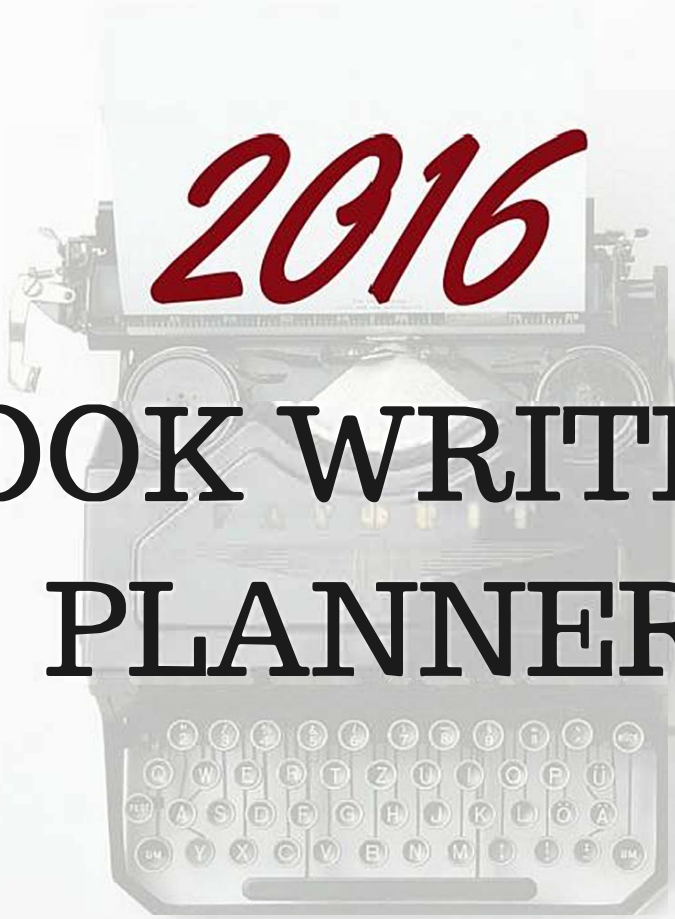
2016

BOOK WRITING PLANNER



Shanda Trofe

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Introduction...

As an author, publisher, and writing coach, I work with writers and aspiring authors every day who need guidance, support, motivation, and inspiration. Each of us has a message inside us, and we all have a unique story to tell. A reoccurring theme I hear more than ever is from the aspiring writer who has a message to share but doesn't know *where* or *how* to get started.

I created this 2016 Book Writing Planner to help you develop a plan of action for your book writing journey. If one of your goals is to write a book in 2016, there are enough tools and templates within this planner to get you started and set you up for success.

Take your time with each task and work through the planner in order, as each step progressively builds upon the last. If you get stuck or feel as though you need some extra guidance, please reach out to me: info@shandatrofe.com.

I'd love to hear from you!

To your success,

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Find Your Target Daily Word Count

Use the information from the box below to calculate your target daily word count:

AVERAGE WORD COUNT FOR VARIOUS TYPES OF BOOKS:

Short Stories: 7,500 words or less
Novelette: 7,500—17,500 words
Novella: 17,500—40,000 words
Novel: 40,000—90,000 words
(between 50,000—70,000 is average for a novel)
Children's Book: 350—600 words
How-to eBook: 7,500—40,000 words
Non-fiction: 25,000—70,000 words

What type of book do you plan to write? _____

Based on the chart above, how many words do you estimate your book to have upon completion? _____

Now, set a goal. How many days of writing will you have? _____

Plug the information above into the formula below:

Word count_____divided by____days = _____ **Target Daily Word Count**

Example:

Denise plans to write a how-to non-fiction book about productivity in the workplace. She estimates her book will be approximately 40,000 words. She is setting a goal to have her first draft complete in 90 days.

40,000 words divided by **90 days** = **444 words per day**

There you have it! 444 words is Denise's Target Daily Word Count

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Do you think you can commit to 30 minutes of writing each day? If so, you could complete a 40,000 word manuscript in 90 days!

Take it one step further: Denise records her word count each day, so she knows that she averages 1000 words per hour of uninterrupted writing. Looking at her target daily word count, she now knows she needs to write approximately 30 minutes each day to stay on schedule to complete her first draft in 90 days. If she falls off track and skips a day, she will double her target daily word count the following day to catch up.

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Schedule Your Writing Time

Chances are you have wanted to write this book for a while but time management has held you back. Well, you are not alone. We all have careers, families, friends, social activities and people who depend on us, right? This is where you are going to have to get creative with your schedule and your time. You owe it to yourself to do this so now it's time to pull out that calendar and carve out some writing time for YOU and your project.

"Inspiration exists, but it has to find you working." ~Pablo Picasso

So how can you find time to write? That seems to be the pivotal question to your success at this discipline. It's simple. You make sacrifices for the things you really want in life, and you want to write your book, right? You want to share your message with others? You want to become a published author? Well, I'm here to give you a bit of tough love and remind you that your manuscript isn't going to write itself. It's now time to get out your calendar and pencil in your daily writing. Be sure to also highlight your start date and estimated end date.

"You can't say, I won't write today, because that excuse will extend into several days, then several months, then... you are not a writer anymore, just someone who dreams about being a writer." ~D.C. Fontana

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Brainstorming Your Book Idea

Brainstorming is a great tool to help develop a book idea. By writing freely whatever thoughts and words come to mind, you will be encouraged to come up with thoughts and ideas that at first might not make much sense. Some of these thoughts can help define your book or story, while others can spark even more ideas. Therefore, during brainstorming sessions, be mindful not to question what comes up. You're opening up potential channels and possibilities. Stopping to second-guess yourself at this stage stunts idea generation and limits creativity.

Use the templates provided and start by writing down your main idea or premise. Next, start recording any words or phrases that come to mind. Include everything that comes to mind without stopping to re-think your ideas. Either make a list of your thoughts running down the page or start with your main concept in the center of the page in a bubble. As each new thought strikes, create another line and add each additional idea in a new bubble.

Each branch that shoots off from your main idea may become a section or chapter in your book.

I've added a couple brainstorming templates for you to use for this exercise. Some people prefer a listing technique while others like the "bubbles and branches" technique, so I have added a template for both that you can choose from.

Even if you have a clear vision of how your book will develop, it might be a good idea to work through this exercise anyway to see if any new insights arise.

If you are toying with a few book ideas and are unsure of which one to concentrate on first, I would encourage you to work through the brainstorming exercise for each of your book ideas individually.

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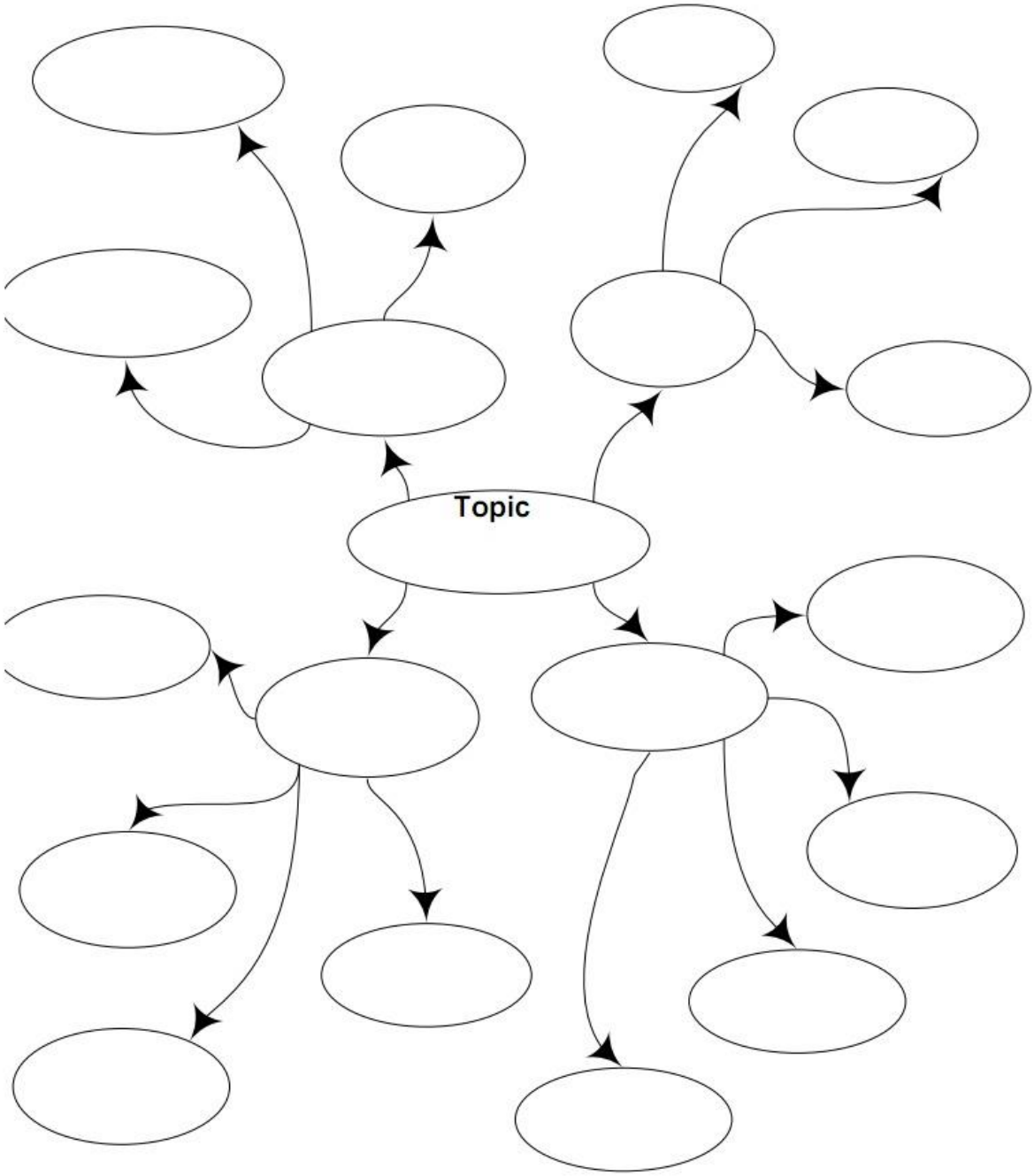
Brainstorming Template #1

Write the main idea or topic word(s) in the center circle. In the connecting circles, write any ideas, words, or sentences related to your main idea or topic. Freely write down as many ideas as possible. I've added a few bubbles to get you started. Feel free to add more branches and bubbles as ideas arise.



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Brainstorming Template #2

Write the main idea or general topic in the first line. Then list any ideas, words, or sentences in the following lines that relate to the main idea or topic. List as much as you can without worrying about spelling, grammar, or word choice. You'll want to allow your thoughts to flow freely without second-guessing your choices.

Main Idea or Topic:

1._____ 2. _____

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Create a Working Title and Subtitle

When writing fiction, keywords in your title are not as relevant as in non-fiction, so fiction authors may skip over step #1 of the worksheet. While crafting a fiction title, be mindful to choose something compelling that will grab the attention of potential readers. Keep in mind this is only a working title and may always be changed once the final draft is complete.

1. **Make a list of keywords and keyword phrases related to your topic:**

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

2. **Craft a title for your book with at least one keyword or keyword phrase from your list (non-fiction):**

_____

3. **Create a subtitle (optional) with the use of keywords and keyword phrases from your list. You may use more than one in your subtitle, just be mindful not to "keyword stuff".**

_____

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Creating an Outline

Now that you've completed your brainstorming session, you can take the ideas you've collected to create an outline for your book.

Outlines are a matter of personal choice for each writer. Some writers are organized and follow their outline rigorously, while others don't like to be as structured and want to see where the story takes them. I like to try to start with a loose outline before I begin a book, yet remain open to inspiration when the book decides to take off in a completely different direction. Still, it's nice to have an outline to aid in incorporating the ideas that came from your brainstorming and journaling sessions. Think of your outline as a treasure map, a written route for your trip.

Your outline will become a template for your book, and you can fill in the blanks out of order if you choose. Or you may wish to address each section in order, and that is fine too. Again, there is no right or wrong; this is your writing journey and your outline will differ depending on the genre or form in which you have decided to write.

The outline can often be intimidating to aspiring authors and this is where many become overwhelmed and abandon the project. For that reason, I am going to try to keep this task as simple as possible. Try not to over-think this; remember, you don't need to have everything figured out before you start writing. The outline is to give you a roadmap while writing and is a great tool to reference, but again, choosing to use an outline is a writer's personal choice. It's a guidance tool to help you along the way.

Fiction Outline

Use this template to create a rough outline for your fiction book. Reference your brainstorming exercise for chapter ideas.

Working Title: _____

Point of view (POV): _____

Protagonist (main character):

_____
_____
_____
_____

Antagonist (opposing character):

_____
_____
_____
_____

Supporting character(s) (if applicable):

_____
_____
_____
_____

Setting (where and when the story takes place):

_____
_____
_____

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Plot (the rise and fall of action):

Theme (“message”):

Problem(s) or Conflict(s) (internal or external):

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Climax or Resolution (how the problem or conflict is resolved):

_____
_____
_____
_____
_____
_____

Additional Components to Consider:

Prologue, Epilogue, About the Author, Call-to-Action

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Non-fiction Outline

Use this template to create a rough outline for your non-fiction book. Reference your brainstorming exercise for chapter ideas and topics. Use as many or as few chapters as needed depending on your book's genre and style. This is a basic outline to help you organize your thoughts.

Working Title: _____

Subtitle: _____

Target Daily Word Count: _____

Introduction: _____

1.

2.

3.

Chapter One: _____

1.

2.

3.

Chapter Two: _____

1.

2.

3.

Chapter Three: _____

1.

2.

3.

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Chapter Four: _____

1.

2.

3.

Chapter Five: _____

1.

2.

3.

Chapter Six: _____

1.

2.

3.

Chapter Seven: _____

1.

2.

3.

Chapter Eight: _____

1.

2.

3.

Chapter Nine: _____

1.

2.

3.

Chapter Ten: _____

1.

2.

3.

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Conclusion: _____

1.

2.

3.

Additional Components to Consider:

Prologue, Epilogue, About the Author, Bibliography, Appendix, Call-to-Action

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Statement of Commitment

It's been proven that putting our goals into writing helps us to attain those goals and achieve success much faster. Place this commitment to yourself where you will see it daily. You might even take it one step further and read it aloud each day. This statement will serve as a reminder of your goals on days when the going gets tough.

Your Personal Statement of Commitment:

I _____will consistently do my best to honor my writing journey by completing my first draft by _____(estimated completion date). I will create a dedicated space in which to write and develop a time schedule and stick to my regimented daily writing habit to the best of my ability. If I get off track, I will not allow that to discourage me from continuing to write. I know someone will benefit from reading my book and I am dedicated to completing and publishing this project.

I will do this for myself, my success, and for my greatest good.

_____ _____

Signature Date

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Remember, it's Only a First Draft

Honor your writing time and don't allow yourself to be distracted by self-sabotaging thoughts that nag at you to change what you just wrote or insisting that you should stop to edit what you've composed. Remember, every time you edit what you just wrote you lose approximately twenty minutes of quality writing time. Why? It takes a good amount of non-stop writing to develop your creative flow. Once you move into that zone, you'll be unstoppable! Each time we second-guess ourselves, change a word or remove a sentence, we are stopping that momentum and will have to start rebuilding it again once we continue writing. Remember, this is only a first draft. First drafts are for your eyes only so don't be so hard on yourself.

"I'm writing a first draft and reminding myself that I'm simply shoveling sand into a box so that later I can build castles."
~Shannon Hale

Later, during the self-editing process, you will clean up your first draft, change words, correct spelling and grammar, and move sections around.

For your first draft, concentrate on sessions of uninterrupted writing so you don't break the creative flow. Put down the first word that comes to mind. If you get stuck, leave a blank space you can come back to later. For now, keep moving full speed ahead. A steady writing pace will help you unlock your creativity and power through your project more freely. Check your ego at the door with the "do not disturb" sign. There is no time for second-guessing yourself during the first draft; instead, when you are working on the second draft you will need a critical eye. For now, just write, write, and keep on writing.

In Closing...

I hope you've enjoyed my 2016 Book Writing Planner.

As a reminder, my 8-Week Book Writing Intensive begins on Monday, February 8th. In this 8-week online course, you'll work closely with me along with other participants to develop your story idea, brainstorm and outline your manuscript, develop your writing skills, sharpen those writing skills, build an author platform, and learn about the many publishing options available and how to choose the one that's right for you. You'll also learn how to tackle the polishing and revision process with ease so you may submit your opening chapter for feedback from me.

As an added bonus, those who finish the program will also have the opportunity to pitch their book proposal for a chance at publication. That's right! A complete publishing package will be awarded to one lucky participant from the Intensive!

This planner is just a taste of what we'll cover in the 8-Week Book Writing Intensive. If you resonate with my teaching style and would like to explore these concepts further, I invite you to join us! This is my most sought-after program to date, so if you think you may be interested, don't delay!

Register here TODAY: www.bookwritingintensive.com.

Space is limited and registration will close once all spots are filled!

If you have any question, please do not hesitate to email me: info@shandatrofe.com.

To your success,

Shanda Trofe

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