

## Organizing with Spread sheets

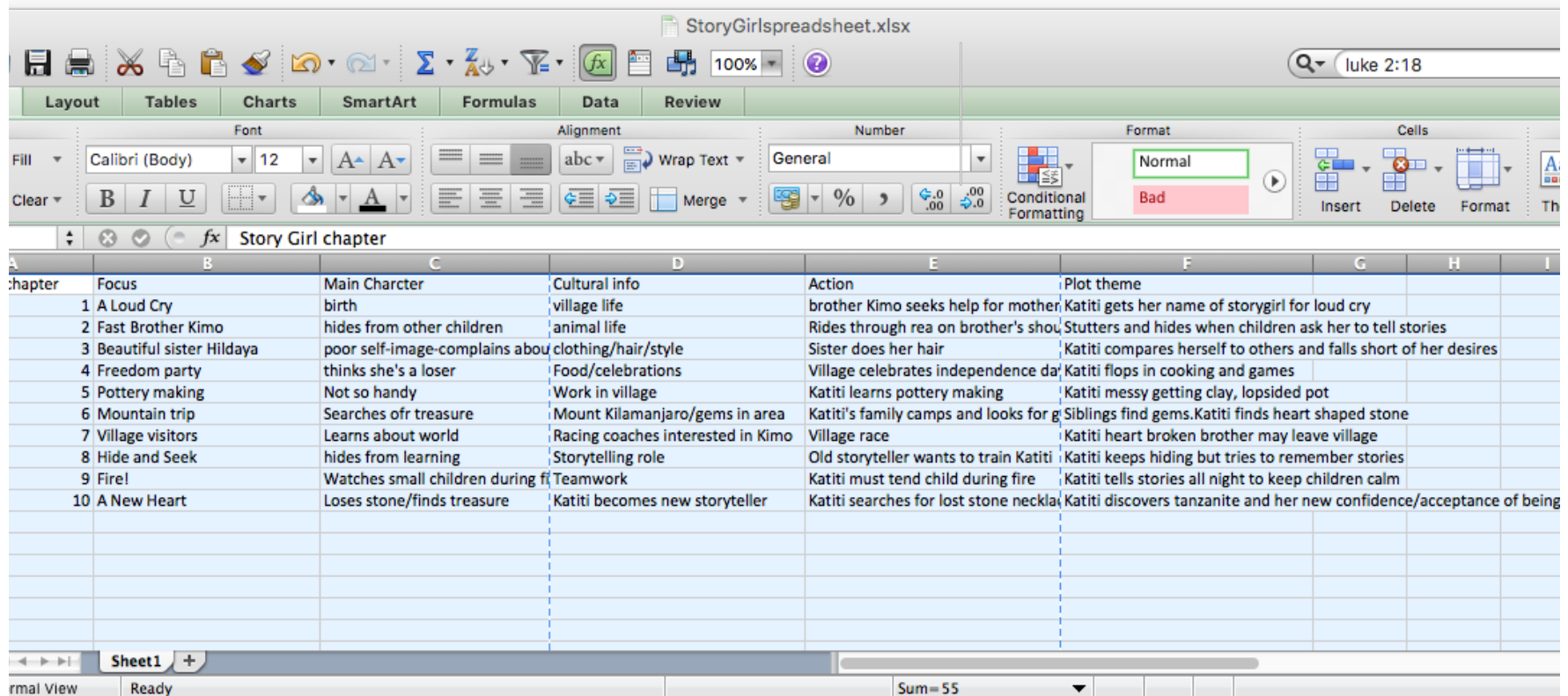
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Use spread sheets to organize contents of books, marketing, or even to track proposals and submissions or ideas.

Read more at <https://thewriteconversation.blogspot.com/2021/01/organize-marketing-with-spread-sheets.html?m=1>

Fiction spread sheet

1. Use columns for various elements/components
2. Use a row for each chapter



The screenshot shows an Excel spreadsheet titled "Story Girl chapter" with the following data:

Chapter	Focus	Main Character	Cultural info	Action	Plot theme
1	A Loud Cry	birth	village life	brother Kimo seeks help for mother	Katiti gets her name of storygirl for loud cry
2	Fast Brother Kimo	hides from other children	animal life	Rides through rea on brother's sho	Stutters and hides when children ask her to tell stories
3	Beautiful sister Hildaya	poor self-image-complains about	clothing/hair/style	Sister does her hair	Katiti compares herself to others and falls short of her desires
4	Freedom party	thinks she's a loser	Food/celebrations	Village celebrates independence da	Katiti flops in cooking and games
5	Pottery making	Not so handy	Work in village	Katiti learns pottery making	Katiti messy getting clay, lopsided pot
6	Mountain trip	Searches offr treasure	Mount Kilamanjaro/gems in area	Katiti's family camps and looks for g	Siblings find gems.Katiti finds heart shaped stone
7	Village visitors	Learns about world	Racing coaches interested in Kimo	Village race	Katiti heart broken brother may leave village
8	Hide and Seek	hides from learning	Storytelling role	Old storyteller wants to train Katiti	Katiti keeps hiding but tries to remember stories
9	Fire!	Watches small children during fi	Teamwork	Katiti must tend child during fire	Katiti tells stories all night to keep children calm
10	A New Heart	Loses stone/finds treasure	Katiti becomes new storyteller	Katiti searches for lost stone neckla	Katiti discovers tanzanite and her new confidence/acceptance of being

## Track marketing with spread sheets

1. Use a row for each outlet (speaking/interviews/magazines).
2. Use columns to track source, status, link (not shown), show name, contact person, address, and phone (not shown)

Podcasts	Source	Status	Time	feedback	Name	contact person
	AWSA	done	2PM	yes	Your Best Writing Life	Linda Goldfarb
	Ifriends	done	11AM	yes	Inspiration.org	Rhonda Robinson
	AWSA	done		yes	God in the Ordinary	Sharon Tedford
	AWSA	done		yes/calandy/googl c	Fierce Calling	Doris Swift
	AWSA	done/send new book		Send book HF	Insp from Amer History	Rebecca Price Janey
	Women speakers	1/21/21	3PM	yes	Perspective Transformation	Marnie Swedberg
	Friend/emailed me	1/26/21		11:00 AM	The Word	Kelly White
	AWSA	2/4/21	2PM		Flourish-ment	Tina Yeager
	AWSA	3/1/21	2:45	March2, 2:45	Never Ever Give Up Hope	Carol Graham
	Don Otis	3/5/21	1PM	yes	Every day incredible	Kerry Kitchen
endorser?	AWSA	emailed more 1/12/21		yes	Heart of the Matter Radio	Cynthia L. Simmons
	Local	emailed again 1/12		yes, will schedule sc	Dan Fox	
	AWSA	emailed again 1/12/21		yes	Look Out for Joy	Adria Wilkins
	Coaching	emailed 1/12/21			(on marriage)	Trcey Russell
endorser?	AWSA	emailed 1/12			Roalinda with Faith Fuel	Rosalinda Rivera
	AWSA	emailed dec			Stirring Faith with Cheri Strange	Cheri Strange
	AWSA	emailed dec			Your Hope Filled Perspective w Dr. MB	Dr. Michelle Bengston
	AWSA	emailed dec			Today's Heartlift	Janelle Rardon
	AWSA	emailed dec			Finding Your Purpose	Meredith Kendall
	AWSA	emailed dec			Life, Repurposed	Michelle Rayburn

## Nonfiction spread sheet

1. Make it as detailed as desired
2. Use columns for elements such as stories/anecdotes, sidebars, scriptures,
3. Use rows for units (days for devotionals, weeks, chapters
4. If desired add in information about need met or talking points as these are good to stay focused and later use in articles or interviews

Theme	Story 1	verse	Bible Mother	Verse	Story 2	Verse Historic Mom	verse Story 3	Verse Prayer	Need child	Mom quality	Mom need
The Gift of Life	A Treasured Kiss	Luke 2:51	Treasured Thought	Luke 2:19	Little Dents	Isaiah Abigail Senling, A Life Worth 2	Timo Every Life is Precious	Jeremi Prayer to grow motivation	affection/love	love	treasure child
It's a Brand New Day	Morning Larks and Naps	Lamentations 3:23	The First Birth, I	Genesis 4:1	After the storm	Mark Anna Jarvis, Mother's Day Four	Proverl Knit Together	Psalm Prayer to Face Each	adventure	adventurous	be adaptable/trust C
Choose Joy	Turn around birthday	Proverbs 12:25	Rainy, noisy days	Genesis 9:13	Joyspiration	Psalm The Joy Lady, Barbara Johnson	Proverl Real Love, Real Joy	John 1 Prayer for Joy	adaptable	compassion	adapt/trust
HUGS of Joy	The Broken Window	Proverbs 2:2	Sarah's long wait	Psalm 127:3	Hug of Mercy	1 Tim A Mother's HUGS Make a Diff	Proveb HUGS of joy	Ephesians 2:1 Prayer for HUGS	approval	acceptance	show mercy
How Can Children Be so Wise?	Dandy Lions	Proverbs 25:11	Reuben's Gift to	Genesis 30:14	Rock family	1 Pete Hoelun mother of Ghengis Kha	Philipp Quarters for a house	Mark 1 Prayer for Wisdom	affection/love	cherish	uplift
Words Begin in Our Heart	Hey! That's Not Fair	Philippians 2:14-15	Divisive Words (	Genesis 25:28	Mother echoes	Prove Elisabeth Elliott	Deuter Sprinkles of Joy wh	Coloss Prayer for a Heart (attention)	listen/patience	appreciation	
Gifts of Failure	Back to Bed/restart d	Isaiah 43:19	Midwives Fail to	Exodus 1:17	Who are you to take aw	Philip Turning Loss into a Gift to the	Luke 2 Am 1 a Teaching Fa	John 2 Prayer to Learn fro	adaptability	courage	encouragement
Momma bears	Cut down to size	James 1:19	Precious Time, Jc	Exodus 2:2	The last straw	John 8 Trading Captives, Roseanne Fai	Isaiah 4 Whipped up Troubl	Isaiah Prayer for Motherl	assurance	protection	good enough
You are Significant	Chalk it up	Colossians 3:23	Rahab From Sorc	James 2:25	One Stitch at a Time	Acts 9:39 Mother Teresa and Helping On	Matthe Cutting Paper	Ephesi Prayer for Signific	assurance	observant	significance/value
Loving the Wildness	Boy-sterous	John 21:7	Raising an Unrul	Judges 13:8	Making masks	Acts 9 A Faithful Mother, Monica, mo	James 4 Noisy neighborhood	Zechar Prayer for An Adv	adventure	courage	add adventure
How Can I Make the Best Choice	Diaper bag	Proverbs 2:11	Solomon's Wisdo	1 Kings 3:26	Work Choices	Luke Daring Choices, Kernhappuch 1	Ecclesi Pray and Plan	Prover Prayer for Wisdom	affirmation	respect/let go	understand child's ne
Let Go	Do it myself	1 Corinthians 13:11	Hannah	1 Samuel 1:27-28	Off to Camp	Matth Doubting John, Machem	Deuter When a Son cleaves	Genesi Prayer to Let Go an	Assessed	Evaluate/observe	understanding
Be My God Created Mom	Overall Mom	1 Peter 4:10	Unique Woman J	Judges 4:5	Running in circles	Psalm You're My Favorite Child, Erm 1	John Taking a Break	Matthe Prayer to Accept M	Know moms ok	calmness	confidence
Mom Strength and Courage	Downhill with no br	Joshua 1:9	Ruth, a woman o	Ruth 1:16	Driving Lessons	Psalm Steadfast Dolley Madison	2 Samu Driving lessons	Ezekie Prayer for Strength	assurance	confidence	I can face my fears
Perchance to Sleep	Sleepin mommy	Psalm 4:8	Stressed Out Mor	1 Kings 17:18	Sleepless Children	1 Sam War and sleepless nights	Barone 2 Corii Mom lesson at the z	Job 12 Prayer for Enough	Assurance	confidence	I cn calm my child
Creating a Haven	Pretzels and Guests	Hebrews 13:2	A Baby in the Te	2 Kings 11:2	Bug Out	Prove Harriott Tubman	Revelat Let Go of Chaos	1 Corii Prayer for Our Hon	assurance	home management	accountability
Where's My Support?	Where's My Neighb	Romans 15:1	Baby Connection	Luke 1:44	Mom groups	1 Pete Eleanor Roosevelt	Hebrew Support partner	1 Thes Prayer for a Strong	acceptance	community	acceptance
Anxiety	Left Behind	Luke 2:43	Mary's Anxiety	(Luce 2:48	Sleeping Beauty	Matth Good Out of the Worst Scenari	1 Peter Lost Buddies	Psalm A Mother's Prayer	assurance	peace	assurance
Faithful Moms	What did I do Wron	Psalm 26:7	Passing on the Fa	2 Timothy 1:5	What can I cook?	Matth Fighting for Lives, Mildred Jef	John 3: Faith with Runaway	Psalm Prayer for Unshake	accountable	organized/consiste	assurance
Where Does a Mom Go to Recha	Day off	Proverbs 11:25	At Your Service,	Matthew 8:14	Girls Night Out	Eccles Abigail Adams	Ezekiel Friend call	Philipp Prayer for Energy	adventure	energy/refreshme	adaptability
Around the Table	Joy's Family Coron	John 6:11	Persistent Canaan	Matthew 15:27	Visitors and the Bread P	John 2 A Faithful Mom's Influence, M	Proverl Table Talk	Ephesi Prayer for a Hospit	acceptance/affirm	family life	bonding/accept
Mom Community	Neighbors Helping N	Luke 10:36-47	Fresh Start Group	Luke 8:3	Refreshed by Communit	Roma Gold Star Moms, Alleta Sulliva	Job 1:1 Recharged by Community	E Prayer for My Com	approval	support	community support
The Balancing Act/simpler life	Garbage truck race	Genesis 1:2	Helo mom, of S	Matthew 20:20	What's the Best Choice	1 Psalm Mother at the Rock, Mary Ball	Deuter Sew sensible	Prover Prayer for Balance	adaptability	simplify	organization
A Listening Heart	Mom, listen to what	Proverbs 18:13	Aquila	Acts 18:26	An Apple Lesson	James Amielia Hudson, A Mom who 1	Proverl Walking, Listening 2 chro	Prayer for a Listeni	attention	good listener/unde	ada[ptability]/analytic
Where's Your Sparkle?	Glitter powder	Matthew 17:2	Sparkle of Christ	John 20:11	Girls Mom Lost Her Spi	3 John A Praying Mom, Susana Wesle	Zechari Transitions and Reg	Titus 2 Prayer for Restored	adventure	Courage	energy/joy/ssurance
Encouraging Words	Encouragement Eggs	Luke 11:12	Mary's Words	John 2:5	Encouraged to speak	Exodu Prayer for God's Call, Eliza Spi	Matthe Letters to My Child	Hebre Encouragement Pra	approval	less critical spirit	attitude assessment
Bonding Blocks	Starry nights	Jeremiah 32:17	Inside the Womb	Psalm 139:15	Skills for Life	Nehen Sojourner Truth	John 8: Stocking tradition	Hosea Prayer to Build Las	acceptance	Adventure	acceptance/bonding
Gratitude Alert	Mom-to-Mom Calls	John 15:11	Unexpected Mira	Luke 7:15	Special Spiritual Care P	Prove Writer of Encouraging Words,	Isaiah 4 Basket Case Gratiut	Coloss Prayer for Gratiuti	attention/approve	gratitude	assurance/attitude a
Seasoned Moms	Rebuilding Relations	Lamentations 3:23	The Ideal Mom,	Proverbs 31:11	Jump rope team	Hebre Jean Lowery	Isaiah 4 A Week's Break	Galati Prayer to Reach Ou	adventure	Acceptance/forgivi	adventure/new persp
After Isn't Over	Juliette	Proverbs 14:8	Hospitable Mom,	Acts 12:12	Distance Help	1 Pete daughter of Elisabeth Elliott	1 Peter f isn't over	1 Peter Prayer of a Forever	acceptance	Mentoring	adaptability