



GET YOUR BOOK DONE

5 Strategies to Find The Time to Write Your Book





Hi!

I'm Judy Weintraub, CEO of SkillBites. At SkillBites, our aim is to make it easy, quick and convenient for you to become a published author. I'm excited to help you get your book written.

You know that writing a book will get you greater credibility and visibility, and have other benefits for you. But as a business owner or professional, you are already really busy. How are you going to find time to write a book as well? It's hard enough to find the time to run your business and see your family, much less write a book. In this document, we will share with you five strategies that have helped our clients get their books done, and they were all very busy as well. Not only that, we've put together a handy Action Plan for you to fill out so you can start implementing the strategies you choose and get your book done more quickly.

Let me know if these are helpful for you, and how you are doing. If you need any more help getting your book done, give us a call. We've got lots of resources for helping our clients get their books done.

All the best,



info@skillbites.net



www.skillbites.net



855-SKILLBITES



5 Strategies for getting your book done when you have limited time.

- 1 Hire a ghostwriter.** Not only will your book get done much more quickly, it will also be done more professionally and with minimal time required on your part. Your name will appear on the cover and you'll own the copyright. SkillBites can get your book ghostwritten for you.
- 2 Speak your book.** Most people find it easier and quicker to talk than to write. You can record yourself talking about the content you want to include in your book. Alternatively, you can develop a set of interview questions and record someone interviewing you. Then take the recording and either get it transcribed or work directly from the recording, or give the recording to a ghostwriter.
- 3 Write a short book.** It's a lot quicker to write a short book than a long book, and it will be faster for your target audience to read. If you are using your book principally to attract more prospects and get known for your expertise, you don't need to write a long book. You can pick a narrow topic that solves a challenge faced by your ideal prospect, and use it as a lead magnet. A 30 page eBook is only about 9000 words. Even if you could only devote 2 hours/week, you should be able to get a short book done in about a month.
- 4 Repurpose content that you've already developed.** If you have articles, blog posts, training materials, presentations or other material that you've developed on your topic, dig that up so that you can reuse it. You could have over half your book done from material you've already written.
- 5 Develop a game plan.** Treat your book like any other project. Identify when you want to complete your book and when you will work on it. Determine if there are tasks you are doing that you can delegate to someone else, or things you are spending time on that you can cut back on, such as watching TV or social media, to free up some time for writing your book. Schedule time on your calendar for working on your book just as you would for an appointment. Keep to that schedule unless there is an emergency. Your book will be done before you know it.





Action Plan

- 1 To find time to write a book I will
- Hire a ghostwriter Repurpose content I've already developed
- Speak my book Develop a game plan
- Write a short book

- 2 Here is a list of content already developed that I can repurpose and include in my book:

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____

- 3 I want my book to be roughly ___ pages and ___ chapters.

- 4 I want the manuscript to be written by _____.

- a) I will complete an outline by _____.
- b) I will complete one chapter every ___ days until the first draft of the book is done.

- 5 I will spend ___ hours per week on my book, from ___ to ___ on these days: _____

- 6 I will work in this location: _____

- 7 To free myself up to have more time to devote to my book, I will reduce the amount of time I spend doing _____, and/or I will delegate the following tasks to the named individual:

TASK	DELEGATE TO

- 8 I will have _____ hold me accountable for completing my book.

