

## Handout 5

# Text NCD Diary Planner

Please use one of these planning sheets for each of the blog/written entries you write.



Planner for Written NCD Diaries		NCD Diary series	Publication date	Blog #
Blog/written entry title	Advocacy Agenda theme			
Main message	Call to action			
Outline of the blog/written entry <i>What is the logical flow of your blog/written entry?</i>	<b>Progress checklist</b> Blog/written entry outline Research Writing blog/written entry Adding images and graphics Reviewing for grammar and spelling Proofing and editing of final version Post final version online Promote blog/written entry using social media			
Key points <i>What are the key points which you want to convey to your readers?</i>	<b>How to make your blog/written entry searchable</b> Keywords in the title At least 40 characters in the title Word count 300-400 Keywords in the headlines Grammar and spelling check Create captions for images or graphics			
Notes				