PROJECT PLANNER
Templates

Overall Project Tracker

USE THIS WORKSHEET TO KEEP TRACK OF ALL OF YOUR NOVEL/BOOK PROJECTS AS YOU WORK THROUGH THEM. SIMPLY MARK OFF THE PROJECT YOU COMPLETED AT THE END OF EACH STAGE OF THE WRITING PROCESS.

Project Name	Brainstorming	Outlining	Writing Draft	Self-Editing Draft	Alpha/Beta Reading	Editor Editing	Proofreading	Final Check	Querying	Pending Publishing

Yearly Goals

Year:

This Year I Would Like to Achieve

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Projects I'd Like to Prioritize This Year

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Strategy Planning

" "

Monthly Check In

Month: _____   Year: _____

What Went Well this Month

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

How did writing go this month?

😄 🙂 😐 🙁 😢

Word Count Goal for this Month

_____

Total Word Count Written this Month

_____

Any goals that didn't work out?

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

How can you make these goals work now?

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

What goals do you want to continue?

- ☐ _____
- ☐ _____
- ☐ _____

Weekly Progress

> " "

Priorities This Week

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Overall Goals This Week

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Date:

S M T W T F S

Reminder to:

Projects I'm Working On

- ☐ _____
- ☐ _____
- ☐ _____

	M	T	W	T	F	S	S
Goal							
Word Count							

Notes:

Daily Writers Planner

Today's Schedule

TIME	PLANS & SCHEDULE
6:00 am	
6:30 am	
7:00 am	
7:30 am	
8:00 am	
8:30 am	
9:00 am	
9:30 am	
10:00 am	
10:30 am	
11:00 am	
11:30 am	
12:00 pm	
12:30 pm	
1:00 pm	
1:30 pm	
2:00 pm	
2:30 pm	
3:00 pm	
3:30 pm	
4:00 pm	
4:30 pm	
5:00 pm	
5:30 pm	
6:00 pm	
6:30 pm	
7:00 pm	
7:30 pm	
8:00 pm	
8:30 pm	
9:00 pm	
9:30 pm	
10:00 pm	

Date:

S M T W T F S

Projects I'm Working On

- [ ]
- [ ]
- [ ]

Top Priorities for Today

- [ ]
- [ ]
- [ ]

To Do List

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Word Count Tracker

Project:

DATE	TARGET	ACTUAL	PROJECT TOTAL