

Hi everyone

I hope you had a great Easter weekend.

I have a few 'thank you' messages to send today. Firstly, thank you to those of you who contacted me when I shared the news that Infinite Growth had become a finalist in the [2012 Small Business Champion Awards](#). I appreciate your messages of support.

Thank you also to those of you who sent your RSVP for [Australia's Biggest Morning Tea](#) which I'm co-hosting with The Parramatta College on Wednesday 2 May. If you haven't done so as of yet, could you please [RSVP](#) so that we can cater for the morning tea. If you're coming along feel free to bring colleagues and friends.

Finally, thank you to those of you who sent me suggestions for possible candidates that I can interview for my book on leadership. Keep them coming in!

I've recently been working with clients on their writing skills and in particular on the importance of developing outlines for their business documents. This month's article provides a four-step process to creating an outline for your reports and proposals.

As always I welcome your feedback. You can make a comment or provide feedback by replying to this email, leaving a comment at the end of the article or by joining [Infinite Growth on Facebook](#).

Until next time
Maria



PS: [You can RSVP for our morning tea here](#)

PSS: A special welcome to my new newsletter subscribers! I look forward to your feedback and suggestions.

Let's Connect

For communication tips, articles, videos and special offers connect with [Infinite Growth on Facebook](#).

About Infinite Growth

[Infinite Growth](#) delivers [workshops](#) and [coaching sessions](#) for individuals and teams in:

- [Presentation skills](#)
- [Business writing](#)
- Communicating effectively with [clients](#) and [colleagues](#)

Infinite Growth also offers [Communication Packages](#) and a [Self-Study Business Writing Program](#).

[Contact Maria](#) to book a complimentary session to discuss your business communication needs.

Four steps to creating an outline for your proposals and reports

Do you find it difficult to begin the writing process for your business documents, especially reports or proposals?

Have you ever found yourself in one of these situations?

- You have limited time to complete your document
- You're not clear as to what you need to produce
- You have too much information and sifting through it all is wasting time



When you're in one or all of these situations an outline can save you time and can help you to become clear as to the essential components of your document.

Benefits

There are many benefits gained by creating an outline. These include having something to follow during the writing process, being able to break the task into manageable parts and ensuring no information is left out.

In this article, I've applied the concepts of creating an outline specifically to writing proposals and reports.

Creating an outline

An outline is the skeleton of the document - it shows you what you should write and at what point. Follow these four steps to create an outline for your document.

Step One - Key result

Write the key result as you understand it. When doing this consider these questions:

- What specific outcomes should this project produce?
- Which outcomes are most important?
- What business needs do the outcomes address?

When writing the key result it's important to write it as a concise sentence. You don't want to be referring to paragraphs in the following steps when you revisit your key result.

[Read the full article for the four steps to creating an outline for your proposals and reports here](#)

Would you like assistance with your business writing?

If you'd like assistance with your business writing, [contact me](#) today.

I provide group workshops, one-to-one coaching sessions, a self-study program as well as packages. All sessions are tailored to your specific needs.

[Find out what clients are saying about my programs.](#)

If you know someone who could benefit from this newsletter feel free to forward it to them.

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