

COMPLETED EXAMPLE / WEEK ONE / RACHEL (FICTIONAL)

Journal Project Organizer

Rachel's completed Week One organizer for Trusting God in Uncertain Times. She has only a starting idea and a few scattered resources—not a defined journal or manuscript.

1 Give your project one home

Rachel creates one folder named 'Trusting God in Uncertain Times' with five sections. The notebook and Bible margin notes remain where they are; she records how to find them.

01 Journal Plan	Working title and Rachel's initial idea. Audience and outline: not decided yet.
02 Source Materials	Notebook and Bible margin notes stay in place; this inventory points to them.
03 Manuscript	Empty drafting folder—Rachel has not written a daily entry yet.
04 Future Ideas	Possible later journal about praying through hard decisions (R10).
05 Publication	Folder reserved for later; no design, cover, or trim-size decisions yet.

2 Choose the tools you already know

Rachel will use Microsoft Word and her existing paper notebooks. She doesn't need new writing software or to digitize all her notes before moving on.

My main writing or organizing tool: Word + paper notebooks

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 / THREE WEEK ONE STARTING ITEMS

Material Inventory

Rachel records three items she can readily locate. This is enough for Week One; she hasn't evaluated every note, researched passages, or created a 30-day outline.

Her short descriptions capture possibilities, not conclusions. Original source identifiers R01, R02, and R04 refer to her preserved Starting Snapshot 01.

MATERIAL OR IDEA	WHAT COULD BE USEFUL	WHERE TO FIND IT / SOURCE
R01 · Spring 2023 journal	An uncertain career decision; praying about one concern each morning. The lesson is not yet clear.	Personal notebook, spring 2023
R02 · Notes on Psalm 77	Distress, hard questions, remembering God's works. Study passage in context later.	Bible margin notes, Psalm 77
R04 · Prayer notebook	Waiting for certainty versus seeking wisdom and taking a responsible next step.	Prayer notebook, undated

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 / RACHEL'S QUESTIONS FOR LATER

Keep Moving Forward

Rachel saves possibilities and questions rather than solving them now. This Week One example intentionally contains no finished audience definition, writing approach, or daily outline.

Decisions for Later

Rachel writes down the decision and the point when the course will help her make it.

QUESTION OR CHOICE	WHEN TO REVISIT
Who is this journal primarily for?	Week Two
Scripture-led or experience-led writing?	Week Three
Which 30 distinct daily topics will fit?	Week Four
What trim size and cover design?	Publication preparation

New Ideas Worth Saving

These ideas may be useful, but Rachel is not required to work on them during Week One.

R10: A separate prayer journal about hard decisions might be a future book.

R03: Several early trust questions sound similar; review when learning to write prompts.

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

Rachel has created a home, listed three resources, saved a future idea, and postponed bigger decisions. Her Week One organizer is complete—even though her book plan is not.