

### Create a Take-Action Journal for Your Audience

Map Out Your Journal & Design More Journal Pages  
Front Matter – Back Matter – Divider Pages



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### What You'll Learn in This Training

- Anatomy of a take-action journal.
- Design your front & back matter and divider pages.
- Continue to design and refine your activity and journal pages.
- Your type-into vs. your manuscript-ready templates.
- Action steps.



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### Designing Your Next Pages

- In module one you chose the activities you'd like to walk readers through and you designed your activity & journal pages.
- In this module, we'll create front & back matter and divider pages.
- Create those pages with pen and paper or add to your type-into template – so you can see the pages side-by-side.
- The next step after that is to begin to prepare your manuscript. You'll be provided with manuscript-ready templates.

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**Anatomy of a Take-Action Journal**  
**Example of Page Count – Here's 104 Pages**

- In order to have a spine on your book, you need to have 100+ pages.
- **Front Matter:** 9 pages (title page, pub. page, dedication, notes, introduction, notes, how-to-use this journal, 2-page divider spread before activity page section.)
- **5 Activity Pages:** 10 two-page spreads = 20 pages
- **30 Daily Journal Pages:** Two-page spreads with a 2-page divider spread before journal section = 64 pages
- **Back Matter:** 11 pages (2 notes pages, 2 page wrap-up/recap, notes, reflection, questions, about author, marketing page, last page blank.)

09
20
64
+ 11
104

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**Designing Additional Pages for Your Journal**  
**Front Matter – Back Matter – Divider Sections**



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**What is Front Matter and Back Matter**

Front matter and back matter refers to the pages that come before and after the body of your journal. These can include:

Front Matter Examples	Back Matter Examples
Title page	Wrap up page
Copyright page	Reflections page
Dedication page	Next steps page
Notes or blank pages	About the author page
How to use this journal page	Marketing page

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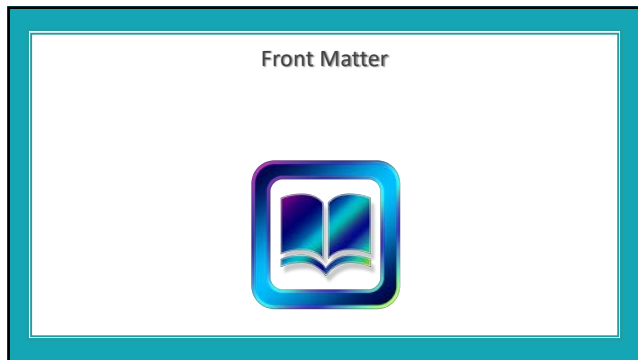
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**Types of Pages You Can Include in Front Matter**  
Only Title Page and Copyright pages are required.

Left-Hand Page	Right-Hand Page
None	1. Title page (required)
2. Copyright page (required)	3. Dedication page
4. Notes or blank page (optional)	5. Table of Contents (optional)
6. Notes page or blank page	7. How to Use This Journal
8. Notes page	9. Notes page

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**Table of Contents**

- Table of Contents (optional – easier to forego.)
- It's not necessary to have a TOC or page numbers in a journal, but you can if you'd like.
- When you manually number your TOC you have to triple-check that the pages are numbered correctly, before you publish.

*Table of Contents*

How to Use This Journal ..... 7

Activity Pages ..... 11

Decide on Your Journal Topic ..... 12

What is Your Why? ..... 13

Describe Your Areas of Expertise ..... 14

Identify Your Target Audience ..... 15

Describe & Title Your Journal ..... 16

What Will Your Readers Track ..... 17

Create Your Journal Content ..... 19

Your 30-Day Journal Section ..... 37

Time for Reflection ..... 98

Prepare to Publish ..... 101

Journal Publishing Checklist ..... 107

About the Author ..... 110

Journal Publication Program ..... 111

Next Steps ..... 113

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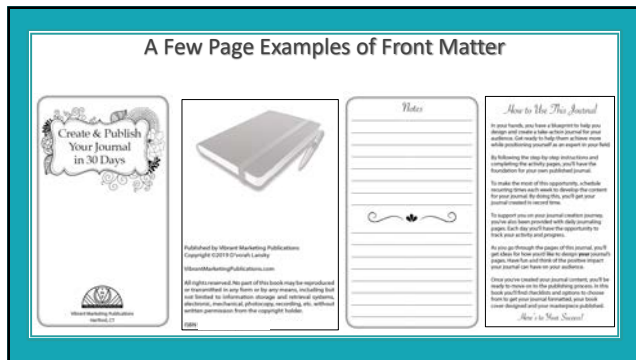
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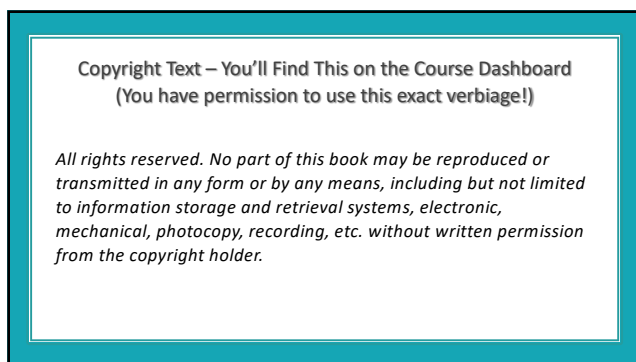
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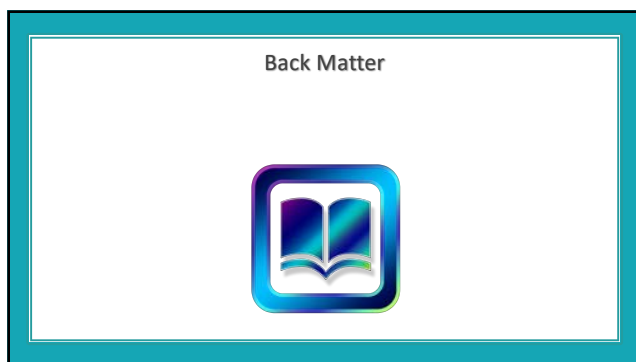
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**Types of Pages You Can Include in Back Matter**  
**There Are No Required Back Matter Pages**  
**Though it is Recommended**

Left-Hand Page	Right-Hand Page
Notes page	Notes page
Wrap up / reflection page	Wrap up / reflection page
Notes or blank page	Next Steps
About the author	Marketing page
Recommended resources	Recommended resources

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**Examples of Back Matter Pages**

*Time for Reflection*

What did you enjoy most about this journal program?

What did readers enjoy most about your journal?

People are going to ask you what your journal is about. Prepare a list to share with your readers.

Have anyone that question in your website.

98

*Time for Reflection*


How will it be to hold your journal in your hands?

How will you spend the week about your journal?

Who are the five people you'd like to know that you've published a journal?

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**About D'vorah**



D'vorah Lansky, M.Ed., is the bestselling author of *Time for Reflection*, *The 30-Day Health & Happiness Journal*, and *The 30-Day Health & Happiness Journal*.

Since 2007, D'vorah has taught and mentored journal authors and course creators strategies to thousands of authors and entrepreneurs across the globe.

D'vorah specializes in helping authors to build a business around their books, so they can reach more people than ever before with their work.

She's created and produced more than 40 online training programs and has published more than 10 books, journals and e-books.

View all of D'vorah's publications at [DvorahLansky.com](http://DvorahLansky.com)

Check out her blog and online courses at [DvorahLansky.com](http://DvorahLansky.com)

**Journal Publication Programs**

Take steps to get your journal into the hands of your audience!

Ready with D'vorah or Have Her Help You Get Your Journal Published?

Option 1: The Journal Creation System is a step-by-step training program taught by D'vorah.

Option 2: The Journal Publication Program will help you take your journal content and get it published. The program includes:

- ✓ Done-with-you journal layout & design
- ✓ Step-by-step training and templates
- ✓ Professionally formatted manuscript
- ✓ An attractive, customizable book cover
- ✓ An easy design for your journal cover
- ✓ Personalized support that walks you through the publishing process

Contact Us for Details About These Programs

1-877-444-QUICK  
[Dvorah@ShareYourBrilliance.com](mailto:Dvorah@ShareYourBrilliance.com)  
[DvorahLansky.com/journal](http://DvorahLansky.com/journal)

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**Section Divider**



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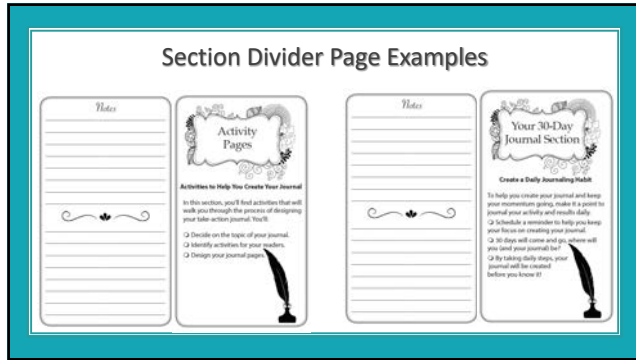
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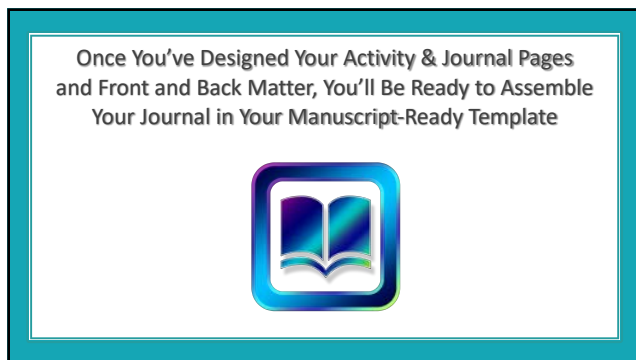
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**Take-Action Session - Refer to the Slides & Templates**  
*Create Your Front & Back Matter & Divider Pages*



**Take-Action Session**  
**Set Your Timer for Approximately**  
**30-45 Minutes**  
You may need more or less time.

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**Your Journal is Taking Shape**  
**Keep Your Momentum Going**



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**Your Next Step is to Plug Your Pages into Your Manuscript-Ready Template**

Once you have your journal draft completed, either in the pen and paper or side-by-side template, you're ready to transfer your content into your manuscript-ready template.

Look for your "manuscript-ready" templates in:  
PowerPoint – Keynote – InDesign

- Refer to your pen and paper and/or "type into" template and transfer your content into your manuscript-ready template.

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### Why We Use a Side-by-Side Draft First

- The reason you're encouraged to create your content in one of the side-by-side templates first, is so you can see easily see what your page spreads look like, at a glance.
- In InDesign you can do this from the get-go.
- In PowerPoint, Keynote and Canva you can only view one page at a time so it's difficult to visualize what your left/right page spreads will look like.
- [View the Bonus Tutorials on these software options.](#)

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### Take-Action Session - Refer to the Slides & Templates *Transfer Content to a Manuscript-Ready Template*



**Take-Action Session**  
**Set Your Timer for Approximately**  
**1-2 Hours**  
You may need more or less time.

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### Action Steps



- Create your front matter, back matter and section pages.
- Finish creating your activity and journal pages from module one.
- To move towards being able to publish your journal, be sure to complete the above action steps.
- Locate the manuscript-ready templates, begin to plug in your content.
- [Next module we will format your manuscript for publication.](#)

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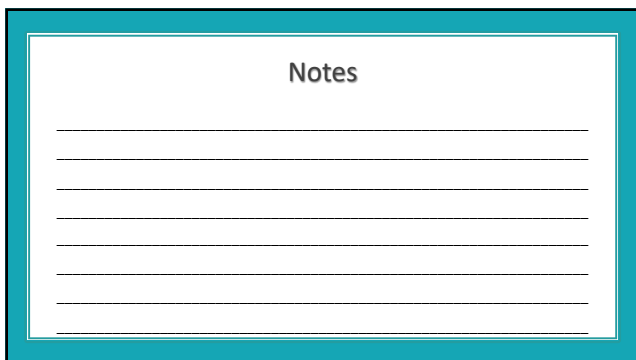
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