



Staying Organised

Writing a book means holding a lot in your head, characters, timelines, locations, ideas, half-written scenes, future chapters, and the occasional brilliant thought that arrives while you're making tea. Staying organised doesn't mean building a complicated system. It simply means keeping track of the things you'll need later, so you don't waste time hunting for them.

Keep a Simple Log of Key Details

A few basic lists can save you hours:

- character names, ages, relationships
- locations and their key features
- important dates or timeline markers
- recurring objects or symbols
- unresolved threads you need to return to

This isn't world-building for its own sake, it's a safety net.

Track Events as They Happen

As you write, jot down major events in the order they occur.

This helps you:

- avoid contradictions
- keep the timeline consistent
- see the shape of the story at a glance

It doesn't need to be pretty. A running list is enough.

Keep Notes for “Future You”

When you stop writing for the day, leave a note:

- what happens next
- what you’re unsure about
- what you need to research
- what you want to fix later

These notes keep momentum alive and stop you losing your place.

Store Ideas Somewhere Reliable

Ideas arrive at inconvenient times.

Keep one place, a notebook, a notes app, a document, where you drop:

- scene ideas
- lines of dialogue
- character moments
- questions you want to explore

This prevents the “I had a great idea yesterday... what was it?” problem.

Keep Your Structure Visible

Whether you’re a planner or a discovery writer, it helps to have a simple overview:

- a list of chapters
- a rough outline
- a map of character arcs
- a timeline sketch

You’re not locking yourself in. You’re giving yourself a compass.

Don’t Organise More Than You Need

The goal is clarity, not perfection. If a system becomes a burden, simplify it. If a detail doesn’t matter, don’t track it. Organisation should support your writing, not replace it.

A Quick Exercise

Open a fresh page and create four headings:

Characters - Timeline - Locations - Loose Ends

Under each, write whatever you already know. You now have a simple, flexible organisational system that can grow with the book.