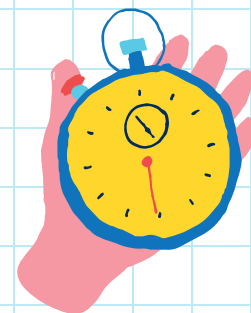# Suggested Schedule Online Time 12 hours

8:00am – 9:00am

The Team Coordinator will share Parameters and Random Words for the group. Using Zoom, Teams video or other, start with the Team roles and responsibilities. Working online, it is key to assign roles to each team member. Who are your writers? Will you have one or more illustrators? Who will be the final editor? Assign a Leader to organise the video check-ins.

Next, read through the parameters and brainstorm ideas. Use an online brainstorming tool or delegate a scribe to capture all ideas in one place (eg Google Doc). No idea is a bad idea, work through them all and come to a group consensus of the storyline for your book.

Tip: **Keep the plot simple. Don't use too many characters.**

9:00am – 10:30am

Plan who will write each chapter and the key plot points to occur in each chapter. 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 each writer.

Decide on the book style, tone and point of view and brainstorm your characters – What traits do they have? What style of language do they use? Also, chat about where you want illustrations and decide what they will be. Remember, you'll need to illustrate the front and back cover as well as throughout the book.

Tip: **Keep communicating and planning for as much time as you need. If you plan your day properly, it will run more smoothly.**

10:30am – 11:30am

Start on your first draft (using Google Docs, Teams or other). Have a Teams, or Messenger chat open if you need to ask questions, but try not to video call the team to ensure the group can focus on the task at hand.

11:30am – 11:50am

Have a break. Walk away from your computer, have a snack and get some fresh air if possible. Come back with 'fresh eyes' and read through your draft.

11:55am – 12:05pm

Video check in with your team: This is a chance to ask any questions, sense check the plot, trouble shoot any issues and find out if anyone in the team needs help or support.

Trouble with writer's block? Work in pairs, screensharing a Zoom or Teams video chat. One writer is scribe, both writers work together to get the words on the page.
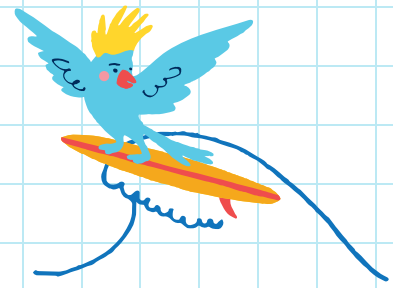
12:05pm – 1:10pm

Keep working on your first draft. Ideally this will be finished by lunchtime.

1:10pm – 1:40pm

Lunchtime! Relax. Time to take 30 minutes off. Leave your workspace, go for a walk (if possible), refresh.

1:40pm – 1:50pm

Take the next 10 minutes to review your part. Get ready with your questions for your next Team check in.

1:50pm – 2:10pm

Video check in with your team: At this point in time, your book should be coming together. Some people will be finished their part and may be in a position to help others or commence the edits of the book.

At this time, try to pinpoint any areas where you need to put more resources and reallocate team roles if needed. Otherwise, congratulations on the first draft of your book!

2:10pm – 3:00pm

If you can, print your first draft and read through your book, editing with a pen.

Make notes, annotate, make corrections, changes, edits, then update on your digital version.

Check ideas are connected, that you use foreshadowing, that you build tension, that you have addressed the issues required and have included the parameters and random words.

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.

3:00pm – 4:30pm

Make corrections and edits. Finalise your illustrations. Finish off your second draft.

4:30pm – 5:30pm

Swap your chapter with another writer and edit each other's work. Check for continuity.

5:30pm – 6:00pm

Snack or dinner time! Chat with your household about your experience so far and share what's left to do. They'll be impressed with your hard work and supportive of what's to come.

6:00pm – 7:00pm

Finish your final draft. Allocate a team member to create the copyright page, author, contents, etc. Check that you have included everything required.

7:00pm – 8:00pm

Now for the final touches and formatting. **Bold** your random words, make sure they are all included as written.

Compress the digital version of your document and save it as a PDF and plain text file ready to be uploaded by your Team Coordinator to **writeabookinaday.com**

8:00pm – 9:00pm

Send your document to your Team Coordinator. The Team Coordinator will upload your book as a PDF and plain text file to writeabookinaday.com. If it's not uploading, they can email it to **info@writeabookinaday.com**

Pat yourselves on the back, you just wrote a book in a day!

THE KIDS' CANCER PROJECT
WRITE A BOOK IN A DAY

writeabookinaday.com