

# THE PRACTICALLY-PAINLESS PROPOSAL WRITING SYSTEM

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A step-by-step checklist for organizing and writing your book proposal, from set-up to celebration.

From *How to Write a Book Proposal, Fifth Edition*

By Jody Rein with Michael Larsen

## **SET UP**

1. Commit your calendar.
2. Flash write 30 pages.
3. Choose your software.
4. Set up your digital filing system.

## **WRITE**

5. Follow this section-drafting order:
  - i. (Consider) Pizzazz
  - ii. Comps
  - iii. Book Table of Contents
  - iv. Book Specs
  - v. Author Bio and Platform
  - vi. Audience
  - vii. Detailed Outline
  - viii. Sample Writing
  - ix. Overview
  - x. (Write) Pizzazz
  - xi. Supplemental Material; Other Sections

## **FINALIZE**

6. Pick a title
7. Customize the proposal structure; pull sections together
8. Revise for voice
9. Format, add framework pages
10. Take a break, get feedback
11. Revise per feedback
12. Read for proposal killers and writing errors; revise once or twice more.
13. Celebrate!