



Worksheet: Create Your Winning Outline

PART 1: Clarify Your Book Type

What type of book are you writing?

☐ Fiction ☐ Nonfiction

What is your working title or big idea?

Who is your primary audience? (Be specific)

What transformation, journey, or experience do you want the reader to have by the end?

PART 2: Craft Your First ChatGPT Prompt

Use the template that fits your book type. Fill in the blanks and try it in ChatGPT.

Nonfiction Template:

"I'm writing a nonfiction book titled [title] that helps [audience] achieve [result/transformation]. Please create a 10–12 chapter outline with short descriptions for each chapter."

Fiction Template:

"I'm writing a [genre] novel about [short premise]. Please create a detailed 3-act structure with chapter-by-chapter breakdowns."

Write your custom prompt below remembering to tell ChatGPT who it is, how much experience it has, and what outcome you are expecting:

PART 3: Review and Reflect on the AI-Generated Outline

Paste or summarize the outline ChatGPT gave you:

What parts of the outline do you like or feel excited about?

What parts feel generic, off-topic, or not aligned with your voice?



What chapters (or scenes) would you like to add, remove, or rename?

💡 **ProTip:** Ask ChatGPT follow-ups like:

“Break Chapter 2 into two smaller chapters,” or “Give me more emotionally impactful titles for these chapters.”

PART 4: Customize and Finalize Your Outline

List your final chapter titles (and optional notes):

Chapter	Title	Notes (Optional)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

1		
2		
3		
4		
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11		
12		

PART 5: Lock It In

Save your finalized outline in:

☐ Google Docs ☐ Microsoft Word ☐ Notion / Trello ☐ Other: _____

How confident do you feel about your outline? (1–10):

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

If less than 8, what would make it stronger or clearer?

PART 6: Your Next-Step Statement

Write your personal commitment as you transition from outlining to writing:

“With this outline in hand, I now have a clear path forward. I’m ready to begin bringing my book to life, one chapter at a time.”

☐ Initial here when complete: _____