



full circle communications

checklist for writing success



Not sure how to start your next writing project? Launch it by asking these questions.

content

What is the main point you need to make?

audience

Who are your target readers?

schedule

When must it be done and how much time do you have to do it well?

resources

What is your budget?

vehicles

What are the best ways to get your point across (such as website, presentation, article, or blog)?

collaboration

Who else needs to provide information and/or approval?

results

How will you measure success?

*Bewildered or just too busy? We'll do it—
on time, within budget, and
in sync with your readers' needs.*



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