

The FaithFocusFlow® Digital Workflow & Toolbox for Leaders Who Write

A creator's guide for getting your ideas out of
your head and on to paper.



BY TASHA (TC) COOPER

My 7 Step Digital Workflow and Toolbox

Hello Faithgineer® and Friend!

The Internet is filled with all types of tools and resources to help you become a better writer. There are so many resources that you can become overwhelmed and not use any of the resources at all if you're not careful.

To help you stay out of overwhelm and into extremely productive writing, I'm sharing my 7 Step Digital Workflow and the tools I use to stay focused, productive, and excited in the creative progress.

If you have any questions, hit me up on social media or within the FaithFocusFlow® Institute for Leaders' private community.

It would be my pleasure to support you. All social media handles are on the last page of this resource guide.

All the best to you!

Coach TC

Tasha (TC) Cooper

Let's get started!

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- 1. Collect your ideas in all forms (*e.g., text, photos, voice recordings*), in one place, across all of your devices - desktop and mobile.**

[Evernote.com](https://evernote.com): Keep up with all of your ideas, photos, and voice recordings in one place, across multiple devices - mobile and desktop. Evernote is also a useful tool for collaboration. Evernote offers a free and paid version.

- 2. Make it easy to collaborate with others - your editors and maybe beta readers too.**

[Gsuite.Google.com](https://gsuite.google.com): Google Suites offers an array of tools that work similarly to Microsoft products. Use Google Docs (*similar to Microsoft Word*) to use “track edits” and “make comments” features to work with different types of editors or feedback from beta readers. Use Google Sheets (*similar to Microsoft Excel*) to do things like work with your book, blog, or business launch team.

- 3. Flow in your voice. Write it or speak it - the choice is yours.**

[Rev.com](https://www.rev.com): Turn your voice recordings or videos into words at \$1.25 per minute. Use the desktop or the app to access these transcription services.

[Otter.ai](https://otter.ai): For shorter audios, consider Otter.ai. This resource is a free alternative to Rev.com that gives you 600 minutes free per month, for which you can submit audio recordings up to 40 minutes each.

4. Find new ways to express yourself, expand your vocabulary.

PowerThesaurus.org: Express yourself more accurately and artfully by expanding your vocabulary. The Power Thesaurus is a 100% free resource that can help. I love it.

5. Put your best effort forward when sharing your work with the public or an editor. Make your writing as mistake-free as possible.

Grammarly.com: Increase your confidence in publishing your blogs or submitting a draft of your manuscript to your editor using Grammarly. This tool corrects your grammar, and the paid version provides feedback on your writing, including suggestions for sentence restructure, clarity, conciseness, and tone. The premium version also detects plagiarism.

Hemingwayapp.com: HemingwayApp is an alternative to Grammarly, although with a slightly different focus. This tool focuses on sentence structure and readability.

6. Don't get lost in the weeds. Organize your text as you become more clear about the story or journey.

Scrivener: When you have many ideas for your manuscript or blog series and don't yet know where they fit into the big picture of your them and story flow, Scrivener can help. This tool makes it easy to write down your ideas in segments and arrange and rearrange the sections as you gain clarity. Scrivener organizes everything you write into an outline that you can adjust as you add additional content. This structure helps to organize your thoughts. Scribner also has templates for various types of writings - like fiction, essays, and even comic books! :)

Ulysses.app: Ulysses is an alternative to Scrivner. This tool is great for bloggers and writers who publish primarily online because the app makes it easy to post directly on a WordPress website and the Medium.com website, which is popular for online writers.

7. Create an atmosphere that inspires you. Get away from the busyness and distractions of real life - physically or virtually.

Ommwriter.com: Ommwriter is a cool app that provides space to type against a natural background, various soothing sounds, and a function that allows you to hear the words as you type them. When used with headphones for listening, this tool creates an atmosphere where you'll feel like you're getting away to write, without leaving your desk. One of my favorite things about this app is the feature that turns the app off when you exit the writing areas. No multitasking or digital distractions allowed; Ommwriter forces you to flow into your writing zone and stay there until you're done.

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Now that you have a blueprint for how to start or uplevel your creative flow, the rest is up to you. Let us know if we can help.

Our contact form is available to you at www.FaithFocusFlow.com.

About TC Cooper

Tasha (TC) Cooper is an attorney, executive coach, and Amazon best-selling author.

She is the president of [Upward Action LLC](#) – a social media training company that helps thousands of leaders maximize the power of social media and digital technology to increase impact, expand influence, and diversify income –in alignment with their core values.





TC is also the founder of the [FaithFocusFlow® Institute for Leaders](#) - a division of UpwardAction® – where she helps thousands of faith-based business owners, executives, and managers worldwide build sustainable success on Biblical and Character-based principles.

She is a graduate of Columbia Law School (New York, NY), where she was a Harlan Fiske Stone Scholar, and Hampton University (Hampton, VA), where she graduated from the Honors College. TC resides in Washington, DC. You can check out her business resource books and planners at www.UpwardActionMedia.com.




Keep up with TC on Instagram at [Instagram.com/AbsolutelyTC](https://www.instagram.com/AbsolutelyTC), Twitter at [Twitter.com/AbsolutelyTC](https://www.twitter.com/AbsolutelyTC), and her personal website www.AbsolutelyTC.com.

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FAITHFOCUSFLOW® INSTITUTE FOR LEADERS

Our award-winning programs are designed, developed, and built to help founders, owners, leaders, and change-makers (aka Faithgineers™) be excellent in three key areas;

Christ-Centered Decision-Making:

Align all decisions with biblical principles using our proprietary frameworks and formulas.

** Significantly impact your marketplace.*

Values-Based Messaging and Branding:

Develop values-driven messaging and social content using biblically-sound filters.

** Increase your marketplace influence.*

Online Business Structures and Systems:

Build automation and scale protocols for business optimization.

** Expand your marketshare.*

**QUARTERLY AND MONTHLY
PLANS ARE AVAILABLE!**

GET ON OUR WAITLIST TO ENROLL!

www.FaithFocusFlow.com/Institute

Successful founders, owners, leaders who are looking to align their business practices with God's purpose, often come to two looming questions:

1. Up until this point in time, has my life been impactful?
2. How significant is my work?

Significance comes with the legacy you build and the lives you ultimately touch.

Our clients seek to infuse Kingdom principles into their industries and marketplaces.

At the FaithFocusFlow® Institute for Leaders, we are committed to helping our clients ALIGN their work with their faith to significantly impact the marketplace and expand their market share.

This is what we do and we'd love to do it for you. Join us!



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