

### Tasks : Writing a BBFW book in 25 days

<input type="radio"/>	Start a Scrivener file for the book: DAY 1 ■	☆
<input type="radio"/>	Finalize Your Author Name, Address and Contact Information: DAY 1 ■	☆
<input type="radio"/>	Develop name for the book: DAY 1 ■	☆
<input type="radio"/>	Get url for book: DAY 1 ■	☆
<input type="radio"/>	Get ISBN number for the print book: DAY 1 ■	☆
<input type="radio"/>	Get ISBN number for the eBook: Day 1 ■	☆
<input type="radio"/>	Get barcode for the print book: DAY 1 ■	☆
<input type="radio"/>	Write Bio for the book: DAY 1 ■	☆
<input type="radio"/>	Write the project proposal: 2 DAYS ■	☆
<input type="radio"/>	Have an idea day: DAY 3 ■	☆
<input type="radio"/>	Research the topic: DAY 4 ■	☆
<input type="radio"/>	Create the Book Outline: DAY 5 ■	☆
<input type="radio"/>	Customize the Task list for Writing a BBFW book: DAY 5 ■	☆
<input type="radio"/>	Estimate the time for each task: DAY 5 ■	☆
<input type="radio"/>	Set deadline if not dictated by editor or marketing opportunity: DAY 5 ■	☆
<input type="radio"/>	Create Gantt Chart: DAY 5 ■	☆
<input type="radio"/>	Write CH 1: DAY 6,7 ■	☆
<input type="radio"/>	Write Ch 2: DAY 7,8 ■	☆
<input type="radio"/>	Write Ch 3: DAY 8.9 ■	☆
<input type="radio"/>	Write Ch 4: DAY 9, 10 ■	☆
<input type="radio"/>	Write Ch 5: DAY 11, 12 ■	☆
<input type="radio"/>	Update heir file: 2 hours	☆

<input type="radio"/>	Write Ch 6: DAY 12, 13 📌	☆
<input type="radio"/>	Write Ch 7: DAY 14, 15 📌	☆
<input type="radio"/>	Write Ch 8: Day 15, 16 📌	☆
<input type="radio"/>	Write Ch 9 Day 17, 18 📌	☆
<input type="radio"/>	Write End Chapters, update Info from previous books: DAY 19-21 📌	☆
<input type="radio"/>	Write and update Gantt Chart: ONGOING during Stage 3 📌	☆
<input type="radio"/>	Proofread: DAY 23-24 📌 📌	☆
<input type="radio"/>	When first draft is done, send to beta readers: DAY 25 📌 📌	☆
<input type="radio"/>	Do 2d draft based on feedback from beta readers: 5 DAYS duration 📌 📌	☆
<input type="radio"/>	Send to copy editor 📌 📌	☆
<input type="radio"/>	Write back copy or sub-contract back cover copy: 1 DAY Duration 📌	☆
<input type="radio"/>	Order cover design from Zolan 📌	☆
<input type="radio"/>	Send to Interior Book designer 📌 📌	☆
<input type="radio"/>	Make copy of eBook for Print and put in urls 📌	☆
<input type="radio"/>	Add new pages to BBFW website (examples, templates, etc.) 📌	☆
<input type="radio"/>	Update BBRW and TonyaDPrice and Magnolia Lane Press Websites 📌	☆
<input type="radio"/>	Receive book from interior designer: Upload eBook 1 DAY 📌	☆
<input type="radio"/>	Upload Print book 🗨️ 1 📌	☆
<input type="radio"/>	Update Amazon Author page: 1 hour 📌 📌	☆
<input type="radio"/>	Send out twitter announcement 📌	☆
<input type="radio"/>	Announce new book in newsletter 📌	☆
<input type="radio"/>	Update Facebook page: 1 hour 📌	☆
<input type="radio"/>	Note Lessons Learned: 2 hours 📌	☆

<input type="radio"/>	Update Linkedin business page: 1 hour	☆
<input type="radio"/>	Order audio book: 4 hours 🚩	☆
<input type="radio"/>	Upload audio book 🗣️ 1 🚩	☆
<input type="radio"/>	Announce new audio book in newsletter 🚩	☆
<input type="radio"/>	Update template if necessary: duration 1 day 🚩	☆