

E-BOOK CHECKLIST





INTRODUCTION

Creating an e-book may seem like a simple process, but there are a lot of steps involved that go well beyond writing the content.

I've put together this checklist so that you can focus on getting things done rather than figuring out what needs to get done!

Sharon Hayes



CONTENT

ACTION STEP	DUE DATE	WHO?	DONE
Outline created			
Title and subtitle			
Research done			
First draft of content			
List of graphics needed			
Hire editor			
Second review of content			
Add bio information			
Editing			
Table of contents			
Legal statements			
Dedication			
Call to action			
Final draft			

GRAPHICS

ACTION STEP	DUE DATE	WHO?	DONE
Hire graphic designer			
Internal images			
E-book Image			
Cover page image			
Back page image			

COMPILING E-BOOK

ACTION STEP	DUE DATE	WHO?	DONE
Images inserted			
Document formatted			
Exported to PDF/other			

WEBSITE (FOR PAID E-BOOK)

ACTION STEP	DUE DATE	WHO?	DONE
Plan resources page			
Hire website designer			
Create sales page			
Create order form			
Create download page			
Create opt-in sequence			

WEBSITE (FOR FREE E-BOOK)

ACTION STEP	DUE DATE	WHO?	DONE
Plan resources page			
Hire website designer			
Create opt-in page			
Create download page			
Create opt-in sequence			