**\*Tiny Book Production\***

**Checklist**

All the steps to move you from **“I’ve got an idea!”**…to…**“My book is done!”**

As you complete each step, check it off. Celebrate each victory along the way!

**STEP 1: WRITE**

[ ] Choose a simple concept for your Tiny Book. The simpler, the better.

Your concept might be: *“I will share 5 tips on how to find your dream job, apply, and get it.”* Or, *“I will interview my grandma, collect a few stories about her past, and share those stories in the book, along with 10 classic family recipes.”* Or, *“My Tiny Book includes a list of 25 reasons to adopt a dog.”*

[ ] Set a clear intention for your book so that you feel focused and purposeful. One way to do this: figure out your *Feel - Know - Do* for this book, and write it down. What do you want your reader to *feel?* What do you want your reader to *know?* What do you want your reader to *do?*

[ ] Write down 5 reasons why you really want to write this book.

[ ] Decide approximately how long you want your Tiny Book to be. (We recommend 30-70 pages, maximum.) Depending on what kind of book you're writing (cookbook, workbook, journal, question book, children's book, how-to book, etc.) your book could be anywhere from 300 words to 20,000 words. We definitely recommend keeping things under 20,000.

[ ] Set yourself up for success by scheduling writing sessions in advance, gathering materials you need, asking family not to disturb you while you’re writing, and clearing distractions. (Check out the \*Set Yourself Up for Success\* Checklist we made for you!)

[ ] Choose a title (or “working title,” just for now) for your book. “My Untitled Amazing Tiny Book” is totally great!

[ ] Outline your book. This just means, make a brief list of what’s going inside your book. Will your book include stories, tips, worksheets, recipes, photos, or…what? Make a list so you’ve got a general plan to get started. (As you start writing, you might decide to change your outline a bit, and that’s totally fine!)

[ ] Write!

[ ] Write more!

[ ] Write even more!

[ ] If you feel tempted to add more complexity to your book (“Ooh, maybe I should write 4 more chapters…and one more story…and a new section about XYZ.”), STOP. Pause. Remind yourself, “I am writing a Tiny Book, not a gigantic book.” Recommit to your simple concept. Keep it simple.

**STEP 2: EDIT**

[ ] Read through your draft and revise! Clean things up. Delete things that feel like unnecessary clutter. (We recommend giving yourself a time limit—like 2 hours, or whatever feels good—so you don’t spiral into a never-ending loop of perfectionism. Perfection isn’t possible. “Done” is the goal!)

[ ] Optional: Give your draft to a trusted friend, colleague, or editor to get some constructive feedback. Tell them your *Feel - Know - Do* intention: “I want my reader to feel \_\_\_\_, know \_\_\_\_, and do \_\_\_\_. Do you think I’ve achieved that?”

[ ] Hire someone to proofread your book and clean up typos. And/or, use a proofreading tool like [Grammarly.com.](http://grammar.ly) Check out the “Editing Resource List” in your course classroom.

**STEP 3: BOOK DESIGN**

For this part of the course, we are focusing on readying your book for publishing with IngramSpark, a leading printer and distribution company that makes it simple to get your book on Amazon, Barnes & Noble, and other retailers. They print books on-demand for an affordable rate, meaning you don’t have to invest in hundreds of books upfront. You only buy what you need. You can make your book available in paperback, hardcover, and/or ebook. You can choose to have it distributed or you can simply make copies for you and your family.

[ ] Decide whether you are going to do-it-yourself or hire someone to help you. If you are looking to hire someone, check out the “Design Resource List” to start building your team.

[ ] Choose your book size. The templates we provide are industry standard (5x8, 6x9, 7x10, 8x8, and 8.5x11). To learn more about book size, pricing, and distribution, check out the video “Book Size, Pricing, and Distribution.”

[ ] Use one of the templates and follow the tutorial with our chief designer, Lucy Giller, to create the interior for your book. Go into the classroom and click on the “Designing” tab. Watch the introduction “Introduction from designer, Lucy Giller!” video. Then watch the “Create Your Book Using Our Interior Templates” video to learn how to create an interior for your book.

[ ] Ooh, time to create a cover design! Exciting! You can try to make one yourself and use free services/images with companies like Canva. Go into the classroom and click on the “Designing” tab. Watch the “Introduction from designer, Lucy Giller!” video if you didn’t already. Then watch the “Design Your Book Cover” tutorial to learn how to create the cover for your book.

[ ] Write a short book description for the back cover of your book, Amazon, and other places. (We’ve provided book description examples/templates for you. Use those if you feel stuck or don’t know what to say!)

[ ] Decide on the price of your book. Check out the video “Book Size, Pricing, and Distribution” and use the calculators we provided in the “Preparing Your Book for Publishing” handout.

[ ] Obtain your ISBN number and barcode to make your book available for retail sale. You can read all about ISBNs and how to obtain them on the “Guide to ISBNs” handout. If you are publishing a book in which you do not intend to sell or distribute, you do not need an ISBN or barcode.

**STEP 4: BOOK PRODUCTION**

[ ] Create an account at www.IngramSpark.com to prep for self-publishing.

[ ] Fill out the “Upload Checklist” document to make sure you have everything you need for a smooth and successful upload! Watch the “Upload Checklist Video” where Lindsey shows you how to successfully upload your book to IngramSpark.

[ ] Once you have your final print-ready files and filled out your “Upload Checklist,” start the process of uploading your book! Use code TINYBOOK to get a FREE title set-up! You will save yourself $49. Once you submit, it will take 1-2 days to process and from there, you will receive a digital proof copy. Check it out and make sure it looks good. If so, you can order a proof copy.

[ ] Order your proof copy! When you get it in the mail, check it out and make sure it all looks good! If all good, you can approve for distribution and your book will be made available on all retailers.

**STEP 5: PROMOTION**

[ ] Decide how you want your book launch experience to feel—energizing, flashy, chill, quiet, whatever you want. Then plan your book launch accordingly. (We’ve provided a checklist of book launch ideas to you. Check that out for inspiration!)

[ ] Announce your book to the world! Whatever this means for you—it could mean blasting out a press release to the media, or sharing the book with your family, or neither, or both. You decide.

[ ] Email [support@tinybookcourse.com](mailto:support@tinybookcourse.com) and tell us the happy news! “My book is done!!!” Yaaaaaaaaay! We’re so stoked for you.

[ ] Your book is DONE! OMG! Celebrate this momentous occasion in your own way—dance party, dog snuggles, cake and coffee, a long hike in the woods, do a live video broadcast on social media to share the happy news, or whatever feels good to you. YOU DID IT.