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**PREFACE**

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# Introduction

# PART 1 [title]

# CHAPTER 1: [TITLE]

*[Insert a quote or principle that supports this chapter.]
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## Chapter Summary/Key Points/Action Points

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# CONCLUSION

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**Chapter Notes:** If your main text requires notes to amplify or document certain passages throughout the text, you may arrange the notes by chapter in a notes section. You would include any books you have quoted from or used for research (what you would normally put in the bibliography).

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A **glossary** comprises alphabetically arranged words and their definitions. Be sure to include one if you use terminology that is not generally known to the average reader or if you coin new words or phrases to explain your ideas.

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# BIBLIOGRAPHY

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**About the Author:** 300 word (approx.) bio. Includes:

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* High quality professional headshot
* Summary of yourself including your professional background, credibility, expertise, training, where you live, with whom you live
* What you do now – your services i.e. seminars, trainings, consultations
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