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| **Work Calendar****Use the left column to record how many pages are to be done each day --- to at least two weeks ahead. Use the right column to record the actual number of pages done and approximate word count.****Plan on a six month work schedule:*** **Two months for plotting**
* **Two months to write first draft**
* **One month for revision**
* **One month for revision after an outside opinion has been given**

Section 1 |

 Timeline Work Planned Work Completed

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| --- | --- | --- |
| **Month One -** | Initial Plotting |  |
| **Month Two -** | Subsequent Plotting |  |
| **Month Three -**  | Start writing first draft |  |
| **Month Four -** | Continue Writing |  |
| **Month Five -** | Finish Writing. Begin initial Revisions |  |
| **Month Six -**  | Beta Read |  |
| **Month Seven -**  | Final Revisions before going to Editor |  |
| **Month Eight -**  | Editorial Review |  |
| **Month Nine -** | Final Revisions before Publication |  |

NOTES:

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| **Story Summary*** **In brief, rundown of the story’s plot**

Section 2 |

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| **Problem****What is it? How does it concern the Characters? All characters? What are the motives? Actions taken? Consequences?**Section 3 |

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| **Situation and Theme*** **Background**
* **What are you trying to say, and why**

Section 4 |

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| **Characters*** **Complete sketches and how each fits into the story**

Section 5 |

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| **Outline*** **Begin with chapter numbers and fill in the sequence of events. Jot down specifics and generalities as they occur to you. Gather clues and information, and piece together the plot**
* **Make detailed outlines of the action, after the first step has fleshed out the early chapters, and so on.**
* **Write in the present tense**

Section 6 |

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| **Chronology*** **Dates of historical events with bearing on the story**
* **List the actual time sequence of the story’s action as it develops per chapter**

Section 7 |

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| **Development*** **Changes in the plot, situation, characters or any other development that crop up during the writing and plotting phases**

Section 8 |

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| **To Be Checked*** **To keep track of all factual questions that need to be answered**
* **Notes while writing that pertain to another (possibly earlier) chapter, to be considered for the revision phase**
* **To keep trackof any errors, irrelevancies or inconsistencies, so they can be fixed in revision**

Section 9 |

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| **Background*** **Real life places, situations, people, etc that may be used**
* **Detailed information about a created place that doesn’t necessarily appear in the story**
* **Details about all the locations used**

Section 10 |

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| **Research and Bibliography*** **Details and particulars**
* **To keep track of information sources. Clippings, etc, can be kept here**

Section 11 |

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| **Notes and Diary*** **Outside opinions, etc**
* **To bring stubborn characters to life**

Section 12 |