

Writing Your First Book

A Quick Guide On How to Get Started

STEP 1

- (1) **Write a paragraph:** In about four or five sentences, write down a brief overview of the book you want to write and why.
- (2) **Write a couple of sentences:** Carefully read your paragraph and in about two sentences, write down a summary of the main idea/reason for writing your book.
- (3) **Write one sentence:** Carefully read your two sentences and in one sentence write the heartbeat of your book—the number one thing you want the reader to get. This one sentence is your *thesis*. It will become the “glasses” through which you view everything you write to ensure your book is on track.

STEP 2

- (1) **Write a rough outline:** Carefully read over your paragraph, sentences and thesis. What main ideas (stories, experiences, information) come to mind that relate to your topic. Write them down, leaving some space in between each item.
- (2) **Add your supporting ideas:** Carefully read over your main ideas. What sub points (ideas, experiences, principle’s, etc.) come to mind that fall under these? These are the detailed supporting information. You can take things a step further if you’d like, adding supporting ideas to your sub points.
- (4) **Refine your outline:** Carefully read your single-sentence thesis and your outline. Do any of your main points not agree with the heartbeat of your book? If so, pull them out and save them on another document. These may be the making of another book. As you read through, put the main ideas (and their sub points) in a logical order.

STEP 3

- (1) **Choose a time to write:** Schedule a specific time/day each week to write your book. It can be any amount of time—two, four or more hours. Do your best to stick to it.
- (2) **Choose the topic you want to write on:** The great thing about your outline is that you can write your book in any order you choose. Simply save each document by title on your computer. When you sit down to write, write about the idea that comes alive most.
- (3) **Your outline is flexible:** Remember, if you need to change the order of chapters/main points, it’s okay. It’s your book. Have fun with it!

Once you have your main topics and their sub points roughed out in a Word document, you can read through and refine them. When you feel you have reached the point where you have done all you can do, you are ready for an editor. That’s where *New Field’s Creative Services* comes in. See our contact info.