

Workbook Creation Planner

Choose a useful outcome. Build the exercises around it.

Type in the fields or print and write. Keep each entry focused and brief.

01 Define the buyer and the finished result

Name a person, a task and the practical output they should complete.

Who will use this workbook?

What will they make or decide?

02 Plan three exercises in a useful order

For each, state the task and the answer or artifact the buyer will produce.

Exercise 1 - clarify the starting point

Exercise 2 - build the main result

Exercise 3 - review and choose a next step

03 Choose the format and keep the scope clear

A printable PDF and a fillable PDF need different file and delivery checks.

Format + intended use

Inputs, exclusions or limits

Use for your planning and client work. Do not resell or redistribute as a standalone product.

Make one exercise usable

Explain the method, model an answer and help the buyer check their work.

Type in the fields or print and write. Keep each entry focused and brief.

04 Design one complete exercise

Choose one exercise from page 1. Keep these notes brief; draft longer content separately.

Teaching - what must the buyer understand first?

Completed example - what does a useful answer look like?

Instructions - inputs, steps and response space

Completion check - how will they review the answer?

05 Test the file and the buyer's delivery

Resolve each check before advertising the finished workbook.

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| ☐ Teaching comes before its activity | ☐ Example facts stay consistent |
| ☐ Response space fits the task | ☐ Actual PDF opens and reads well |
| ☐ Fillable answers save, if offered | ☐ Delivery matches the offer |

Offer + exact delivered file + next action

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