



Publishing Nonfiction Books on Spirituality

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MODULE 2 COMPLETING YOUR MANUSCRIPT

Getting Started: Checklist of Action Items

Checklist of Action Items:

If you are still a bit overwhelmed by the idea of finishing your nonfiction book manuscript, use the following checklist items to help you get started.

- Start a three-ring binder that will contain all notes and research for the writing of your book. (Of course, this is not necessary. An organized digital file of folders and sub-folders on your computer will work just fine. Personally, the hard copy and the ominous binder on my work desk serves as a constant reminder to write my book, so for me, it does help to have a physical binder of notes.)
- Complete **Workbook A**, print it out, and place it into a three-ring binder.
- Complete **Workbook C**, print it out, and place it into a three-ring binder.
- Draft the Table of Contents** you envision for your book. Remind yourself that this is only a rough draft and it doesn't need to be perfect. Be mindful of the content structure. Is it chronological, climactic, comparative, developmental, deductive, or inductive? Recall your responses to the prompts in **Workbook C**.
- Create a **Manuscript Progress Log** per **Handout 3** customized to your own projected word count. Print it out and place the Log into your three-ring binder.
- Using the template provided in **Workbook D**, outline the first chapter you want to complete. This does not necessarily need to be "Chapter 1." Print it out and place the chapter outline into your three-ring binder.
- Following the outline you've prepared for your first chapter, complete a draft of that chapter. This should be the chapter that is just itching to flow out of your mind and fingertips.

- ❑ If you already have pre-written text that you know you want to include in your book, start organizing it into the content structure.
- ❑ I typically write introductory pages last. It is easier to start with what you know, and that is probably going to be the core content and substance of your nonfiction book.
- ❑ Start your word reference list, as noted in **Handout 4**. Start brainstorming keywords per your subject matter. Also, begin adding keywords from the first chapter you've written into your word reference list.
- ❑ Using a personal schedule tracker, day planner, or daily journal, write in to-do checkboxes for your weekly word count. Underneath, leave a notation and space for entering in actual word count completed. Here is an example of what you might find in my day planner:

MARCH		2016	
28	Monday	31	Thursday
<input checked="" type="checkbox"/>	<i>Start Chapter 1</i>	<input checked="" type="checkbox"/>	<i>Ch. 1 Work</i>
<input checked="" type="checkbox"/>	<i>Write 1,000 words</i>	<input checked="" type="checkbox"/>	<i>Write 1,000 words</i>
29	Tuesday	APRIL	
<input checked="" type="checkbox"/>	<i>Chapter 1 Work</i>	1	Friday
<input checked="" type="checkbox"/>	<i>Write 1,000 words</i>	<input type="checkbox"/>	<i>Complete Ch. 1</i>
30	Wednesday	<input type="checkbox"/>	<i>Write 1,000 words</i>
<input checked="" type="checkbox"/>	<i>Ch. 1 Work</i>	2	Saturday
<input type="checkbox"/>	<i>Write 1,000 words</i>	<input type="checkbox"/>	<i>Catch-up Writing</i>
WEEKLY NOTES		3	Sunday
<input type="checkbox"/> <i>Week 5 Target WC: 5,000</i>			
<i>Actual Completed WC: 3,699</i>			

- ❑ During the first few months of writing, when you get writer's block, go to **Workbook B** and work on the materials for establishing your author platform.
- ❑ Which chapters from your book could you turn into speaking engagements, seminars, or workshops? By synchronizing these two objectives, you may find that the speaking engagements helps you write the chapter and writing the chapter helps you organize the speaking engagement.