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## *How To Write A Book*

- Time Management
- Writing An Outline
- Writers Block Tips
- Organizing Thoughts
- Publishing
- Celebrating Victory!



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# SO - YOU WANT TO WRITE A BOOK

**Here are the steps you will want to follow to be successful in writing and getting your book published.**

You have the ability, right now, to write and publish a book on a subject that is important to you. Like riding a bicycle, learning how to write a book is a skill that you can master with practice and repetition.

According to the USA Today, 82% of adults dream of writing a book someday, either to express a heart-felt concern about a subject, or to earn a living, and even become successful.

Many books are written by people who are not particularly good at writing. Instead, they hire a “writer-for-hire” who interview them, takes notes on their ideas and insights, and then works it into a book which they go on to publish under their own name.

Many of the best-selling books on the New York Times lists were not written by the person whose name appears on the cover. They were written by other writers.

There are more than 200,000 books published each year and yours can be one of them.

The key to writing a book is to “**Just Write!**” Writing is one thing that you cannot get worse at by doing more of it, you only continue to improve your writing skills the more you write.

Albert Hubbard, one of the exceptional writers in American history was once asked what the key is to successful writing. He replied, “The only way to learn to write is to write and write and write and write, and write and write and write.”



## Steps I have identified that anyone can follow to become a published author.

1. Start with a message, idea, or story that you really want to share with other people. This must be something for which you have a passion, something that you believe in.
2. You must be an expert on your subject. You must know ten words for every word you write. Or the reader will know that you are talking off the top of your head. You must research, research and do more research.

If you want to write on success, you must already be successful. If you write on money, you must already be rich. If you write on relationships, you must be happily married. Makes sense, right!

3. Define your target market before you begin writing. Exactly who are you writing this book for?

What is the age range of the prospective reader?

What is the sex of your ideal reader?

What is the income and position of your reader?

What is the level of education of your reader?

What is his/her level of family education?

### Questions to Ask Yourself:

1. What are the hopes, fears and dreams of your reader? What are the desires and motivations of your reader? What are the interests and concerns of your reader? What are the problems that your reader has that your book will solve? What are the frustrations that your book will take away?

For you to write a book proposal for a literary agent or for a publisher, you will have to be able to answer the questions outlined above. Otherwise, no one will consider publishing your book.

Make sure that your market is large enough. Only write books that you believe have at least one million potential book buyers.

When you write a book proposal, you will be asked to describe the type of person who will buy the book, and the number of those people that exist in the current market.

2. Buy, read, and find out everything you can about other authors, books or articles dealing with the same subject. Make sure that your material is different and better than other people writing in your field in at least three or more ways, otherwise you will simply be another me too book.



3. Gather all the information you will need to write your book. Do your research and homework before you start to write.

The best writer's in the world today, begin by gathering 1500 or more pieces of information and then organize them from beginning to end, in a logical structure before beginning to write a book on any subject.

To write an excellent non-fiction book, you will need to have a lot of information available to you. You will need to do a lot of research and you will need to have your facts squared away and document where you obtained your material.

4. Organize your material into seven, ten, twelve or twenty chapters, each following in a logical order, from beginning to end.

Thinking in terms of a number of chapters forces you to decide what will be contained in each chapter, and how each of the chapters will be organized in relationship to each other.

5. Once you have a chapter title, get yourself a legal sized writing pad and jot down every key point that you can think of that could possibly be included in this chapter.

I call this the data or mind "dump". As you begin to write the points that should be included in this chapter, more ideas will occur to you. You will often find yourself writing two, three or four pages of material, with dozens of ideas that fall under the chapter heading.

Once you have written down all the material for each of your chapters, begin with chapter one and recognize your point from the first point through to the closing part of the chapter.

6. You may want to set a "mind map" to create a visual picture of each chapter. To do this, you take a blank sheet of paper and put a circle in the middle of the page. Inside this circle, you write the title of the chapter.

Next, draw a line outward toward the edges of the page, and at the edge of each line draw a circle which will stand for a major subject to be covered in this page. Then draw lines out from each of these core lines upon which you write the sub-points covered under that heading.



When you have finished, you will have your entire chapter laid out in front of you, very much like a brain cell with tentacles connecting it to other brain cells.

7. Begin with chapter one and dictate or write the book in the order of the material you have chosen. Begin with your first point, develop a strong statement that makes a point, and arouses interest in the reader, and engages them to read further.

Dedicating your book is a powerful exercise. It dramatically increases the speed at which you create your initial manuscript. When you dedicate, you are forced to write in a conversational tone of voice. This adds warmth to your material and makes it easier and more enjoyable to read for the reader.

8. Once you have dedicated the entire book, chapter by chapter, give it to a typist and have the typist type it out and give it back to you by email, flash drive, google docs or other.

If for any reason you are not now using a computer for your writing, you must begin immediately. If you have not yet learned to type, immediately purchase the computer program "Mavis Beacon Teaches Typing." By following this course, perhaps the most popular in the world, for thirty minutes each day, you will be typing and fluent with Microsoft Word or Mac pages within 60-90 days.

9. Set up a work schedule and create blocks of time consisting of two, three or four hours each. Put everything aside and discipline yourself to sit at your keyboard and edit your material during this time.

Create a space in your home or apartment. Get yourself a desk and a proper set-up. You need silence in which to work and do good editing.

10. Edit the entire book from the first word to the last word the first time. As you edit, correct the grammar and typing errors, of which there will be many. Create the necessary paragraphs, each one containing a single thought.

11. Begin with chapter one and dictate or write the book in the order of the material you have chosen. Begin with your first point, develop a strong statement that makes a point, and arouses interest in the reader, and engages them to read further.

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15. In your second edit, break up the text with a heading every two, three or four paragraphs. This makes your writing “bite-sized” and easy to read.

16. Write an Introduction, a Preface and, if necessary, Acknowledgements for the book.

A preface explains why you are writing this book and why it is important. Sometimes you can get someone else to write the preface for you.

Your Introduction is where you explain to the reader the importance of this subject, and what he or she will gain from reading the following book.

You write your Acknowledgments if other people have helped you in the writing, the research or the publication of the book. People are very flattered to be acknowledged in a book and see their name in print.

17. In your third edit, place a quote at the beginning of each chapter. If it is a self-help or educational book of some kind, create several action steps at the end of each chapter.

When you write an action step, always begin with an imperative verb, a command. For example, you could say “Write down three goals that you intend to accomplish within the next thirty days.”

18. In your fourth edit, which will take much less time than the earlier edits, you polish the sentences, delete unnecessary material, and make final corrections.


19. In your fifth and often final edit, you completely re-read the entire book, line by line, from cover to cover. You will be amazed at the number of small mistakes that you pick up even though you have already been through the book from beginning to end four separate times.

The key to editing is that you must be satisfied with your work. You must feel that there is nothing more that you can do to improve it. Sometimes, you will have to re-write the book several times.

Og Mandino, who wrote “The Greatest Salesman in the World” and sold millions of copies, said that he re-wrote each book thirteen to fifteen times. He said, “My books are easy to read because they are so hard to write.”

20. The entire process of writing a book as described above requires at least 100 hours of intense, focused work, after you have gathered all your material for the book.





Sometimes, the idea of writing 200-300 pages and investing more than 100 hours is overwhelming to a person. This is the reason why so many books go unwritten throughout history.

But several friends of mine have discovered that they could go to bed early, arise early, and write one page per day. If you write one page per day, you will have a book ready to go to the publisher within twelve months.

21. It's a good idea to play gentle classical music, non-vocal, in the background when you are working. Best of all, get stereo headphones and listen to classical music while you work.

I discovered that your brain burns out when you write or edit more than three hours or longer. However, if you wear headphones, you can work much longer, and when you finish you will still be alert and creative. I find that it takes me at least 1 – 3 hours to write 1 page.

## **GETTING PUBLISHED**

Every publishing house, large or small, is bombarded all day every day with would-be authors, striving to get the publisher to look at their manuscript. If you go to the website of any publishers, you will see written in big letters the instruction, "Do not mail manuscripts to our offices!" They will not acknowledge the manuscripts, keep them, or send them back. They will all be thrown in the trash upon arrival.

For this reason, to publish a book, you must find a literary agent. Only a literary agent can get in the door of the publisher and get a hearing. But getting a literary agent is a very difficult. They are authors who have worked for years to finally find a literary agent that was able to get them published.

To find a literary agent, go to Amazon.com and buy the books "Jeff Herman's Guide to Book Publishers." Purchase "Guide to Agents" by Chuck Sanbuchino. When you look through these books, seek a literary agent who represents the kind of book that you are writing. Literary agents usually specialize in some category whether it is romance, detective, adventure, self-help, technical, business or something else.

Another way to find a literary agent is to go to your local bookstore and open the books in the area in which you intend to write. At the front of each of these books, in the "Acknowledgements" section you will find the name of the literary agent who the author is thanking for his/her help. Write down that agent's name, go onto the internet and find out how to contact that person.

The key to getting a hearing with a literary agent, and then later with a publisher, is the book proposal. Each book proposal must contain the title of the book, an outline of the subject, a table of contents or chapter titles, and the first and second chapters that give the literary agent and/or the publisher a flavor for the quality of your writing.

Get the book, "Write the Perfect Book Proposal" by Jeff Herman, or "The Complete

“Idiot’s Guide to Getting Published” by Sheree Buykovosky. These books will save you months and years of hard work trying to figure out what you need to do by yourself.

To write well in any subject, you should read books on how to write well. One of my favorites is “On Writing Well” by William Zinnser. I also like “A Writers Time” by Kenneth Atchity. In any case, visit your local bookstore and go to the section that is full of books on how to write books written by people who have spent decades in the trade.

Finally, before you write your first book, I suggest you purchase “The Elements of Style” by Strunk and White. This is the gospel of good writing. It only takes an hour to read and contains about 100 one-liners that will open you mind and dramatically improve the quality of your writing.

The most important quality that you need for success as a writer, after genuine writing ability on a subject that is of interest to a large number of people, is persistence. You must be prepared to write and write and write and write and write and write and write.

If you persist long enough and hard enough, you will eventually become a published author and you may become one of the great writers of your generation.

**GOOD LUCK! AND MORE IMPORTANTLY – HAVE FUN.**