

**GUIDING PRINCIPLES**

**TO**

**CREATE YOUR  
BOOK  
OUTLINE**

**DEVELOP THE DANCE OF  
SUBJECT, TOPIC, & DETAIL  
THAT WILL CAPTURE  
YOUR AUDIENCE**



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**COURAGEOUS WOMEN  
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*open up to the world, the world opens to you*

*“We are all apprentices in a craft where  
no one ever becomes a master.”*

~ Ernest Hemingway

## Introduction

I don't know about you, but for me, when someone mentions that before you even set a pen to paper for a writing project, you must first create an outline.

This is like fingernails screeching down a blackboard or slate to me! I would much rather be able to write what's in my head and then figure out the organization of it all later, having great luck with that process; so why change what works?

However, the infamous “they” say to create one.

“Okay, I can do that,” you respond with conviction—until you sit down with a blank sheet of paper or open a new document file on your computer or laptop.

Now what?

The thoughts begin to come a hundred-fold per second! Your heart starts to beat so hard it's going to burst out of your chest! Your mind goes crazy—well, you think *it's your mind! How can I do this? I don't know what to write! Who's going to read this anyway?*

And so, the writing application is shut down and the pen is now doodling on the blank piece of paper.

This is the time when creating an outline may be the best option.

There are a couple of reasons for creating an outline – at the book level first, and then at the chapter level.

The first reason is that you get clear on what your message, and secondly, the points you wish the reader to know. I have developed the **Quick 2-Step Book Outline Template** for the content writer, be it book, article, or other, to get clear on subject, topic, and detail.

Some of you may have received the template; some of you may want it now! But there is a cost involved in getting it. Therefore, I've created the **Guiding Principles to Create Your Book Outline** to assist you in getting started in thinking about what you need before you begin assembling the outline for your writing (or speaking) project.

# 2 Steps to Writing a Book Outline

The following outline shows development for nine (9) chapters. Don't let this dissuade if you imagine less or more chapters inside your book. In the event should you need more space, simply use the format on a clean sheet of paper, adding more chapters as necessary.

NOTE: The template itself is created to be either printed out and written on or used interactively (typed on directly)—to fit your creative way of, well, creating!

## Step I

**(1) Mind Preparation.** Before you sit down to put word to paper, you need to know what it is you will be talking about in your book. Let's get some ideas out there. As you go through the questions and thoughts begin to come in, write down the first thing that enters; this is often the purest of ideas, long before any internal edits can take hold. Of course, you have the power to change your mind as development progresses. However, try to stick to the burning message or teaching you most wish to share.

## Step II

**(2.1) Stretching Out.** Now that you have the progressive framework from step 1, it's time to go one level deeper. From item 6 in step 1, list 3-5 (no more than 7) sub-points of each (log the first thoughts which come in, no editing here either, but later, yes). If you are sharing a procedure that has 10 steps, list only those steps and nothing else.

**(2.2) Visualize the Music.** Think of it as creating an event, or symphony, perhaps, where the beginning is just that, starting, and then you have the introduction, graduating into the main story or crescendo, and then end in celebration. This is the space where you can see your outline as it would appear in a table of contents. You will also be able to see if the outline flows and moves in an progressive, conceptual, and chronological manner.

*When ready, proceed to the next page to begin your journey!*

# Fast & Easy 2 Steps to Create Book Outline

## Step 1 – Getting the Brain Waves Engaged (Mind Prep)

Before you sit down to put words to paper, you need to know what it is you will be talking about in your book. Let's get some ideas out there.

1. The overall message of this book is:

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2. The perfect quote to sum up this book is:

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3. The person meant to read this book is (don't overthink!):

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4. His/Her name is:

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5. The 3-7 (no more than 9) points you wish to convey in this book are (log the first thoughts that come in, no editing allowed):

- a. (1) \_\_\_\_\_
- b. (2) \_\_\_\_\_
- c. (3) \_\_\_\_\_
- d. (4) \_\_\_\_\_
- e. (5) \_\_\_\_\_
- f. (6) \_\_\_\_\_
- g. (7) \_\_\_\_\_
- h. (8) \_\_\_\_\_
- i. (9) \_\_\_\_\_

6. Rank, In order of logical progression, the points from item 5.

- a. (1) \_\_\_\_\_
- b. (2) \_\_\_\_\_
- c. (3) \_\_\_\_\_
- d. (4) \_\_\_\_\_
- e. (5) \_\_\_\_\_
- f. (6) \_\_\_\_\_
- g. (7) \_\_\_\_\_
- h. (8) \_\_\_\_\_
- i. (9) \_\_\_\_\_

These points will become the first level of your outline (your potential chapter titles).

Challenge: Try to visual 3 sections (1-3), (4-6) (7-9); can you see a common theme for each?

# Fast & Easy 2 Steps to Create Book Outline

## Step 2.1: Time to Go Deeper One Level (Stretching Out)

Now that you have the progressive framework, it's time to build the content.

7. First, copy the chapter titles, as listed, from item 6 in section 1 to the (a.,b.,c., etc.) lines below. Next, list 3-5 (no more than 7) sub-points which go with each topic (log the first thoughts which come to mind—do not edit your responses). If you plan to share a procedure that has, say 10 steps, list only those steps and nothing else.

a. (1) \_\_\_\_\_

i. (1) \_\_\_\_\_

ii. (2) \_\_\_\_\_

iii. (3) \_\_\_\_\_

iv. (4) \_\_\_\_\_

v. (5) \_\_\_\_\_

b. (2) \_\_\_\_\_

i. (1) \_\_\_\_\_

ii. (2) \_\_\_\_\_

iii. (3) \_\_\_\_\_

iv. (4) \_\_\_\_\_

v. (5) \_\_\_\_\_

c. (3) \_\_\_\_\_

i. (1) \_\_\_\_\_

ii. (2) \_\_\_\_\_

iii. (3) \_\_\_\_\_

iv. (4) \_\_\_\_\_

v. (5) \_\_\_\_\_

d. (4) \_\_\_\_\_

i. (1) \_\_\_\_\_

ii. (2) \_\_\_\_\_

iii. (3) \_\_\_\_\_

iv. (4) \_\_\_\_\_

v. (5) \_\_\_\_\_

e. (5) \_\_\_\_\_

i. (1) \_\_\_\_\_

ii. (2) \_\_\_\_\_

iii. (3) \_\_\_\_\_

iv. (4) \_\_\_\_\_

v. (5) \_\_\_\_\_

# Fast & Easy 2 Steps to Create Book Outline

f. (6) \_\_\_\_\_

i. (1) \_\_\_\_\_

ii. (2) \_\_\_\_\_

iii. (3) \_\_\_\_\_

iv. (4) \_\_\_\_\_

v. (5) \_\_\_\_\_

g. (7) \_\_\_\_\_

i. (1) \_\_\_\_\_

ii. (2) \_\_\_\_\_

iii. (3) \_\_\_\_\_

iv. (4) \_\_\_\_\_

v. (5) \_\_\_\_\_

h. (8) \_\_\_\_\_

i. (1) \_\_\_\_\_

ii. (2) \_\_\_\_\_

iii. (3) \_\_\_\_\_

iv. (4) \_\_\_\_\_

v. (5) \_\_\_\_\_

i. (9) \_\_\_\_\_

i. (1) \_\_\_\_\_

ii. (2) \_\_\_\_\_

iii. (3) \_\_\_\_\_

iv. (4) \_\_\_\_\_

v. (5) \_\_\_\_\_

# Fast & Easy 2 Steps to Create Book Outline

## Step 2.2 – Visualize the Movement

It's time to see your first draft of the book's outline.

Recreate your book outline below without all the interfering numbers and lines in step 2.1. Ensure the reader is taken through logical and sequential phases and pathways.

[TITLE OF MY BOOK]

Section I – \_\_\_\_\_

1. Chapter 1 – \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

2. Chapter 2 – \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

3. Chapter 3 – \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

Section II - \_\_\_\_\_

4. Chapter 4 – \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

# Fast & Easy 2 Steps to Create Book Outline

5. Chapter 5 – \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

6. Chapter 6 – \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

Section III – \_\_\_\_\_

7. Chapter 7 – \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

8. Chapter 8 – \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

9. Chapter 9 – \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_



# Fast & Easy 2 Steps to Create Book Outline

## Congratulations! Your Book Outline is Ready

Review the outline in Step 2.1. Check to see that the flow is correct, it resonates, and the sections make sense, if applicable. You have now created the first draft of your book outline.

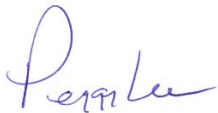
## Next Steps

I would love to hear your thoughts on how this process worked for you. Any suggestions, comments, and feedback welcomed. Please send an email, and feel free to attach your outline for a free consultation, to [peggylee@peggyleehanson.com](mailto:peggylee@peggyleehanson.com). You can also make an appointment at <https://BookWithPeggyLee.com> for a 30-minute consultation.

Really, I insist on knowing what worked, what could be improved upon, what was too much, what was missing, while completing the outline. I am in service to you and all who follow.

Thank you for taking the time to complete your book outline. You are going to rock the world with your expertise and wisdom!

In deep gratitude and with every success to you,



# About the Author



**PeggyLee Hanson**, Award-Winning, International Bestselling Author, Publisher, and Speaker, specializes in writing. As a coach and mentor PeggyLee can bring the gazillion thoughts spinning out of control in your head and get them organized on paper or inside a digital document.

From her vast life and business experience, she can also assist you to thrive through a life-changing event, share your wisdom, or create a workshop specific to your audience. PeggyLee has written, published, been quoted in books, and appeared on the front cover of other people's books – the count has surpassed 40.

Her approach is to listen first, ask questions second, and then offer solutions—often in the form of templates—when writing development concerns arise, but mainly through the publishing arm of her Personal Transition Guidance LLC, Courageous Women Publications™.

PeggyLee is also the creator of the Award-Winning, International Bestselling multi-author series, *Courage Under Siege*. At this writing she is working on volume seven, producing nearly 50 first and second-time authors. She maintains certifications as a life coach, business book ghostwriting, and instructional design.

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A: <http://amazon.com/author/peggyleehanson>

If you would like to contribute to the next edition of *Courage Under Siege* or publish your own book, please connect with **Courageous Women Publications™**, your one-stop shop for all your writing and publishing needs, making your tell-all easy to tell all. ([peggylee@courageouswomenpublications.biz](mailto:peggylee@courageouswomenpublications.biz)).

We would be honored to help get your words of wisdom and expertise out and into the world.

Remember, someone is waiting to hear what you have to say. Why make them wait any longer?

