


ORGANIZE AND STRATEGIZE 1

WITH A WORKING TABLE OF CONTENTS

1. **Create** a working table of contents (WTOC) for all your writings. Think of the WTOC as an idea list. The working table of contents lists not only the vignettes or articles you've written, but also the vignettes or articles you plan to write. Use actual or working titles for each vignette, chapter or article.

 **HOT TIP: Create** a WTOC document in a table in your word processing software or use spreadsheet software, such as Excel.

2. In your WTOC, next to the vignettes you've written, **record** the current word count. Also, create a column to notate the phase the writing is in (i.e. prewritten, 1st draft, middle drafts, close to final, needs proofing, ready to publish, etc.).

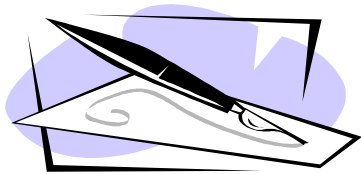
3. On your computer, **keep** ALL your writing in one place. Start with a folder titled "MY WRITINGS" (or title of your collection), for instance. Within that folder, create a new folder for each vignette OR working title. Within each folder, save your drafts and revisions along with other supporting documentation, and research for that vignette, article or chapter.

4. **Mirror** your computer folders by creating manila folders for each of your articles, vignettes, or chapters. Print the latest drafts and revisions and place in their respective folders. Also, collect supporting documents in the folder to create a compost of ideas and springboard material. For instance, photos, articles about your topic, research notes, letters, interviews with characters who appear in the story, etc.

5. **Store** all your writings in one place. If you have a filing cabinet or drawer where they can all reside together, great! If not, consider purchasing a portable file tub with a lid. These are especially handy when you go on vacation and want to take your writing with you. For those who live in hurricane evacuation zones, the tote tub filing system makes it easy to grab and go, never leaving behind your precious works.

6. **Feed** your creativity. Visit museums, antique stores, and places that carry the associations of your stories. Make dates with yourself to feed the muse. Go for walks in the park. Write in a journal. Listen to music. Fill your well with fresh ideas and new musings. The more you feed the muse, the more often she'll meet you on the page.

© 2006 All rights reserved

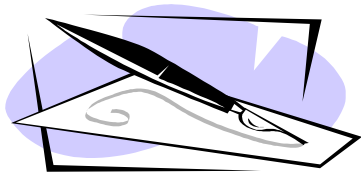


ORGANIZE AND STRATEGIZE 2

WITH A WORKING TABLE OF CONTENTS

SAMPLE FORMAT created in a Word document

<u>Working Title</u>	<u>Word Count</u>	<u>Status</u>
1. Waking To The Nightmare	1255	2nd up draft; need to add more details about Mother
2. Gone But Not Forgotten	982	Edited by Debra; read for final polish
3. Easter Eggs and Hats Galore	755	Ready to submit to a literary journal
4. Time to Forget	2400	Down draft only
5. Man Against the Odds	1622	Next step: research businesses Jim was involved in
6. Mother's Gift to Sarah	0	Not started; need to make a list of ideas
7. Going Home Again	0	Handwritten notes in red journal – need to type into computer



ORGANIZE AND STRATEGIZE WITH A WORKING TABLE OF CONTENTS

3

SAMPLE FORMAT using a table created in a Word document

WORKING TITLE	WORD COUNT	STATUS
Waking To The Nightmare	1255	2nd up draft; need to add more details about Mother
Gone But Not Forgotten	982	Edited by Debra; ready for final read
Easter Eggs and Hats Galore	755	Ready to submit to a literary journal
Time to Forget	2400	Down draft only
Man Against the Odds	1622	Next step: research businesses Jim was involved in
Mother's Gift to Sarah	0	Not started; need to make a list of ideas
Going Home Again	0	Handwritten notes in red journal – need to type into computer

© 2006 All rights reserved