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**Notebooks, Outlines, Timelines, Deadlines, and Showtimes - developing professional discipline**

**I. Notebooks**

1. Pen and paper

a. office (master notebook)

b. car

c. purse or pocket

2. Retain — don’t discard

a. for legal reasons

b. to inspire and refresh

3. Writing notes to yourself

a. stay aware

b. know your weaknesses

**2. Outlines**

1. Very helpful in non-fiction

2. Can be helpful in fiction, but…

a. don’t try to force creativity

**3. Timelines**

1. Necessary in fiction

a. Write tight

b. don’t confuse your reader

2. Can be helpful in non-fiction

**4. Deadlines**

1. Self-imposed

a.helpful for self-respect

b. but give yourself grace

2. Editor-imposed

a. Critical

5. **Showtimes** - Basic presentation of yourself in interviews, public speaking, etc…

1. Have fun

2, Be honest

3. Be humble but be real

4. Emphasis on the message not the messenger (share knowledge, do not display knowledge)

5. Remember, you haven’t “arrived.” None of us has arrived.