Revision plan

Choose one issue to test before polishing everything at once. Keep evidence from the manuscript beside the change and the effect you are seeking.

Project / chapter

Pass / date

Issue and level of revision

Name the problem and its level: book, chapter, scene, paragraph or line.

Evidence in the manuscript

Record specific locations and what the reader can currently see on the page.

Change to test

Describe one revision you can compare with the existing draft.

Intended effect

What should the reader understand or feel differently?

What happened after the test?

Record what improved and what still needs work.

Decision and next action

Keep, adjust or undo the test. Name the next specific task.