

Write a Book While Working Full Time: 15-Step Checklist

- Define your book idea and main objective (fiction, memoir, nonfiction, etc.)
- Set SMART writing goals (Specific, Measurable, Achievable, Relevant, Time-bound)
- Block daily or weekly writing time into your calendar
- Identify your peak writing hours (morning/evening) and protect them
- Use an outline to break your book into manageable chapters and sections
- Choose a writing tool (Google Docs, Scrivener, Notion) that fits your workflow
- Try the Pomodoro Technique to stay focused: 25 min writing, 5 min break
- Use AI tools (ChatGPT, Jasper, Claude) to brainstorm or rewrite sections
- Edit AI-generated content to match your authentic voice and tone
- Join a writing group or accountability partner to stay motivated
- Track progress weekly and celebrate mini-milestones
- Let go of perfection and complete your first draft without over-editing
- Hire a professional editor to polish your manuscript for publishing
- Prepare for publishing: cover design, formatting, ISBN, marketing
- Visit phantomghostwriting.com for help with ghostwriting, editing, and publishing