



**BEST SELLING
AUTHORS**

EBOOK OUTLINE CHEAT SHEET

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"You can always edit a bad page. You can't edit a blank page."

— Jodi Picoult

HOW TO USE THIS CHEAT SHEET

The blank page is often the most dreaded nemesis a writer can face, and for good reason. A universal truth about anything you do in life is that getting started is often the hardest part.

Workouts need warm-ups, which is just the easy workout before you start making yourself really sweat. Video games need to be installed or purchased, and the tutorial to use the game is rarely more interesting than the rest. Even eating requires that you first buy the food, figure out how to prepare it, and then actually do the WORK of getting it ready to put on a plate before it goes in your stomach.

Writing is no different.

No matter the length of a piece a writer is working on, until you understand what you are about to write, you will be stuck facing a blank page. That emptiness, that uncertainty, the infinite possibilities of how and where to best begin immortalizing your thoughts rhetorically is daunting enough that some writers never quite overcome the challenge.

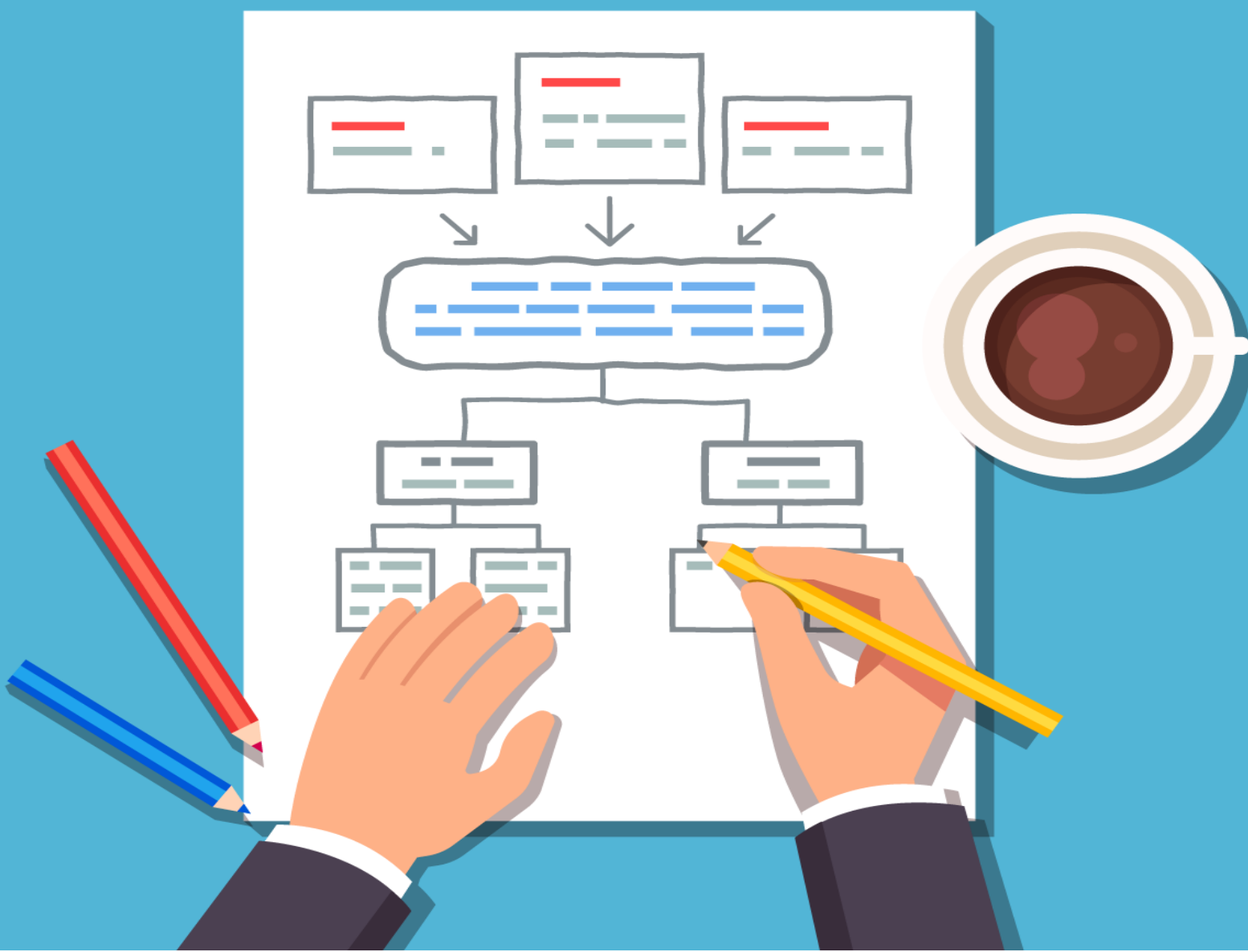
That is the purpose of this cheat sheet. It is a universal outline that can be used to organize a book on any topic. Rather than face the blank page, you can face this template and empty your mind onto it so that your writer's mind can work on shaping what's in front of you rather than creating it from nothing.

The "you" referenced in this outline is the reader. For your first draft, that reader is you, the writer. However ultimately "you" should speak directly to whoever will be reading the FINAL

draft. And yes, while this is framed for non-fiction, this can be applied to fiction as well, though you have to be a bit more abstract. Where you see references to “materials” and “instructions”, in fiction these will refer to aspects of the journey your characters will go through. Challenges, conflicts, points of interest, and anything else which precede their journey’s end.

And never forget the power of rewriting. This outline is to help you begin shaping your book, but it may not be what your book looks like in the end, and that’s not just great... that’s the point! Books aren’t just one paragraph or concept leading to another, they are an experience. Sometimes shuffling around concepts or blending sections are exactly what is needed to bring your message alive for a reader. This is an outline, not a cage. It’s a tool, not a tether.

Use this tool to make great things. If you won’t, who will?



CHAPTER 1: INTRODUCTION/FOREWORD

CHAPTER 2: INTRODUCTION TO SUBJECT

SUBCHAPTERS

1. History
2. Why It's Important To You Now
3. Why People Find This Confusing
4. How This Is Not Confusing (Which is really the outline of the chapters)
5. Segue to Chapter 3

CHAPTER 3: BEGINNERS CONCEPTS THAT ARE IMPORTANT TO UNDERSTAND

SUBCHAPTERS

1. Vocabulary
2. Explanations of basic concepts to the subject. This can go on for as many pages as there are basic concepts to explain.

CHAPTER 4: LIST OF MATERIALS/REQUIREMENTS NECESSARY FOR TOPIC

Subchapters

Most subjects will have a shopping list of items that you'll need. This chapter lists out everything that will be needed to participate in the information in the upcoming chapters. This is not only a useful chapter, but it's a great space-filler.

CHAPTER 5 – WHATEVER BREAKDOWN OF SPECIFIC CONCEPTS

Unfortunately, it's impossible to list all of the breakdowns as we are talking about books that can run from Puppy care to Pruning Azaleas to Profiting from Blogs! Once the research has been concluded it should be easy to identify "Lynchpin" topics to create a logical chapter flow.

CONCLUSION

If this outline has been followed, all the conclusion needs to do is tie-everything together in a huggy, touchy-feely manner. This can be done sometimes be done effectively in 1 page or less. However, just because “less is more” does not mean that your Conclusion NEEDS to be no longer than a single page. It is a wrap-up, not a complete summary, and it may be that what it is needed to bring your work to a close is an overview of the holistic conclusions that can be derived from each of your Chapters in concert with each other.

So, if your book is about taking care of one-eyed, 3-legged Irish Setters, you may dive into the idea of a dog as a companion that needs to be taken care of, and your Chapters as an analogy for healthy relationships in general. Or if it is a fictional piece, your conclusion may simply lead into what “Happily Ever After” looks like in your world...

Or it may even lead into the start of a whole new story yet to come.

OTHER RESOURCES YOU MAY FIND USEFUL



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Join our Facebook group and learn how to write like an artist, and earn like a pro!