



Module 2 Cheat Sheet - Writing Your Book

- ✓ Creating an outline of your book is key to getting it done
- ✓ Start creating your writing plan with goals and deadlines

Create Your Draft Book Outline

- ✓ A roadmap that takes you from the first sentence to finishing the book
- ✓ Keeps you focused and organised
- ✓ Makes sure you have a good flow

Step 1: Brainstorm Your Key Content

- ✓ The ideas you generate can be used for chapter titles, subtopics and key points
- ✓ Set a time limit and write as many ideas as you can
- ✓ Ignore your inner editor as all ideas are valid
- ✓ Frame your ideas as questions your readers might ask
- ✓ Record brainstorming





Step 2: Write Your Draft Outline

Chapter titles

- ✓ Start by organising and writing your chapter titles
- ✓ Give readers a clear idea of what to expect
- ✓ The main purpose now is to guide the logical flow of the content

Subtopics and Key Points

- ✓ Add the subtopics and key points you want to use from your brainstorming
- ✓ This is only a high-level outline
- ✓ Adds more explanation of the flow of the book

The Key Elements of a Non-Fiction Book

- ✓ Copyright page
 - Components such as your book title, subtitle and copyright statement
- ✓ Dedication
 - Add a dedication to someone special
- ✓ Acknowledgements
 - Acknowledge the help of the people who played a part in creating the book
- ✓ Table of Contents





- List chapter titles and any subheadings
- ✓ Foreword
 - A short introduction written by someone other than the author
- ✓ Preface/Introduction
 - Include things like
 - Your background
 - Who the book is for
 - What the reader can expect
- ✓ Chapters
 - The main body of your book content
- ✓ Bibliography
 - List any sources you've drawn from
- ✓ About the Author
 - Your bio and any contact details you want to share

Create Your Writing Plan

- ✓ A detailed schedule of what you're going to write and when
- ✓ Set goals and deadlines to stay on track
 - Set your deadline for completing research
 - Set your deadline for completing writing the main body
 - Set deadlines for completing each part of your book





- ✓ Make writing goals manageable
- ✓ Write down tasks you need to complete in order of completion
- ✓ Schedule dates
- ✓ Work backwards from finish date
- ✓ Make writing a habit and a priority

Write every day

- ✓ Set aside a certain amount of time to write each day
- ✓ Set a goal of writing a certain amount of words a day
- ✓ The more you write the easier it gets

It's Time to Write Your Book!

Gather Content You Already Have and Organise it

- ✓ What relevant content can you repurpose?
 - Blog posts
 - Articles
 - Coaching content
 - Podcasts
 - Video information
 - Webinars
 - Speech scripts





- You'll need to rewrite or reframe

Research Content Ideas

- ✓ Research will help expand your subtopics, key points and concepts
- ✓ Get info from print books, online content, or surveys
- ✓ Set a deadline for research so you don't spend too long

Tools for Writing Your Book

- ✓ You can use a regular word processor such as Microsoft Word
- ✓ Try writing-specific software, such as Scrivener or Sigil
- ✓ Use OneNote or Evernote to capture research and ideas
- ✓ Use the Kindle Create Add-in to format

Tip

- ✓ Start writing main content first
- ✓ You'll feel like you're making progress quicker

