

Suggested Time Schedule – 12 hours

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| 8 – 9am | Plan, plan, plan! Read through the parameters, brainstorm ideas. Come up with a plan. <i>Hint: Don't use too many characters and keep the plot simple.</i> Plan where you want illustrations and decide what they will be. Decide on a style, tone and point of view. Brainstorm your characters. <i>Tip: Keep talking, communicating and planning for the full hour (this could be in-person, or via video chat or another online platform).</i> |
| 9 – 10.40am | Plan your chapters. Consider what will be in each one and how they will connect. Decide how you are going to connect your chapters together and where you will use foreshadowing. Allocate chapters, word count and the mandatory 'random words' to your writers. Brief the illustrator/s. Work on your first draft. |
| 10.40 – 11am | Have a break. Then come back with 'fresh eyes' and read through your draft and discuss your progress so far. |
| 11 – 1pm | Keep working on your first draft. Ideally this will be finished by lunchtime. |
| 1 – 1.30pm | Relax. Time to take 30 minutes off. Leave your workspace, go for a walk, refresh. |
| 1.30 – 2pm | If you can, print your first draft and read through your book, editing with a pen. Make notes, annotate, make corrections, changes, edits. Check ideas are connected, that you use foreshadowing, that you build tension, that you have addressed the issues required and have included the parameters. <i>Tip: Remember to be kind to each other. Listen to feedback without taking it personally. You are all a team and are working towards a common goal.</i> |
| 2 – 4pm | Make corrections and edits. Finalise your illustrations. Finish off your second draft. |
| 4 – 5pm | Swap your chapter with another writer and edit each other's work. Check for continuity. |
| 5 – 5.30pm | Dinner time! |
| 5.30 – 6.15pm | Finish your final draft. Allocate a team member to create the copyright page, author, contents, etc. Check that you have included everything required. |
| 6.15 – 8pm | Get the book all into one document and format it appropriately. Compress the digital version of your document and save it as a PDF and plain text file ready to be uploaded to writeabookinaday.com |
| 8pm – 9pm | Upload your book as a PDF and plain text file to writeabookinaday.com . If it's not uploading, email it to info@writeabookinaday.com Pat yourselves on the back, you just wrote a book in a day! |