

# Self-Publishing Timeline

This is a timeline for using Amazon's KDP self-publishing platform. A lot more can be said about each of these steps, but this is a basic outline of a reasonable timeline, to help manage your expectations about how long each task will take. It also depends on the amount of experience you have with each step and if you'll be outsourcing any of the tasks. You can do it!

## Writing Your Book

**TIMELINE: Minimum 1 month** (2 – 6 months or longer is more reasonable, depending on how many hours a day you can write.)

How many hours per day? \_\_\_\_\_ Per week? \_\_\_\_\_

**I am committed to completing this by this DEADLINE:** \_\_\_\_\_

## Editing, Proofing and formatting

**TIME: Fastest turn around – 2 – 4 weeks**

I will edit and Proof the book myself OR  I will hire someone to do these tasks

You may find one person who can do all the editing, proofing and formatting, or outsource these separately. If outsourcing any of those tasks, communicate with them regularly to ensure the project is completed by the deadline. Ensure your freelancers are committed to communicating openly about the timeline on a regular basis. It's your responsibility to manage the process and make decisions.

**I am committed to completing this by this DEADLINE:** \_\_\_\_\_

## KDP Self-Publishing

**TIMELINE: 2 – 4 weeks** (or more if possible, if you need for an event by a certain date)

The reason is, the time for receiving your proof depends on your location and shipping – a few days to a few weeks. But, keep in mind that if there are any mistakes due to the printing process, you'll have to reorder and that will take more time. That applies to ordering your proof and when you order your first copies. So, make sure you give yourself ample time before any planned events, if you need books on hand.

**IMPORTANT:** It is recommended that you do this part of the process yourself under your own name and account. KDP activities: Create an account, fill out the forms, upload the manuscripts and cover, order my proofs, and order your author copies.

**I will receive my PROOF by this DEADLINE:** \_\_\_\_\_

**Upon my book going LIVE, I will order my FIRST COPIES at the AUTHOR PRICE and receive them by this DEADLINE:** \_\_\_\_\_

## Online Launch Parties

**TIMELINE: 1 – 3 months** (or longer, depending on your online event planning skills).

An online launch party is to let your tribe know that your book is being released and prompt / encourage them to buy it on the same day, so that you can get good rankings in your chosen categories. This could take place in FB or IG.

KDP / Amazon now had pre-sale and launch programs. These are brand new for authors, and you can find out more information about those through the KDP website.

I will do all the online event planning, including but not limited to, setting up Facebook events, volunteers, event itinerary, and promotional activities. **Hours per week:** \_\_\_\_\_

I will hire someone to do these tasks. (Remember, you are responsible for managing the process and have it completed by the deadline, so be sure to hire someone with great communication skills.)

**I will have this party on this DATE:** \_\_\_\_\_

## LIVE (in-person) Launch Parties

**TIMELINE: 2 – 6 months** (or longer, depending on your live event planning skills)

I will do all the event planning, including but not limited to, finding and communicating with the venue, volunteers, event itinerary, and promotional activities. How many hours per week for event planning? \_\_\_\_\_

I will hire someone to do these tasks. (Remember, you are responsible for managing the process and have it completed by the deadline, so be sure to hire someone with great communication skills.)

**I will have this party on this DATE:** \_\_\_\_\_

## NOTES:

- Remember to download my Event Buzz Promotional Plan for Before, During and After Your Event.
- Also, plan time for various promotional activities, such as, social media Ads, creating pages in your website, speaking at people's events, and many more, in advance.
- While writing your book, you may want to start gather connections and making a list of possible outsourcers, if you plan to outsource any tasks.
- **IMPORTANT:** Plan time for follow-up and thank-yous to those who helped you prepare and launch your book.

*I whipped this up really quickly for you for this challenge 😊 please pardon any typos JH*