

GET YOUR BOOK
TO THE *finish* LINE

**BOOK COACHING
PROGRAM**

Learn From an Accredited Editor and
Leading Expert in Writer Coaching



GAIL TAGARRO
the book writing coach



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PLAN YOUR BOOK

My Five-Step System to Plan and
Structure Your 10-Chapter Book in
Just 30 Minutes!

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STEP ONE



Think about your content



What topics do you want to include in your book?

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STEP TWO



Map out your structure on paper



Note down the topics as first-level
chapter headings

(Example next page)

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Something like this - no need to be too fussy at this point!

- Introduction
- Chapter 1
- Chapter 2
- Chapter 3
- Chapter 4
- Chapter 5
- Chapter 6
- Chapter 7
- Chapter 8
- Chapter 9
- Chapter 10
- Summary

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YOUR TABLE OF CONTENTS

You have just created a high-level
table of contents!

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STEP THREE



Next, expand your table of contents



Add sub-headings under your chapter headings

(Example next page)

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Something like this:

Introduction

Chapter 1

- Topic 1
- Topic 2
- Topic 3

Chapter 2

- Topic 1
- Topic 2

Chapter 3

- Topic 1
- Topic 2

Chapter 4

- Topic 1
- Topic 2 ...

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SUB-TOPICS

Now, you've finished defining the
topics under your major headings!

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STEP FOUR



At the beginning of each chapter,
leave space to include a:

- personal anecdote, or a
- client anecdote, or a
- quote that's relevant to the
chapter



You can add it later, but it'll give
you inspiration for Step Five

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STEP FIVE



Next, start populating content
under your chapter headings

Chapter One

“Inspirational quote...”

The Beginning

Have you ever wondered what it
would feel like if you ...



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TIME TO START WRITING!

Your book now has a structure.
It's time to start writing!

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TO FIND OUT MORE
BOOK A FREE
strategy call



0405 695 534



or book a 30-minute call at this link:

<https://meetings.hubspot.com/editors4you>



editors4you@gmail.com

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Gail Tagarro is a book writing coach and Accredited Editor. She has a degree in news journalism and a Master of Arts in Linguistics. She has a background in journalism, corporate business analysis and documentation management, editing books of all genres, and coaching.

Gail is an author herself, having written an historical novel, a self-help nonfiction book on writing technique, and countless corporate procedures and IT documentation.

She has been working with other writers since the early 2000s, helping them with book coaching, professional editing, manuscript appraisals and publishing know-how.

