

A. Today's date: _____

B. Deadline: _____

C. Write on deadline? Yes No

D. Use the working day calendar at timeanddate.com/date/workdays.html to calculate how many days you have left until your deadline. You can also scan the QR code to the right to visit the webpage.



Enter today's date (A) as the **Start Date**. Enter your deadline (B) as the **End Date**. If you plan to write on the day of the deadline (C), check the box for "include end date in calculation" to give yourself the extra day.

Exclude weekends and holidays to work only on business days, or set your own weekly days off using the **Days in Results** field. Account for your workload limits to avoid burnout. Write down the result on the line below.

_____ **days until deadline**

E. Target word count: _____

F. Number of words currently written: _____

G. Calculate how much more you have to write:

$$\frac{\text{_____}}{\text{target (E)}} - \frac{\text{_____}}{\text{written (F)}} = \text{_____} \text{ words to go}$$

H. To create a progress bar, do the following calculations using the values you wrote down above:

$$\frac{\text{_____}}{\text{words written (F)}} \div \frac{\text{_____}}{\text{target words (E)}} = \text{_____} \times 100 = \text{_____} \% \text{ complete}$$

Color in the boxes below. Each one represents 5%.



I. Calculate how many words you need to write per day to meet your goal on time:

$$\frac{\text{_____}}{\text{words left (G)}} \div \frac{\text{_____}}{\text{days left (D)}} = \text{_____} \text{ words per day minimum}$$

Use this result to fill in the calendar on the next page according to the following directions:

1. Write the day number on the line in the upper right corner of each box.
2. Cross out days off and holidays.
3. Write down how many words you wrote on each working day. If you didn't write, enter 0. Compare the words written to the minimum number of words you have to write. Color in the symbol according to what you have to do the next day to stay on track:

write more words
 maintain the same pace
 write fewer words

MONTH					MINIMUM WORDS PER DAY (I)	
DAYS OF WEEK						
—	—	—	—	—	—	—
↑○↓	↑○↓	↑○↓	↑○↓	↑○↓	↑○↓	↑○↓
—	—	—	—	—	—	—
↑○↓	↑○↓	↑○↓	↑○↓	↑○↓	↑○↓	↑○↓
—	—	—	—	—	—	—
↑○↓	↑○↓	↑○↓	↑○↓	↑○↓	↑○↓	↑○↓
—	—	—	—	—	—	—
↑○↓	↑○↓	↑○↓	↑○↓	↑○↓	↑○↓	↑○↓
—	—	—	—	—	—	—
↑○↓	↑○↓	↑○↓	↑○↓	↑○↓	↑○↓	↑○↓

Words of encouragement: _____
