The Writer’s Folio

A4 RING BINDER COVER

My personal journey from idea to author.

This folio belongs to

My writing journey began

Everyone has a story worth telling.

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Binder spine inserts

CUT ALONG THE OUTLINE

THE WRITER’S FOLIO / DAWN A. DENTON

THE WRITER’S FOLIO / DAWN A. DENTON

Writing habits

SECTION 01 / DIVIDER

01.01 Daily writing planner

01.02 Weekly writing tracker

01.03 Writing goal calculator

Daily writing planner

01.01 / Free sample

What will I work on today?

When and where will I write?

What is my next step?

Weekly writing tracker

01.02 / Free sample

What is my target for this week?

Record each session’s date, time and word count.

What helped me keep writing?

Writing goal calculator

01.03 / Free sample

What is my target, and how many words have I drafted?

How many words can I write per session, and how many sessions fit my week?

Divide words remaining by words per session. Round up, then divide by sessions per week.

Book planning

SECTION 02 / DIVIDER

02.01 Book planning worksheet

02.02 Book title development

Book planning worksheet

02.01 / Free sample

Who is my reader?

What will the book help them understand or do?

What material do I already have?

Book title development

02.02 / Professional sample

Describe the book in one sentence.

List five possible titles and subtitles.

Which title makes the subject clearest to my reader?

Structure

SECTION 03 / DIVIDER

03.04 Chapter structure planner

Chapter structure planner

03.04 / Professional sample

What will the reader take away from this chapter?

What scenes, examples or evidence belong here?

How does this chapter lead to the next?

Research and memoir

SECTION 04 / DIVIDER

04.01 Research organiser

04.02 Historical timeline planner

04.03 Life story and memoir planner

Research organiser

04.01 / Professional sample

What question am I trying to answer?

What is the source, date and location?

What do I need to verify, credit or get permission to use?

Historical timeline planner

04.02 / Professional sample

Which event happened, when and where?

Who was involved and what changed?

What confirms the date and what is uncertain?

Life story and memoir planner

04.03 / Professional sample

Which moment do I want to explore?

What do I remember seeing, hearing or doing?

What did I understand about the moment then? What do I understand now?

Editing

SECTION 05 / DIVIDER

05.01 Manuscript editing checklist

Manuscript editing checklist

05.01 / Professional sample

Does each chapter have a clear job?

Which claims and quotations need checking?

Which passages need a simpler sentence or a stronger example?

Publishing and marketing

SECTION 06 / DIVIDER

06.01 Publishing checklist

06.02 Author marketing planner

Publishing checklist

06.01 / Professional sample

What are my intended formats and publication route?

What work remains on permissions, editing, cover and proof?

Who will own each task and when is it due?

Author marketing planner

06.02 / Professional sample

Which readers and groups should I reach?

What can I share to help them discover the book?

How will I tell which actions reached the intended audience?