

1. The project I need to finish is \_\_\_\_\_
2. It must/should be done by \_\_\_\_\_
3. Estimated total length \_\_\_\_\_
4. Tasks I must accomplish before it can be completed (completed, not started!):  
  
\_\_\_\_\_
5. My writing partner(s) is/are:
6. We can meet 1-2 hours every \_\_\_\_\_ at \_\_\_\_ h\_\_\_\_ at \_\_\_\_\_
7. Penalty/reward decided with partner \_\_\_\_\_
8. Make a plan with partner who has similar due date/completion goal.
9. Set weekly goals for yourself (how many pages per week? Books read? Editing goals?)  
on the weekly calendar, based on desired completion date.  
(calendar adapted from wendybelcher.com)
10. Establish 2 points at which you will edit each other's work.
11. Daily writing plan. Block out 15-60 min of pure writing time 5 days/week. Suggestion:  
complete only one week at a time, then adjust for the next week depending on  
successes/difficulties. First, block out all the times you have other commitments, then see  
where you have 15-60 min chunks of time. If you have multiple projects, allot one chunk  
per project per day. Congrats, you're productively multi-tasking!  
(additional copies of daily planning at [http://www.wendybelcher.com/writing-](http://www.wendybelcher.com/writing-advice/workbook-forms/)  
[advice/workbook-forms/](http://www.wendybelcher.com/writing-advice/workbook-forms/) - also other helpful worksheets too! But seriously, you should  
buy her book!)