

FREE WORKBOOK

# From idea to **outline.**

A 5-step starter kit for aspiring authors who are ready to get the book out of their head and onto the page.

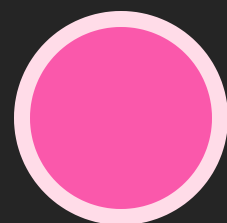
- 01 - Clarify your book idea
- 02 - Name your reader and promise
- 03 - Gather your raw material
- 04 - Build a practical chapter map
- 05 - Start writing this week

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CREATED BY

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Book publishing guide



# Start before you feel ready.

01

“I didn’t find my purpose. I chose it - every single day.”

I know what it feels like to play small. To shrink yourself to fit a room that was never built for you. The shift came when I stopped waiting for permission and started living with intention.

Writing asks for that same choice. You choose the story. You choose your voice. And then you begin - before you feel completely ready.

## This kit is not asking you to write the whole book today.

It is here to help you make the first five decisions that turn “I should write a book” into a plan you can actually use.

## How to use it

### BE QUICK

Your first clear answer is usually more useful than your tenth perfect one.

### BE SPECIFIC

One reader, one promise, one book. Save the rest for later.

### WRITE ON IT

Print this guide or type your answers into a separate note.

**A note for fiction writers:** When this kit asks for a reader “result,” name the feeling, question, or experience you want your story to leave behind.

The book I keep thinking about is...

# 1 Name the book you are actually writing.

A broad idea feels exciting. A defined idea is something you can finish.

## FIRST, CHOOSE THE CLOSEST FIT

☐ Memoir or personal story☐ How-to or teaching book☐ Business or thought leadership☐ Inspirational or faith-based☐ Fiction or children's book☐ Other: \_\_\_\_\_

## NOW FINISH THIS SENTENCE

My book is about \_\_\_\_\_ and it matters because \_\_\_\_\_.

Why does this book need to exist now?

What do you know, believe, or imagine that belongs in it?

### Use the “one book” rule.

Your first book does not have to hold every lesson, memory, character, or idea you have ever had. If a topic does not serve this book's central purpose, place it on a “later books” list.

For later books:

## 2 Choose one reader and one promise.

2

When you try to write for everyone, the message gets blurry. Give one person a clear reason to keep reading.

### YOUR READER

#### Picture one real person.

What are they carrying? What question keeps following them? What have they already tried?

My reader is someone who...

### YOUR PROMISE

#### Name the change.

What will they understand, feel, decide, or be able to do after reading?

By the final page, they will...

### BEFORE AND AFTER

#### They begin here



#### They finish here

Put it together:

This is a \_\_\_\_\_ book for \_\_\_\_\_ who want to \_\_\_\_\_.

**Make it believable.** Promise a clear shift, not a miracle. "Create a workable book outline" is stronger than "become a bestselling author."

### 3 Empty your head before you organize it.

An outline is easier to build when the raw material is visible. Set a timer for 15 minutes and write without editing.

#### MOMENTS

Stories, scenes, turning points, conversations, failures, wins.

#### LESSONS

What did life, work, or experience teach you the hard way?

#### QUESTIONS

What does your reader need answered before they can move?

#### METHODS

Processes, tools, exercises, examples, or decisions you can share.

#### TRUTHS

What do you wish someone had told you sooner?

#### PROOF

Experiences or examples that show why your message matters.

#### 15-MINUTE BRAIN DUMP

Write phrases, not paragraphs. Do not sort yet.

**After the timer:** Circle repeated ideas. Put a star beside anything that directly helps your chosen reader. Cross out anything that belongs in a different book.

## 4

## 4 Build a simple spine.

A strong outline is a path. Each section should move the reader or story forward.

### BEGINNING

#### Open the door

Show where the reader or character is starting, what is at stake, and why change is needed.

### MIDDLE

#### Do the work

Develop the lessons, obstacles, decisions, or turning points in a logical order.

### END

#### Deliver the shift

Resolve the central question and show what is now possible, understood, or changed.

#### For teaching or memoir

**Part I:** The problem, past, or wake-up call  
**Part II:** The process, lessons, or transformation  
**Part III:** The result, integration, or invitation forward

#### For fiction

**Part I:** Setup, desire, and disruption  
**Part II:** Escalation, choices, and consequences  
**Part III:** Climax, resolution, and lasting change

### YOUR STARTER CHAPTER MAP

Give each chapter one job. A working title is enough.

1 Title / job: \_\_\_\_\_

2 Title / job: \_\_\_\_\_

3 Title / job: \_\_\_\_\_

4 Title / job: \_\_\_\_\_

5 Title / job: \_\_\_\_\_

6 Title / job: \_\_\_\_\_

7 Title / job: \_\_\_\_\_

8 Title / job: \_\_\_\_\_

9 Title / job: \_\_\_\_\_

10 Title / job: \_\_\_\_\_

**The test:** If you removed a chapter, would the reader's journey still make sense? If yes, combine it, move it, or save it for later.

## 5

## 5 Make writing repeatable.

A small writing rhythm you keep will beat a perfect schedule you avoid.

### MY MINIMUM SESSION

I will write for \_\_\_\_\_ minutes.

### MY WRITING PLACE

I will write at \_\_\_\_\_

### MY WEEKLY RHYTHM

On these days: \_\_\_\_\_

### MY CUE

I will begin after \_\_\_\_\_

### Your seven-day start

#### 1 Name it.

Finish the one-sentence book idea.

#### 2 Choose the reader.

Define who the book is for and why.

#### 3 Empty your head.

Do the 15-minute idea dump.

#### 4 Find the spine.

Sort ideas into beginning, middle, end.

#### 5 Map chapters.

Give each chapter one clear job.

#### 6 Draft one section.

Write for 25 minutes without editing.

#### 7 Review, do not judge.

Note what is clear and what comes next.

#### + Repeat next week.

Protect the rhythm before adding pressure.

### When you get stuck, lower the bar - not the dream.

Write one paragraph. Record a voice note. List three scenes. Progress still counts when it is small.

My first writing date:

# You have enough to begin.

Do not wait for the entire path to reveal itself. Finish the decisions below, then write the first imperfect page.

## READY NOW

- ☐ I can explain what my book is about in one sentence.
- ☐ I know who I am writing for.
- ☐ I know the change or experience I want to create.
- ☐ I have a beginning, middle, and end.
- ☐ Each starter chapter has one job.
- ☐ My first writing session is scheduled.

## NOT REQUIRED YET

- ☐ The perfect title
- ☐ A finished cover
- ☐ A complete marketing plan
- ☐ Every publishing decision
- ☐ Permission from anyone else

## Ready for support with your next step?

Learn more about writing, publishing, and launching your book - or book a conversation with the team.

[PINKDOORMARKETINGAGENCY.COM](https://pinkdoormarketingagency.com)

Your book does not need more waiting. It needs a decision, a plan, and your willingness to begin.

Choose the next right step and take it. You can refine the work as you go.

- *Misty*