

**Greymouth called**

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# What I learned in Greymouth

I travelled to Greymouth to explain the numerous job opportunities doing brain work at home on the Coast for clients elsewhere in New Zealand - and overseas.



The whole idea of working part time in Hokitika or Cobden or Reefton for clients in Wellington, Sydney, London or Dublin took some explaining. My public lecture lasted two hours.

I explained how, prior to the 1980s, New Zealand was geographically isolated from Europe. International toll calls and plane tickets were expensive. An airmail letter to UK took a week.

But now we have the Internet, emails and Skype. Suddenly the whole world is open to us.

The Coast is renowned for producing reliable, well-educated people. I met lots of them. The public library was buzzing.

I explained the benefits of using personal knowledge of work or hobby experiences. It's fun being a professional proofreader working on 101 diverse topics. Getting paid in dollars, English pounds or Irish Euros is always welcome.

The West Coast's scenery is stunning; the locals were warm and welcoming. They bounce back well after hardship or adversity.

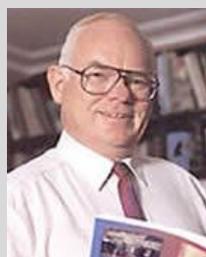
## What did I learn?

You can buy a modern, three bedroom house in a lovely area with sea views for \$169,000.

Local services such as restaurants, cinemas, schools and hospitals are top class.

When summer returns, tourists will flock to the Coast again in their thousands, bringing fat wallets.

It's a place of long tales and longer memories, too. If you want to make a 'Coaster' angry, remind him of the 'short rugby match' in 1932 when West Coast team were poised - about to take the Ranfurly Shield from Canterbury. But the Coast team was thwarted when referee Empson misread his watch and blew full time on the match **five minutes early**.



**Brian Morris** | Principal

That day was possibly the closest the Coast came to war until 1939. □

## On NZIBS website

Learn new skills and create a new career for yourself.

### Freelance Travel Writing and Photography:

[http://nzibs.co.nz/?page\\_id=40](http://nzibs.co.nz/?page_id=40)

### Journalism and Non Fiction Writing

[http://nzibs.co.nz/?page\\_id=38](http://nzibs.co.nz/?page_id=38)

### Sports Journalism

[http://nzibs.co.nz/?page\\_id=60](http://nzibs.co.nz/?page_id=60)

### Internet Entrepreneur

[http://nzibs.co.nz/?page\\_id=1726](http://nzibs.co.nz/?page_id=1726)

### Creative Writing

[http://nzibs.co.nz/?page\\_id=28](http://nzibs.co.nz/?page_id=28)

### Romance Writing

[http://nzibs.co.nz/?page\\_id=58](http://nzibs.co.nz/?page_id=58)

### Mystery and Thriller Writing

[http://nzibs.co.nz/?page\\_id=50](http://nzibs.co.nz/?page_id=50)

### How to write poetry

[http://nzibs.co.nz/?page\\_id=44](http://nzibs.co.nz/?page_id=44)

### Writing Stories for Children

[http://nzibs.co.nz/?page\\_id=83](http://nzibs.co.nz/?page_id=83)

### Writing Short Stories

[http://nzibs.co.nz/?page\\_id=79](http://nzibs.co.nz/?page_id=79)

### Writing Your First Novel

[http://nzibs.co.nz/?page\\_id=85](http://nzibs.co.nz/?page_id=85)

### Life Coaching

[http://nzibs.co.nz/?page\\_id=46](http://nzibs.co.nz/?page_id=46)

### Digital Photography for Beginners

[http://nzibs.co.nz/?page\\_id=30](http://nzibs.co.nz/?page_id=30)

### Professional Freelance Photography

[http://nzibs.co.nz/?page\\_id=130](http://nzibs.co.nz/?page_id=130)

### Proofreading and Book Editing

[http://nzibs.co.nz/?page\\_id=56](http://nzibs.co.nz/?page_id=56)

Information on any course we provide is available by telephone: **09 5329059** or **0800 801994**. You already have one foot on the first rung of a ladder. Your climb could take you to the stars.

Call **Carol Morris** | Registrar

## Where to find your first proofreading jobs

From Grad's Club Report #1090  
by **Brian Morris**  
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**A newly graduated student** asked me, "Where and how do I find my first paying clients?"

Yes, she has done some free 'pro bono' jobs within her community, and gathered a handful of testimonials which show:

- she can do the work required of a proofreader.
- she is easy to work with.

Yes, she got her friend with a smart phone to take TEN head'n'shoulders portraits of her. She selected the best one.

Yes, she has got on to [www.vistaprint.co.nz](http://www.vistaprint.co.nz) and her business cards will arrive soon.

### Now to the first SMART MOVE:

Google: "classicCars.FORUM.com" or "TroutFishing.ChatRoom.com"  
Put ONE of your 40 topics into the Google SEARCH box. Eg.: sewing, weaving, collie dogs, having first baby, adult university student etc.

Hundreds of GROUPS will pop up.

Scroll down them until you see a group which you think you have affinity with. Scan the posts. Settle on ONE. Let's choose 'adult university student'.

### Now, the second SMART MOVE

Use the SEARCH box again. Type "Write a book". Hit Search. Or . . . Type into the search box "Write a term paper". Hit SEARCH.

In a few nanoseconds you'll see all the people who are declaring to the world "I'm about to write a term paper".

These are your PRIME PROSPECTS.

You'll see what people have posted. Look for posts that have just been made. For instance . . . Just an hour ago (so the news is red hot current) Kathleen Simard commented: "I have a lot of things to write in the next weeks. Papers for university, creative works for competitions and articles for the university newspapers..."

She is going to need your help!

### Now, the third SMART MOVE.

Click on Kathleen Simard's name.

Post a reply along these lines (which you should have drafted earlier, so it is 100% error-free):

*"Greetings Kathleen, I know the panicky feeling when you've got uni papers to submit and deadlines are looming. I'm sure I can save you hours of time. I'm a professional proofreader and I could find and fix any spelling mistakes or grammar errors in your assignment material within a few hours.*

*"I can normally proofread 10,000 words within 8 hours - maybe while you're sleeping! Let me know the topic, length and deadline. I'd like to help you. Sheryl C in Nelson."*

You can do that 'search and send query' 30 times in an hour. When you do, you've planted 30 seeds.

Do it all again tomorrow, with a **different topic** from your list of 40 topics. You might not get far beyond your first ten topics before your seeds start to show some life.



## Job Opportunities

[Early Morning Sub-Editor](#), Fairfax Media, Sydney  
Work to a style guide to weed out typos and grammatical errors for Allure Media. Closes 14 August.

[Reporter](#), Fairfax Media, Tamworth  
Write stories for regional daily newspaper, The Northern Daily Leader. Closes 13 August.

[Dairy Exporter Editor](#), NZX Agri, Wanganui  
Control content for management magazines, New Zealand Dairy Exporter and Country-Wide, and Farmers Weekly newspaper. Closes 10 August.

**All these jobs were listed on the Student Discussion Board SDB when first found.**

That may have been several days ago! But there may have been no suitable applicants. **If the date has expired apply anyway!**

Click the link in **BLUE**

[Advertising Feature Writer](#), Fairfax Media, Christchurch  
Write online and print features for The Press. Closes 12 August.

[Digital Content Writer](#), Castleford Media, Auckland  
Write online video scripts, news articles, blog posts and whitepapers. Immediate start. Apply today.

[Wedding Photos and Video](#), Dreamlife Photos & Video, Auckland  
Capture wedding footage of all cultures. Flexible working arrangements. Apply today.

**If the closing date has passed, ask whether the position was filled. You could still be considered for it.**

[Journalist](#), Blenheim Sun Newspaper, Marlborough  
Write local news for a twice-weekly newspaper. Apply today.

[Graduate Editorial Writer](#), Castleford Media, Auckland  
Research and write for business, real estate, health, travel and technology clients. Immediate start. Apply today.

# Proofreading Pays Plenty

Graduate **Trish Heketa** talks about her success and business, after studying with NZIBS.\*



"Doing the NZIBS Proofreading & Editing diploma course was the best thing I ever did," said Trish Heketa. "It opened up a whole new career in editing for me and I've never looked back."

Trish now works part-time as a sub-editor on a range of education and health publications and runs her own business, proofreading and editing corporate documents and tertiary theses from her home office in suburban Wellington.

You can find her on [LinkedIn](#), or at her [ProofSmart](#) website. Look for **Patricia Heketa**.

\* You too can have success like this. Talk to Carol Morris (her details are on the facing page) about studying **Proofreading and Editing**.



# Have you got a Writing Buddy?

From **Grad's Club Report #726**

by **Jennifer Lawler & Bev Bachel**  
Adapted/shared for educational purposes.

All writers have something to work toward, whether it's seeing your byline in a magazine, ezine or blog, getting your novel finished, or just getting to the end of whatever short story you're writing.

A writing buddy can help you keep your writing goals on track.

Perhaps you've already come up with some concrete, manageable goals to direct your writing life. For example:

● **"Write 2000 words every day."**

● **"Send queries to five different magazines every week."**

● **"Post on your blog daily."**

That's great, but for some of us, the isolated nature of writing makes us weak taskmasters. If no one knows you didn't meet your 2000w-a-day minimum, it's too easy to let it slide.

That's why you need a goal partner—someone to keep you honest. If you say you'll finish a first draft by the end of the month, your goal partner will encourage/coax/remind you until you get it finished. If your goal partner buddy plans to query three publications each week, you'll be there to ask "Did you do it?"

Writing organisations (like NZIBS), classes and events are great places to find such a buddy. Here's some ideas to help you pick the right one.

## SEEK A LIKE-MINDED PARTNER

Find someone who shares some of your interests and is at a similar stage in his/her career. Science writer Catherine Dold, a member of a buddy partnership group called Cosmic Marketing, says, "If you're trying to place one short story a year, you won't be comfortable with a buddy who needs to make a living as a full-time freelancer."

If your goals are too different, you may have trouble helping and supporting each other. Keep looking.

## ACCEPT NO EXCUSES

Buddy partnerships work best when you're accountable to each other. Writers Marcia Turner and Sandra Beckwith have seen first-hand the importance of making their goals a priority. Beckwith says, "Most recently, Marcia helped me reach my goal to set goals. She said, 'We should meet to review our goals,' so we set a time. If she hadn't initiated that, I probably would have procrastinated indefinitely—because goal-setting isn't billable."

## AGREE ON THE RULES

Will you talk once a week or once a month? Telephone or email or skype? Will you focus on career goals, personal goals or both?

Dold says, "We meet first to identify and second to reach our goals. We agreed to focus on business. We don't critique each other's work. We review query letters, that's all."

Another pair of writers might benefit from a different set of rules— if they're more focused on goals related to writing skills they might want to workshop their stories with each other.

## BE OPEN WITH YOUR GOALS

Be honest with your buddy. If your goal is to write sappy love poems, own up. Share your specific goals with your buddy: How many books do you want to write and sell? How much money do you want to make?

Talk openly and honestly about what you want to see happen with your career. [Barbara DeMarco-Barrett](#), author of *Pen on Fire* spends most of her time writing nonfiction. But her real goal is to finish her novel. She has a regular meeting time with her buddy to 'freewrite'. They work on timed exercises.

## BE FREE WITH YOUR SUPPORT AND INFORMATION

Buddies Turner and Beckwith share resources and encouragement.

"I had an idea for a business article and Marcia said, [My Business](#) the Aussie magazine might be interested in that," Beckwith says. "I stopped by her house and picked up a couple of back issues to peruse before I wrote my pitch."

## TRACK YOUR PROGRESS

Measure what you want to improve. If you want to have more time for one project, **measure** how much time you're spending on other tasks.

If you want more paid assignments, measure your sources to find out which give you the most paid work.

When we (Lawler and Bachel) first started working as buddies, Jennifer kept wondering where all her writing time was going. Bev suggested she use a time sheet to track her daily activities. **Student Handbook** p8.

Good idea. Jennifer found she wasted several hours a day surfing the Internet (although she often called it "research"). Cutting down that activity made Jennifer more productive!

For each goal your buddy has, ask for a regular progress report, such as a daily email listing the number of new queries sent, or a monthly graph tallying your freelance income.

## TAKE A HOLISTIC APPROACH

Buddies help each other achieve their goals. But they also help each other deal with the blockages that get in the way of success, such as **perfectionist tendencies** and fear of rejection.

Sharing your non-work issues with your buddy will help you clear the way for achieving your goals.

One of Jennifer's biggest problems was trying to juggle all the elements in her very busy social life.

She had an increasingly successful writing career to schedule time for, plus single parenting, and home-schooling her disabled daughter, martial arts practice (Jennifer's hobby) and the occasional night out with friends. Bev came up with some simple solutions: She gave Jennifer 'permission' to hire helpers, suggested Jennifer give her daughter more responsibility for self-care and made her promise to set aside just one night a week for friends.

If the focus had been solely on making sure Jennifer met work-related goals, she wouldn't feel as satisfied with her life and career as she does now.

## CELEBRATE EACH OTHER'S SUCCESSES

Send congratulatory cards. Take each other to dinner. Send a small gift when a goal or milestone is reached. It's fun to get rewards—but more importantly, they **help you stay motivated**.

When Turner achieved her goal of breaking into a major women's magazine, Beckwith did the happy dance with her. Beckwith treated Turner to lunch when Turner finished her book manuscript.

Take the time to find and work with a buddy and that bestseller might not be so far out of reach after all.

Ask the NZIBS Registrar to suggest someone suitable for you.



## Job Opportunities

[Technical Writer](#), Sourced Ltd, Christchurch.  
Translate technical specifications into plain English. Apply today.

[Motivated Carer/Life Coach](#), Here's Hoping, Invercargill.  
Work with a young man towards annual and long-term quality of life goals. Closes 16 August.

[Rehabilitation Coach](#), Goodwood Park Health, Auckland  
Provide 24 hour, high-level rehabilitation to male-only clients in a gated community. Closes 30 August.

**All these jobs were listed on the Student Discussion Board SDB when first found.**

**That may have been several days ago! But there may have been no suitable applicants.**

**Has the application date expired? Apply anyway!**

[Support Worker](#), Enrich+, Hamilton.  
Coach individuals to build self-esteem, establish their work ethic and to achieve their life dreams. Apply now.

[Astrophotographer](#), Earth & Sky, Mackenzie Country.  
Deliver guided astronomical tours through the lens of a camera. Closes 15 August.

[Communications Officer](#), University of Canterbury, Christchurch  
Shape the look of university publications, promotional material and social media communications. Closes 2 August.

[Technical Writer](#), Scientific & Technical Recruitment, Auckland  
Draft regulatory submissions and quality management system documentation. Apply today.

**If the closing date has passed, ask whether the position was filled. You could still be considered for it.**

[Digital Editor](#), The Urban List, Auckland  
Manage a team that creates Auckland's top cultural guide. Apply today.

## Organisations

### Society of Authors

The NZ Society of Authors works in the interests of authors in New Zealand. The Society is guided by values of fairness, accountability and responsiveness.

The mission of the Society is to support the interests of all writers in New Zealand, and the communities they serve.

Join here: (Student rate applies)

<http://www.authors.org.nz/>

**How to get a job** is an ebook you'll find at Amazon.com This short \$5 book gives you all the steps for getting a job - age 16 to 65. Click here for the book.

<http://tinyurl.com/pgvgjky>

Call 0800-801994 for a chat about your other career options.

### The Poets Society

Membership of the New Zealand Poetry Society entitles you to their bimonthly magazine and reduced entry fees in their competitions.

Several other benefits include a members-only website page.

<http://www.poetrysociety.org.nz/join>

### New Zealand Freelance Writers' Association

Have you found their site? If you haven't found a suitable writer's group locally, look online. Here's where you can go to connect with other writers - wherever you live.

<http://www.nzfreelancewriters.org.nz/>

### Romance Writers of NZ

This non-profit organisation was founded in 1990 by Jean Drew (NZIBS tutor). RWNZ has over 260 members (published and unpublished writers) from NZ, Australia, USA, UK and SA.

<http://www.romancewriters.co.nz/>

MEDIA caps for NZIBS graduates

- ❖ Journalist,
- ❖ Sports Journalist
- ❖ Photographer
- ❖ Travel Writer.

If you'd like one, please send \$10 and a letter detailing your name, postal address and former student number. One size fits all.



## You're never too old to learn something new

by *Paula Holland Smits*

**I freely admit: I am afraid of deep water.** I remember (or I was told by my parents, which is more likely) that, as a toddler, I was dragged out to sea by a big wave when we went to the beach a couple of days after a hurricane.

Not that this kept me from going into the ocean or the shallow end of a pool after that. I felt safe while I had my feet on the bottom.

But I never learned to swim, despite lessons in college and at the YMCA, because I couldn't relax in deep water.

Even while trying to swim in shallow water, the need to immerse my face was so difficult for me. I never practised. I didn't enjoy it. It was always a struggle.

Add to this fear a reality that no black girl wanted their pressed hair wet. More recently, hair tends to be processed, but we still don't want it wet.

I never could coordinate the breast stroke, so swimming head-up with perfectly coiffed hair, as I have seen many women effectively do, is not an option for me. At least, not yet.

Yes, I am hopeful because, against all odds and due in no small part to the badgering I've received from a friend, I have learned to snorkel in my dotage.

I love it. Give me the mask, a snorkel and flippers (and the buoyant salty calm of the Aegean), and I am unstoppable! Well, probably unstoppable.

I did have to work hard on my fear. My new skill, and now my pastime, didn't come easily.

It took me a while to accustom myself to the feel of the snorkel. I also struggled to pull the flippers on when I couldn't put my feet on the bottom.

Time passed. It seemed ages before I was able to just relax and swim out of my depth. I had snorkeled once previously, 35 years before now, on a trip to Crete. It had been a bad experience. I don't remember quite what happened, but I lost the snorkel and had to swim quite a long way back to shore, telling myself the whole time not to panic.

I told myself I'd be fine, and eventually I was, after shivering on the beach uncontrollably for about two hours.

But my second experience has opened up a new world. Now I enjoy swimming out into deep water. At first, simply looking at the sea life under the surface was enough. But soon I wanted to emulate my friend who could dive down and retrieve shells and pretty stones - mostly beautiful marble fragments- from the sea floor.

She tried to show me how to dive. But it's a skill you learn through doing it, like learning to balance yourself when riding a bicycle. It's not something someone can show you. There's quite a knack to it: propelling yourself downward to grab whatever pretty bauble attracted you, then relaxing so you'll float back up to the surface.

I had quite a few failures, but I have now got to the place where I can usually be successful, as long as it's not too deep. My friend can go deeper than I can, probably she has stronger legs for propelling herself.

I still need to challenge myself to swim without the equipment, perhaps finally learning the breast stroke. Then, perhaps I could even go for a scuba-diving license? The ocean floor is my new goal. □.

## Watch out, the Defender is about

Reproduced for educational purposes.

**Can you find 25 spelling errors.**

An 84-year-old Aucklander's slumber on the Zurich-to-Seoul leg of her long-haul, red-eye journey home was disrupted by the passenger in the seat behind.

That passenger was using a 'Knee Defender', a simple gadget designed to protect a person's leg-room by preventing the seat in front from reclining.

Mrs Russell was travelling with her husband on a Korean Air flight.

"Dinner was served and it was nearing midnight when the lights went out and most passengers settled down to sleep," she said. "Some time later I waked up and twisted and turned uncomfortably in a rather befuddled state."

She suspected the Knee Defender was at play. "The Korean man behind me probably thought the little old lady in front of him was fair game and didn't know anything about anything."

But having worked for the now defunct Air Wales and NAC, New Zealand's former domestic airline, Mrs Russell said she kept up with airline news and had heard of the seat-locking devices.

Invented in 2003, the innocuous-looking little clips were created to "defend the space you need when confronted by a faceless, determined seat recliner who doesn't care how long your legs are or anything else that might be back there," said a description on its seller's website.

They work by clipping on to the arms of opened tray tables, preventing the seat in front from reclining. But these devices can - and have - created tension as the battle between leg-room and the right-to-recline rages.

Several airline company's, such as Air New Zealand, Singapore Airlines, and Qantas have banned use of the device, as it has led to mid-air conflict on their flights.

The Civil Aviation Authority said depending on the situation, passengers who did not compete with an airline's conditions of carriage could be deemed unruly and given a written warning, fined or in exceptional circumstances fierce prosecution.

Late last year, three US flights in nine days were forced to divert as enraged passengers clashed over the limited space between a reclining seat and one's knees - in one case a woman threw water in the face of a man who had tried to use the device on her seat.

Some thing it's a good gadget.

Winston Aldworth, travel editor: "They may take away my leg room, my breathable air, my drinkable coffee and even my eatable food. But they will never take away my reclining seat."

NZIBS Principal Brian Morris thinks these things should be banned.

"If the seat I have paid for is able to recline then no other passenger has the right to interfere with it. You could ask me not to recline and, being an agreeable chap, I'd generally put my seat back up.

"But clipping one of these things in place is the passive-aggressive version of prodding a traveller in the chest. You're asking for trouble."

Here are some rules about seat reclining, some unwritten:

Rule 1: Keep your seat up when meals are served.

Rule 2: Always look sheepish when making eye contact with the person seated behind you.

Rule 3: Be reasonable.

If we all stick to Rule 3, we won't need the other rules at all.

## Job Opportunities

[Magazine Designer](#), Hayley Media, Auckland  
Create a fresh look for the NZ Engineering News online and in print. Apply today.

[Inbound Marketer](#), Doubledot Media, Christchurch  
Build a powerful online brand. Apply today.

[Technical Writer](#), Recruit IT, Wellington  
Write technical material across blogs, web content and manuals. Apply today.

[Unit Standards Writer](#), Blue Sky Recruitment, Wellington  
Design and write NZQA unit standards. Apply today.

**All these jobs were listed on the Student Discussion Board SDB when first found.**

That may have been several days ago! But there may have been no suitable applicants.

**Has the date expired? Put yourself forward anyway!**

[Technical Writer](#), Potentia Recruitment, Auckland  
Write training manuals and give training on new products. Apply today.

[Team Coach](#), Pathways Health, Auckland  
Create mental health and wellness opportunities that enable people to live their dreams. Closes 9 August.

[Coaches/Corporate Trainers](#), YB 12 New Zealand, Wellington  
If you love personal development and like the idea of working with people, this job is for you. Apply today.

**If the closing date has passed, ask whether the position was filled. You could still be considered for it.**

[Instructional Designer](#), Skills Active Aotearoa, Wellington  
Write and design learning and assessment materials for recreation, sport and fitness businesses. Closes 16 August.

## Online Openings

### for editors and proofreaders

When searching online, search for spelling **variations** of these:

- **Proofreading**
- **Proof reading**
- **Book editing**
- **Boook editting**
- **Editing / Editor / Editer**
- **Manuscript correcter**

Be creative. Look for spelling variations. They need you.

### Life Coaches Look for jobs as:

- **Careers Adviser**
- **Redundancy counsellor**
- **Retirement adviser**
- **Jobs after sport ends**

### Craigslist.org

Check this international billboard of opportunities, jobs etc.

<http://auckland.craigslist.org/>

### Online Writing Jobs

<http://www.online-writing-jobs.com/jobs/freelance-proofreading-jobs.php>

## How poets can earn money

by *Brian Morris*

In my notes to poetry graduate **Ann Arnold** I mentioned how poets can earn money (probably not a lot, but \$100 is welcome).

When people are having a special event, it is nice to have a poem to mark the occasion:

- Christening
- Anniversary
- Graduation
- Bat/Bar Mitzvah
- Big Birthday
- Engagement
- Wedding
- Funeral
- Ship Launch
- Open a building
- Horse won a race
- Team won a trophy
- Visit by a celebrity
- Retirement

You will only get the call to write a poem IF PEOPLE KNOW YOU ARE A POET. So you must tell them.

Tip: Write a poem on the back side of your business card.

## How to find one extra hour each day to read, doodle, think or enjoy your hobby

by *Brian Morris*

"I don't have the time!" is the single complaint I hear most often. Try some of these potential solutions.

### Tip: It's a smorgasbord, so you won't like them all.

- 1 Get up an hour earlier each morning. Or just on one day per week. Try it. There's a good chance you'll like it.
2. Go to bed an hour later. Some people sleep their lives away. Don't burn the candle at both ends on the same day.
3. Study a time management book, or take a T/M course. You only need one idea to be ahead. Ask your librarian to suggest a popular book.
4. When you go places, walk 25% faster than other people. Make people scamper to keep up with you. This gives you extra energy because your whole being moves at a faster clip. You'll think faster too.
5. Prioritise your tasks. Get the difficult ones done early in the day while you're fresh.



6. Skip reading the daily paper one day each week. Or TV. Especially the sports pages.

7. Let your spouse attend to the kids' needs for one day.

8. Keep a bottle of water by your desk; you'll save the time it takes to walk to the canteen.



9. Close your office door. You'll bypass the 'drop-in' interruptions.

10. Ask yourself: 'Is my hobby too labour-intensive? Is it sapping my energy for more important things?'

11. Forego lunch. Use that hour to study or exercise. Bring lunch.

12. Sell your house. Move closer to where you work. Avoid the daily commute. Or work at home.

13. Listen to talking books on long journeys. In two hours you can hear an entire novel.

14. Don't answer the phone at home. Let someone take your telephone messages. Call back.

15. Instead of writing your reports, or letters, dictate them. 'Dragon Naturally Speaking' is the software.

16. You could also use a PA to draft your letters - to a formula.

17. Work 10% faster. Make your decisions faster. Don't worry, you'll still be right just as often as before.

18. Delegate more. Shunt time consuming jobs to others.

19. Skip the two-hour food preparation. Use simpler recipes.

20. Take advantage of a local restaurant's home delivery service.

21. Convert all your tasks to a system. Be like McDonalds. Train others to follow your systems.

22. If you have a long journey, hire a driver. Use the journey time to read or study.

23. Make time to relax. A few moments sharpening your axe means you'll cut wood faster.

23a. Learn to say "NO" more often.

24. Use the lift. It's not as healthy but it's quicker.

25. Skip alcohol and drugs. They fuddle your mind so you take longer to do things.

26. Plan your activities. You may save having to redo your mistakes.

27. Drink plain water. This lubricates your body and mind better than tea or coffee.

28. Skip cricket or baseball on TV. Settle for the daily highlights.

29. Don't waste time cooing and playing with your pets.



30. Put football matches on video. Watch them using the fast forward. Skipping scrums and lineouts will save you 30 minutes per game.

31. Reduce the number of meetings you call or attend. Ask "Do I have to be there?" Settle for the minutes or meeting summary.

32. Make your diary work for you. Use it as a planning tool, not just a record of where you've been.

33. Hire a PA. By divesting yourself of menial tasks, you'll earn more doing what you're BEST at.

34. Get dressed faster. Lay out your clothes the night before.

35. Get more staff. This principle applies to all your key people. Make decisions at the lowest possible level.

36. Take a shorter shower.

37. Send a postcard to the relative who talks too much on the phone.

38. Stay healthy. Being sick takes too much valuable time.

39. Take vitamin supplements, especially if you work long hours.

40. Ask executives to give you their reports 'on one A4 page'. This forces brevity. No one has to type or read longer versions.

41. Use the electrical gadgets which save you time.

42. At home, trade your easy but labour-intensive duties, like walking the dog, for short dirty jobs, like cleaning the toilet.

43. Stick to three meals per day, thus saving afternoon teas etc.

44. Use couriers to pick up and deliver things you'd have done yourself. Use retailers who deliver.

45. Employ a housekeeper, gardener, cook, driver.

46. Employ a researcher to do the prep work on your reports.

47. Get your receptionist or PA to sift your incoming calls. Only take the important ones.

48. Hire consultants to do the things you aren't effective at, like programming your computer.

49. Take time to meditate, cat nap or use self-hypnosis to recharge your batteries. The siesta has merit.

50. Visualise all the things you'll do with 1-2-3-4 extra hours this week. Enact an idea from this list. □

## Job Opportunities

[Editor](#), Fairfax Media, Auckland  
Help create and shape stories for marine mad New Zealanders who read Boating NZ. Closes 9 August.

[Journalist](#), Fairfax Media, Bendigo  
Cover community events, breaking news, features and profiles. Closes 7 August.

[Reporter](#), Fairfax Media, Auckland  
Write press releases, enliven short news pieces and profile great stories for Boating NZ. Closes 9 August.

**All these jobs were listed on the Student Discussion Board SDB when first found.**

**Has the date expired? Put yourself forward anyway!**

[Editor](#), Fairfax Media, Mt Isa  
Engage and inspire local communities with your stories. Closes 7 August.

[Managing Editor](#), Fairfax Media, Sydney  
Get paid to chase celebrity, runway, street style, beauty, home and lifestyle trends. Closes 6 August.

[Technical Writer](#), Orion Health, Auckland.  
Create and document information that helps clients use, install, configure and upgrade Orion Health's products. Not an easy position to fill. Ask for top dollar.

[Executive Assistant](#), Parliamentary Service, Wellington  
Research politics, organise meetings and draft correspondence for Dr Parmjeet Parmar. Apply asap

[Technical Writer](#), Talent Vault, Auckland  
Translate health and safety content into plain English. Apply today.

[Digital Content Writer](#), Castleford Media, Auckland  
Write articles about business, health, travel and technology. Immediate start. Apply today.

[Resource Writer](#), ServiceIQ, Wellington  
Write paper based and online assessment and learning materials for service industry workplaces. Closes 3 August.

**All these jobs are listed on SDB. Look on the Notice Board.**

## Hibiscus Coast Writers

Members enjoy workshops and six competitions a year including poetry, short stories, drama and non-fiction. Meet local writers.

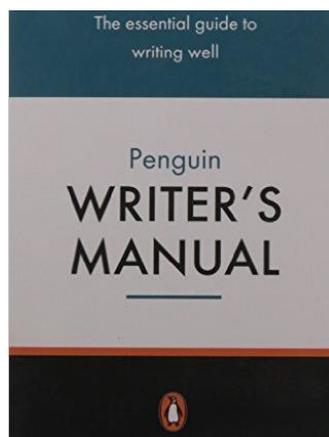
<http://hibiscuscoastwriters.weebly.com/>

### And I bequeath my skull to . . .

When Polish composer André Tchaikowsky died in 1982, he left his skull to the Royal Shakespeare Company in hopes that he might appear as Yorick in a production of *Hamlet*.

No one felt comfortable fulfilling this wish until David Tennant used the skull in a performance at Stratford-upon-Avon in 2008. He continued to use it throughout the production's West End run and in a later television adaptation.

"André's skull was a profound *memento mori*, which perhaps no prop skull could quite provide," said director Gregory Doran. "I hope other productions may, with the greatest respect for André, use the skull as he intended it to be used, for precisely this purpose."



## New books for keen writers

*The New Zealand Style*

Book has been replaced by:

**Write Edit Print – Style Manual for Aotearoa New Zealand**, a 486-page paperback jointly published by the Australian Government Publishing Service and Lincoln University Press.

**The book is in three parts**

- (1) Writing and editing
- (2) Preparing copy for printing
- (3) Publishing and book making.

For the journalist, Part 1 is the most useful, with chapters covering such essentials as copy-editing, spelling and word usage, punctuation, notes, references and bibliographies and the laws affecting journalists, i.e. copyright, defamation, contempt of parliament/court, privacy and indecent publications.

**A recommended alternative: *The Penguin Writer's Manual***, by Martin Manser and Stephen Curtis.

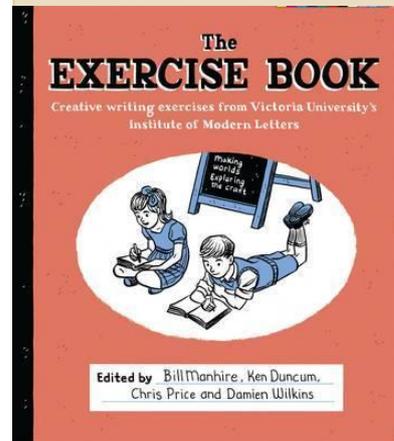
A paperback (344 pages, published in the UK), it covers grammar, word usage, vocabulary, spelling, punctuation etc in considerable detail but easy-to-understand terms. Included is an excellent chapter on Style, plus a Glossary of grammatical terms covering everything from abstract nouns to zero plurals. **NZ\$31 +\$5 p&p**

Please allow 8 weeks for delivery.

You may buy these books here:

**TIME OUT BOOKS.**  
432 Mt Eden Road.  
[www.timeout.co.nz](http://www.timeout.co.nz)  
Delivery = \$5 per book.  
Charge to your credit card.

Or call 09,6303331 and ask for home delivery, nationwide.



**The Exercise Book** collects over fifty creative writing exercises used by Bill Manhire and his colleagues at Victoria University and around the world. The celebrated writers and teachers who have contributed include: Eleanor Catton, Curtis Sittenfeld, Emily Perkins, David Vann, Elizabeth & Sara Knox, Dora Malech and Kirsty Gunn. This book will be a useful resource for writing teachers and students, and an excellent stimulation and entertainment for anyone wanting to give creative writing a serious go.

You know how exercise gives your body a work-out. These writing exercises will do the same for your imagination.

**The Exercise Book** is full of stimulating trigger ideas – a treasure trove for novice writers. There are writing prompts. Other exercises tackle writer's block.

The contributors are all published and successful writers including staff from Victoria University's creative writing programme – Bill Manhire, Ken Duncum, Chris Price, Damien Wilkins – and many others – plus advice on how to create whole fictional worlds from Elizabeth and Sara Knox, from David Geary and Eleanor Catton.

In between are exercises from a host of New Zealand and international writers that explore the nuts and bolts of the writer's craft – in poetry, fiction and scriptwriting – along with others that tap the sources of inspiration or show the value of revision and editing.

**NZ\$35. +\$5 p&p.**



## International Story Competition. Free to enter

Website [www.FreeEditorial.com](http://www.FreeEditorial.com) runs a story competition twice yearly. First prize is \$15,000; judging is by reader votes. Closing date (for the next selection) is 15 October 2015.

Length: 10,000-40,000 words.

If you want to know more details of this competition, visit this page: [https://freeditorial.com/en/statics/contest\\_info](https://freeditorial.com/en/statics/contest_info)

Free Editorial also has a large number of classics and other books you can either read online, or download.

## NZIBS Competitions



**Have a go!** 😊

For details of all competitions, click the links and join in!

**Winners' names are posted on the SDB after the competitions are judged at month's end.**

**See the competitions here:**

<http://nzibs.org/forums/forumdisplay.php?f=11>

**Photography competitions:**

<http://nzibs.org/forums/forumdisplay.php?f=4>

### Follow your dreams

There was once a young man who, in his youth, professed his desire to become a great writer. When asked to define "great" he said, "I want to write stuff the whole world will read; stuff people will react to on a truly emotional level, stuff that will make them scream, cry, howl in pain and anger!" He now works for Microsoft, writing **error** messages.

## Here's how to type those symbols fast:

In MS Word:

Hold down **ALT**, press the **number** keys, then release ALT. Try it.

☀ Hey, it works! ♂ ♀ ♣ ♪

Alt + 0153 > ™

Alt + 0174 > ®

Alt + 0176 > °

Alt + 0169 > ©

Alt + 0177 > ±

Alt + 0190 > ¾

Alt + 172 > ¼

Alt + 246 > ÷

Alt + 0161 > ¡

Alt + 0191 > ¿

Alt + 2 > ☉

Alt + 15 > ☀

Alt + 12 > ♀

Alt + 11 > ♂

Alt + 6 > ♠

Alt + 5 > ♣

Alt + 4 > ♦

Alt + 3 > ♥

Alt + 13 > ♪

Alt + 14 > ♫

Alt + 8721 > Σ

Alt + 8736 > ∠

Alt + 8735 > ∟

Alt + 24 > ↑

Alt + 25 > ↓

Alt + 26 > →

Alt + 27 > ←

Alt + 18 > ↕

Alt + 29 > ↔

Alt + 8737 > ¼

Alt + 8740 > ½

Alt + 16 > ►

Alt + 17 > ◀

Alt + 174 > «

Alt + 175 > »

## Job Opportunities

[Junior Writer](#), Font, Auckland  
If you have an interest in utes, trucks, engines and automotive, this is the job for you. Apply now.

[Digital Marketing Assistant](#), Sime Darby Motor Group, Akld.  
Love cars? Use your skills to photograph and list vehicles. Apply today.

[Inquiries Specialist](#), Office of the Auditor-General, Wellington  
Research, analyze and prepare reports about public entities' governance and use of resources. Closes 9 August.

[Media and Communications Assistant](#), Nelson Marlborough District Health Board, Nelson  
Draft media releases, provide team communications support, design print ads and brochures. Closes 6 August.

[Precedent Developer](#), LexisNexis, Wellington  
Draft legal content for more than five million professionals across 100 countries. Apply today.

**If the closing date has passed, ask whether the position was filled. You could still be considered.**

[Journalist](#), Allied Press, Gore  
Write news and take photographs for The Ensign. Closes 7 August.

[Executive Assistant](#), Emergent & Co, Auckland  
Research, write reports, edit and format documents and coordinate contracts. Apply today.

[Reporter](#), Fairfax Media, Dargaville  
Write community stories and features for The Dargaville & Districts News. Closes 9 August.

[Internal Communications Advisor](#), Spark NZ, Auckland  
Explain points of view that foster cultural and strategic changes. Apply today.

[Customer Service Writer](#), Auckland Glass, Auckland  
Write scripts for phone sales and dispatch instructions. Apply today.

## How to plan your own murder

by **Aaron James Whiting**

Reproduced for educational purposes.

He thought she was about nineteen. Jay Blunt was good at that, guessing the ages of girls who caught his eye. It was an important talent for a man to have. One always had to know when a woman was young enough to shine but old enough to avoid legal complications.

Jay smiled and settled back into his seat, the vibrations of the subway soothing both him and the licentious thoughts he harboured for the woman standing beside the doors.

His eyes took her in, crawling across her body in long hungry swaths. Her hair was blonde and long, curls falling over her shoulders and swaying with the movement of the train. He smiled at her attempt to dress conservatively: a business suit with a skirt that fell below her knees. Yet the cut of the cloth only drew his eyes to the curves which tightened the fabric so delectably. Even the small dark frames of her eyeglasses seemed designed to lead his eyes to hers.

She wanted him. He knew that.

He felt a tug as the train slowed, pulling into the next stop. He glanced around the car. The man beside him tossed his newspaper into his briefcase and shut the lid. The old woman across from him slid her Blackberry into her purse. The car doors slid open and they both hurried out onto the platform. Jay watched the blonde and sighed when she followed them out. For a moment, he considered going after her, but he knew he couldn't. He had to be home by five.

The doors slid shut and Jay Blunt looked around the car. He wasn't alone. A man sat in the row behind

him, his face hidden behind his phone. Jay didn't care. He wasn't interested in conversation. He'd spent too much of his life talking. He felt his phone move in his pocket. He pulled it out and unlocked the screen with a flick of his thumb. He found a multimedia message waiting. It was from his wife. He sighed and tapped open the video.

She was a ghost, an echo of the beauty she had once been, and it now pained him to even look at her. The magnificence he had once held breathlessly in his arms had rotted away with the passing years, leaving behind the sullen remains of what had once been the love of his life. He hated her and the reminder of his own mortality which she had come to embody.

"Jay," she began, "I... I never thought I'd have to tell you this. Life is so... peculiar, I guess. How do I start? How do I say this?"

"Just spit it out," Jay mumbled. He tapped the phone, opening a second screen. He pulled up an entertainment news site and began scrolling through stories, pausing over pictures of Hollywood starlets.

"I can't go on like this," he heard his wife say. "I sit in this house every day and I watch her slip away. You get to leave. You hop on your train and go off to work, but I'm here with her. Every time she screams, it's like a knife in my heart and I just can't take it anymore. How many times have I asked God to take me instead of her? But He's not going to. She's slipping away, Jay. I can feel it.

"And I've realised something. She's so strong, but I'm not. I'm a coward, Jay. I can't sit and watch it happen. I can take a lot; you of all people know that. I've been your doormat for years and just let it be, left it to God. But this is different. I can't sit by that bed any longer and just watch my daughter die.

"All I do is beg, Jay. I beg the doctors, I beg the agent, and I beg God: DO SOMETHING! PLEASE DO SOMETHING! But they won't. Callie's too sick. The insurance won't pay anymore. God's run out of miracles. And I now know I'm too much of a coward to wait here and count the seconds until she's gone."

Jay closed the other window and watched his wife through hooded eyes. "I tried to turn to you, Jay. That's what a husband and wife do. They hold to one another when times are hard. I needed you, but I know I'm not who you want. The saddest part of this entire farce is that you don't even know what you want. No," she interrupted herself, "That's not the saddest part, this is: I forgive you. I forgive you for being a lousy husband and a horrible father and a worthless human being."

She paused for a moment and took a slow ragged breath before saying, "I guess this is my closure. I couldn't do this until I had forgiven you."

She closed her eyes and wet her lips before continuing. "I paid up the life insurance and I hope that money will give her a few more months of treatment. Maybe God will let her live. I don't know. I hope she understands why I had to do this. I hope she forgives me.

"Jay, I need you to know that I love you. I loved who you were when you still loved me. I loved who you could have been if you had just held onto me. Forgive me for doing this but I have to think of what's best for Callie."

She smiled and for a moment Jay saw the memory of the young woman he had once loved.

And then he felt the cold metal of a gun barrel pressed against the back of his head and he heard the voice of the man seated behind him whisper, "Your wife says goodbye." BANG! □