

Book Outline Worksheet NON-FICTION

Once you've identified your topic and have a good sense of what you want to tell your readers, writing an outline for your non-fiction book is the next step. The outline helps you create a logical structure for your book. During the brainstorming process we recommended structuring each chapter to answer a question your reader is asking.

This approach makes it pretty easy to write a book quickly because all you have to do is answer the question. The outline worksheet provided identifies 10 chapters or 10 big questions. You can modify the outline to fit your needs. The key points included in each chapter should be at least three, however you can add to them if you have more to say to your reader.

- 1) Introduction:
 - a) Information you're presenting
 - b) Benefits of the information
 - c) How it will change their life
 - d) Personal story
 - e) How to use the book

- 2) Main question you reader is asking
 - a) Your answer
 - i) Key point – use these key points to help break your answer down into
 - ii) Key point – simple steps or smaller nuggets of information.
 - iii) Key point – use storytelling and images to help convey your information.

- 3) Main question your reader is asking
 - a) Your answer
 - i) Key point
 - ii) Key point
 - iii) Key point

- 4) Main question your reader is asking
 - a) Your answer
 - i) Key point
 - ii) Key point
 - iii) Key point

- 5) Main question your reader is asking
 - a) Your answer
 - i) Key point
 - ii) Key point

iii) Key point

6) Main question your reader is asking

- a) Your answer
 - i) Key point
 - ii) Key point
 - iii) Key point

7) Main question your reader is asking

- a) Your answer
 - i) Key point
 - ii) Key point
 - iii) Key point

8) Main question your reader is asking

- a) Your answer
 - i) Key point
 - ii) Key point
 - iii) Key point

9) Main question your reader is asking

- a) Your answer
 - i) Key point
 - ii) Key point
 - iii) Key point

10) Main question your reader is asking

- a) Your answer
 - i) Key point
 - ii) Key point
 - iii) Key point

11) Conclusion

- a) Summary
- b) Action steps
- c) Call to action – what do you want the reader to do next?