Organizing and Outlining Your Nonfiction Book

1. Why an Outline
   A. The Importance of an Outline
      • Focus on reader: Your book is not about you.
      • Focus in writing
   B. The Purpose of an Outline
      • Skeleton
      • GPS
      • Foundation
      • Blueprint
      • A word about creativity
      • Your book’s mission statement

2. Methods of Organizing and Outlining
   A. Linear
   B. Mind-mapping
   C. Storyboard
   D. Pile-it
   E. Folders
   F. Chapter summaries and mission statements
   G. Titling
   H. A word about research and citations
3. Types of Structure
   A. Chronological

   B. Reworked chronological

   C. Step by step (how-to)

   D. Function

   E. Theme

   F. Convergent narrative

   G. Trip/location

   H. To divide or not to divide (sections/parts)

   I. Write a table of contents

4. Writing Strategies
   A. Narrative (storytelling)

   B. Descriptive

   C. Compare and contrast

   D. Persuasive

   E. Cause and effect

   F. Illustration

   G. Analysis

   H. Definition

   I. Fiction techniques
5. Parts of a Book
   A. Front matter
      • Introduction
      • Foreword
      • Preface
      • Acknowledgments
      • Dedication
      • Table of Contents
      • Copyright
      • Title page
   
   B. Back matter
      • Notes
      • Bibliography
      • Resource lists
      • Appendices/charts
      • Discussion guide
      • Index
      • About the author

6. Beginning to Write
   A. Introduction / chapter one
   
   B. Favorite / easiest / most researched
   
   C. Book proposal

Final Considerations
   A. Balance
   
   B. Guidance
   
   C. Flexibility
   
   D. Transitions
   
   E. Commitment