

WRITE
NOW

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WORKSHEET



WHO ARE YOU?

Brainstorm answers to these questions to unlock your writing journey.

What is your earliest memory?

What is the first thing you remember writing?

What was your favorite book as a child?

What is your favorite book as an adult?

Who's writing do you admire? Why is it special to you?

Does anyone encourage your writing? Who are they, and why?

Who was your favorite teacher as a child? Why?

How do you want to be remembered after you're gone?

Where do you feel inspired?

Where do you find encouragement?

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WRITING PROMPTS

Set a time to write every day. Choose a random topic from this list and free-write for at least five minutes on the subject. These are not open-ended questions. It's up to you to expand on the topic for at least five minutes. Don't edit yourself. Just write.

What is your oldest memory?

What is your favorite book?

If you could only eat one meal for the rest
of your life, what would it be?

Describe a time when you felt joy.

If you could visit anywhere in the world, where would you go?

What historical figure is most important to you?

What was your favorite subject in school?

When was a time you felt sadness?

Where is the furthest you've traveled?

What was your least favorite meal as a child?

Describe a time when you felt angry.

What is the best book you've ever read?

Are you a dog person or a cat person?

Have you taken a personality test?

What is your favorite month?

Do you speak any additional languages?

When was a time you felt jealous?

What is the hardest thing you've ever done?

Have you built something with your hands?

Were you ever in the newspaper?

What is your biggest goal?

When was a time you felt scared?

Who would play you in the movie version of your life?

Who is your favorite author?

What one person would you most like to meet?

What is your favorite smell?

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WIN THE DAY

The best way to overcome self-limiting beliefs and stop getting in your way as a writer is to develop a practical plan. Fill out the sections below.

Self-limiting beliefs and excuses I use to avoid writing:

Example: My ideas aren't unique.

Things I know are true that dispel my self-limiting beliefs:

Example: Star Wars exists.

Practical steps to overcome these self-limiting beliefs:

Example: Write a list of reasons my idea is unique by Friday afternoon.

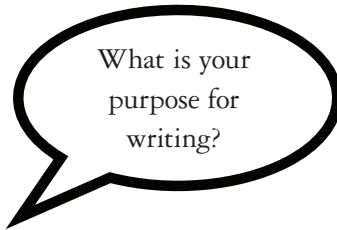
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WHAT'S YOUR PURPOSE MIND MAP

Step 1: Write all the ways you can think of that inspire you to write. Connect those ways to the center bubble.

Step 2: Brainstorm different things you can do to fulfill your purpose.



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GET SMART WITH ME

Develop a SMART goal for your writing.

Specific:

Measurable:

Achievable:

Relevant:

Time-Sensitive:

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TELL A STORY

Step 1: Explore your memory for an event from your past. Have trouble coming up with a memory? Scroll through your photos and land on a random image tied to a memory. Write a few basic details from your selected memory below:

Who was present in the memory?

What happened to the people?

When did this memory occur?

Where did this memory take place?

Why did this memory come to mind?

How did the memory play out?

Step 2: Write something based on your memory. If you're exploring fiction writing, tell a fun story. If you're exploring non-fiction writing, teach the reader something based on your experience. Not sure which path to choose? Try both!

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THREE-ACT PLOT CREATION

Need help fleshing out the details for a story? Answer the questions below to help get your mind moving.

Act I

Theme: What is the ultimate lesson to learn?

Who is the protagonist (the hero)?

Who is the antagonist (the villain)?

Conflict: What is at odds between the two?

What stakes is the protagonist facing?

Escalation: How does the situation intensify?

Act II

Action: What does the protagonist do to thwart the antagonist?

Reaction: How does the antagonist respond?

How does that change the stakes?

Reflection: How are the events affecting or shaping the protagonist?

Act III

Climax: What new action does the protagonist take to solve the conflict?

Resolution: How is the conflict finally resolved?

What happens to the characters?

Education: What is the lesson learned?

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TAP THE MUSE

Step 1: Write your purpose for writing and SMART goal in the space provided.

Step 2: Carry this worksheet with you for a few days. Look at it throughout the day and periodically brainstorm answers to the following questions.

My purpose and SMART Goal:

What do I want to know more about?

What do others need to know more about?

What do I have significant knowledge about?

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TOOLBOX INVENTORY

Step 1: Determine which features are important to you in a writing tool. Cost? Distraction-free writing? Accessibility? List your ideal features here:

Example: Free; Export to PDF.

Step 2: Brainstorm all of the options available to you right now for each toolbox category. Then list out whether they contain your ideal features or not.

Example: Pen and paper — is free, does not export to PDF; Google Docs — is free, does export to PDF.

Step 3: Conduct a quick internet search about other options available and whether or not they meet your ideal features.

Example: Ulysses — is not free, does export to PDF.

Step 4: Pick a set of tools for your toolbox and stick with them. List out your tools below.

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WHO'S IN YOUR BOX?

Step 1: Set a 5-minute timer and brainstorm the names of people who care about you. Write their names in the space below. The sky is the limit. Go!

Step 2: Go back through your brainstormed names and put a star next to the people who aren't afraid to tell you there's something stuck in your teeth. These are the people you want in your corner. Rewrite their names below:

Step 3: Now, look at the starred names and circle anyone who has skills as a communicator, writer, or editor. Don't worry if there are few (or no) people circled. Be honest with yourself on this step. Rewrite their names below:



ARTICLE PROOFREADING CHECKLIST

1. **Headings:** Are headings and sub-headings formatted and used correctly?
2. **Structure:** Is there a clear introduction, body, and conclusion?
3. **Organization:** Is information well-organized and divided in a logical order?
4. **Clarity:** Are all points presented to the reader?
5. **Coherence:** Does the article stay on topic, avoiding unnecessary content?
6. **Purpose:** Does this article bring value to the reader?
7. **Length:** Is the article an ideal length, not too long or too short?
8. **Completeness:** Does the article answer all questions it proposes?
9. **Images:** Are all graphics appropriate for the content?
10. **Acknowledgments:** Are all images and sources properly cited?
11. **Tense:** Are there any unintentional switches in tense?
12. **Point of View:** Are there any inconsistencies in the point of view?
13. **Redundancy:** Is the article free from redundant or overused words?
14. **Sentences:** Is the article free from sentence fragments and run-on sentences?
15. **Capitalization:** Are all words adequately capitalized, including proper nouns?
16. **Acronyms:** Are all acronyms defined when initially used?
17. **Punctuation:** Does the article include proper use of punctuation?
18. **Fillers:** Are most instances of filler words (very, really, that, just, etc.) removed?
19. **Vague:** Is there any part of the article that is vague or unclear?
20. **Format:** Is the article formatted according to the publisher's guidelines?

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CONTENT CALENDAR

Use this basic content calendar outline to plan and schedule marketing for your writing.

Content	Publishing	Marketing
1. <i>Blog Post</i>	<i>Next Friday</i>	<i>Tweet scheduled</i> <i>IG scheduled</i>
2.		
3.		
4.		
5.		
6.		
7.		
8.		