**I. Plan your physical writing tool spaces.**

* Comfortable place to sit or stand?
* Ergonomic items?
* Limiting distractions?
* Clean and organized room?
* Are the physical files ready?

**II. Plan your time accordingly.**

*Do you know . . .*

* Your genre?
* Planning method?
* Readers?
* Publishing options?
* Structure?

**III. Gather existing resources.**

*Do you have . . .*

* Articles?
* Background details?
* Brainstorms?
* Character profiles?
* Data?
* Images?
* Lists?
* Mood boards?
* Outlines?
* Plot and subplot ideas.
* Research?
* Scenes and story beats?
* Setting options?
* Storyboards?
* Storyline information?
* Themes?
* Timelines?
* To-do’s?
* Video and audio clips?
* Worldbuilding?

**IV. Brainstorm innovative ideas and complete preliminary research.**

*Have you tried these brainstorming methods?*

* 3 Perspectives
* Breakdown topic into levels
* Clustering/Visual Webbing
* Conversation
* Cubing
* Dictionaries/Thesaurus/Encyclopedias
* Free Writing
* Journalistic Questions
* Lists/Bullets
* Looping
* Mind Mapping
* Purpose and Audience
* Researching
* Similes
* Star Bursting
* SWOT Analysis
* Thinking Outside the Box
* Using Charts/Shapes
* Word Association
* Word Banks

**V. Create character profiles, story settings, plots and subplots, and themes.**

*Do you have . . .*

* Your primary protagonists?
* Antagonists?
* Mentors?
* Power Players?
* Minor Characters?

*Have you completed these steps?*

* Essential Characteristics?
* Built their background?
* Given the characters' quirks, faults, and flaws?
* Are all characters integral to the story?
* Is each character unique?

*Have you considered these aspects of your setting?*

* Time?
* Place?
* Objects?
* Environment?
* Ambience?

*Have you completed these worksheets?*

* Inciting Incident?
* External Conflicts?
* Character Arcs?
* Protagonist/Antagonist Relationship?
* Point of No Return?

*Do you know your . . .*

* Dominant story theme?
* Sub-themes?

**VI. Create a timeline in chronological order.**

*Did you make sure to include . . .*

* Chapters?
* Characters?
* Major events?
* Scene lists?
* Story beats?

**VII. Decide your voice, point of view, and when it takes place.**

*Have you figured out the . . .*

* Point of view?
* Voice?
* When does your story take place?

**VIII. Break your story into scenes and chapters.**

*Have you begun to . . .*

* Create your most essential scenes?
* Divided your writing into chapters?

**IX. Know when to stop planning and start drafting.**