



Worksheet: Chapter-By-Chapter Execution

PART 1: Chapter Setup

Chapter Number & Title: _____

Chapter Purpose (What this chapter needs to accomplish):

PART 2: Chapter Flow Planning

Break the chapter into 3–5 key parts or beats:

1. _____

2. _____

3. _____

4. _____

5. _____

Optional: Ask CoAuthorGPT —

“Create a 5-part structure for Chapter [#] based on this summary: [insert your plan].”

PART 3: AI Writing Support

Use the space below to write 2–3 CoAuthorGPT prompts to support your writing today.

Prompt 1 (scene, explanation, or dialogue help):

Prompt 2 (emotional tone, expansion, or internal monologue):

Prompt 3 (style polish, description enhancement, or metaphor generation):



PART 4: First Draft Notes

Date Started: _____ Time Spent: _____

Word Count (Rough Draft): _____

What part felt easiest to write today?

What part felt most challenging or needs revisiting?

PART 5: Self-Check & Refinement

Review your draft and check the following:

- ☐ Chapter follows the outline or moves the story/lesson forward
- ☐ Tone matches your voice and genre
- ☐ Key details, transitions, and pacing are clear
- ☐ Added emotional/sensory depth where needed
- ☐ Saved and backed up your file

Optional CoAuthorGPT prompt:

“Does this chapter match my tone and purpose? Suggest light edits to improve flow.”

PART 6: Chapter Completion Summary

Final Word Count: _____

Date Completed: _____

Backup Location: ☐ Cloud ☐ Local ☐ External drive ☐ Other: _____

Do you feel this chapter is:

☐ Complete for now ☐ Needs revision later ☐ Unsure

What you're proud of in this chapter:

Next chapter you'll write:
