



EASY Non-fiction Book Writing Worksheet

Write Your Book in Just 12 Weeks!

An EASY Way to Organize and Write
Your Non-Fiction Book!

by *Margo DeGange, M.Ed.*

**Follow my *5-Step Book Writing Process* to write your book in just 12 weeks.
Use the fill-in-the-blanks worksheet to easily plan your book details.**

Thinking about writing your book can feel overwhelming (even before you ever think about formatting or publishing your book)! Sitting down to begin can feel paralyzing. You don't know where to start or how to organize all of your thoughts.

To make it super easy on you, I created this simple *5-Step Book Writing Process* that includes a worksheet for easily creating your book's outline and details. The word "outline" can freak you out, I know! Most writers feel intimidated by an outline, thinking that it goes against our creative nature. NOT this ridiculously simple one that I converted for you into the form of a fill-in-the-blanks worksheet. Just jot and go!

WHY an outline and worksheet? Some form of structure is actually important for you in the book creating process, so you can:

- ⊙ get started.
- ⊙ gain momentum.
- ⊙ begin to formulate a book vision that makes sense.
- ⊙ accelerate the process so you get to a finished manuscript quickly (or reasonably so).

In addition, an outline and easy-peasy worksheet will help you deal with:

- ⊙ lack of motivation (seeing a no-fuss plan in front of you is all you need to get moving).
- ⊙ writer's block (words jotted down into a blank space can always be revised and refined).
- ⊙ not having a vision (an organized plan keeps the big picture vision front and center).
- ⊙ overwhelm (you add one little part at a time to your worksheet, all part of a cohesive whole).
- ⊙ changes (the fill-in-the-blank plan can easily be adjusted without confusion).
- ⊙ lack of focus (seeing your plan at-a-glance anytime helps you write with focus).
- ⊙ idea generating (the fill-in-the-blank, at-a-glance plan helps trigger and organize new ideas).
- ⊙ getting the word out (with this outline you can begin marketing before your book is finished).

Margo's Simple 5-Step Book Writing Outline



✓ **1. Make a list of your chapters.** I recommend twelve chapters. Use working titles for each of your chapter names. Don't get stuck on the final chapter titles. Once your manuscript takes on more form, you can go back and tweak and rename the chapters).

✓ **2. For each chapter, create three headings.** These are essentially chapter sub-headings (sub-topics) that will support the main point of the chapter. Aim for a word count of roughly 1000 for each heading (about the size of an article). As you did for the chapter titles, use working heading names that can be renamed or finalized later.

✓ **3. Eat the book-writing elephant one chapter (three headings) per week for twelve weeks!** Instead of looking at a huge project before you (an entire elephant) simple focus on completing one chapter (three headings) each week, aiming for 1000 words per heading. Write the content for one heading on Monday, one heading on Wednesday, and One heading on Friday.

BONUS TIP: Go with the flow of your writing mood and your natural tendency, meaning you don't have to write the book chapters in the order they will appear in the book. Instead, simply tackle each chapter as you feel the "mood" or inspiration to write on that topic.

✓ **4. After you've written three headings for a chapter, go back and add a chapter intro.** Go to the start of each of the twelve chapters, and add a short chapter introduction of roughly two-hundred words (a few paragraphs). Do this on the weekend!

✓ **5. After twelve weeks, when all twelve chapters are fully complete with a chapter introduction and three headings, create an introduction for the book and a conclusion for the book.** You can write both on the same day, completing your manuscript. The book's introduction should prepare the reader for what's to come within the pages of the book. The book's conclusion should wrap up what the reader learned and gained. Aim for an introduction of about 800 words or less (3-4 pages, and actually, 1-3 pages is even enough). Likewise, aim for a conclusion of about 800 words or less (3-4 pages or less).

This plan will give you a finished book (6x9) of approximately 160-180 pages (depending on the interior book design, layout, and formatting). Below is a fill-in-the-blanks worksheet you can use to plan your book details and create your book outline, complete with your chapter titles and chapter heading names, so writing each part is a snap!

Margo's Book Writing Worksheet

Book Title (working title)

(Sub-title) _____

Chapter 1 (working title) _____

Chapter 2 (working title) _____

Chapter 3 (working title) _____

Chapter 4 (working title) _____

Chapter 5 (working title) _____

Chapter 6 (working title) _____

Chapter 7 (working title) _____

Chapter 8 (working title) _____

Chapter 9 (working title) _____

Chapter 10 (working title) _____

Chapter 11 (working title) _____

Chapter 12 (working title) _____

Book Title (working title)

(Sub-title) _____

Book Introduction

What is the book about? _____

Who will the book help? _____

How will the book help? _____

High note on which to end the intro: _____

Chapter 1 (working title) _____

Chapter 1, Heading 1 _____

Chapter 1, Heading 2 _____

Chapter 1, Heading 3 _____

Chapter 2 (working title) _____

Chapter 2, Heading 1 _____

Chapter 2, Heading 2 _____

Chapter 2, Heading 3 _____

Chapter 3 (working title) _____

Chapter 3, Heading 1 _____

Chapter 3, Heading 2 _____

Chapter 3, Heading 3 _____

Chapter 4 (working title) _____

Chapter 4, Heading 1 _____

Chapter 4, Heading 2 _____

Chapter 4, Heading 3 _____

Chapter 5 (working title) _____

Chapter 5, Heading 1 _____

Chapter 5, Heading 2 _____

Chapter 5, Heading 3 _____

Chapter 6 (working title) _____

Chapter 6, Heading 1 _____

Chapter 6, Heading 2 _____

Chapter 6, Heading 3 _____

Chapter 7 (working title) _____

Chapter 7, Heading 1 _____

Chapter 7, Heading 2 _____

Chapter 7, Heading 3 _____

Chapter 8 (working title) _____

Chapter 8, Heading 1 _____

Chapter 8, Heading 2 _____

Chapter 8, Heading 3 _____

Chapter 9 (working title) _____

Chapter 9, Heading 1 _____

Chapter 9, Heading 2 _____

Chapter 9, Heading 3 _____

Chapter 10 (working title) _____

Chapter 10, Heading 1 _____

Chapter 10, Heading 2 _____

Chapter 10, Heading 3 _____

Chapter 11 (working title) _____

Chapter 11, Heading 1 _____

Chapter 11, Heading 2 _____

Chapter 11, Heading 3 _____

Chapter 12 (working title) _____

Chapter 12, Heading 1 _____

Chapter 12, Heading 2 _____

Chapter 12, Heading 3 _____

Book Conclusion

What was the purpose of the book? _____

What did the reader likely learn? _____

What type of benefit has the reader likely gained? _____

High note on which to end the book: _____

BONUS: Quotes in Your Book

Sometimes it is helpful to use famous or fitting quotes in your book to support the content. If you decide to use quotes, do the necessary and proper research to ensure each quote is accurate and the author of the quote has been cited. You may decide to have just a couple of quotes in your book, or one quote per chapter. This worksheet page is a great place to brainstorm possible quotes.

Quote for Chapter 1 _____

Quote for Chapter 2 _____

Quote for Chapter 3 _____

Quote for Chapter 4 _____

Quote for Chapter 5 _____

Quote for Chapter 6 _____

Quote for Chapter 7 _____

Quote for Chapter 8 _____

Quote for Chapter 9 _____

Quote for Chapter 10 _____

Quote for Chapter 11 _____

Quote for Chapter 12 _____

About Margo DeGange, M.Ed.



Content Marketing Strategist and non-fiction Book Publisher, Margo DeGange, M.Ed., is an international best-selling author and speaker, and founder of Splendor Publishing, the publishing house dedicated to helping entrepreneurs become published authors quickly and with ease—and Women of Splendor, the exciting faith-based business mentoring and networking organization where spiritually-minded women with important life-work collaborate to become wildly successful. Quarterly, Margo hosts the life-transforming 4-Seasons of Success conferences.

Known for radically inspirational business and lifestyle re-design, Margo can help you discover your authentic “Gift of Brilliance,” then shine full throttle through content marketing from the heart!

Margo has written over twenty books and has produced a plethora of robust content for entrepreneurs and managed businesses, converting this activity into big sales and far-reaching networks. Much of her work has been in the coaching, speaking, online marketing, and interior design fields.

Margo will help you lead with a content plan to build your community and gain expert status, while adding tremendous value to your brand. She holds a Masters Degree in Adult Education & Instructional Design, with a focus in content creation and delivery, as well as degrees in Leadership & Communication, and Speech Communication.

In addition to consulting entrepreneurs and businesses managers, Margo’s almost 30-year career includes content marketing strategy, content creation, and content publishing of: books, seminars, done-for-you products, ezines, digital magazines, ebooks, podcasts, radio shows, presentations, speeches, print magazines, training manuals, digital & print articles, reports, surveys, membership sites, landing pages, contests, train-the-trainer programs, community programs, infographics, multiple-module courses, licensing programs, certification courses, and more. She’s created and taught hundreds of events, classes, webinars, and teleseminars worldwide.

... need a content strategy to build a loyal tribe, or a powerful vehicle to deliver it (book publishing, blogging, article marketing, pre-made seminars, etc.)? Margo is your go-to girl!

Facebook: Facebook.com/Margo.DeGange

Twitter: Twitter.com/MargoDeGange

Pinterest: Pinterest.com/MargoDeGange

LinkedIn: LinkedIn.com/in/MargoDeGange

Email: Margo@MargoDeGange.com

To find out more about Margo visit:

<http://www.MargoDeGange.com>,

<http://www.WomenOfSplendor.com>, and

<http://www.SplendorPublishing.com>

Is there a book in you waiting to spring forth?
We would love to help you become a
published author!

Splendor Publishing helps entrepreneurs and individuals with important life-work become published authors. Our books encourage personal, professional, and spiritual growth. Splendor books are written by experts who want to share their message with the world in a big and brilliant way!

We publish soft cover, hard cover, and digital books for popular readers and devices, in black and white or full color, with professionally designed covers you will be thrilled to present to your peers, clients, friends, and colleagues.

Nothing “reads” credibility and expert status like being a published author. Get better speaking engagements and greater media exposure, too.

Perhaps you’re just in the idea stage, or you’ve begun writing your content. Or, maybe you may have no idea where or how to begin. No worries! Splendor Publishing will guide you each and every step of the way, to complete your own book, or even a group book project with two or more coauthors.

Whether you want to compile an anthology of many writers, write your own book to promote your business or ministry, or collaborate on a project for your non-profit or community organization, we can help. Our anthology books are fabulous for marketing, training, or fund-raising.

Let us help you make your dream of being a published author a reality.

Contact Splendor Publishing today, at **979-777-2229** or visit
<http://www.SplendorPublishing.com>.