

Ready to write your book? Great, let's get going! I'm going to show you a process that works and will save you tons of energy.
Here are five steps that you can use to put together your book.

I. Chapter Creation: How to make and use a chapter outline

First things first. Write out an outline of your book and what each chapter will have in it. Step by step, put your ideas into a structure that makes sense and will give your book a good flow. Knowing what you want to put where gives you the ability to add or remove things as your book progresses.

II. Introduction:

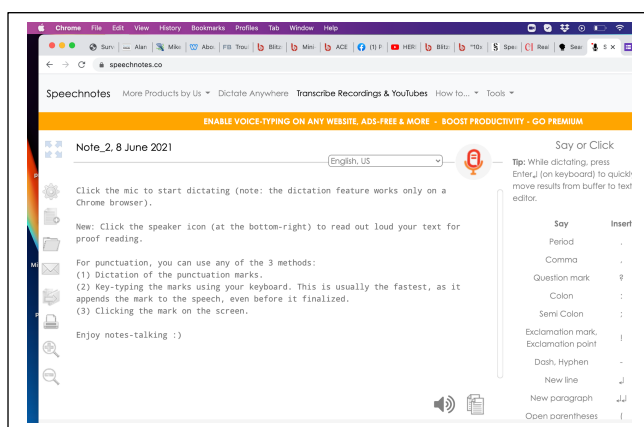
Make your intro the place where all your ideas come together.
Write out your intro as a first draft and be ready to put everything that is in the book into your introduction in shortened form. Tell the reader what you want them to experience, how you learned the things you did, and what you hope they will gain from reading your book.

III. Tips, tools, insights: Adding elements for value to the reader

Add tips and tools to your book so the reader has some action steps to take. People are looking for a map to get the results they want. Show them what you know and how they can use that knowledge for themselves in simple ways.

IV. Speak to text and how to use it.

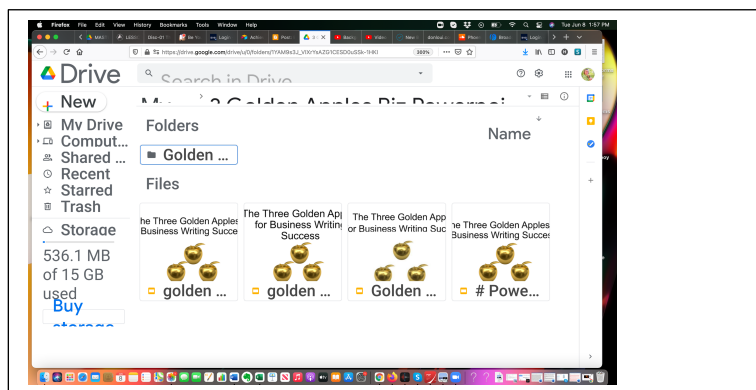
If you use some of the new software tools that are available, you will save time and mental energy by simply dictating your book content. Here is a screenshot of one you can use for free:



<https://speechnotes.co/> will give you an easy way to create files that you can then merge into your book. You can cut and paste the text into a Word document that you can upload and modify.

Follow the instructions on the welcoming screen to begin writing your book.

II. Once you have some of the files for your book written, you can organize them on Google Drive. This will give you the ability to share them with others and to edit them before and after downloading during your process. Here is a screenshot of my Google Drive showing one of the folders.



You can create new files and add them to folders to make them easy to access. Google makes it simple to navigate the system and organize your work. When you want to share a folder, click on the folder to get the sharing link. The link dialogue box will allow you to set permission for who is able to view the contents, and whether or not they are allowed to edit or comment. These simple steps are the basis of my system for book creation. Simple does not mean easy, but to make it simpler is to make it easier. Writing a book is a journey that will take you places you didn't know existed. I'm here for you to be a guide and show you how to get it done.

When you have all your material written, and you have merged all the files into a document, you are ready for an editor. It's one of the services I provide, so reach out to me and let's talk.

I provide full support for authors for book creation using this system along with coaching, editing, and ghostwriting services to smooth out your manuscript and make the journey an enjoyable one for you.

Contact me at betty@thewriterslaunchpad to set up a conference about how I can give you the support that makes all the difference.