

Chapter Planning Worksheet

Use one copy for each chapter to plan purpose, sequence, evidence, examples, and revision priorities.

Working chapter title

The chapter's purpose in one sentence

Reader outcome

- The reader will understand the chapter's main point.
- The chapter answers a specific question or advances the book's story.
- The chapter connects clearly to the book's overall purpose.

What should the reader know, feel, or do after this chapter?

Chapter structure

Section	Main point	Evidence, story, example, or application
1		
2		
3		
4		
5		
6		
7		

Revision check

- The opening orients the reader quickly.
- Each section supports the chapter purpose.
- Examples clarify rather than distract.
- Transitions explain why the next section follows.
- The conclusion reinforces significance and creates completion.
- Repeated or unrelated material has been removed or relocated.

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