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 is 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).
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) ________________________________________________________________________________

<table>
<thead>
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<th>Chapter</th>
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<td>12</td>
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</tr>
</tbody>
</table>
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 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: ________________________________________________

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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!

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