**A Writing Planner**

I came across this idea a year or three ago. As usual, when I looked at that particular planner, there was a lot that left me cold. However, it did give me ideas for creating my own Writing Planner.

I made my Writing Planner using Microsoft Word. Most of the templates are created using tables (handy things are tables). Here is a list of the forms I created and how I use them

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| Story Idea | This is where I jot down what I want the story to be about. It doesn’t matter if it is a short story or an epic novel.  I include items such as   * Genre, subgenres, audience, premises, and themes. * The main characters and a brief bit about them * A description and main points of the story. Here it is only a brief description as each point develops as the story progresses * Goal of the story * Conflicts in story * Genre Conventions & Obligatory scenes * Story structure and outline |
| Cast of Characters | This is simply a list of all the characters that appear in the story. I add their role in the story and a sentence about them if necessary. It is more of a reference chart. |
| Character Dossiers | Besides the usual physical description of a character, I try and include an image of what I think they might look like.  I build their life story, in a fashion, by keeping a timeline of events in their life  I list their:   * goals – for life, profession, and for the story * motivations, * conflicts   + both internal and external,   + choices they need to make * strengths and weaknesses * fears and hopes * skills * Profession, occupation, hobbies |
| Settings | Setting covers everything from the broad macroenvironment to the microenvironment.  Each setting is given its own form and provides as much detail as possible including images.  It can embrace everything from world building to a table setting.  Included are:   * Location * Description * Functionality * Purpose to the story |
| Scenes | Here I include:   * The theme for each scene * A List of Characters and   + why they are in this scene   + who is the POV character and why * Description of scene   + Where it takes place   + Why does it occur in that particular place   + When does the scene takes place   + What happens in the scene * Other points   + Why is this scene important   + What does the scene do   + What is the scene’s inciting incident   + What is the Character’s goal in this scene   + What is the conflict/problem   + What does character know/not know that influences possible outcomes   + What is character feeling & thinking   + What is the action & why does character do this   + Is there = another action the character can take and what is it?   + Why does character NOT do this   + How does this action affect the character   + How does this action influence future actions   + What changes in scene   + How has character changed in scene   + What subplot has advanced   + Is there any backstory in this scene and what is it, what triggered it   + Does this scene contribute to the global story, How, is it internal or external?   I do a new form for each scene |

Where I undertake research, I will adapt a form where needed, or add it to the bottom of a form.

As the story progresses, I keep updating forms where required.

I find having a writing planner (both physical and digital) helps me to pick up the thread when I get bogged down doing other stuff, like writing this blog, getting the finance ledgers up to date.

I hope this idea helps you with your writing.