

GROUP PROJECT

Checklist

1. **Chapter Title:** Engaging and reflect the core message of the chapter
2. **Famous quote:** To support your content
3. **Author Bio:** 2–3 sentences
4. **Chapter Overview:** One-sentence summary of the chapter, key message or takeaway. What should the reader understand, feel, or do after reading?
5. **Opening Story / Hook:** Start with a story, example, or scene that draws the reader in. Consider how the story supports your message
6. **Main Content Structure:** Use this section to build the chapter clearly and consistently. Start with context of background if you need to.
7. **Key Points or Lessons:** Break your message into 2–3 clear insights.
 - Point 1:
 - Point 2:
 - Point 3 (optional)
8. **Practical Application:** How can the reader use this information?
 - Tips
 - Steps
 - Exercises
 - Questions for reflection

6. Closing Section

- a. **Final story or reflection:** Bring the chapter full circle: conclude the story or share a closing insight.
- b. **Key takeaway summary:** 1–3 sentences. Reinforce the core message.
- c. **Optional: Call to Action (CTA):** What would you like the reader to do next?

7. References / Credits (if applicable): Include citations, acknowledgements, data or research sources

8. Personal mantra: You use to inspire others or yourself

In addition:

- a. **Word Count:** Stick to agreed number
- b. **Photograph of you:** Clear picture so that readers can see your eyes