**\*Set Yourself Up For Success\***

**Checklist**

You enrolled in **the Tiny Book Course**. Thank you! Hooray!

Through this course, our goal is to guide you from Point A (**“I want to write a book”**) to Point B (**“Whoa, I did it! I’m holding the book in my hands!”**).

We want you to enjoy the process of moving from Point A to B, and feel inspired, uplifted, and excited through the journey…not overwhelmed.

To set yourself up for success—and ensure that you finish writing your book—here are some things you can do:

*Suggestion: Print out this checklist. Check off each item as you complete it!*

[ ] **Attend the kick-off session!**

Attend the Tiny Book kick-off session! Check your email for video links and instructions. If you can’t make it on that date, watch the recordings and catch up when you can!

[ ] **Choose a simple concept. Commit to it. Keep it simple.**

Come up with a simple concept for your book. (During the kick-off, we’ll help you do this!). For instance: “I want to write a short book, around 30 pages, where I share 5 important pieces of advice for new parents.” Choose a simple concept. Commit to it. Keep it simple. Avoid adding unnecessary complexity to your project as you go along, because this will just bog you down. Let it be simple.

[ ] **Set up an inspiring workspace.**

This might be a special nook in your office, a corner of your kitchen, or an attic that you convert into your writing studio. Claim an area. Declare, “This is my writing zone!” Declutter it. Decorate it. Put a potted plant. Put a photo of your kids. Make it feel as inspiring as possible.

[ ] **Schedule your writing time.**

Schedule a couple of writing sessions, and put this time on your calendar. For instance: Thursday: 8 am to 11 am. Make it feel solid, real, and unskippable, just any other important appointment. Depending on what kind of book you’re writing, you might need one writing session, or five, or more. Be gentle with yourself and schedule more time than you think you need, just to give yourself some extra space. There’s no need to feel pressured and rushed!

[ ] **Gather the materials you need.**

Prior to your first writing session, gather the materials you need in advance. Maybe you need noise-canceling headphones, a fully charged laptop, a full bottle of water, a few snacks, a photo album, certain files downloaded from the Internet, scrapbook supplies, paint, pens, all of the above, or something else. To the best extent possible, gather everything you think you might need, and have it ready so you’re not rummaging around searching for things when you’re trying to focus and write.

[ ] **Write down 5 reasons.**

Prior to your first writing session, write down 5 reasons why you really want to write this book. Any reasons you want, as long as they feel honest and true for you. Put your list of 5 reasons somewhere visible where you’ll see it often, like right smack in the middle of your kitchen or office. [Here’s a list of reasons that might resonate with you.](http://www.alexandrafranzen.com/wp-content/uploads/2020/05/TinyBooks_25reasons_final-1.pdf) Feel free to “steal” some of those!

[ ] **Clear distractions.**

Before every writing session, clear distractions. Turn your phone off. Log out of email. Put on headphones. Do whatever you need to do to clear “chatter” out of your mind. You will be astonished by how much better you feel, and how much faster you can get into the flow and stay there, once you clear distractions out of your workspace.

[ ] **Share your goal with someone you love.**

Tell at least one person about your project (“I’m writing a tiny book”), and ask for their support in helping you finish. Give this person one specific thing you’d like them to do. For instance, say: “This Thursday, I will be writing from 3 to 6 pm. Please text me just before 3 and send me some positive words of encouragement! That would mean so much to me!”

[ ] **Set boundaries and ask for support.**

If you live with roommates, kids, a partner, or spouse, have a conversation with them about your tiny book, and tell them what you need in order to succeed. Be specific about what you need. “I need to be left alone, no distractions, for the next 3 hours, please and thank you.” “I need you to handle dinner tonight.” “I would love you to take the kids outside for a hike while I write. A few hours of quiet would help so much.”

[ ] **Plan a celebration! (Something to look forward to!)**

Decide how you’re going to celebrate finishing your book! Will you throw yourself a party? Treat yourself to a special gift? Have an extra-special meal with your family? Put this celebration on your calendar to remind yourself, “I’m really doing this! The finish line is within sight! And then, big celebration time!”

**What else?**

You know yourself better than anyone else.

Is there anything else you could do to set yourself up for success with this project?

Listen to your “hut” (heart + gut) and write down any additional checklist steps that make sense for you.

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