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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 |