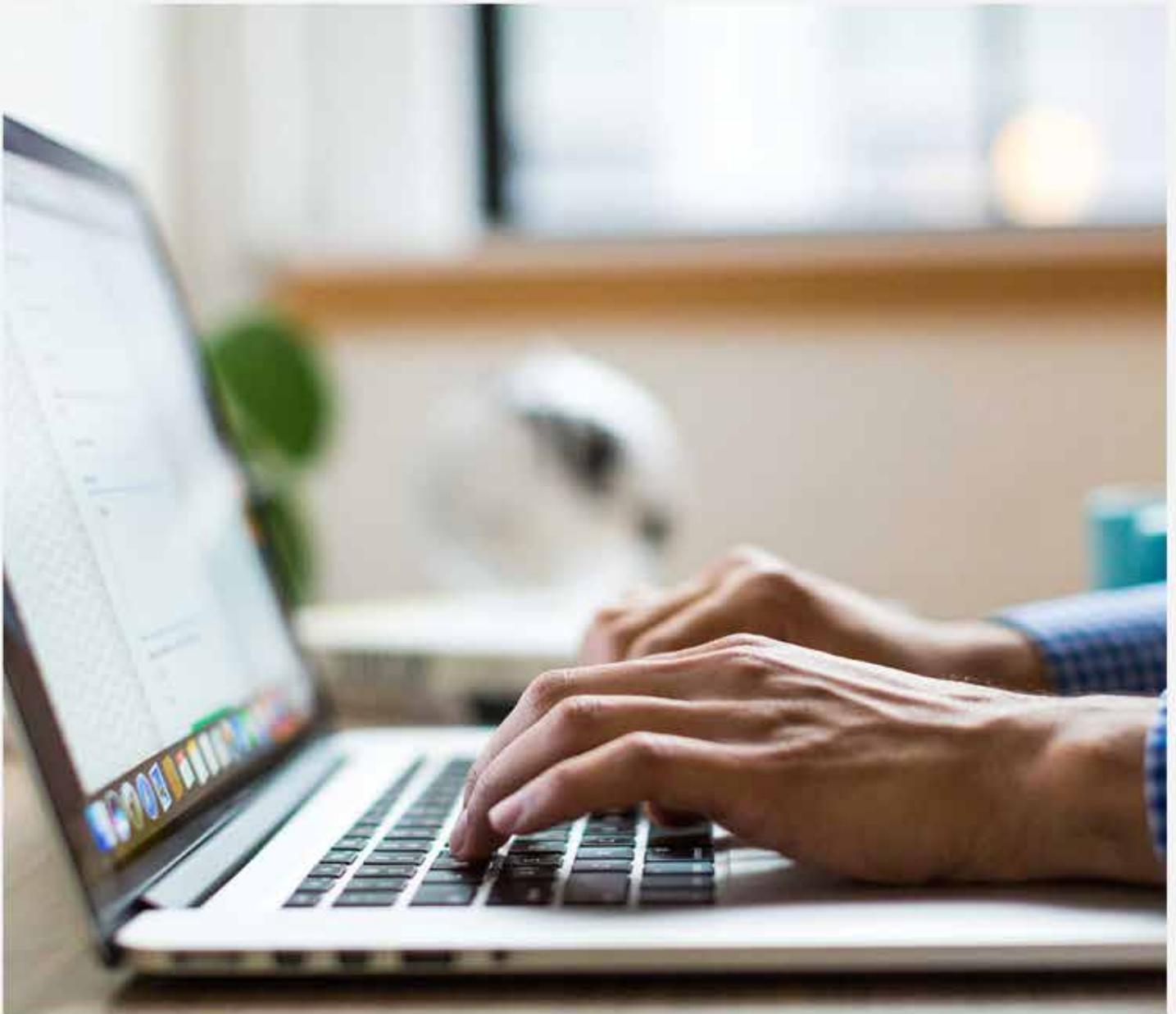


10 Best Tips To

WRITE A BOOK FAST!

BY DIANNA BOOHER



1. Do your basic research before you ever start to draft.

Writers like to read. Once you stop drafting to locate needed research, you're tempted to read not only that research but the next article and the next study and the following study. Sooner than you think, you've lost three hours on reading intriguing research data that you definitely do not need to write your book.

Productivity experts will tell you that it's the start-stop, start-stop pattern that wastes time in any activity: Switching your brain from one process to another. Switching locations to do the task. Switching tools to do the task. So research; THEN draft.

2. Outline the entire book before you start.

You'll be eager to start each new day because you'll know EXACTLY where you're going next. You'll also see where there may be overlap and eliminate those redundant sections before you take the time to draft them.

3. Never re-read what you write the previous day.

Re-reading can waste hours of your valuable creation time! Keep plowing ahead. Re-read only when you're in the editing phase.

4. Consider a writing marathon.

Seclude yourself physically and mentally. Go to a local hotel, to your Aunt Susie's house, or to an empty attic in your own house. Just lock yourself away from distractions, and make your total focus writing the book, 10- to 14- hours a day, 6 days a week until it's finished. As soon as you awake in the morning, go to your computer and begin drafting. When you need your first break, then make that break a functional one: Eat breakfast or get dressed or brush your teeth—whatever your daily routine. In other words, maximize your “rest” breaks to do what's necessary to live through 12- or 14-hour writing days.

5. Check your email only once a day: in the evening just before bedtime.

You'll be very tired and will respond to everything very quickly because of sheer weariness. People will have your responses to them waiting the next morning.

6. Stay off social media.

Either schedule posts ahead of time, or have an assistant post or reply for you.



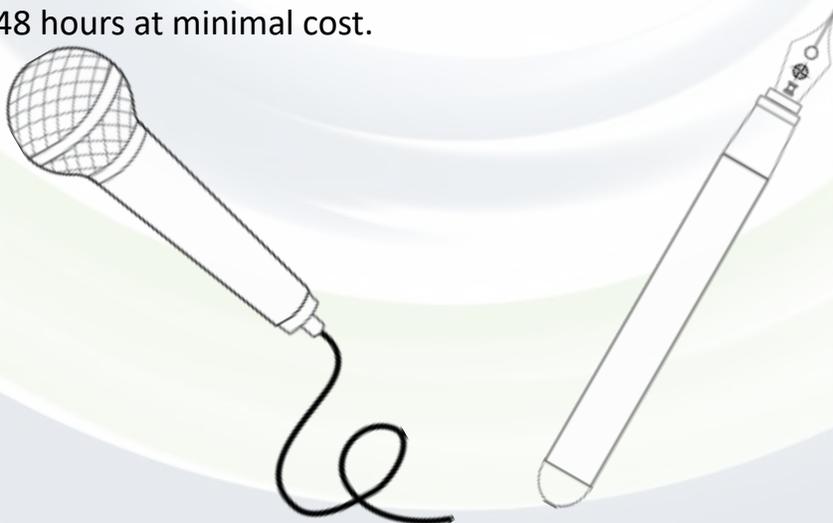
7. Commit your writing plan—and hours—to other people.

It's very difficult to explain why you're answering your doorbell after you announced to your neighbors, friends, and relatives that you will be on a writing marathon and unavailable until X date. Accountability works.

8. Talk, write, or record. Just get it down on paper.

Software recognition or other recording arrangements work for some writers. But if you keyboard quickly, you may prefer to see your work on the screen immediately as you write. Getting your words on the paper or screen as you go allows you to see where you need headings, where you need to break lengthy paragraphs, or where a bulleted list would be a good idea. That said, you can always revise or add those formatting things in the editing phase.

If you prefer to record, grab your favorite device and go. You can send chapters to Upwork.com or Rev.com and have the typed manuscript returned to you in 24 to 48 hours at minimal cost.



9. Keep a record of your hours, words, and pages as you go to build momentum.

At the end of each day, record hours worked, words written, pages finished. Two reasons: First, motivation: Seeing your work mount up day after day inspires you to keep pushing ahead. Second, predictability: After a week or so, you will have a solid idea of your daily output.

That average daily output then becomes your quota—and your reward. Write every day at least until you reach that magic number. If you've had a rough writing day and you reach your quota early in the day, you can reward yourself and stop early.

10. Make drafting and editing two different steps.

Never stop drafting to correct grammar or revise for clarity or conciseness. If you become aware of a problem while drafting, simply add your initials at the spot and make a note. Then move ahead. Keep the momentum going. Later in the editing phase, you can search to find each spot where you've added your initials, and improve those sections.

*And that's how to write a quality
book quickly—
10 tips to get it done with class!*

About Dianna Booher

Dianna Booher, MA, CSP, CPAE, is the bestselling author of 48 books, published in 60 foreign-language editions (Penguin Random House, Simon & Schuster, HarperCollins, Kensington, Berrett-Koehler). Her latest books:

- *Faster, Fewer, Better Emails: Manage the Volume, Reduce the Stress, Love the Results*
- *Communicate Like a Leader: Connecting Strategically to Coach, Inspire, and Get Things Done*
- *What MORE Can I Say? Why Communication Fails and What to Do About It*
- *Creating Personal Presence*
- *Communicate With Confidence*

National media such as *Good Morning America*, *USA Today*, *Wall Street Journal*, *Investor's Business Daily*, *Forbes*, *Fast Company*, CNN, NPR, *Bloomberg*, *Success*, and *Entrepreneur* frequently interview her on workplace communication issues.

Dianna has earned some of the highest distinctions in her industry:

- Winner Axiom Award Silver Medal (2018) for *Communicate Like A Leader*
- Richtopia's 2017-2018 list of "Top 200 Most Influential Authors in the World"
- "Best of the Best: Top 25 Business Books of the Decade" by Executive Soundview Summaries
- American Library Association's "Best YA Nonfiction of the Year"
- Book Club Selections: Newbridge Executive Book Club, Macmillan Executive Book Club, Fortune Book Club, Money Book Club, Writer's Digest Book club
- Speaker Hall of Fame (induction by the National Speakers Association)
- "21 Top Speakers for the 21st Century" by *Successful Meetings* magazine
- "Top 100 Minds on Personal Development" by *Personal Excellence* magazine
- "Top 30 Global Communication Gurus"
- "Top 100 Thought Leaders in America" by *Leadership Excellence* magazine

Dianna works with organizations to help them communicate clearly and with individuals to increase their influence by a strong executive presence. She's CEO of Booher Research, a communication coaching and consulting firm. Clients include more than one-third of the Fortune 500.



**Ready to get started?
Call Dianna for a
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