How to Write a Book in 30 Days worksheets

Worksheet 1:	Character sketch
Worksheet 2A:	General setting sketch
Worksheet 2B:	Character setting sketch
Worksheet 3:	Research list
Worksheet 4:	Plot sketch
Worksheet 5:	Summary outline
Worksheet 6:	Miscellaneous scene notes
Worksheet 7:	Closing scene notes
Worksheet 8:	Interview questions
Worksheet 9:	Dialogue sheet
Worksheet 10:	Fact sheet
Worksheet 11:	Background timeline
Worksheet 12:	Miscellaneous timeline
Worksheet 13:	Story evolution
Worksheet 14:	Formatted outline capsule
Worksheet 15:	Day sheet

1: Character sketch

Title
Character name
Nickname
Birth date/place
Character role
Physical descriptions
Age
Race
Eye colour
Hair colour/style
Build (height/weight)
Skin tone
Style of dress
Characteristics and mannerisms:
Personality traits
Background
Internal conflicts
External conflicts
External connects
Occupation/education
Miscellaneous notes
IVIISCENANCOUS NOTES

2A: General setting sketch

Title	
Name of setting	
	••••
Characters living in region/time period	
Year or time period	
Teal of time period	
	••••
Season	
	••••
City and state	
	••••
Miscellaneous notes	
	••••
	••••
	••••
	••••

2B: Character setting sketch

Title
Character name
General settings for character
Character's home
Surroundings
City or town
Neighbourhood
Street
Home
Home interior
Character's workplace
Business name Type of business
Type of business City or town of business
Neighbourhood
Street
Individual workspace
Co-workers
Miscellaneous notes

3: Research list

Title:	
Material to research for the book	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

4: Plot sketch

Title		
Romance thread		
(optional)		
Subplot threads	1	
	2	
	3	
	4	
	5	
	6	
	7	
Additional		
Plot tension		
Romantic/sexual		
Release		
Downtime		
Black moment		
Resolution		
After effects of resolution		

5: Summary outline

Title:
A free-form chronological summary of all introductory scenes for the book

6: Miscellaneous scene notes

Title:	
A free-form summary of scenes appearing in the middle portion of the book	
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	· ·····

7: Closing scene notes

Title:
A free-form summary of scenes appearing in the closing portion of the book

8: Interview questions

9: Dialogue sheet

Title:
Character
Dialogue specifics
Other mannerisms or character tags
Character
Dialogue specifics
Other mannerisms or character tags
Character
Dialogue specifics
Other mannerisms or character tags
Character
Dialogue specifics
Other mannerisms or character tags
Character
Dialogue specifics
Other mannerisms or character tags

10: Fact sheet

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Page or chapter	Character	Location	Fact

11: Background timeline

Ti+lo	
TILLE	

Page or chapter	Character	Age/year(s)	Background facts

12: Miscellaneous timeline

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TILL	

Page or chapter	Character	Location	Timeline fact

13: Story evolution The beginning

Title
1. Conflict is introduced Detail the major conflict
2. Story goal is introduced Detail the major story goal
3. Characters are outfitted for their tasks List and briefly describe the characters who will be involved in reaching the story goal and defeating the conflict.
Detail each character's strengths and weaknesses 1.
••
2.
3.
Additional

13: Story evolution The middle (1/3)

Title
1. Characters design short-term goals to reach the story goal Character 1: Briefly describe first short-term goal and how character will reach it
Character 2 (optional): Briefly describe first short-term goal and how character will reach it
Additional characters (optional): Briefly describe first short-term goal and how characters will reach it
2. Quest to reach the story goal begins Briefly detail the events that take place
3. First short-term goals are thwarted Briefly detail the events that take place
4. Characters react with disappointment Character 1: Briefly describe reaction
Character 2 (optional): Briefly describe reaction
Additional characters (optional): Briefly describe reaction
5. Stakes of the conflict are raised Detail new stakes of the conflict and how they affect all subplots
6. Characters React to the Conflict Character 1: Briefly describe reaction to the conflict
Character 2 (optional): Briefly describe reaction to the conflict
Additional characters (optional): Briefly describe reaction to the conflict

13: Story evolution The middle (2/3)

7. Characters revise old or design new short-term goals Character 1: Briefly describe new short-term goal and how character will reach it
Character 2 (optional): Briefly describe new short-term goal and how character will reach it
Additional characters (optional): Briefly describe new short-term goal and how characters will reach it
8. Quest to reach the story goal is continued Briefly detail the events that take place
9. Short-term goals are again thwarted Briefly detail the events that take place
10. Characters react with disappointment Character 1: Briefly describe reaction
Character 2 (optional): Briefly describe reaction
Additional characters (optional): Briefly describe reaction
11. Stakes of the conflict are raised Detail new stakes of the conflict and how they affect all subplots
12. Characters react to the conflict Character 1: Briefly describe reaction to the conflict
Character 2 (optional): Briefly describe reaction to the conflict
Additional characters (optional): Briefly describe reaction to the conflict

^{*} Items 7 through 10 can repeat here. This section of the cycle can repeat several times throughout the course of your novel as your characters readjust their short-term goals in order to meet their objectives.

13: Story evolution The middle (3/3)

13. Downtime begins Detail the events that lead to downtime Character 1: Briefly describe reaction to these events
Character 2 (optional): Briefly describe reaction to these events
Additional characters (optional): Briefly describe reaction to these events
14. Characters revise old or design new short-term goals with renewed vigor Character 1: Briefly describe desperate short-term goal and how character will reach it
Character 2 (optional): Briefly describe desperate short-term goal and how character will reach it
Additional characters (optional): Briefly describe desperate short-term goal and how characters will reach it
15. The quest to reach the story goal continues, but instability abounds Briefly detail events that take place
16. The black moment begins Briefly detail the events that take place and how they affect all subplots
17. The characters react to the black moment Character 1: Briefly describe reaction
Character 2 (optional): Briefly describe reaction
Additional characters (optional): Briefly describe reaction

13: Story evolution The end (1/2)

Title	
1. A pivotal, life-changing event occurs Detail this event and how it affects all subplots	
2. Characters modify short-term goals one last time Character 1: Briefly describe final short-term goal and how character will reach it	
Character 2 (optional): Briefly describe final short-term goal and how character will reach it	
Additional characters (optional): Briefly describe final short-term goal and how characters will reach it	
3. The showdown begins Detail the showdown including all main characters who are involved	
4. The opposition is vanquished and the conflict ends Detail how this happens	
5. The story goal is achieved Detail resolution plot and all subplots 1.	
2	
	•••••
3	
Additional:	••••

13: Story evolution The end (2/2)

6. Characters react to the resolution of the plot and subplots Character 1: Briefly describe reaction to the end of the conflict
Character 2 (Optional): Briefly describe reaction to the end of the conflict:
Additional Characters (Optional): Briefly describe reactions to the end of the conflict:
7. The relationship black moment is addressed (romance novels only) Character 1: Briefly describe reaction
Character 2 (optional): Briefly describe reaction:
8. Characters revise their life goals Character 1: Briefly describe life goal
Character 2 (optional): Briefly describe life goal
Additional characters (optional): Briefly describe life goals
9. Possible re-emergence of the conflict or opposition

14: Formatted outline capsule

Title
Day
Chapter and scene
Point-of-view (POV) character
Additional characters
Location
Approximate time
Facts necessary
Notes
Questions
Draft of scene

15: Day sheet

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Day	Chapter and scene	Point-of-view character	Total POVs for character	High-concept blurb