How to Organize Writing Notes and Stop Feeling Scattered with Kathy Sparrow

with Kathy Sparrow · Hosted by Kathi Burns, CPO®, Business FLOW Strategist

Kathy Sparrow is the CEO of A Writable Life Publishing, which grew out of a writing and coaching business she has run for 20 years.

- [ ] Find someone who will wait for your next chapter and give you honest feedback.
- [ ] Block a writing time on your calendar, daily if you can or once a week at minimum.
- [ ] Write down the purpose of your book before you start drafting.
- [ ] Keep a pad by your bed so middle-of-the-night ideas get captured.
- [ ] Move every note to the project it belongs to the same day.
- [ ] Set up one spiral notebook per topic or book, and one per mentor.
- [ ] Mind map your book's pieces, then turn the map into an outline before you draft.
- [ ] List the tasks you could hand to a subcontractor so your business doesn't consume you.

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