



### 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 97 Pages

- In order to have a spine on your book, you need to have at least 102 pages. As you add pages, the cost of your book goes up.
- Journal Pages: Two-page spread with divider before/after = 64 pages
- Front Matter: 10 pages (title page, pub. page, dedication, notes, introduction, notes, instructions, blank, activity page divider.)
- Activity Pages: 7 two-page spreads = 14 pages
- Back Matter: 9 pages (notes, wrap-up, notes, reflection, notes, questions, about the author, marketing page, last page blank.)

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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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## Front Matter




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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.

<i>Table of Contents</i>	
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 .....	88
Prepare to Publish .....	101
Journal Publishing Checklist .....	107
About the Author .....	110
Journal Publication Program .....	111
Next Steps .....	113

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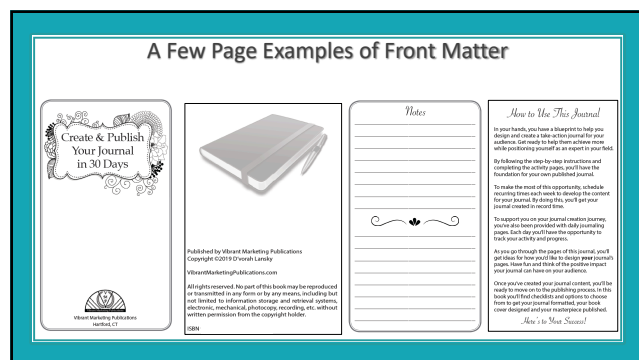
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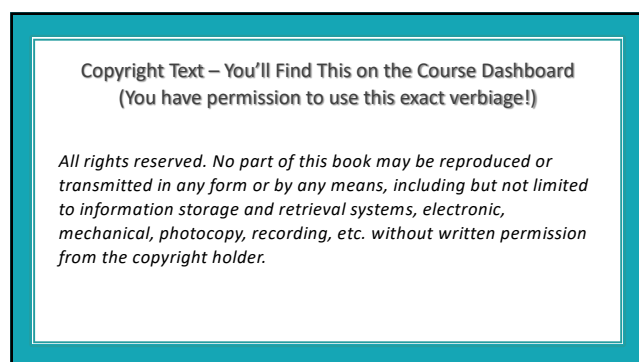
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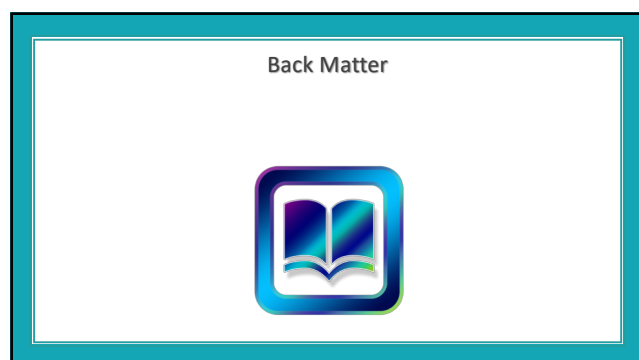
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Types of Pages You Can Include in Back Matter  
Only Title Page and Copyright pages are required.

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

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Examples of Back Matter Pages

*Time for Reflection*

What do you enjoy most about this journal process?

What will readers enjoy most about your journal?

People are going to ask you what your journal is about. Prepare a two to three sentence response.

Now answer that question in one sentence.

98

*Time for Reflection*

How well it feel to hold your journal in your hands?

How well you spread the word about your journal?

Who are the 101 people you'd like to know that you've published a journal?

99

About D'vorah

D'vorah Lansky, M.Ed., is the bestselling author of many books including: The Secret Guide for Authors series of workbooks and journals, and the My 30 Day Health & Happiness Journal series.

Since 2007, D'vorah has taught online marketing, journal publication and course creation 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 grow that reach and share their brilliance with the world.

She's created and produced more than 40 online training programs and has published more than 20 books, journals and workbooks.

Here are 42 journal publications at: [DvorahLansky.com](http://DvorahLansky.com)

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

Journal Publication Programs

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

Study 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 fine-tune 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, professional book cover
- ✓ Bar code design for your journal cover
- ✓ Personalized support that walks you through the publishing process

Contact Us for Details About These Programs and Ask Questions

[Dvorah@ShareYourBrilliance.com](mailto:Dvorah@ShareYourBrilliance.com)

[ShareYourBrilliance.com/journals](http://ShareYourBrilliance.com/journals)

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Divider Sections



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Section Divider Page Examples

Notes

Activity Pages

Notes

Your 30-Day Journal Section

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Design Your Front and Back Matter & Divider Sections  
and Add to Your PowerPoint, Keynote or InDesign  
“Type Into” Template for a Side-by-Side Page View



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Once You’ve Designed Your Activity & Journal Pages  
and Front and Back Matter, You’ll Be Ready to Assemble  
Your Journal in Your Manuscript-Ready Template



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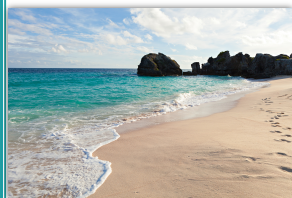
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Take-Action Session - Refer to the Slides & Templates  
*Transfer Content to a Manuscript-Ready Template*



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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What Will it Feel Like to  
Hold Your Journal in Your Hands?



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Here's to Your Success!



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Notes

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