



HOW TO WRITE AND SELF-PUBLISH A TRAVEL GUIDE

PLAN IT: WORKSHEET #1

KEEP TRACK OF YOUR PROGRESS: **ACTIVITY CHECKLIST**

YOU CAN KEEP TRACK OF YOUR PROGRESS AS YOU WORK YOUR WAY THROUGH THE DIFFERENT PLANNING STEPS. THIS BECOMES A USEFUL PROJECT MANAGEMENT TOOL FOR YOUR SUBSEQUENT TRAVEL GUIDES, TO HELP YOU IDENTIFY HOW LONG EACH STEP TAKES.

EXPLORE

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|---|--------------|---------------|-------------|
| 1. Review Travel Guide Categories (Section 1) | START: _____ | FINISH: _____ | DAYS: _____ |
| 2. Consider Angles (Section 2) | START: _____ | FINISH: _____ | DAYS: _____ |
| 3. Consider Themes (Section 2) | START: _____ | FINISH: _____ | DAYS: _____ |
| 4. Consider Your Passions (Section 2) | START: _____ | FINISH: _____ | DAYS: _____ |

BRAINSTORM

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|---|--------------|---------------|-------------|
| 1. Brainstorm Your Travel Guide Ideas (Section 3) | START: _____ | FINISH: _____ | DAYS: _____ |
| 2. Shelve Your Lukewarm Passions (Section 3) | START: _____ | FINISH: _____ | DAYS: _____ |
| 3. Create Your Short List of Ideas (Section 3) | START: _____ | FINISH: _____ | DAYS: _____ |

RESEARCH

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|--|--------------|---------------|-------------|
| 1. Research Your Competition (Section 4) | START: _____ | FINISH: _____ | DAYS: _____ |
| 2. Reaching Your Target Audience (Section 5) | START: _____ | FINISH: _____ | DAYS: _____ |

REFINE

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|--|--------------|---------------|-------------|
| 1. Define Your Objectives (Section 5) | START: _____ | FINISH: _____ | DAYS: _____ |
| 2. Create Your Descriptive Statement (Section 6) | START: _____ | FINISH: _____ | DAYS: _____ |
| 3. Define Your Content Scope (Section 6) | START: _____ | FINISH: _____ | DAYS: _____ |
| 4. Create Your Working Title (Section 6) | START: _____ | FINISH: _____ | DAYS: _____ |

NOTES: