



QUESTIONNAIRE CHECKLIST

Organizing Your Book Content

Keep your content focused, clear and consistent as you organize your story or message using these guideline questions to stay aligned with the purpose, intention and overall vision of your book.

Jo Anne Meekins – Empowerment Publisher
7/18/2017



Jo Anne Meekins
Empowerment Publisher



Empowering entrepreneurs to look professional, live on purpose and publish in excellence!

ORGANIZE YOUR BOOK CONTENT CHECKLIST

Overall Book Concept

- What is your purpose and vision?
- Did you identify the elements (e.g. thoughts, ideas, concepts, messages) that you want to include in your book?
- Do you have a beginning and end message perspective for this project?
- Do you have a proposal or outline to help guide you through your process, maintain your objective, and keep your focus?
- Did you pray about a book title that embodies the content of your manuscript?

Chapters/ Sections

- What is the topic of discussion? (Be specific about what is being covered).
- Who is sharing the message?
- What is the purpose of the message?
- What are the points to be shared?
- Is your message completely conveyed?
- Does anything more need to be added to complete your intended purpose or thought?
- Is each chapter (section, message) in alignment with the title and intention?
- If not, why not? How and where can it be included or should it be included at all?

Writing Tips

- Schedule a time, set a goal and secure a quiet space to write for that allotted time. Edit AFTER you're done, not as you write. When you don't know what to write, write about what you're feeling in that moment. Write through the mental blocks.
- Identify and eliminate, reduce or minimize distractions as much as possible.
- Write with a dictionary, thesaurus and grammar book by your side or Google.
- Place periods inside quotation marks; and colons and semi-colons on the outside.

For more motivation, guidance, and detailed instruction, purchase "[How to Self-Publish in Excellence within 10-days: A step-by-step guide to self-publishing via CreateSpace](#)" and schedule a FREE 30 min consult with me about your project.