



# START WRITING YOUR BOOK WITH EASE & CLARITY

## GET READY...

Ideally, you'll want to set up a writing space that is uncluttered and feels peaceful & inspiring – a place where you can quietly retreat from the world and focus on your writing. Remove visual distractions, play instrumental music or something that feels relaxing, stay hydrated, and take 5-minute breaks every hour to rest your eyes, stretch & breathe.

## GET SET...

Schedule time for writing. Begin with the end in mind. Determine when you want to have a completed manuscript. Then, look at the number of hours you'll need to invest to reach that goal. For example, if it's January 1st and you want to complete your book by June 30th, that gives six full months. Write your outline to determine the number of chapters. So, if the book is eight chapters total, divide the six months by eight, and that will allow you roughly three weeks per chapter. Next, you'll want to estimate how many hours a week you need to spend to complete one chapter. You may want to do a test run with chapter 1 – give yourself 3 weeks and record the amount of time it takes. Then you can readjust your schedule.

## GO...

1. Set up a Google document (download a template [here](#)). If you're not up to speed on technology, plan to spend some time familiarizing yourself with both Google Docs (and Drive) as well as Microsoft Word, which is the industry standard for finalizing and working with an editor on your manuscript.
2. Outline your chapters: this is the starting point for your book. Chapters may shift, and content may be moved, but this will get you started.
3. Begin by thinking about the book's overall content. Ask yourself, will this be broken into larger topics that could serve as book sections, with the subsequent chapters in each section? Or is it singular chapters that flow from one to the next?



# HOW TO FIT WRITING INTO YOUR ALREADY BUSY SCHEDULE

**There's no coincidence that you've been moved to write a book and there's no better time than now to do it!**

**So let's find you the time to get going...**

If you're challenged to find time in your schedule, work through this Time Blocking exercise to create space and make progress on your writing project.

You can also set up a [Meet & Greet](#) - a complimentary Discovery Session - with Stacey Crew to discuss your book idea and the best direction to proceed.



# TIME BLOCKING

## Get more time in your week!

This Time Blocking tool is designed to help you understand where your time currently goes and how to shift activities to find time to write your book. Follow the steps below. Once you've completed Step 1, you'll be able to "see" where your time is going and begin to think about how you can compartmentalize related tasks and delegate tasks that others are able to learn and execute. Step 2 helps you create a plan for future time blocking.

### Step One—Track your time

1. Print a copy of the 3-page "Plan Your Week" form. This form is broken down into the morning, afternoon, and evening.
2. For one week, record how your time is spent by entering each activity on the form in the appropriate time block. Don't be concerned about details, just categorize. For example, laundry or client calls. **This WILL be a challenge** because there will be times when you are so busy and immersed in the daily routine (and potentially in a "reactive mode") that you will need to go back and fill in what you can remember. **BUT**, I suggest keeping the form out on your desk or in your planner, if you're on the move. **You've got this!**

### Step Two—Plan your time

1. On a blank sheet of paper, list all the tasks you need to accomplish during the day/week (much of this will come from a *To Do List* you already have in place) as well as the estimated amount of time needed for each task. You may find that there are some tasks that need to be done, but you don't want to spend your time doing them—these will be the activities you can possibly delegate.

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2. Prioritize the tasks listed using either 1, 2, 3 ("1" being most important) or A,B,C— whichever method works best for you. Put a "D" next to those you can and intend to delegate.
3. Print the "Plan Your Week" form. Start by entering any commitments you have that already have a specific time attached to them. This is important! For example, scheduled conference calls, meetings, appointments, workout sessions, etc.
4. Now add those items into the assigned time blocks. Next, categorize what you can accomplish in a specific period of time. For example, if on your list you have "pick up dry cleaning, return an item at the office supplies store, fill the gas tank, buy dog food" – these are tasks you could do in one-time block and knock them all out, so choose a block of time (over-estimating how much time it'll take to give yourself a cushion) and enter it on your calendar. Continue doing this until you've added all of your tasks.

If you discover that there aren't enough hours in the day to accomplish all of the tasks on your list, this means you'll either need to cut down the time on each task or consider delegating or moving to the next week. Spread things out, give yourself plenty of time, and create space for the unexpected. Worst-case scenario, you have more time to write or you can kick your feet up for a few minutes and enjoy a beverage.

Finally, follow the plan, making adjustments and rescheduling when necessary. This is a work in progress. Keep at it! Always leave some "open" blocks in the event a meeting runs over or the time estimated to complete a project wasn't quite accurate. If you find you're always over-booked, reassessing will be necessary so you can accomplish your goals.

### **Additional tips for reclaiming time in your schedule:**

- Turn the ringer off on your phone and don't answer calls from unknown numbers.
- Turn off notifications from social media apps and especially news outlets.
- Check email just twice a day.
- Set clear boundaries with family & friends. For example, get their buy-in on you writing your book and ask them to respect your time when in your writing nook.
- Start saying, "no" more frequently. And if that feels uncomfortable start with "let me think about it." People may push back if this is a new thing for you, but stay the course – you don't owe anyone an explanation. No is a full sentence.



# PLAN YOUR WEEK – MORNING

Morning	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 – 6:30 am							
6:30 – 7:00 am							
7:00 – 7:30 am							
7:30 – 8:00 am							
8:00 – 8:30 am							
8:30 – 9:00 am							
9:00 – 9:30 am							
9:30 – 10:00 am							
10:00 – 10:30 am							
10:30 – 11:00 am							
11:00 – 11:30 am							
11:30 – 12:00 pm							



# PLAN YOUR WEEK – AFTERNOON

<b>Afternoon</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
12:00 – 12:30 pm							
12:30 – 1:00 pm							
1:00 – 1:30 pm							
1:30 – 2:00 pm							
2:00 – 2:30 pm							
2:30 – 3:00 pm							
3:00 – 3:30 pm							
3:30 – 4:00 pm							
4:00 – 4:30 pm							
4:30 – 5:00 pm							



# PLAN YOUR WEEK – EVENING

Evening	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5:00 – 5:30 pm							
5:30 – 6:00 pm							
6:00 – 6:30 pm							
6:30 – 7:00 pm							
7:00 – 7:30 pm							
7:30 – 8:00 pm							
8:00 – 8:30 pm							
8:30 – 9:00 pm							
9:00 – 9:30 pm							
9:30 – 10:00 pm							
<b>Lights out! Get a good night's sleep.</b>							

# MAKE TIME IN YOUR ALREADY BUSY SCHEDULE TO WRITE YOUR BOOK



Example of Time Blocking using Google Calendar. Tip: Create a separate Google Calendar from the one you use currently. Then you can “show” both to see if how you’re using your time.

	Sun 28	Mon 29	Tue 30	Wed 31	Thu 1	Fri 2	Sat 3
GMT-04 8am	Morning Medi, 7:30am	Morning Medi, 7:30am	Morning Medi, 7:30am	Morning Medi, 7:30am	Morning Medi, 7:30am	Morning Medi, 7:30am	Morning Medi, 7:30am
9am		Work on Business 9 – 11am	Client Appointments/Work 9am – 5pm	Client Appointments/Work 9am – 5pm	Client Appointments/Work 9am – 5pm	Special Projects 9am – 3pm	
10am							
11am		Blog Post 11am – 12pm					Finances/Pay Bills 11am – 12pm
12pm							Writing 12 – 3pm
1pm	Meal Preparation 1 – 3pm	Weekly Newsletter 12:30 – 1:30pm					
2pm		Personal Development 1:30 – 3:30pm					
3pm							
4pm							
5pm	Yoga 5 – 6pm						Social time 5 – 11:59pm
6pm		Yoga 6 – 7pm	Yoga 6 – 7pm		Yoga 6 – 7pm		
7pm							
8pm							





## Bringing thought leaders' visions to life through publishing & promotion.

*"Being a first-time author is challenging from the start. Stacey was like a trusted friend on this journey, guiding me with strategic advice, walking me through the entire publishing process, including marketing strategy. Her knowledge, empathy, and communication skills were exactly what I needed. Thank you, Stacey!"*

– Juana-Catalina Rodriguez, author of *Unsettled Disruption*, Serial Intra and Entrepreneur, Stanford GSB Executive Coach, Startup Advisor, Purpose-Driven Innovator

**STACEY CREW** is a Publisher, Author & Author Advocate who passionately guides authors to bring their vision to life in the form of a published book and get those books into the hands of readers.

Stacey's publishing experience bookends her own publishing journey that resulted in two self-published books and two traditionally published books. She brings her 30 years of knowledge & experience in the publishing, marketing, and health & wellness spaces to her work with first-time and seasoned authors.

Stacey is the founder of Clear Vision Publishing and the online program, *Easy Pub Tools*, a self-guided study course that walks individuals through the publishing & promotion process with ease & clarity. Her published works include the #1 Amazon Bestseller, ***The Organized Mom: Simplify Life For You & Baby One Step at a Time*** (Simon & Schuster 2009), and ***Mind Body Kitchen: Transform You & Your Kitchen for a Healthier Lifestyle*** (Koehler Books, 2021).

### TESTIMONIALS

*Stacey coached me through the publishing process and provided proven strategies for gathering endorsements and building an author-focused social media platform. Stacey's prep, publish and promote process provided a balanced and strategic way for me to maintain focus on the priorities, beginning with goals and timelines.*

– Dr. Eleanor McCallie Cooper, author of *Dragonfly Dreams*

*Stacey Crew is a gift. As a first-time author, I wasn't sure what was needed to successfully publish and launch my book. From the start, Stacey worked with me to establish a solid foundation for the project. She helped me successfully navigate every step of the way towards publishing. I could not have had a better guide and project manager.*

– Howard H. Prager, author, *Make Someone's Day: Becoming a Memorable Leader in Work and Life*

*Stacey Crew has supported me through two book projects, including book development, marketing strategy, and advisement through the publishing process. She is outstanding. Stacey has the understanding & knowledge of the publishing process to get your books to the public from writing development to final distribution. Her organizational and communication skills are exactly what this busy guy needed.*

– Dr. Troy Hall, author, *Cohesion Culture & Fanny Rules*