points or conclusions? Why?
3. Are any points left unexplained or vague?
4. Does the organization lead you forward? What might need reorganizing?
5. Other thoughts about content or basic premise.

END OF Q2: While they have the MS, Evaluate and Reassess; revise as needed

JULY—AUGUST: integrate feedback from readers—completed second draft

****SEPTEMBER:** Begin planning marketing. Create book cover. Let manuscript sit. "Read audibly."

END OF Q3: Evaluate and Reassess

OCTOBER: Final revision; grace notes; detailed copy editing; begin book formatting (or send to editor/book publisher). Continue to prepare marketing.

****NOVEMBER:** upload manuscript and cover; order proof copy; revise as needed. Continue to prepare marketing

****DECEMBER:** release; announce and market

Adjust monthly goal schedule for your writing process or for the specific project (e.g., creation of tables, charts, references).

For more information and examples, go to CarolPetersonAuthor.com.