

The ULTIMATE Author Planner

GOALS

What are your goals for this upcoming season?

Examples could include:

- Writing, editing, or working on publishing your book
- Reading a certain number of books (fiction and craft books)
- Starting a website or email list
- Forming/leading a book club
- Finding a critique group
- Writing your first chapter
- Brainstorming and developing a world

Now your turn!

STEPS

Now it's time to break your goals into smaller pieces!

For example:

If my goal was to *finish writing a book* this summer and all I had was an idea, these would be my next steps.

- Use [My Story Binder](#) to break down all my ideas.
- Brainstorm characters, world, and plot.
- Start the first chapter.
- Make a consistent writing schedule and keep to it.
- When finished, CELEBRATE!
- Leave the book for a few months to clear my brain before moving onto the editing stage.

Now your turn!

SCHEDULE

What **specific times** can you dedicate to working on these steps?

What is an estimated timeline to achieve your goals?

What does this look like this week? This month?

Extra Questions:

Do you work best morning, afternoon, or night?

What workplace/environment do you work best in?

Of course, life gets busy and you have to learn to pivot but having a schedule gets you one step closer to achieving your goals. Personally, I like to have a daily, weekly, and monthly planner. Yeah, I'm a little crazy.

BOUNDARIES

Boundaries are essential because they help you prioritize **what's important**.

I make boundaries for writing *and* to protect from over-writing.

Remember, this looks different for everyone. Personally, I've been limiting myself to one movie night per week and no more than two videos on YouTube per day. Again, this is a personal boundary because I know in the long run I would rather be writing.

When it comes to protecting myself from over-writing, I simply make a list of my top priorities in life. If I am not spending any time with God, family, or friends because of writing, then I need to change.

Some examples of setting boundaries might look like:

- Taking a rest day once a week where you don't write. This is good just to fill your creative well!
- Limiting time on social media.
- Making sure to plan family and friend time. We can't live in a cave, writer friends!
- Sticking as much as possible to your dedicated writing time and making sure those around you know about it so they're not surprised.

Now your turn!