

How to Write A Self-Help Book - Templates

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How to Use These Templates

These templates are your companion tools for writing your self-help book. Each one corresponds to a specific chapter in the guide and has been designed to help you think clearly, make decisions easily, and keep your writing process grounded and organized.

Before you begin, here's how to get the most out of them:

1. Save your own copy before you start typing

Download or save this document to your own device or Google Drive.

This ensures you can type freely, edit as much as you like, and return to your notes throughout your writing journey.

2. Move through the templates as you read the book

Each template is placed in the same order as the chapters.

Use them as you go, filling a template in right after you finish its matching chapter. This will keep your ideas fresh and the entire process easier.

3. Treat them as working tools, not homework

There are no perfect answers here.

Think of these pages as a place to brainstorm, clarify, experiment, and capture your thoughts. Messy answers are welcome. Tangents are welcome. You can always refine later.

4. Write for clarity, not beauty

You don't need aesthetic answers or polished sentences.

You're simply building the foundation your book will stand on. Keep it honest and concise.

5. Revisit the templates anytime you feel stuck

Your reader might evolve. Your message might sharpen. Your structure might shift.

These templates help you realign with your core message, your promise, and your reader whenever the writing wobbles.

6. Use as many or as few templates as you need

You might fill every page.

You might only use the ones that help you move forward.

Both are correct. This is your creative process.

7. Keep this document close

As you draft your chapters, refer back to these templates regularly.

They will keep your book grounded, consistent, and deeply helpful for the reader you're writing for.

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TEMPLATE 1 — Know Your Reader Inside and Out

1. Reader Snapshot

Who you are writing for:

- Name (placeholder or symbolic name):
 - Age (optional):
 - Current situation / daily reality:
 - Main struggle:
 - What they want instead:
 - What is getting in their way:
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2. Five Easy Steps (Fill in the Statements)

1. One real person who needs this book:
 2. Their core problem (one sentence):
 3. What they want (one sentence):
 4. What is blocking them (one sentence):
 5. What it feels like to speak directly to them:
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3. Reader Portrait

One-page description summarising:

- Daily challenges:

- Emotional baseline (“before” state):
- Typical thoughts or fears:
- Quiet hopes:
- Why they will trust you:

(Write as a flowing paragraph or structured bullets.)

4. Beginner Barrier

What your reader will likely find difficult at the start:

How you will reduce or soften that difficulty:

TEMPLATE 2 — Identify Your Core Message & Promise

1. Core Message

The single idea your book exists to share:

“I believe that...”

or

“This book exists to show people that...”

Write your final sentence here:

2. Core Promise

The transformation your reader will gain by the end of the book:

“How to...”

Write your final sentence here:

3. Before → After Transformation

Before (reader’s current experience):

After (reader’s new experience):

4. Key Outcomes

(List 3–5 outcomes your reader will walk away with.)

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TEMPLATE 3 — Why You Need an Outline

1. Book Structure Choice

Tick or fill in one:

- ☐ Linear (progressive)
 - ☐ Non-linear (modular/reflection-focused)
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2. Core Framework (Fill In)

- Core message:
 - Core promise:
 - Introduction (written last)
 - Chapters (5–8):
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
 - Conclusion (written last)
-

3. Notes on Structure

Use this space to record any structural choices or constraints you want to remember:

TEMPLATE 4 — Mapping Your Reader's Journey

The Hero's Journey

1. Ordinary World

(Where the reader begins: their current reality, mindset, or struggle.)

2. Call to Change

(What pulls the reader forward and makes the transformation feel necessary.)

3. Challenges & Resistance

(The emotional or practical obstacles the reader will face along the way.)

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4. Guidance & Support

(What you — the author — provide to help them navigate the challenges.)

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5. Turning Point

(The moment where the reader experiences a meaningful shift.)

6. Transformation (After State)

(Who the reader becomes by the end; how they think, feel, or act differently.)

7. Integration

(How the reader carries the transformation forward into their life.)

Reader's Before

(Short paragraph describing how life feels for them now.)

Reader's After

(Short paragraph describing how life will feel after applying your book.)

Stepping Stones (5–8)

(List the small shifts needed to take the reader from Before → After.)

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
-

Chapter Ideas (One per Stepping Stone)

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
-

TEMPLATE 5 — How to Tell Stories That Stick

1. Story Inventory

(List possible stories you may include in this book.)

- **Personal stories:**
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 - **Client or example-based stories:**
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 - **Metaphors or analogies:**
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 - **Cultural or historical references:**
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2. Story Purpose

What lesson does this story support?

(Write a sentence or two for each story.)

Story:

Purpose:

3. Story Structure (Apply for Each Story)

Setup:

Struggle:

Shift:

Lesson:

TEMPLATE 6 — Be Authentic

1. Your Natural Voice Notes

(Describe how you naturally speak and write.)

- Tone:
 - Rhythm:
 - Words/phrases you naturally use:
 - Words/phrases to avoid:
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2. Authenticity Guardrails

(What keeps your voice grounded and human?)

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3. What to Share

(Write brief notes on how you'll choose stories and details that serve the reader.)

- Relevant details to include:
 - Details to avoid:
-

4. Voice Consistency Notes

(Any reminders that help you stay consistent chapter-to-chapter.)

TEMPLATE 7 — Make It Actionable

1. Lesson → Action Map

(Define one action that supports the lesson in each chapter.)

Chapter:

Lesson:

Action:

(Repeat for all chapters.)

2. Action Formats

(List the types of actions you will use in your book.)

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3. Action Pacing

Early chapters (simple actions):

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Middle chapters (practice-based actions):

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-
-

Later chapters (deeper actions):

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-
-

TEMPLATE 8 — How to Structure Your Chapters

1. Chapter List

(List your planned chapters below.)

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
-

2. Chapter Purpose

(Define the single key message of each chapter.)

Chapter:

Core message:

(Repeat for all chapters.)

3. Chapter Flow Structure

(Define how each chapter will open, teach, and close.)

Opening hook (story or moment):

Main lesson:

Action/tool:

Closing note/transition:

(Repeat for each chapter.)

TEMPLATE 9 — Writing an Irresistible Introduction

1. Where Your Reader Begins

(Describe their starting point, in 2–4 sentences.)

2. Transformation You Will Hint At

(What the introduction promises they will move toward.)

3. Themes to Preview

(List the ideas you will briefly introduce.)

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4. Why You're a Trustworthy Guide

(One short reason — story, experience, or credibility point.)

5. Tone and Style Notes

(Define how you want the introduction to feel.)

TEMPLATE 10 — Write a Conclusion That Lasts

1. Core Message Return

(The key idea you will restate in new words.)

2. Acknowledgement of Reader's Growth

(What you want to recognize or validate about their journey.)

3. Final Reflection or Reminder

(The last idea you want them to carry forward.)

4. Closing the Loop

(What you are returning to from your introduction.)

5. Final Tone Notes

(How you want the ending to feel.)

TEMPLATE 11 — And Now, We Write

(Refined Version)

1. Writing Environment

Your primary writing space:

Your writing ritual (the cue that starts your session):

2. Writing Tools

Program you will draft in:

Backup method:

3. Writing Pace

Your chosen writing rhythm (e.g., sessions, minutes, or word count):

4. Drafting Approach

(Notes that guide how you will draft your first version.)

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TEMPLATE 12 — How to Edit Your Book Without Hating It

1. Structural Edits

(List any large-scale changes to the order, flow, or shape of the book.)

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2. Chapter Edits

(Notes for each chapter's improvements.)

- 1.
 - 2.
 - 3.
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3. Line-Editing Notes

(Your clarity, style, and tone reminders.)

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4. Editing Boundaries

(Define what stops you from over-editing.)

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