

The Writer's Guide to Achieving Success: A Workbook for Implementing the Plan

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“Writing evolves in response to an issue, incident, or revelation usually centered on a personal experience. Very little is written based purely on objective motives or observations. Writing is grounded in subjective emotional views, spiritual beliefs and opinions of the author.”

This is your time to evolve, experience, and create.

Praises for the Writer's Guide



Author/Speaker Bishop Noel Jones
Noel Jones Ministries

“The Writer’s Guide to Achieving Success: Implementing the Plan encourages those who aspire to write by not only following appropriate tools, tips, and strategies but to also connect implementation techniques with listening and communicating with God, the Source of ideas.”

Author/Speaker John Riddle

Founder, www.iLovetoWriteDay.com

Director, Delaware Christian Writers Conference

“This book will inspire you to use the gift of creative communication that you have been blessed with. If your dream is to become a successful writer, you will learn how to make that dream come true. As author of 34 books, I learned some new techniques that will help me move forward on my writing journey.”

Pastor Lee Michaels

Author/ Speaker/ Radio Broadcaster & Television Host

“Most of us have a story to tell; sadly very few of us take the time to tell it. Further we view writing as something far beyond our capabilities-I know this personally to be true because for me that was the case before I finally dared to believe I could pen an inspirational devotional, eventually entitled “*Spiritual Vitamins*.” With that in mind I applaud the efforts of Theresa, not only does this work portray a sensitivity to the dilemma of many would be writers but also addresses the need to “Implement a Plan.” She has articulated with great clarity the steps necessary to ensure would be writers are afforded the opportunity to maximize their effort. I believe this work will encourage many to see capturing their thoughts to print as being achievable.”

Gus Henne

Book Publisher/www.Foreverbooks.ca

Mr. Henne has been involved with book publishing over 25 years
and has helped over 400 writers publish.

“I am impressed with this work. I particularly like the way Theresa methodically instructs the writer along the steps to writing. The subtle reminder that “Writers Write” comes through time after time. The chapter on ***The 500 Word Freedom Write*** is worth the price of the book alone!”

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Chapter I

WRITING YOUR VISION, “MAKING IT CLEAR”



SELF ASSESSMENT: IT ALL BEGINS WITH YOU

Challenges to Getting Started: Self Assessment Worksheet ©2009

Writers should be able to identify personal behaviors and environmental issues (including people) that may affect their ability to initiate a writing project. The following exercise will help you identify actual and potential inhibitors to getting started.

Directions: Write whatever issue you feel inhibits your beginning or continuing to write with **#1** as most level of concern and **#6** as having an affect but is of least concern.

	Level of Concern					
	1	2	3	4	5	6
* <u>What is the Issue</u>						
1. _____						
2. _____						
3. _____						
4. _____						
5. _____						
6. _____						
7. _____						
8. _____						
9. _____						
10. _____						
11. _____						
12. _____						
13. _____						
14. _____						
15. _____						

*Use one word or phrase to describe issue

WRITING YOUR VISION, MAKING IT CLEAR

A writer is truly a word artist whose canvas is a sheet of paper. Like the painter with his brush, the words come alive, in full color, so the reader can be changed. Your words can bring hope, joy, laughter and support.

The first step to achieving writing success is accepting the fact that you are the common denominator for your ultimate success or failure—it is a personal choice as to whether we succeed or fail. The second step is having a clear “vision” of what you want to communicate.

Vision statements are focused on the future. They address the question “What kind of impact do I see my writing making on others? Where do I see my writing in 3 to 5 years? Your writer’s vision statement sets the tone for what you will write, defines the future path you’ll take with writing choices, and provides direction for your writing. Your vision statement is an expression of your desire to write. As you draft your vision statement, make sure you address the following questions:

- What do you desire to achieve by your writing? What is really on your heart to communicate?
- What will be different about your life once you’ve achieved your writing goal? How will you look once the book is published?
- Who do you want to impact with your message and why?

Is writing the best medium to make this point?

Your vision statement formulates out of your heart’s desire for something to happen. It is the center of who you are, how you view and respond to situations, and how you want to be viewed in relation others.

Your writer's vision statement will describe how you see yourself in relation to the world. It is a way of defining how you want to influence those who will read your work.

It is always important to begin any endeavor by assessing the status of where you are and how you perceive your strengths and weaknesses. This strategy will help lay the foundation for indentifying what, if any, preliminary steps are needed to help ensure positive results with your writing. There are several steps to this process.

Step I: The following Individual opportunities to strengths assessment exercise will help you identify issues that need to be addressed as you prepare for writing your best work. The 1st form provides space to list what might be your *ultimate accomplishments* as a writer. The next form is to outline *writing weaknesses* (example: *Procrastination*). *The last box is to list strategies for improvement.* On this form prepare a list of specific resources needed in order to successfully move forward.

Possibilities to Potential Assessment

In the following box, list what might be your ultimate accomplishments as a writer

In the following box, list any **writing weaknesses** you have identified

In the following box, prepare a list of **specific resources or strategies** you can use to address the identified writing weaknesses

Step 2: Analyzing Incomplete Work

Think back about work that you have not completed. It's important as you move forward to assess the chief reasons for incompleteness and identify what you could have done differently so the work would be completed. Write responses to the following:

Main reasons for not completing the work:

1. _____
2. _____
3. _____

Strategies to address the reasons for incomplete work:

1. _____
2. _____
3. _____

Everyone's vision is different. There are no two people exactly alike. We all look at the same thing and can have different opinions and views. This is what makes writing fun. Let's start the process of preparing your **Writer's Vision Statement**. First, let's discover who you are and what you like. Use the form below to highlight activities you enjoy and comment on how they make you feel.

Detailing Your Goals:

The following exercise provides a helpful outline to encourage you to focus, determine and prioritize interests, and decide which subjects areas to address your writing goals. This exercise may also help provide a focal point for your writing genre.

In order to attain your **Vision**, you will need to write **goals**. Your **mission** is the destination. Your **goals** are the guideposts along the path to your destination. In developing your Vision, you should consider your ultimate dreams. These should be dreams about

outcomes of what you expect to accomplish, and will answer the question of what will be learned or gained from the writing experience. There should be at least 3-5 goals for each area or topic addressed in your vision statement. Your goals are the driving force behind your vision statement.

1. List three things you are interested in accomplishing within the next:

3 Months: _____

2. Are there any issues that may prevent your accomplishing the goals outlined above?

6 Months: _____

3. Are there any issues that may prevent your accomplishing the goals outlined above?

12 Months: _____

4. List steps you will take to address any issues that may prevent your accomplishing the goals outlined above?

Preparing Objectives

Many people waste valuable time because they lack clear objectives. They proceed through life diligently working on several projects, never developing a clear picture of what they are striving to accomplish. Lack of clarity in presenting clearly defined objectives can also create conflict in the choices you make and conclusions reached. Having clearly defined objectives will provide reminders of the focus of your writing, the status of what you are attempting to accomplish, and a timeline measurement of how long it will take to reach the destination.

Objectives are details of what it will take to reach the stated goals. To prevent conflict, your objectives should be specific, measurable, attainable, results-focused, and time-bound **details** that, when followed, connect you to the desired result or help you see what more is needed. Remember, your objectives should state what is **expected** in order to meet a desired outcome and they should include details of what specific tasks will be performed to meet the desired goal.

For each of the goals listed in the exercise above, write specific objectives. For example, a six-month goal may be **to complete an unfinished manuscript**. My objectives for completing this goal would include the following:

- (a) **actively** devoting a portion of your day for quiet, commune time with God.
- (b) **deliberately** setting aside two hours per day for researching and reading or collecting data about my topic.
- (c) **purposefully** writing 2-3 pages three times per week until project completion. I am a morning person, so my most productive writing hours are early a.m.
- (d) **Visually** exploring creative ideas by visiting museums, walking in the park, observing events, or doing whatever encourages your creative thought.

(e) **Consciously**, limiting television and radio time. I challenge you, for 21 days, to follow scheduled hours for viewing television programs or listening to the radio. Studies show that an action becomes a habit after 21 days.

Assignment: Use the **Goals Planning Worksheet** on the next page to help outline the details for meeting specific goals and objectives.