

How to Write Your Book

with Marcia Ramsland, The Organizing Pro

Author of ***Simplify Your Life, Simplify Your Time, Simplify Your Space, and Simplify Your Holiday Season***

Tips in Better Homes and Gardens and Real Simple magazines
www.OrganizingPro.com



I. The Potential

- * You have a message to share.
- * People have encouraged you to write.
- * Write your strongest message first!
- * Work hard to make your first book your best!



II. The Plan

1. Write down all your thoughts for the title and the book. Keep them on going.
2. Copy outlines and book jackets from the most popular similar books.
Write your outline.
3. Setup your computer: 1 chapter per file.
Type sideways.
4. Block out time for each week.
Set word count goals per time.
5. Join a writer's group 1-2x a month.
6. Get a Prayer Team: pray in an agent, and the publisher of God's choice.
7. Find readers and send regularly.
8. Collect information and research chapters.

1.	Collect Similar Books
2.	Write your Outline & Title (s)
3.	Setup your computer
4.	Schedule writing times
5.	Join a writer's group
6.	Get a Prayer Team
7.	Find readers
8.	Keep reading on the topic.

III. The Pursuit

1. Create a writing template per chapter.
2. Calendar your chapter deadlines.
3. Write a section (200-500 words) each writing day
4. Print and read it aloud to self-edit. Make Corrections.
5. Move on to the next section tomorrow!

"For it is by grace you have been saved, though faith—and this not from yourselves, it is the gift of God—not by works, so that no one can boast. For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do." Ephesians 2:8-10



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— www.OrganizingPro.com — E-mail: Marcia@OrganizingPro.com —

3 Book Outline and Word Count Samples (Non-Fiction)

1) Are you writing fiction or non-fiction? 2) Circle the word counts below. 3) Study Table of Contents from 6-10 books like yours. 4) Write Your Own Outline.

<p style="text-align: center;">Simplify Your Life <i>Get Organized and Stay That Way!</i></p> <p style="text-align: center;"><i>(Total: 55,044 words Av. Chapter: 3,500 words)</i></p> <p>Foreword Introduction</p> <ol style="list-style-type: none"> 1. Simplifying Is a Personal Journey <p>Section One: Simplify Your Time</p> <ol style="list-style-type: none"> 2. Simplify Your Weekly Calendar 3. Simplify Your Daily Schedule 4. Simplify Your Personal Organizing Center 5. Simply Have a Great Day! <p>Section Two: Simplify Your Systems</p> <ol style="list-style-type: none"> 6. The First System: Maximize Mealtimes 7. The Second System: Lighten Up Laundry and Closets 8. The Third System: Conquer Cleaning and Clutter 9. The Fourth System: Power Through Projects <p>Section Three: Simplify Special Seasons of Life</p> <ol style="list-style-type: none"> 10. Simplify Your Worklife 11. Simplify Your Parenting 12. Simplify the Holidays 13. Simplify Your Transitions <p>Conclusion</p> <ol style="list-style-type: none"> 14. Simply Put - You Can Do This! 	<p style="text-align: center;">Simplify Your Time Stop Running and Start Living!</p> <p style="text-align: center;"><i>(Total: 44,438 words Av. Chapter: 1,500 words)</i></p> <p>Day 1 Today Is the Time of Your Life</p> <p>Week 1 Time-Saving Habits to Simplify Your Daily Life</p> <p>Day 2 Punch Up Your Punctuality</p> <p>Day 3 Save Time with Two-Minute Pickups</p> <p>Day 4 Get Off Your Computer and On with Your Life</p> <p>Day 5 Power Through Your Paperwork</p> <p>Day 6 Clean Up the Clutter</p> <p>Day 7 Plan Tomorrow the Night Before</p> <p>Day 8 Change a Habit, Change Your Life</p> <p>Week 2 Time-Saving Tools to Simplify Managing Your Time</p> <p>Day 9 Capture More Time by Controlling Your Calendar</p> <p>Day 10 Fine-Tune Your To-Do List</p> <p>Day 11 Pursue a Personal Project List</p> <p>Day 12 Put It All Together in a Planner System</p> <p>Day 13 Practice the Power of Prioritizing</p> <p>Day 14 Spruce Up Your Support Tools</p> <p>Day 15 Create Weekly Time-Saving Routines</p> <p>Week 3 Time-Saving Skills to Simplify Your Lifestyle</p> <p>Day 16 Take Time for Relationships</p> <p>Day 17 Simply Find More Personal Time</p> <p>Day 18 Discover Your Rhythm for Each Week</p> <p>Day 19 Master the Secrets of Successful Multitasking</p> <p>Day 20 Overcome When You're Overwhelmed</p> <p>Day 21 Learn to Delegate and Say No</p> <p>Day 22 Take Some Downtime Each Day</p> <p>Week 4 Time-Saving Strategies to Simplify Your Future</p> <p>Day 23 Jump-Start Your Dreams with Five-Year Calendar</p> <p>Day 24 Upgrade Your PQ (Project Quotient)</p> <p>Day 25 Do Less to Accomplish More</p> <p>Day 26 Go for Goals That Simplify Your Life</p> <p>Day 27 Ensure Your Future with a Strong Family Network</p> <p>Day 28 Stop Time to Handle a Life Crisis</p> <p>Day 29 Make Today the Best Day of Your Life</p> <p>Day 30 Start Living—Today!</p>	<p style="text-align: center;">Simplify Your Space Create Order and Reduce Stress!</p> <p style="text-align: center;"><i>(Total: 45,737 words Av. Chapter: 2,700 words)</i></p> <p style="text-align: center;">1. Start Out Right</p> <p style="text-align: center;">Simplify Your Visible Space</p> <ol style="list-style-type: none"> 2. Kitchen 3. Family Room 4. Daily Paperwork <p style="text-align: center;">Simplify Your Personal Space</p> <ol style="list-style-type: none"> 5. Bedroom 6. Bedroom Closet 7. Bathroom <p style="text-align: center;">Simplify Your Active Space</p> <ol style="list-style-type: none"> 8. Laundry Room 9. Child's Room 10. Office <p style="text-align: center;">Simplify Your Formal Space</p> <ol style="list-style-type: none"> 11. Dining Room 12. Living Room 13. Guest Room <p style="text-align: center;">Simplify Your Storage Space</p> <ol style="list-style-type: none"> 14. Garage 15. Basement 16. Your Next Move 17. Simply Maintain and Multiply Your Success
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Simplify Your Life

Chapter 1 Simplifying—A Personal Journey

Most people spend more time planning their vacation, a remodeling project, or their wedding than they spend planning their lives.

—Dr. Denis Waitley, author and motivational speaker

Ah, I hear the sound of waves gently rolling onto the shore. The sun warms my face, and my toes wiggle in the sand. For now my novel lies on my lap. And all I have to do is occupy myself until dinner is served. I can do whatever I want. I am living the simplified life . . . I'm on vacation.

Is vacation the only place to enjoy a simplified life? Yes and no. To simplify life the rest of the year is to create that same vacation feeling—relaxation, enjoyment, and ease.

But not every vacation turns out to be that relaxing, as you know. It takes dreaming, planning, and action. And so does simplifying your life.

Simplifying your life is a journey you choose to take. To do things you enjoy, you must find the time to do them. To make your life easier, you must find better ways of doing things. To spend time with people you value, you must say good-bye to a jam-packed schedule.

Simplified living includes everything about you and welcomes your personal style of getting things done. Like a vacation, this journey is shaped by who you are and what you like to do. It recognizes personal habits you practice, such as how much time it takes to get dressed in the morning, when you read the mail, and if and how you relax in the evenings. It is all about you and what you do every day.

Can You Simplify Your Life?

There are two very good questions to ask yourself if you want to simplify your life any more than it is. The first one is this: "How much of my life do I actually control?" If you recognize what you can control, you have opportunities to modify it for a better life.

The second question to ask is: "Am I willing to make any changes in my life?" Put quite simply, if you are willing to change, you can. If you don't want to change, you won't. It's all up to you.

Where Are We Going?

This book is meant to help you on your journey of life. Instead of being a how-to resource pointing you toward your destination, it is a journey with a chauffeur to keep you company on the way. As your chauffeur, I will drive you from complex to simple, from busy to calm. As a professional organizer who learned things the hard way before developing a track record of helping thousands of clients and audience participants across the country, I will share tips on how to do things differently. (And if you missed my story in the introduction, you might be interested in reading it now.)

Any day is a great day to begin simplifying your life. Let's get started.

A Desire to Conquer the World

One summer when my three children were home from school, I determined to simplify my life by getting the house back into shape. With great resolve, I wrote a detailed to-do list that would conquer the world—or at least every basket of laundry, home improvement project, and cluttered nook and cranny in the house. Then the phone rang. My neighbor was on the line. "We're going over to our country club to swim for the day," she said. "Would you and your kids like to join us?"

Invitations like this didn't come very often. I drooled over the thought of sipping cold ice tea poolside and enjoying some meaningful adult conversation while my children splashed in a beautiful pool. But how would I ever get my house in shape?

On this particular day, I decided to go with the flow and take the kids swimming. I recognized that balancing people and tasks wasn't going to be an easy job, no matter how determined I was on a given day. But I also discovered there were ways to get things done ahead of time, leaving me a greater opportunity to develop rich relationships and do enjoyable activities along the way.

FOR WRITER'S Creating Horizontal Pages like this in WORD:

1. Go to "File" in the Menu Bar
2. Choose "Page Setup"
3. Choose "Portrait to Landscape"
4. Choose "2 per Sheet"
5. Click "OK"
6. Shrink screen to 75% whenever you want to see 2 pages at once.
Now start writing your book! -- from Marcia Ramsland

How to Become a Marketing Maven BEFORE Your Book Comes Out!

with Marcia Ramsland, The Organizing Pro

Author of *Simplify Your Life, Simplify Your Time, Simplify Your Space Simplify Your Holiday Season*

Media Guest Expert for Radio, TV
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www.OrganizingPro.com



I. I'm Writing my Book. What else can I do?

"Writing the book is 20% of the work. Marketing is the other 80%!"

— Sherwood Wirt

Speeches on the book, newsletters/ezines, print and web articles, blog, Radio interviews, TV, and magazine media. Publicist from publisher or your own. 2-3 month window of time to be a "hot" topic. All marketing should be on this book topic alone for a season! Schedule your calendar for this alone (2-6 months).

II. How to Promote Your Book

"An ezine is the easiest way to promote your business and establish yourself as an expert in the field."

— Ali Brown, *The Ezine Queen*

"Collect 10,000 names and regularly send them something of value."

— Robert Allen, *New York Times Best Seller*

<http://www.organizingpro.com/kickstartcart.htm>

<http://www.constantcontact.com>

<http://www.greatinternetmarketing.com>

III. How to Multiply Your Book Sales

"I picked up your book on a whim at WalMart and read the entire book in one day. I love it. When are you coming to Alabama to speak?" — A Reader

"Build an empire around your book."

— Mark Victor Hansen, co creator *Chicken Soup for the Soul*

Speeches on CD's, workbook, bookmarks with good tips, postcards, calendar, letter openers. Go from \$5 to \$150 packages plus mentoring and seminars.

* Write your book so 250-400 words can be an excerpt. Also include quotes, tips, and sidebars for marketing later.

— Marcia Ramsland, *Marketing Maven*



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