

# Writing Checklist

- Clear your schedule - Write down actual times where you're meant to put effort into just writing, and nothing else.
- Clean up your space - Make sure that not only your writing desk, but the room its in, is in good standing order before you start.
- Grab something to eat and drink - Fill up a water bottle, grab a cup of coffee and some finger food like chex mix or fruit that's easily accessible and keep it on your desk.
- Turn on your 'do not disturb's - Set your programs and devices to Busy so you can concentrate, but don't forget about obligations.
- Find useful pages online - Create a new bookmark folder and drop some links into it.
- Download your tools - Find all of the software you need to start the writing process.
- Keep contacts handy - A beta reader, someone that's good with formatting or someone you can ask about worldbuilding are some examples of good people to have around.