



Author Academy eCourse Video 4 Guideline

Here is a list of 10 basic tips that I used for turning my outline into a first draft:

- 1. Simply write!** The bare bones of your first draft will become the muscle and strength of a real book. Most great writers begin the rough draft of their books by simply writing what first comes to mind. You can always revise and fix problems later. For now, simply write down the bare bones.
- 2. Glance at the outline for guidance.** If you become stuck while you're writing, glance at the outline to keep you on track. You may want to keep on writing without looking at the outline – and that's okay too. Whatever works for you! There is no right or wrong.
- 3. Before you sit down to write, follow a routine.** Routines are meant to set up our minds before doing something. Drinking a cup of tea, meditating or listening to music may be just the routine you need to get the creative juices flowing, use whatever works for you.
- 4. It's okay to leave gaps.** The purpose of the rough draft is to get your thoughts down when you have time to write or when thoughts come into your mind. There will be words you can't think of and sentences that don't work. Simply leave them alone, knowing you'll revisit them later and have the answers.
- 5. Don't stress about writing.** You'll write much better and your information will flow more smoothly if you're not stressed about the writing process. Focus on the ideas, not the grammar or structure of your sentences.
- 6. Begin anywhere each time you write.** If you're not feeling the urge to write about the subject matter in the first chapter of your book, begin with another chapter you do feel like writing about. Your writing will be much stronger and you'll make more progress.





7. **Keep on writing.** Similar to the first tip, keep on writing means that you continue with the writing process without stopping to go back over what you've already written. It's so tempting to correct and revise your rough draft as you go, but that's not the purpose of the rough draft, and that can keep you from progressing.

8. **Don't procrastinate.** Procrastination is a bad habit that has no place in a writer's world. When you begin to put off the writing process of your book, you're choosing to view it as work, rather than a task to be cherished. If for some reason you are not enjoying writing your book, you may consider looking at another topic.

9. **Don't edit yourself.** Your first attempt at a rough draft may look like a first grader wrote it. Don't worry about it. If you make a habit of going back to read and edit or rewrite before you finish the draft, you'll never make it to the end, I see this happen all the time!

10. **Leave gaps for later.** You may not have all the facts for your first draft – nor be able to think of words you want to say, however, just keep writing. Later, there will be a chance to review and revise. You may want to make an "informational" note to yourself on the draft as a reminder to get the facts or to rephrase the wording.

