

HOW TO:

# PLAN, ORGANIZE, AND WRITE YOUR BOOK! *in 10 steps*

**Have a book on your mind, but not sure  
where to start?**

**DON'T LET BEING STUCK  
KEEP YOU STAGNANT!**

Follow these 10 super simple brainstorming,  
organizing, and outlining steps  
to get your book written.

# FOREWORD

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Want to know the number one reason, most books never see the light of day?

It's not because of a lack of ideas or talent. It's not even because of a lack of time.

It's because there are many authors, or author hopefuls, who become paralyzed right at the start.

They don't have a plan of action and without one it can be difficult to bring a vision to life.

So that's why this e-book exists. To help writers get unstuck and get started and finally bring their writing projects to completion.

If you're ready-*really ready*-to get your book written and into the world, you're definitely in the right place.

Let's get to it!

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# STEP 1: IDENTIFY YOUR TOPIC AND PURPOSE

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**What This Means:** In order to construct a piece of long form text, you first have to think about and identify a single, clear topic and your purpose.

One of the issues that confronts many writers is that their initial topic blooms into many topics and many topics bloom into confusion while writing. That's why it's so important to not only think about your topic in your head, but to plan it on paper, which we will get to in just a bit.

## **1A: Don't overwhelm yourself.**

The thing about writing is that you can get carried away in your ideas. And when that happens you get stuck. This goal here is to not be stuck, but in the event that you do (because stuff happens), you should have a routine that will help you get "unstuck" quickly and easily. The best option though is to avoid that whole trap and NOT fall into writing overwhelm. That's why you have to plan, plan, plan. Planning begins with your topic and purpose.

## **1B: Choose a single topic focus.**

Let's say that you want to write a book about love. Well, love comes in many forms. There's self love, platonic love, romantic love, unrequited love, maternal love, paternal love, fraternal love....you get it. The list could go on and on.

When you say you want to write about love, that's one of those topics that could bloom into many topics so you'll need to narrow your topic focus.

## **1C: Choose a single purpose.**

Consider whether you want to entertain, educate, motivate/inspire, or humor your audience.



**NOW ASK  
YOURSELF?**

**What's my single topic?**

**What's my purpose?**