



Publishing Nonfiction Books on Spirituality
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MODULE 2
COMPLETING YOUR MANUSCRIPT

Manuscript Progress Log

I use a manuscript progress log to keep me on track of my weekly target word count and toward completing the book by the target deadline. This may seem OCD and if this level of logging seems excessive to you, then it may not be for you. For me, it is exactly what facilitates the achievement of my goals and set objectives. I urge you to set a routine writing schedule. If you have never followed a writing schedule before, then it may take some time to get into, just like fitness and working out, but once you've established that routine, the amount of progress you can make with writing will be unbelievable.

Here is an example of how I might fill out the progress log. Note that my daily target word count was 1,500. The subsequent progress log template will presume you're going to opt for 1,000 words per week, and that you are logging your progress weekly rather than daily, which is what I did/do.

Daily Word Count Target:	1,500
Target Total Word Count:	100,000

Date	Target Word Count Subtotal	Actual Word Count Subtotal	Content Worked On Today
01/01/15	1,500	2,000	Finished the introduction.
01/02/15	3,000	2,400	Edits to intro. Started Chapter 1.
01/03/15	4,500	6,003	Completed Chapters 1, 2, and started on 3.
01/04/15	6,000	7,033	Revisited chapters to edit and expand.
01/05/15	7,500	12,001	Did lots of work today. Worked on an appendix.
01/06/15	9,000	12,001	(Did not work on ms today.)
01/07/15	10,500	12,001	(Did not work on ms today.)
01/08/15	12,000	12,001	(Did not work on ms today.)
01/09/15	13,500	12,500	Edited chapters 1, 2, and 3.



I've done the math for you below, presuming your target total word count is 100,000 words and your **weekly** target word count is 1,000 (meaning you aspire to complete your book within 100 weeks). The below also presumes you will be logging your word count and progress on a weekly basis, rather than my daily. (I do it daily when I'm immersed in a book project.) Also jot down the day for each week you plan on logging your word count. The below presumes that you will be logging every Sunday. Just think: if you keep to the below schedule and write just 1,000 words per week, then you will have completed a 100,000 word book in 2 years. If you're aiming for 80,000 words, then you'd stop at the 80th week mark per the table below. For any target word count, the below table can be used. Just stop at the week and target subtotal that matches your personal goals.

Daily Word Count Target:	1,000
Target Total Word Count:	100,000
Weekly Log Day:	Sunday

Week	Date	Target Word Count Subtotal	Actual Word Count Subtotal	Content Worked On Today
1		1,000		
2		2,000		
3		3,000		
4		4,000		
5		5,000		
6		6,000		
7		7,000		
8		8,000		
9		9,000		
10		10,000		
11		11,000		
12		12,000		
13		13,000		
14		14,000		
15		15,000		
16		16,000		
17		17,000		

Week	Date	Target Word Count Subtotal	Actual Word Count Subtotal	Content Worked On Today
18		18,000		
19		19,000		
20		20,000		
21		21,000		
22		22,000		
23		23,000		
24		24,000		
25		25,000		
26		26,000		
27		27,000		
28		28,000		
29		29,000		
30		30,000		
31		31,000		
32		32,000		
33		33,000		
34		34,000		
35		35,000		
36		36,000		
37		37,000		
38		38,000		
39		39,000		
40		40,000		
41		41,000		
42		42,000		
43		43,000		
44		44,000		
45		45,000		

Week	Date	Target Word Count Subtotal	Actual Word Count Subtotal	Content Worked On Today
46		46,000		
47		47,000		
48		48,000		
49		49,000		
50		50,000		
51		51,000		
52		52,000		
53		53,000		
54		54,000		
55		55,000		
56		56,000		
57		57,000		
58		58,000		
59		59,000		
60		60,000		
61		61,000		
62		62,000		
63		63,000		
64		64,000		
65		65,000		
66		66,000		
67		67,000		
68		68,000		
69		69,000		
70		70,000		
71		71,000		
72		72,000		
73		73,000		

Week	Date	Target Word Count Subtotal	Actual Word Count Subtotal	Content Worked On Today
74		74,000		
75		75,000		
76		76,000		
77		77,000		
78		78,000		
79		79,000		
80		80,000		
81		81,000		
82		82,000		
83		83,000		
84		84,000		
85		85,000		
86		86,000		
87		87,000		
88		88,000		
89		89,000		
90		90,000		
91		91,000		
92		92,000		
93		93,000		
94		94,000		
95		95,000		
96		96,000		
97		97,000		
98		98,000		
99		99,000		
100		100,000		