



HOW TO WRITE A BOOK IN 90 DAYS OR LESS

WITH DR. PAULA FELLINGHAM

How to Write a Book in 90 Days or Less

By Dr. Paula Fellingham

Module 1

Congratulations on your decision to write a book ~ or another book! ☺ This material is offered as a part of my “Total Life Excellence” program. I’m excited to get started!

We will do our very best to guide you well every step of the way through your book-writing journey. This can be a wonderful adventure! And, when you’re holding your published book, you’ll realize that the reward is well worth your efforts. Doors will open and lives will be changed because of your message.

Our advice at the outset is to never give up. Be assured that you made a wise choice and you *can* achieve the goal to write your book. Be secure in your conviction that the world needs your message, and that you’re the ideal person to deliver it.

Having said that, please also recognize this fact: Writing a book requires serious commitment, effort, and persistence. There will be times you’ll be discouraged and frustrated. That’s part of the journey. If it were easy, everyone would write a book!

Let’s get started!

Module 1 Assignments:

1. **Think carefully about your expectations re: your book, and set 3 goals for yourself. Each Module will have assignments.** Your goals should be written in a positive manner, beginning with the word “I”. (You may revise your goals during



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the book-writing process, but for now, set goals that are very do-able for you.) For example:

- “I will complete all of my assignments in a timely way and commit to stay focused on my writing until I finish my book.”
- “I will work on my assignments 1 hour every morning, from 5:30 – 6:30am.”
Or, “I will work on my assignments for 2 hours every Saturday and 3 hours every Sunday.”
- “I will make observations, take notes, and talk to people about their stories as I gather information to include in my book.”

Note: If you want a 225 page book, completed in 90 days, you need to write about 2 1/2 pages a day and complete all assignments. If you miss a day, you should make it up on another day.

It is extremely important to set goals, write them down, and set a time frame in which to complete them. This will help you maintain accountability to the commitment you have made. Studies show that almost all people who have done this (written down their goals with a time frame for completion) achieved their goals at a much higher rate than people who didn't write down their goals and had no time frame within which to achieve them.

2. **Find a quiet time to contemplate the MESSAGE of your book.** You can determine this by asking, “What message do I want to share with the world? What message – if shared – can help my posterity? What message can help strengthen people, inform them, or help them avoid mistakes?” Also, you can ask something like, “If I could share my experiences, my expertise, or a story, what would I say first?” Or, “In what area am I an expert? How can my expertise help others? What should I teach them first/second/third?”
3. If you already know what your book will be about, or once you know this, the next step is this: **Divide your message /story /principles into about 10 segments. These will be your chapters. As part of this assignment, create the FIRST DRAFT of the list of your chapters.** These are the main messages you want to share with the world relating to the subject of your book. They may change dramatically ~ the important thing is to get started.

Books usually have 8 to 14 chapters. Determine your chapters by thinking about the PARTS of your message. Use successful books as your references. How do great writers divide their messages? Become a student of “what works”.



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When you have identified your (first draft) of chapters, purchase file folders. Write one chapter title on each file folder. On three more file folders write “Introduction,” “Preface,” and “Miscellaneous.” (If you want 10 chapters, you will have 13 file folders.) You will learn what to do with these folders in Module 2.

4. **Study books you own and study the ones in bookstores and libraries. Really study them to help you decide what YOU want.**

Studying/researching/looking at many books will help you determine what you want your book to look like. You want to “begin with the end in mind.”

You need to be stimulated into creativity, and the very best way to do this is to study well-written books. See how they’re put together. Use your own library or visit bookstores to get ideas. Look at:

- Titles
- Chapter Headings
- Layout
- Introductions
- Dedications
- Bibliographies
- Front material
- Back material
- Design, color
- Content
- Sentence structure
- Grammar
- Humor
- And more...

Look at books from a RESEARCH standpoint, i.e. what can you learn from them to help create your book? Of course, you don’t want to copy anyone’s book; you want to determine what you like and don’t like in a book. What size font do you prefer? Do you want to include cartoons, pictures, illustrations?

As you study books, take notes. Record your preferences and observations; you’ll use these notes as you move forward.

When you are ready to begin writing, download Module 2.



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