



PROJECT SETUP / GUIDED CHRISTIAN JOURNAL

Journal Project Organizer

A simple place for your book plan, source material, ideas, and questions. Set up only what you need now; the system can grow as you write.

1 Give your project one home

Choose a main folder, Scrivener project, notebook, or binder. Use these five categories as a starting point; they can be folders, tabs, or sections in whatever system you already know.

01 Journal Plan	Your theme, intended reader, working outline, and decisions about the book.
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02 Source Materials	Existing journals, Bible-study notes, references, stories, and research.
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03 Manuscript	Your original daily entries, section introductions, questions, and responses.
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04 Future Ideas	Useful thoughts that belong in another book or can wait.
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05 Publication	Cover, formatting, and publishing files — mostly used later.
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2 Choose the tools you already know

Microsoft Word, Apple Pages, Google Docs, Scrivener, and paper notebooks can all work. There is no need to compare software or move all your existing material into a new system.

My main writing or organizing tool: _____

3 Your quick setup checklist

- ☐ Create one home for the journal project and its five categories.
- ☐ Create or save this organizer where you can find it again.
- ☐ Add just two or three resources to the Material Inventory on page 2.

KEEP IT MANAGEABLE

You do not need to sort years of journals or decide where every idea belongs. Keep useful material findable, then return to the course.



SOURCE MATERIALS / WORKING INVENTORY

Material Inventory

Record enough information to locate something when you need it. Start with two or three items today; add more only when they become relevant.

For handwritten notes, record the notebook and page. For digital material, record the filename, folder, or link. If someone else created the material, include its source when known.

MATERIAL OR IDEA	WHAT COULD BE USEFUL	WHERE TO FIND IT / SOURCE
EXAMPLE: Notes on Psalm 77	Remembering God's works during distress	Bible Study folder / Psalm 77 notes

SOURCE REMINDER

Keep track of books, speakers, websites, and other outside sources. Personal stories involving others may also require privacy or permission considerations later.



CAPTURE IDEAS / POSTPONE DECISIONS

Keep Moving Forward

Capture new thoughts without interrupting your writing. Important choices can wait until the lessons where you actually need to make them.

Decisions for Later

Write down a question and when you expect to revisit it. Leave the timing blank if you do not know yet.

QUESTION OR CHOICE	WHEN TO REVISIT
EXAMPLE: What size should the finished book be?	Publication preparation

New Ideas Worth Saving

Capture a new Scripture connection, personal experience, or possible future-book idea in a few words. You can decide where it belongs later.

Protect Your Work

- ☐ I know where my working documents are saved.
- ☐ I have a separate backup or dependable version history.

YOUR WEEK ONE FINISH LINE

Set up the project home, enter a few useful sources, and begin your Decisions for Later list. Your organizer is ready; it does not need to be complete.