

## PLAN YOUR WRITING JOURNEY

Before you begin any journey you must plan:

- ◆ Where you want to go
- ◆ How you will get there
- ◆ What you need to pack
- ◆ What you will do when you get there etc.

And, like any great trip, having an experienced guide can help you avoid the bumps in the road and make the experience that much better. Ms. Iwanna B. Writer will be assisting you through this phase of your writing trip. Ms. Edi Tor and Mr. I.M. Publisher will also add their comments throughout this stage.

### Planning List: Set Your Writing Destination.

Have you ever wondered what would've happened if Christopher Columbus or other explorers had started their journey without a defined destination? Have you ever wondered why so many people who have started on journey's into the unknown, braved hardships and never gave up? They believed in their dreams; addressed potential obstacles, anticipated achieving their goals and then off they went--confident of their destination.

## Our Guide's Agree and Suggest



Take your great ideas, unfinished works, or writing that you have stashed in a drawer; and let's get started NOW!

First, set your writing destination:

Are you writing for?

- Yourself
- Others
- To Publish

I want to begin my writing journey with a

- Book
- Short Story/Article
- Personal History
- Other \_\_\_\_\_

Once you can identify your destination clearly, your next step will be: to get organized, prepare the right tools and establish a designated place to write. Then, you will need to plan a convenient time to write.



Use this checklist to get started:

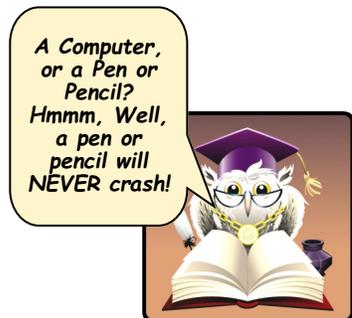
◆ **You Need A Place To Write** This doesn't have to be a mountain top retreat, or a penthouse suite. Many of our best writers have produced their most outstanding work under less than ideal circumstances. Some started writing: in a basement, garage, on the kitchen table, park bench or any place they could use pen and paper. Do you have a place to write? If not, you need to find one. It should be secure, quiet and private.

- Decide on a location where you will write.
- Make a "DO NOT DISTURB" sign to put on the door.
- Set up your files and supplies.
- Most Importantly** — Don't forget to tell your family!

It's very important in achieving your goals that your family understand your commitment and extend their complete support.

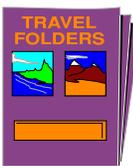
◆ **You Need to Choose Your Vehicle For Writing:  
Computer, Typewriter, Tape Recorder, Dictation or Longhand**

Some of our best literature was, and still is, written in longhand or on clattering typewriters. But in this day and age, if you can use a computer, that might be the vehicle of choice. Computers make it much easier to write, revise and save your work. They can also give you access to the internet for unlimited research and resources. If you've been thinking about a computer, consider it an investment in your writing future. It's important to have an easy-to-use and up-to-date version of a word processing software. Microsoft Word is currently popular for PC's (personal computers) and is considered fairly easy to use. If you do choose a computer our experts want you to remember these important rules that will save you time, aggravation and the possibility of lost work — Be sure to have some type of back-up system, either thumb drives or any external back-up system: clouds provide good protection! **Save** the entire work to that system. Also while you're writing, Always, Always **SAVE OFTEN!** **And Be Sure-** Whenever you finish a writing time Save Again!



If you're going to require lessons to use computer software – it may be too complicated and delay your leaving on your writing journey. So, find the vehicle that best suits your needs or, go back to what has worked for published authors in the past — typewriters or just plain longhand! Remember you can always get your writing computerized later. Time is money and timely topics burn hot and then fizzle out. Don't wait until you are computer savvy to get started writing.

◆ **You Need the Right Writing Tools.** Keeping pads, pens and sharpened pencils around the house, an tablet or cell phone, especially by your bed for those late night ideas, works great! Small notebooks in your purse or jacket and post-its in your house, office and car can be a big help for jotting down ideas that come when you least expect them. When placing your post-it's around be sure the family and or co-workers know they're only intended for your writing notes. Don't forget to put those notes in your Travel Folder (see below). And, because you never know when you'll get a flash of inspiration driving in the car, or taking long walks, use your phone or a small tape recorder as a great way to capture your ideas. Don't forget a good dictionary and thesaurus are also essential writing tools. Sometimes just changing that one word to something more descriptive can greatly enhance your work.



◆ **You Need to Set Up Your Travel Folders.** Set up a system of 8½" x 11" file folders (different colors can make this an easy information access system), in which you pack all your ideas, notes and research information. Separate folders keep your work organized and help you sort ideas. These folders should be easily accessible in your writing area. Make it a habit of putting a date on your notes and review the newest ones before each new writing session. If you're using a computer, set up a main folder for your work on your desktop and then create sub-folders for your computer notes within that folder. Example: "...HOW TO WRITE YOUR BOOK," is the main folder. Then inside that folder is your main manuscript and sub-folders for your notes. If you do use computer folders we suggest in addition to those folders you also have a few manila file folders, (as described above), just to organized and notes you may generate .

Now that we have everything for your trip the next step is to PACK!

### **Our Guides Packing List :**

Once you've gathered everything on your list, set up your writing area so that it's comfortable and ready for you to begin your writing session.



Get your Writing Map 1 **PACKING LIST** Form from your Travel Kit at the back of this chapter

Fill in your writing supplies  
**When Completed store in your Travel Folder**

Questions: [info@goldenquillpress.com](mailto:info@goldenquillpress.com) Subject line HTWYB-Map 1



◆ **You Need Time to Write.** It would be ideal to be able to write full time, but many writers don't have that luxury. Try to work out your schedule; your job and family – to find the time you need. As we've suggested, having family support can play a big role in achieving your writing destination.

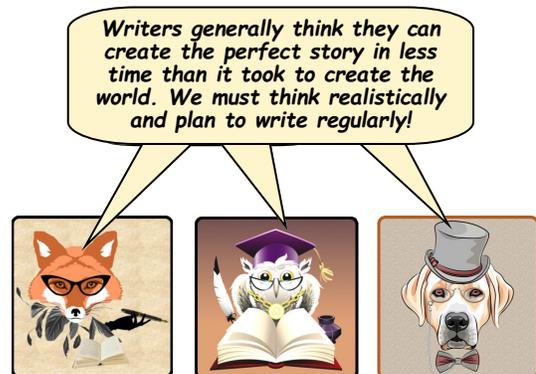
Managing your writing time is also taking control of your life. Twenty-four hours seems like a lot of time to some people; little time to others. It's all a matter of how you manage your activities and how you view priorities. The Three Wise Guides use the motto: **"Save time by ditching the clutter."** Have on hand only the items you need. Have a place for everything and everything in its place.

Try to analyze your day and see where you have time-wasting activities. Keep a record of what you do each day for an entire week to help you see where your time is spent. When your daily schedule involves a number of activities, you will need to find the best time to write: Many daily activities can't be changed, but if you really want

time to write, you must find the time—and you will! It’s not so much a matter of when you write, but that you write as often and as much as possible. One of the main reasons is to help you retain your continuity of thought. If you do not have a structured writing schedule the task of continuing thoughts from previous writing sessions will be much more difficult.

**The WRITING APPOINTMENT CALENDAR** in the back of this chapter will help you set the best times for writing. There’s a saying: “If you don’t know where you’re going, that’s where you’ll go—nowhere,” so, use this Calendar to follow your course and keep you on the right writing track to finishing your work. Remember: *If you search for it—you will find it*, and in this case time is of the essence. Congratulate yourself when you find extra time and feel good about that writing session time (If you feel guilty, it will show in your work—so, just find another time). Plan your writing time, the same way you make any important commitment, except this one, is with yourself. You wouldn’t cancel an appointment that’s important to your future, so be sure to adhere to these times. Look at your schedule today and commit to a regular time to write. Start with small steps you can handle; even if it’s just a brief amount of time. Writing at regular intervals is more important at first than how long each session lasts. Once you get started you’ll find the time to write on a regular basis.

Most of us have the best intentions -- I will go to the gym today, I will take a walk-- I will write-- but most times if we don’t set that time aside, the end of the day comes and you’re amazed that you didn’t get any of these things done. We’ve learned from our writing seminars that when life happens, writing time can be the first to go. But, when we had our writers establish set times and prioritize their activities, they succeeded in not only finding the time, but becoming disciplined enough to make the time.



Set that appointment and don’t forget to mark it in your daily planner or wherever you keep track of appointments. Tell family, work associates and friends, so they don’t schedule Something during your writing time!



Get your Writing Map 1 **APPOINTMENT CALENDAR** Form from your Travel Kit at the back of this chapter.

**Fill out the information as shown in the example on the next page When Completed store in your Travel Folder**

Questions: [info@goldenquillpress.com](mailto:info@goldenquillpress.com) Subject line HTWYB–Map 1



Then, use the Appointment Calendar and mark every time you have a writing session, how long it lasted and what you accomplished. Post it prominently, where it will be visible to you, daily.

Don't Forget to go over all your Actual Writing Times at the end of each week to review your accomplishments and use the information as a guide to set your schedule for the following week. Then, put the finished form in Your Writing Appointments Folder for future reference.

Monday	Time		Appointment Assignment	Time		Actually Completed
	From	To		From	To	
June 5   06	7:30 PM	11:00 PM	Work On Main Character Development <b>EXAMPLE</b>	8:00 PM	10:30 PM	Completed Main Character & Her Family - 5 Characters - <i>Put in File</i>

◆ **You Need to Set Priorities.** Creative writers often have many good ideas, but don't take time to sort them out. Sometimes those ideas are like a traveler without a map or a tapestry with threads going in all directions. Being disciplined helps you to focus on the big picture—your finished work. It's best to concentrate on only one writing project now and give yourself a reasonable deadline. Procrastination is the writer's greatest enemy! If you set positive and realistic goals, you will have a better chance of succeeding. Decide what you want to accomplish first; then begin working toward completing that writing project.



In order to keep you on track we recommend establishing an anticipated completion date and writing that date at the bottom of each of your Appointment Calendars. Use that date to review your accomplishments and to try and set a realistic completion date.



Make a sign to display in your writing space to remind you of the goal you are working toward!

<p>My Writing Project Is:</p> <p>_____</p> <p>I Am Beginning My Writing Journey on</p> <p>_____</p> <p>Start Date</p> <p>I Will Review My Writing Project on</p> <p>_____</p> <p>6 months from Start Date</p>
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◆ **You Need to Have Purpose.** Why do you want to write? This is a question only you can answer.

The following list was compiled from a questionnaire used in a writer's workshop that asked writers of various ages, occupations and lifestyles: "Why do you want to write?" Their answers may help you gain more insight into your own reasons for writing.

**Check off the answers that most closely express your reasons.**

I want to write because:

- I have a passion for reading good literature and writing gives me an opportunity to see my ideas come alive on the page.
- I find writing helps me to express my inner feelings about life and the world around me.
- I have a story I feel needs to be told and I am strongly motivated to write.
- Writing is my life. I find it therapeutic.
- I believe everyone has a story to tell and I'd like to write my story.
- I would like to become a published author. Not so much for fame or fortune (though that would be nice), but to share my knowledge and experiences with others.
- I want to become a published author for the money and fame.
- Writing is a creative activity I enjoy.
- Writing well is an asset in my career. Companies today are looking for applicants that have good communication skills. Writing skills top the list.

Take a moment, sit back and think; then add your "Travel Statement" to Our list.

I want to write because

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SHARE your reasons for writing  
Your comments will be posted online:

e-mail to: [info@goldenquillpress.com](mailto:info@goldenquillpress.com)  
Subject line: Comments—Reasons for Writing

Now that we understand why you want to write let's see what skills you have and what you need to work on.

◆ **You Need to Chart Your Strengths and Weaknesses**

The purpose of the chart that follows is to identify your strongest skills and positive personal qualities you can use to accomplish your task of finishing the work you start. In every workshop we've conducted procrastination was the one problem most writers agreed they needed to overcome. They got started okay, but then let everything else get in the way. Understanding this road block in advance will help you when "life happens." Remember too, that sometimes it's easier to put your writing away than it is to work through a problem. So you need to be prepared.

◆ **You need to use the chart to develop better skills.**

Writing is an art and craft that is easy for some and difficult for others. Use the chart to increase your Positive traits. Remember: "Patience, Practice and Persistence.!" This Chart will help you Use Your Positive Points to Overcome your Negative Ones and to plan a course of action when something happens to interfere with your writing!



## Writing Map 1

### TRIP REVIEW



### Map Directions

Every Successful Journey Begins With A Plan

Writers Succeed One Mile At A Time

Sticking To Road Maps Will Get You To Your Final Destination

New Roads Can Offer New Ideas

### Travel Instructions — Did You?

- Stake out your Place to Write & discuss with your family
- Obtain Tools and Equipment for your writing needs
- Make Time to Write
- Design a Writing Appointments Schedule to help keep track of your writing times, post it prominently where you will see it often
- Decide on an anticipated completion Date



### ◀ NOTE ▶

**New technologies are constantly presenting exciting challenges for writers. Even when you feel confident of your writing abilities, it's always important to keep your eye on ways to improve your skills and present the best finished product possible.**

**Reading published authors will help you develop better skills.**

Start Date: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

HOW TO WRITE YOUR BOOK From an Idea to YOUR PUBLISHED STORY Plan Your Writing Journey

Writing Map 1		WRITING APPOINTMENT CALENDAR			Travel Kit Form	
<b>Monday</b>  <i>June 5   06</i>	<u>Time</u>		<u>Appointment Assignment</u> <i>Work On Main Character Development</i> <b>EXAMPLE</b>	<u>Time</u>		<u>Actually Completed</u> <i>Completed Main Character &amp; Her Family - 5 Characters -</i> <i>Put in File</i>
	From	To		From	To	
	<i>7:30</i>	<i>11:00</i>		<i>8:00</i>	<i>10:30</i>	
	<i>PM</i>	<i>PM</i>		<i>PM</i>	<i>PM</i>	

## WRITING APPOINTMENT CALENDAR W/E \_\_\_\_\_

<b>Sunday</b>	<u>Time</u>		<u>Appointment Assignment</u>	<u>Time</u>		<u>Actually Completed</u>
	From	To		From	To	
<b>Monday</b>	<u>Time</u>		<u>Appointment Assignment</u>	<u>Time</u>		<u>Actually Completed</u>
	From	To		From	To	
<b>Tuesday</b>	<u>Time</u>		<u>Appointment Assignment</u>	<u>Time</u>		<u>Actually Completed</u>
	From	To		From	To	
<b>Wednesday</b>	<u>Time</u>		<u>Appointment Assignment</u>	<u>Time</u>		<u>Actually Completed</u>
	From	To		From	To	
<b>Thursday</b>	<u>Time</u>		<u>Appointment Assignment</u>	<u>Time</u>		<u>Actually Completed</u>
	From	To		From	To	
<b>Friday</b>	<u>Time</u>		<u>Appointment Assignment</u>	<u>Time</u>		<u>Actually Completed</u>
	From	To		From	To	
<b>Saturday</b>	<u>Time</u>		<u>Appointment Assignment</u>	<u>Time</u>		<u>Actually Completed</u>
	From	To		From	To	

Go Over all your Actual Writing Sessions at the end of the week to review your writing times and use the information as a guide to set your schedule for the following week. Then put this form in Your Writing Appointments Folder for future reference.

# Writing Map 1

## YOUR PACKING LIST

# Travel Kit Form

### The Guides Packing List :

- |  |   |
|--|---|
| <input type="checkbox"/> Pens (Include a RED Pen & Highlighters)   | <input type="checkbox"/> Pencils with Erasers   |
| <input type="checkbox"/> Post-it's (Get a STAND OUT Color or Florescent, but not too dark so you can't read what you write BRIGHT YELLOW may work) | <input type="checkbox"/> Pencil Sharpener       |
| <input type="checkbox"/> Manila Folders (Colors are preferable)  | <input type="checkbox"/> Pads                   |
| <input type="checkbox"/> 8.5 11 White Paper  | <input type="checkbox"/> Notebook               |
| <input type="checkbox"/> Small Tape Recorder &Tapes—Phone /Tablet  | <input type="checkbox"/> Dictionary             |
| <input type="checkbox"/> Computer Travel Drives / CD's (depending upon your system needs)  | <input type="checkbox"/> Thesaurus              |
|  | <input type="checkbox"/> Timer                  |
|  | <input type="checkbox"/> Do Not Disturb Sign    |
|  | <input type="checkbox"/> Your Writing Goal Sign |

OTHER:

_____	_____	_____
◆ _____	_____	_____
◆ _____	_____	_____
◆ _____	_____	_____
◆ _____	_____	_____
◆ _____	_____	_____
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