

Book Planning Worksheet

A practical starting point for defining purpose, audience, scope, source material, and chapter direction.

1. Define the book

- I can explain the book's purpose in one or two sentences.
- I have identified the primary reader.
- I know the main problem, question, story, or need the book addresses.
- I can describe what the reader should understand, feel, or do after finishing.

Working purpose statement

Primary reader

2. Set the scope

- I have listed the essential subjects the book must cover.
- I have identified material that belongs outside this book or in a future volume.
- I have chosen a working format: practical guide, memoir, history, devotional, biography, workbook, or other.
- I have considered whether the planned length and depth fit the reader.

Subjects that must be included

3. Gather source material

- Notes, recordings, interviews, documents, photographs, research, and prior drafts are collected in one place.
- Source files have descriptive names and dates.
- Quotations and facts have enough information for later verification.
- Permission concerns are marked for follow-up.

4. Build the chapter path

Draft a working sequence. Chapter titles can change; each chapter still needs a clear job.

Chapter	Purpose / main question	Key material
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Important: This worksheet provides general publishing guidance. Requirements, platform policies, and project needs may change. Verify current requirements before final publication.