

“Meet Your Deadline” Checklist

This is an extra resource to go along with the original article:

[*The Beginner’s Guide to Working With Deadlines*](#)

- Be realistic about what you can and can't do with your current schedule. How many hours will you be able to sit down and write each day? How many words can you produce in that time period?

- Start writing now. It's never too soon to start writing your story. Remember that the first draft is never the final draft.

- Impose a deadline for your research.

- Create mini (soft) deadlines for each work day.

- Create a deadline for each milestone in your story creation, including ideation, characterization, outlining, word count, and revision.

- Choose a special reward to motivate yourself to meet your deadlines.

- Find a writing partner who is also writing towards a deadline.

- Write every day. Period.

- Avoid distractions when you write. Turn off the Internet and your phone. Get housework done before you sit down and write.