



Kit&File

FREE SAMPLE · 6 PAGES

SERIOUS DRAFTING KIT · FREE SAMPLE

Serious Drafting Kit

A source-grounded drafting workflow for complete, defensible writing with human authorship intact

IN THIS SAMPLE

1. What this is and who it's for
2. Build One Complete First Draft
3. Define the Draft's Job (Module 1 of 6)
4. Workbook: Drafting Brief

\$29

FULL KIT · TRACKER SPREADSHEET, GUIDE, PHONE REFERENCE, PROMPT LIBRARY, QUICK REFERENCE, FILLABLE WORKBOOK

Less content. More use.

What This Is, Who It Is For

FIT What this is

This is a guide, workbook, prompt library, and drafting tracker for producing a complete first draft before detailed editing begins.

FIT Who this is for

For professionals, creators, founders, consultants, and subject-matter experts writing guides, proposals, articles, reports, lessons, or other consequential material.

By the end, you will have:

- A drafting brief and labeled source packet.
- A reader-question outline and complete rough draft.
- A completeness review with every gap assigned.

WHAT THIS IS NOT

It is not ghostwriting, automatic authorship, permission to invent sources, or a substitute for expert, legal, compliance, or editorial review.

Build One Complete First Draft

Use one real assignment. Define the job, assemble the source packet, outline the reader path, and complete every required section before polishing.

WORKFLOW The Sequence

1. Write the reader job, boundaries, and definition of complete enough.
2. Label the approved sources and unresolved questions.
3. Outline the reader's questions in order.
4. Draft every section at rough quality, then run the completeness gate.

STOPPING POINT

Do not let a polished opening hide an unfinished document.

1. Define the Draft's Job

A topic is not a writing assignment. A usable draft begins with a reader, a purpose, an output, and a decision about what belongs outside the boundary.

WHEN YOU'RE DONE

You have a one-page drafting brief that makes the job and limits visible.

CHECKLIST

Do this now

- ☐ Name the reader and the situation that brought them here.
- ☐ State what the draft should help them understand, decide, or do.
- ☐ List required sections, evidence, and examples.
- ☐ Write the exclusions and the definition of complete enough.

WORKED EXAMPLE

'Write about onboarding' becomes 'Draft a manager guide that helps a new hire complete day-one access, meetings, and first-week expectations without asking where to begin.'

Reflection: What should be different for the reader after this draft exists?

Drafting Brief

Turn the assignment into a reader job, boundary, source requirement, and definition of complete enough.

WORKSHEET

Drafting Brief

Reader and Situation:

Draft Job:

Required Sections and Evidence:

Explicit Exclusions:

Completion Standard:

Want the rest of Serious Drafting Kit?

A blank page is rarely the real problem. The harder problems are an unclear assignment, scattered evidence, a weak reader path, and polishing before the whole draft exists.

THE FULL KIT INCLUDES

- Tracker spreadsheet (CSV)
- Guide (Letter and A4)
- Phone reference
- Prompt library
- Quick reference (Letter and A4)
- Fillable workbook (Letter and A4)

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