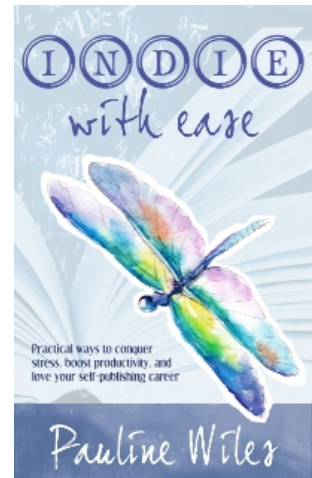


# INDIE with ease

## My filing structure



1. Ideas
  1. Major plots
  2. Short stories plan to write
  3. Minor story bits
  4. Character traits
2. Projects
  1. Completed
    1. House of Fifty Articles
    2. Smitten by Britain Articles
    3. Organizing Articles
    4. Saving Saffron Sweeting
    5. Secrets in the Sky
    6. Sweet Pursuits
    7. Attention Span
    8. A Wish for Christmas
  2. Current
    1. Novel 4
      1. Title
      2. Cover
        1. KDP
        2. Createspace
      3. Research
      4. Characters
      5. Plot outline
      6. Chapters in progress
        1. Feedback, problems
        2. Problems to fix
        3. Beta feedback

- 7. Complete book
  - 2. Anglophile Bucket List
  - 3. Future (see ideas)
- 3. Technique tips
  - 1. Structure & First Draft
  - 2. Develop
  - 3. Polish
  - 4. Proofreading
- 4. Publishing mechanics
  - 1. Checklists, project plans
  - 2. Cover design info general
  - 3. Amazon KDP mechanics
  - 4. CreateSpace
  - 5. ACX
  - 6. AlfieDog info
  - 7. Smashwords info
  - 8. Agents & trad publishing
  - 9. Outsourcing to others
- 5. Promotion
  - 1. Overall promotion plan
  - 2. Bios for me
  - 3. Photos of me
  - 4. Amazon pricing, categories, visibility
  - 5. Website & blog
    - 1. Website files
      - 1. Images
    - 2. Guests on my blog
    - 3. Me as guest elsewhere
  - 6. MailChimp newsletter
  - 7. Facebook
  - 8. Twitter & Hootsuite
  - 9. Review requests
  - 10. Audio book promotion
  - 11. Press releases
  - 12. Launch parties
  - 13. Book clubs
  - 14. Other live events
  - 15. Promotions
    - 1. Paid promo info
    - 2. BookBub

3. Free promos
    4. 99c promos
  16. Giveaways
  17. Writing Contests
  18. Trailer
6. Financial
  1. Sales tracking
  2. Costs & Taxes
7. Tools
  1. Scrivener
  2. Word count tool
  3. Images & Infographics