



## Book-in-a-Day Checklist

### **Step 1. Do the marketing and visibility research**

Find your topic, your keywords and categories for Kindle to get found and so you can make your book a bestseller and also to use the keywords for your title, subtitle, kindle description, and webpage.

### **Step 2. Write your title and subtitle**

The best titles are usually short and catchy. The subtitle should explain what the book is about and what the reader will get out of reading it.

### **Step 3. Create your cover**

You can create them for free in Amazon or use a free program like Canva. I created a special report at

<http://www.thebookcoach.com/canva-graphics>

Then, go to KDP.amazon.com and create your account if you don't have one already so you can put in your title and upload your cover to make sure it's working properly. You don't want to wait

### **Step 4. Create the questions you want to be asked**

Put, them in sequence so when you transcribe them your book will flow.

### **Step 5. Schedule your interviews.**

Have someone interview you or answer the questions yourself by talking into an audio program like audacity, [zoom.us](https://zoom.us) or Instant Teleseminar. I like Instant Teleseminar because it stores all my audios. If you want to use it, my link to it is

<http://www.instantteleseminars.com>

**Step 6. Have your talking transcribed.**

My new favorite place to have transcription done is [rev.com](http://rev.com) They, often times, get mine done in just a couple of hours! It's a great service.

**Step 7. Add your chapter headings, transitions, and table of contents** and run a spell check.

**Step 8. Put it into a Word Doc** and put your book into pre-orders in Kindle (optional)

Note: Amazon will also tell you if they see any spelling or grammar issues that you missed. You can fix them here or wait and fix them in the next step.

Or, skip this step.

**Step 9. Edit your book.**

Have your book edited or edit it yourself (which I don't recommend unless you are a professional editor). If you want a recommendation or us to do it (time permitting) send an email to [info@bestsellerbusinessblueprint.com](mailto:info@bestsellerbusinessblueprint.com) with your name, number of pages as it will appear in Kindle, phone number, best email, and time zone and any times that are best to reach you.

**Step 10. Format your book.**

You can use a program like [www.jutoh.com](http://www.jutoh.com) or [www.calibre-ebook.com](http://www.calibre-ebook.com) There is also a free book on Amazon that walks you through it from Smashwords called the Smashwords Style Guide at: <https://www.smashwords.com/books/view/52> Or, have it done for you.

If you want to publish in book and ebook form, I suggest having us do it for you because we can provide inside design as well as formatting and will match it to your book cover as well. For more information, send an email to [info@bestsellerbusinessblueprint.com](mailto:info@bestsellerbusinessblueprint.com) with your name, phone number, time zone, best time to call, and the number of pages

**Step 11. Publish the final book in Amazon.**

You can also give it away on your website. (If you want to give it away on your website, you can't put it in KDP and use their promotional tools to make your book a bestseller.)

If you aren't sure which strategy is best for you, you can set up a free Bestseller Book Consultation at <http://ellenlikes.com/schedulefreeconsult> and I can get you started.

You're ready to launch your book!

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Create A Splash

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