

✓	TASK
	Ideation: Determine what your book will be about, characters, locations, scenes, ending.
	Determine when and where you will write.
	Gather your writing tools.
	Determine launch day or completion day and back date your milestones/due dates.
	Write, Write, Write.
	Perform a self-editing pass of your manuscript.
	Schedule your editor, cover designer, interior layout designer, proofreader, and copywriter.
	Submit manuscript to your editor.
	Order your book cover.
	Order your back-cover copy.
	Incorporate editor change recommendations to your manuscript.
	Submit manuscript to your interior layout designer with requested finish size and style template.
	Provide final page count and paper color to your book cover designer along with ISBN, LCCN.
	Provide final back-cover copy to your book cover designer.
	Submit interior file to proofreader.
	Submit changes to interior layout designer.
	Upload final cover and final interior file to Amazon KDP and/or Ingram Spark (or others).
	Await Amazon (and Ingram Spark) title acceptance email.
	Order proof copies.
	Approve final book for launch.
	Order sales and giveaway copies. Enjoy the ride!