

YOUR SELF-EDITING cheatsheet

- 1 Print and read through your whole book, cover to end in on go.
- 2 Read it from your audience's perspective, as someone reading your book for the first time.
- 3 Use the following system to mark up on the printout these 3 things:
 - What's working? (Tick it)
 - What's not working? (Cross it out)
 - What's unclear and needs more clarification? (Question mark it).
- 4 Spend the time going back into your documents and making changes accordingly.
- 5 Distance yourself from your manuscript for a few days, and repeat these steps if need be.
- 6 Give your manuscript to a trusted advisor to critically and honestly assess your manuscript, using Steps 1 to 3.
- 7 Incorporate their feedback as you see fit.

5 failproof questions to ask

- Have you written in first person, to your audience, using 'you' not 'they'?
- Have you got enough headings to divide up your content and transition between the points you are making, so the text is not too long?
- Are you taking your audience on the journey with you, or are you ranting at them and making them feel a little offside?
- Do you need more research, facts or stats to back up your arguments and give weight to what you've written?
- Have you covered off everything you had mapped out in your plan, or do you think there is some stuff missing?