

Prime Minister David Lange said when he resigned ...

“It’s time for a cup of tea.”



John Key: Current NZ Prime Minister: **CHOOSING TO RETIRE**
Ahead in popularity, but ‘nothing left in the tank’.



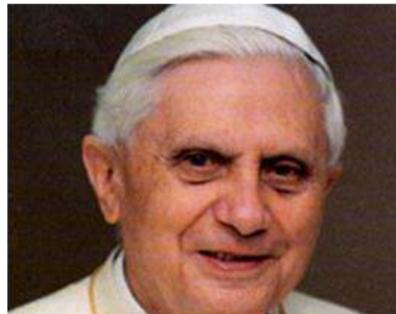
Ritchie McCaw: All Black Captain
CHOSE TO RETIRE - Job Done



Sir Graham Henry: All Black Coach
CHOSE TO RETIRE - Job Done



Matteo Renzi: Italian Prime Minister
HAD TO RESIGN - Lost a Referendum



Benedict XVI: Pope
CHOSE TO RETIRE - Ill Health



David Cameron: British Prime Minister
HAD TO RESIGN - Lost a Referendum

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Figure Out
Your Passion? P. 3**

**Have You Done
A Written Plan
for 2017? P. 4**

**FICTION:
Not the Pizza Girl
No! P. 12**

Retire? or Resign? or Wither? or Wait?

As any general or jockey or comedian will tell you, "Timing is everything".

We don't all enjoy the luxury of being allowed to choose the best moment for taking a decisive action.

Prime Minister John Key carefully chose his moment to quit. "It feels like the right time to go."

He had the luxury of choosing his retirement while New Zealand is enjoying prosperity.

Richie McCaw chose to retire at the top of his game, with the second Rugby World Cup tucked firmly under his arm.

Sir Graham Henry ditto. He had achieved his objectives.

Sir Gordon Tietjens didn't have any Olympic gold medals when he retired. He deserved a better farewell than he got.

Health problems forced the retirement of Pope Benedict XVI. Decision time. He didn't wait.

Phoenix soccer coach Ernie Merrick did his best, but too many losses forced his decision to quit.

Italian PM Matteo Renzi put his political future on the line. He lost. So he resigned.

Just as British PM David Cameron did over Brexit. Sir Robert Muldoon waited too long. He was defeated by a sober opponent.

Sir Edmund Hillary knew when to quit snow business. He enjoyed several new careers.

Which leads each of us to ask the question: **How long should I stay doing this before I decide to do something different?**

Benjamin Franklin developed a masterful technique for making decisions. He would divide a page into two vertical columns, one headed PRO and the other CON. Then he would list all the arguments FOR and AGAINST. This process could take ten minutes or ten days. When he had assembled all the evidence his best decision was clear. Thank you Ben.

Maria Gill (she is the author of ANZAC HEROES, lauded as 'Book Of The Year 2016') was interviewed by Jesse Mulligan on the RNZ BOOKMARKS programme.

Listen to her radio interview here: >> <http://tinyurl.com/ha7o5nh>

Remember there are great opportunities to learn from the paths others have trod.

You don't have to be a pioneer in your field if all you want is the way to be successful.

Usually, someone else will have already found that path for you.

There are hundreds of authors, entrepreneurs and presenters. One of them will resonate with you.

Investigate some of these:

Alex Mandossian, Zig Ziglar, Stephen Covey, Harv Eker, Vic Conant, Mark Victor Hansen, Robert Cialdini, Joe Vitale, Les Brown, Kenneth Blanchard, Brian Tracy, Harvey Mackay, Robert Allen, Michael Gerber, David Bach, Barbara DeAngelis, Bob Proctor, Perry Marshall, Ted McGrath, John Gray, Joe Polish, Armand Morin, Steve Harrison, David Allen, Ted Thomas, Tom Antion, Jack Canfield, Jay Abraham, Eben Pagan, Siimon Reynolds, Winston Marsh, Brian Sher, Earl Nightingale, Lloyd Conant, Ed Helvey, Susi Sutton ...



I know about a third of these people. Some are living, some are dead. It doesn't matter if they're dead. It's their

words of wisdom you want. Enjoy this month's newsletter. Lots more inside! Happy Christmas everyone. ☐

Brian Morris | Principal

Alternative Spellings Available ...



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Learn new skills and create a new career for yourself.

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Internet Entrepreneur

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Mystery and Thriller Writing

http://nzibs.co.nz/?page_id=50

How to Write Poetry

http://nzibs.co.nz/?page_id=44

Writing Stories for Children

http://nzibs.co.nz/?page_id=83

Writing Short Stories

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Writing Your First Novel

http://nzibs.co.nz/?page_id=85

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Call **Carol Morris** | Registrar

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Telephone **09 536 6182**

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Can You Figure Out Your Passion?

Graduates Club Report #1086

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What are you good at?

Unless you're just starting out in life, you have some skills or talent; you've shown some kind of aptitude.

Even if you **are** just starting out, you might have shown some talent when you were younger.

Have you always been a good writer, artist, organiser, builder, teacher, friend? Have you been good at ideas, gardening, selling?

Think, and make a list.

What excites you?

It may be something at work — a little part of your job that gets you excited. It could be something you do outside of work — a hobby, a side job, something you do as a volunteer or a parent or a spouse or a friend. It could be something you haven't done in awhile.

What do you read about?

What do you spend hours reading about online? What magazines do you read? What blogs do you follow? Make a list.

What have you secretly dreamed of being?

What have you always wanted to be — a novelist; an architect; a designer, a programmer; an entrepreneur, a doctor; an artist?

What's held you back?

After all those questions, you should have quite a list.

Learn, ask, take notes.

OK, look at your list. What excites you most? This is your first candidate. Read up on it; talk to people who've been successful. Get a sense of what you'd like to try first. Rank the listed items.

Experiment, try new things.

Here's where the learning really takes place. If you haven't begun already, start doing the thing you've chosen as #1.

How do you feel? Is this something you look forward to? Does it get you excited? Is it something you'd love to share?

Get started with Google

Every topic on your list will have multiple websites, blogs, forums and chatrooms where people gather and share ideas. Find them.

Banish your fears

This is the biggest obstacle for most people — self-doubt and fear of failure.

First, acknowledge it.

Second, write it down; this is to externalise it.

Third, feel it, and be OK with having it.

Fourth, ask yourself, "What's the worst that can happen?"

Fifth, prepare yourself for doing it anyway, and then **do it**.

In time you can celebrate your success, no matter how small.

Find the time. Make the time.

You don't have the time to pursue this passion? How much do you want it? Achieving a passion probably means not doing other things, like watching TV.

Do whatever it takes.

Can you make an income at it?

This doesn't happen overnight. You need to work hard, get good and be passionate about doing it.

This could take months or years, but if you're having fun, you'll enjoy every minute.

Maybe you'll write a blog and sell advertising on it. I recommend you start a blog if you don't have one; it'll help consolidate your thinking.

A blog will also help build your reputation and attract people who are interested in what you do.

None of the process is easy

It'll require a lot of reflection and soul-searching at first, then a lot of courage and learning and experimentation. Plus a lot of commitment.

But it's all worth it

Yes—every second, every ounce of courage and effort. In the end, you'll have something that will transform your life in so many ways.

And you'll be happy no matter how much money you make.

I hope you follow this guide and I wish you success in finding your true passion. □

"Choose a job you love, and you will never have to work a day in your life." - Confucius

Writing Tips...

Grad's Club Report #1029

Special effects on a website can dazzle.

But use too many and readers cringe, so maintain a light touch.

Use simple sentence construction and mono-syllable words rather than too much technical language.

Use short words, short sentences and short paragraphs.

Give key words their space.

Do not repeat a distinctive word unless you intend a specific effect.

Play with words, even in serious stories.

Choose words the average writer avoids but stick with words the average reader understands.

Get names — the owner, the cat, and the fireman who rescued it.

Dig for the concrete and specific; these details appeal to the senses.

Aim to paint original pictures.

Reject clichés and your 'first thoughts'. Establish your own view.

Control pace by varying sentence length.

Vary sentence lengths to control the reader's skim-reading speed.

You also affect pace by varying the length of your paragraphs.

Go short or long to match your content.

Choose the number of story elements.

One, two, three... Three can be the most powerful. Think of all the stories you know that use groups of three. Three Little Pigs ...

Know when to back off and when to show off. When the topic is most serious, understate; when least serious, exaggerate.

Climb up and down the ladder of abstraction.

Learn when to show, when to tell, and when to do both.

Fine tune your voice.

Sometime you'll whisper; sometimes you'll shout.

Read draft texts **aloud**. □



Special Reports

We have lots of articles on every topic imaginable. Ask for them by name and/or number. All of them are free.

926 What to do in your creative retirement years.

109 Seven important tips from a great sports photographer.

169 How to relax your subjects, so you get a better photo portrait.

811 How to write like a real journalist.

486 How to prepare yourself for a brilliant career.

579 Jim Rohn's formula for turning failure into success.

850 What does a books editor do at work?

260 Why writing story books for children isn't all hard work.

263 How Harry Potter has got boys back into reading books.

754 How to stay positive during a long term job search.

920 Understanding why Internet entrepreneurs prosper while regular retailers stay anxious.

703 67 Ways to use your improved writing skills at work.

906 How Dick Francis got back into writing thrillers at age 87.

360 Why his childhood gave John Le Carre the right memories to be a master novelist.

232 How to write a more powerful press release.

242 How your handshake tells others a lot about you.

438 Speed reading. How to read so your eyes scan a whole page.

1000 Ken Follett talks about how he plans his thriller novels – meticulously.

1002 Tips for more effective PowerPoint presentations.

1004 How to write an editorial.

1005 How a novel written by an unknown author became a global bestseller. Amazing story.

Ask for three of these by name and number. They're free.

Having a written plan for 2017

Graduates Club Report #1016
by **Shaunna Privratsky**
Reproduced for educational purposes.

I don't like New Year resolutions. My resolutions start out bright and shiny, then become dull when something gets in the way. Or it becomes too hard.

Most resolutions fail because we are unrealistic.

Instead, I love setting goals and making plans to accomplish my goals. January is the perfect time to create new goals.

Year 2017 is a blank slate, the promise of a new beginning. Make this the year you become a better writer by setting realistic goals and making a workable plan.

Finding Time

Writing is a career, but it is also a way of life. To be successful, we have to incorporate writing into our daily schedule, instead of always waiting for the perfect moment.

If you think you are too busy to write, make a list of everything you do in a day. **Use page 8 of your Student Handbook.**

If you are at work from 8am to 5pm, maybe you could write during your lunch break. Stay at home parents can sneak in some writing when the children are napping.

Take control of your life by creating a yearly plan for your writing career. If finding time is a struggle, check your schedule and look for snippets of time you could use for writing. Get up one hour earlier than usual. Go to bed an hour later. What activities (like TV) could you eliminate?

Stop making excuses

Every novel starts with the first sentence. Even if you can only write for 30 minutes a day, make it your goal to write something every day. Gradually, extend those 30 minutes to an hour.

There is never going to be a better time to start than right now. Start today.

Start writing the book you've been daydreaming about. Decide on one article idea and start writing a draft. Just begin writing.

I had to sneak writing into my busy life because I take care of my

disabled husband and two active children. Household chores take up a chunk of my time.

Most days I have to consciously decide to sit down at my computer and write.

I used to push myself to churn out tons of articles, stories, essays and poems. I don't regret my drive, but now I am enjoying a more focused pace.

It is not about writing more, but about writing better. I don't spin my wheels anymore. Today, my goals concentrate on writing and submitting something to editors and publishers every week.

Setting Goals

Step 1: Decide on a realistic goal for your writing. Don't check your emails until you have written a first draft of something.

Step 2: Set mini-goals which get you closer to your prize. Aim to write 500 words at each sitting.

Step 3: Set a monetary income goal. Choose an actual \$ figure for each quarter year.

Step 4: Write down HOW you plan to reach it. List the markets you will write for. Set monthly writing achievement goals. Make them realistic goals.

Some writers say money is not important. I disagree.

Your plumber is not going to say, "You don't need to pay me. I just do this for fun." Use earned income as a measure of your progress. Keep a scorecard. (You can always give excess earned money away to charity.)

Using money earned as a guide, you can see how far you have come in your writing career.

It also prods you to seek higher paying assignments or markets that once were out of reach.

Continue to spruce up your writing. Look for extra courses. No matter what genre you write in, you can always learn more and become better.

Another worthy goal is to be more organised.

This is important in the business of writing. You need to track your submissions, payments, publications and tax payments.

Create a system that works for you—and use it!

I use a simple system of file folders, notebooks and computer backup memory sticks. When I write each new article, I write in the back of my **diary the title, the word count, the date** I wrote it, and **where it is saved**.

After letting it rest for a day, I go back and revise it.

Every time I submit the article, I write the date, the place I sent it to, plus information like payment, response times, the editor's name. I also write the same information in my **Master Record book**.

That way, I keep a record of where the article has been. When I receive an acceptance or a rejection, I mark it on my diary and in my Master Record book.

Another way to organise is to group types of writing into folders. If you write in various genres or subjects, this is an easy way to keep track of your submissions.

Or you can also create folders in your computer and keep everything digital.

Remember to always back up your work.

Making a Plan

It's great to make goals, but to accomplish them you need a plan to reach them. Once you've decided on your main goal, write it down. Make it as specific as possible.

Just saying you want to write a book some day is too vague. Planning to have a book manuscript completed, revised, proofread and submitted to a publisher by December 31st is a specific goal.

Now break that goal down into monthly or weekly goals.

To finish a book in a year, how many words or pages will you have to write each week? **Know the numbers!** Set a timetable that works for you and fits into your life schedule.

The more realistic you make your plan, the easier it will be to accomplish each step.

Plans are great, but sometimes things happen which throw them off track. List some of the distractions that might derail your plan (and how to overcome them).

If you've made goals and plans in the past and they didn't eventuate, look for the specific reasons.

Maybe you didn't see quick results and you gave up.

Perhaps your goal was too big and too hard.

Maybe the steps weren't broken into mini-steps.

Figure out ways to revise your new plan

If you prepare ahead for family difficulties, setbacks, work delays etc you can be flexible and still accomplish your goals. Now when the computer breaks, or someone is sick, you'll be ready with Plan B.

When you start to accomplish your mini-goal steps, reward yourself. Have a night out at your favourite restaurant.

Celebrate when one of your stories or articles is accepted.



Pat yourself on the back. Post your achievement on the Student Forum Board. Share your good news with friends and family. A little good news is an excellent motivator for weeks thereafter.

Getting moral support for your goals is another important tool in creating a workable plan.

Having a writing buddy, an online writers chat room, or a local writer's club are all important for connecting with other writers. They can cheer you up when you get a rejection, celebrate when your book proposal is accepted or offer a helpful critique when you're working on your current tasks.

Writing is a privilege, a joy and a way to connect with others. It can also be a fulfilling and financially rewarding career.

Meld the two together into a plan that will make the year ahead your most successful year ever! ■

Job Opportunities

[Managing Editor](#), Massive Magazine, Wellington. Manage and support a team of journalists to produce a student magazine for Massey University. Full time fixed term. Closes 8 Dec.

[Digital/Web Editor](#), The Christchurch Star Company, Christchurch. Vet a daily digest of local news for Star Media community newspapers, CTV, Style Magazine, City2Surf and other titles. Full time. Apply now.

[Web Content Assistant](#), Victoria University, Wellington. Make changes to web content and provide assistance to web projects. Full time. Closes 9 Dec.

[Tender Coordinator](#), Farrow Jamieson Ltd, Auckland. Print, edit, proofread, collate, and assist in building tender submissions. Full time. Apply now.

[Content & PR Manager](#), Promapp Solutions, Auckland. Create, manage and edit marketing material including blog posts, case studies, byline articles, white papers and infographics. Full time. Apply now.

All these vacancies were first listed in the Notices Forum when we discovered them.

Has the date expired? Check. Put yourself forward anyway! Show them you never give up. Tell them Churchill taught you that.

[Writer](#), Traffic Safe Limited, Whangarei. Design, compile and approve traffic management plans. Full training given. Full time. Apply now.

[Market Researcher](#), Versus Research, Hamilton. Collect data and prepare reports in template format. Full time. Apply now.

[Communications Whiz](#), St Peter's School, Hamilton. Write digital and print content for school-wide publications and promotional material. Full time. Closes 9 Dec.

[Communication Advisor](#), Hamilton City Council, Hamilton. Write council scripts for a range of channels, media, online and social media. Full time. Apply now.

How to get a job is an ebook you'll find at Amazon.com This short \$1 book gives you all the steps for getting a job - age 16 to 85. Click here for the book.

<http://tinyurl.com/pgvgiky>

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

CONTACTING NZIBS

Our toll free telephone number is 0800-801 994

But we've been stretching it lately so we invested in extra telephone services.

The office is usually open for action from 8am until 5pm, Monday to Friday.

We enjoy a holiday from Friday 16 December to Monday 9 January 2017.

There is an ANSWERPHONE service to take messages outside office hours and over Christmas.

www.nzibs.co.nz is open 24/7. The Student Forum is always open and available, day and night, 24/7.

Or you can email ...
registrar@nzibs.co.nz
principal@nzibs.co.nz
tutor@nzibs.co.nz

If you have some good news to share with everyone, use the [Student Forum](#). NB: Only students have access rights to the Forum.

We ALL love reading about students' new books, competition wins, even small achievements.

Students can look in all sections and post comments or questions on subjects you're not studying.

That means proofreaders and story writers can see what the photographers are getting excited about. And so on.

There are monthly competitions all students can enter. Participate in the full student life!

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.



Yes, Virginia, there is a Santa Claus

Grad's Club Report #275

by **Francis Church**

Reproduced for educational purposes.

Dr Philip O'Hanlon suggested his daughter write to the newspaper about a question she had. Her letter and the reply it received have become famous, reprinted many times, worldwide.

It was 1897, when Virginia O'Hanlon penned her letter to the editor of the *New York Sun*.

She was determined to find the answer to an eternal question.

I am 8 years old. Some of my little friends say there is no Santa Claus. Papa says, "If you see it in the Sun, then it is so."

Please tell me the truth, is there a Santa Claus?

Virginia O'Hanlon

Mr Church wrote this reply:

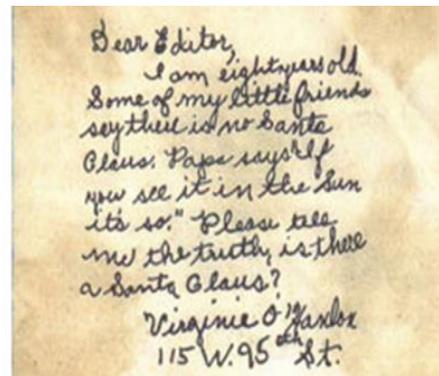
Virginia, your little friends are wrong. They have been affected by the scepticism of a sceptical age. They do not believe except what they see. They think that nothing can be which is not comprehensible by their little minds.

All minds, Virginia, whether they be men's or children's, are little. In this great universe of ours, man is a mere insect, an ant, in his intellect as compared with the boundless world about him, as measured by the intelligence capable of grasping the whole of truth and knowledge.

Yes, Virginia, there is a Santa Claus. He exists as certainly as love and generosity and devotion exist, and you know that they abound and give to your life its highest beauty and joy.

Alas! How dreary would be the world if there were no Santa Claus! It would be as dreary as if there were no Virginias.

There would be no childlike faith then, no poetry, no romance to make tolerable this existence. We should have no enjoyment, except in sense and sight. The external light with which childhood fills the world would be extinguished.



This is a copy of Virginia's handwritten letter. It survived, and is now a collector's treasure.

Not believe in Santa Claus!

You might as well not believe in fairies. You might get your papa to hire men to watch all the chimneys on Christmas Eve to catch Santa Claus, but even if you did not see Santa Claus coming down, what would that prove?

Nobody sees Santa Claus, but that is no sign that there is no Santa Claus. The most real things in the world are those that neither children nor men can see. Did you ever see fairies dancing on the lawn? Of course not, but that's no proof that they are not there.

Nobody can conceive or imagine all the wonders there are unseen and unseeable in the world.

You can tear apart the baby's rattle and see what makes the noise inside, but there is a veil covering the unseen world which not the strongest man, nor even the united strength of all the strongest men who ever lived could tear apart. Only faith, love, poetry, and romance can push aside that curtain and view the picture of supernatural beauty and glory beyond.

Is it all real? Ah, Virginia, in all this world there is nothing else that's real and abiding.

No Santa Claus? Thank God he lives and lives on forever.

A thousand years from now Virginia, nay 10 times 10,000 years from now, he will continue to make glad the hearts of all children everywhere. □

The quality of his writing and the ideas expressed by Mr Francis Church enhances the image of journalists in every place. The spirit of humanity is still alive and well.

Retelling Bible Stories for Children

With permission from **Rose Zediker** from Graduates Club Report #911

Reproduced for educational purposes

Christian publications often retell bible stories to help today's children learn the old bible lessons from stories set in modern times.

There are two ways to retell a bible story. The biblical retelling simplifies the text of the bible verse. A contemporary retelling reflects the theme of the bible verse through a modern story.

Before beginning either type of bible story retelling, read several translations of the chosen bible verse. This can help clarify the theme of the verse.

If your target market requires a specific version of the bible use that version for any quoted dialogue.

Biblical Retelling

A biblical retelling must stay true to the bible verse.

Don't add characters or character names if they aren't in the original bible story.

Choose a point of view and stick with it. Most biblical retellings are in third person, but some can be told in first person.

Rephrasing the dialogue of a bible verse can get tricky.

The language must be 'kid friendly' yet not change the meaning of what the character said in the verse.

While keeping your target age group in mind, find and replace the difficult words in the text with simpler words. Look for words children may be familiar with but don't really understand.

For example, *sin* is a simple word, yet children may not really grasp its meaning.

Try to define those types of words by inserting an explanation of the word.

Enrich your story with the addition of emotions, actions and setting details.

A few simple words like water jars and robes transport the children into the biblical life style and holds their attention.

The first paragraph of *The Parable of the Good Samaritan* (Luke 10:25 NIV) says:

On one occasion an expert in the law stood up to test Jesus. "Teacher," he asked, "what must I do to inherit eternal life?"

A retelling in the first person viewpoint of the expert in the law could begin:

Finally! I had a chance to test Jesus by asking a question. I knew the laws. I stood with my shoulders back and my head held high. I looked into Jesus' eyes. "Teacher," I asked "what must I do so someday I can be in heaven?"

A third person viewpoint may be retold like this:

A smart man who knew the law wanted to test Jesus. The man smoothed his robes as he stood. He raised his eyebrows in question. "Teacher," he asked, "what do I need to do now so I can live in heaven after I die?"

In both retellings, actions were added to show the man's confidence in his own knowledge. This makes the story more interesting for the child but doesn't change the meaning of the original story.

Contemporary Retelling

A contemporary retelling is a modern story with a beginning, a middle and an end.

The theme of the contemporary bible story retelling must reflect the lesson of the bible verse.

Here's one way:

Apply the verse's message to a real life situation. This real life situation must be believable so the child can apply the lesson to their daily lives.

You can't tag on the moral of the bible verse at the end of the story.

The lesson has to unfold during the story and the readers need to care about the characters and the situation.

Here's a contemporary retelling of Luke 10:25:

A young girl and her mother wait at the bus stop.

The young girl notices the people around her. She sees an old man in worn clothes and thick glasses approach the bus stop bench.

The man politely asks a businessman for the time.

The businessman frowns at the old man and refuses to tell him the time. The young girl can't figure out why the businessman is being so mean to the old man.

Two teenage boys walk past the bus stop.

Again, the old man politely asks for the time.

One young boy looks at his watch but the other pulls him along, telling him not to talk to vagabonds.

The old man is worried that he's missed his bus. The old man looks sad and the young girl knows Jesus would want her to help him.

She asks her mother if she can tell him the time. Her mother says yes and the young girl shows kindness to the old man by telling him the time and that he hasn't missed his bus.

This modern retelling synopsis is true to the bible verse. Two sets of people won't tell the elderly man the time. However, an unlikely source - a young girl - shows this stranger kindness.

The theme of the bible verse is shown in the last action of the contemporary story: the young girl helps the old man by telling him the time. □

To view various translations of the bible, an excellent online resource is <http://www.bibles.net>

Entrepreneurship for teenagers

is a \$1 ebook you'll find at Amazon. This short instruction gives you all the steps for getting started. Or call 0800-801994 for a chat about upskilling your career options.

<http://tinyurl.com/j5wmca3>

The Poets Society

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

Several other benefits include a **members-only** website page.

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

Society of Authors

The NZ Society of Authors works in the interests of authors in New Zealand. The Society (PEN NZ Inc) 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:

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

Romance Writers of NZ

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

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

Labourer/ Hammerhand

Needed in Ponsonby/St Marys Bay area, please do not apply if you oversleep, have court often, have to get ride to work later than our workday begins, have to hold on to cell phone whole day, or will become an expert at your job with no need to learn or take advice after the first day. Must be able to talk and work at the same time, must also remember to come back to work after lunch. Should not expect to receive gold stars for being on time.

If you qualify, than phone Gary on 0274-442-395 or 09-415-7753

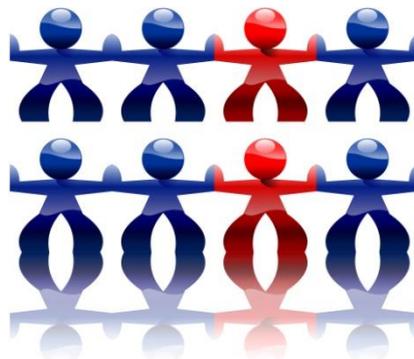
Why you should join a Mastermind Group

Napoleon Hill created the mastermind concept 75 years ago in America.

He explained the benefits in his book, *Think and Grow Rich*.

Being in a mastermind group helps you navigate through life's challenges by tapping into the collective intelligence of other people. It is not religious.

It works when a group of ordinary people meet weekly, fortnightly or monthly to discuss the challenges and problems members face.



They benefit from their collective wisdom and experience. They might offer advice, share specialised knowledge, make connections and sometimes they do business with each other.

It's peer-to-peer mentoring and, if you get invited to join one, you will most likely see a marked improvement in yourself and in your business prospects.

Here are 7 reasons why joining a mastermind group might be a **good decision** for you.

1. You'll be part of an exclusive small community of 6-12 people.

Usually there is an invitation/application process.

Remember, the other members need you just as much as you might need them, so the breadth of your life experience will be beneficial to everyone involved.

2. Once you are involved in a mastermind group, any feeling of "being all alone" soon disappears.

The other members of the group turn into business or life coach advisors of sorts. You will find other people seek your input.

3. Collaboration is important. You may find someone in the group who is suitable to work on a project with you.

By working collaboratively together, everyone achieves more.

4. Joining a group extends your network of contacts and friends.

If you are in business, you know how important it is to extend your network. You also benefit from the networks of those in the group with you.

5. New learning opportunities pop up.

Everyone in the group is unique in personality, skills, experience and connections.

By interacting and sharing your knowledge, experiences and challenges you'll usually find someone who will suggest a solution for your latest problem.

Or ... you may offer a solution, a connection, or a new tactic to help another person in the group.

6. When you are in a mastermind group you will often find ways to help each other through cross promotion to your respective networks.

7. Being in a mastermind will truly give you a 'Master Mind'!

You'll think bigger and stretch beyond your local boundaries. When you're surrounded by stimulating people doing interesting things **your brain** is stimulated.

Masterminds are incredible and can do wonders for you, your family circle, and for your business. Doing things in a group is always a lot more fun!

What you should know about a COOKIE on your computer

The Purpose of Cookies

A COOKIE is a small piece of software. It gets attached to your computer when you visit a site - automatically.

The website you visit usually asks your permission to store their cookie on your device (this could be a laptop, iPad, or smartphone etc) when you go to log out.

This process is quite normal.

Cookies provide you with a better experience when you browse a website. A cookie can suggest to the website manager ways to improve the functionality of their site based on what visitors do.

Without cookies, some areas and functions of a website will not work (eg: your user login).

There are different types of cookies:

Strictly necessary cookies

These are required for the smooth operation of every site. For example, they enable you to move around the site and use its features.

They enable you to log in to secure areas of a site because you were cleared by using your password on a previous visit.

An example of this type of cookie is the code that allows your quick and easy login to the NZIBS Student Forum every time you return.

Analytical and performance cookies.

These allow the website manager to recognise, approve entry and count the number of visitors.

And to see how visitors move around the site when they are using it. What time of day etc.

This helps the website manager to improve the way the site works by ensuring users can find what they are looking for easily. These cookies improve how a website works.



Targeting cookies

These record your visit to a site, the pages you visited and any links you followed.

This information is used by websites like Facebook to show only advertising which is more relevant to your interests such as your reading preferences, what kind of cooking recipes you search for, which sports results you check etc.

They save you from sifting through stuff you don't want.

Blocking or Deleting Cookies

You can block cookies by activating the setting on your browser that allows you to refuse some or all cookies.

However, if you block ALL cookies (including essential cookies) you may not be able to access parts of that site you want to visit.

If you want to disable 'third party cookies' you can turn them off by going to the third party's website and getting them to generate a one time "no thanks" cookie that will stop any further cookies being lodged on your machine.

To find out more about cookies visit: www.allaboutcookies.org or www.aboutcookies.org which explain in more detail how cookies work and how you can manage their use. We hope this information is helpful. □

Functionality cookies

These are used to recognise YOU when you return to a site regularly and it remembers the choices you make when you use the site.

This enables the site to personalise its content for you, greet you by name and remember your preferences (eg: your choice of language, dress size, or your geographic region).

Reminds us of the Great Kaikoura Leap



Is the roading manager being clever here, giving us a puzzle to do while we wait for the road to clear?

OK, we'll play ... Does he mean we should **accept** the delay, **expect** long hold-ups, or is the spelling simply a sign that road workers can't spell?

Graduates Club

Students who graduate are invited to join the Graduates Club and enjoy these services:

- # Access to your former tutor for Q&A. Ask as many questions as you wish. Either through email exchanges, telephone, Skype etc.
- # Access to the Principal, ditto.
- # Monthly newsletters.
- # Access to Student Forum, 24/7/365.
- # Free entry to all NZIBS competitions.
- # Information about worldwide competitions.
- # Annual renewal of PRESS PASS where applicable.
- # Annual renewal of STUDENT ID CARD.
- # Access to graduates and students who will proofread your manuscripts, without a \$ fee.
- # Access to a tutor for manuscript appraisal, for a fee.
- # Assistance with finding placements for articles, photos, book manuscripts.
- # Help with finding paid work.

All that for **\$100 membership**.

PS: As a consultant any of these people could charge \$75 per hour.

Student Forum Competitions



Have a go! 😊

For details of all competitions, click the link and join in. Usually entry is free!

See the competitions here:

<http://nzibs.co.nz/forums/forum/competitions/>

Job hunting after age 50

Yes, age/sex/race/religious discrimination is against the law. But if you've applied for 200 jobs and not even been interviewed you know it happens.

Read these ten tips and you could have better outcomes.

1. Know this: the solution is not about luck - it's about strategy.

Tip: Don't put your age on your CV or your job application. That includes your DoB.

2. Rewrite your CV so it only shows the last ten years.

All other/prior information is "available on request".

But don't post it or email it, **take it** to the interview. If they don't see you, they don't get it.

3. Make a short and punchy CV. One page, two at most.

Have separate CVs for each different industry you're chasing, eg: retail, freight, construction, health, fashion, farming, travel.

4. Focus on your numerical achievements.

For example: "My team achieved a 14% improvement in ..."

5. Be aware of jobs which are moving into the twilight zone.

Bank tellers are replaced by ATMs. Supermarket checkout operators replaced by DIY.

Government departments actively discourage face-to-face meetings: "What you want is on our website".

If your skills are transferable, eg: working with numbers, words, people etc, **think seriously about switching careers.**

6. Do you really want to travel two hours to/from work every day? Either find something locally, or switch to being an at-home out-sourced worker. Your next employer could be in London, Dublin or Dubai. Use your (+12h ahead) time zone to your advantage. Mention how you can deliver "overnight".

7. Look for work where your age is an advantage. Having know-how, experience, judgment, maturity and 'nous' can give you an advantage over green youngsters with a BA and no life experience.

8. Keep reading, keep learning. Be able to "quote" interesting thoughts from Edward de Bono, Charles Handy, Peter Drucker etc. Mention these people when you're asked "What are you reading?"

9. Have the right tools. Laptop, iPad, iPhone etc. Mention them in conversations "Let me Skype that to you, or do you prefer Dropbox?". Use them. Be a 'modern miss'.

10. Have your own Facebook page (free) that's only about business.

So no family or cat photos. Add a fresh, short, news item daily. There are gems aplenty on HuffPost, WSJ, NYT etc.

11. Follow up every contact with an emailed "Thank you" and some news item from your FB page which is relevant.

[Hot link](#) it to your FB page. Send another relevant news item next week, and the next, and the next, and the next, and the next, etc. Make this your day's work until someone employs you.

And ...always deliver more than you promised. ☐

Sell your short story in the UK

When your short story is polished, proofread and formatted, send it to TAKE A BREAK magazine in the UK. <https://takeabreak.co.uk>

This is the fourth most popular magazine in UK, with over one million circulation, which means about 4-5 times that many readers.

Tip 1. Read the magazine, cover to cover. (Ask your local magazine shop to get some issues for you.) Get 'the feel' of the magazine.

Tip 2. Count the number of WORDS in the stories in each department. Aim to supply the same word count.

Tip 3. Be creative with your titles. 'Moonlight' is not as exciting as 'He Captured my Heart in the Moonlight'.

Tip 4. Persistence is the key. Editors like to know you can supply more than one story. Remember, editors also want stories that have NOT been published elsewhere. ☐

You can learn a lot from watching great interviewers

Some interviewers are well worth watching because of the way they can draw the best from whoever they talk with.

Techniques displayed by first-rate interviewers such as Oprah Winfrey, Barbara Walters, David Frost and Richard Dimbleby have been developed and practised over years.

Here's [Larry King](#) at age 83:

<https://www.youtube.com/watch?v=IGIzAYHXCLc>

There are other opportunities at:

The George Washington University, School of Media & Public Affairs.

Put that mouthful into Google and see what other goodies turn up on YouTube. Take notes.

Larry King, 83, has worked in



radio and television for 50 years. He is a great interviewer, and an interesting conversationalist. These skills are essential for life coaches, too.

He was asked, "How do you keep a conversation going?"

His answer was elegantly simple.

"I'm a who, what, where, when guy. I ask short questions. I get to the point. The person I am interviewing knows I'm interested in what he or she has to say. They know I'm listening to their answer. I have a pace that's natural."

Here are Larry King's tips for using questions to become a great conversationalist.

Ask short simple questions: Who? What? Where? When? Why? How?

These allow the other person **time to think** because they're short.

- > Never say "I". Focus on "You".
- > Don't make a statement—worse, a long rambling statement—and then ask, "What do you think of that?"
- > Listen to the other person's answers to your questions.
- > Show them you understand by nodding your head, or summarising what they've just said.
- > Use their responses as the cue for your next question.
- > Pay attention to your pace. Don't gabble, or throw out rapid questions. Allow the other person to catch his or her breath.
- > When the other person says something interesting, **pause for a moment** to show you're considering their answer.

If you use this advice from Larry King, the master interviewer, you'll become a better conversationalist and [a great life coach](#).

Remember, conversation skills are an important part of success in ANY

Job Opportunities

[Alternative Education Tutor](#), Starfish Social Services, Matamata. Work daily with young people to recognise and develop their potential. Full time. Closes 14 Dec.

[Multimedia Developer](#), Massey University, Wellington. Help design digital learning resources. Full time. Closes 15 Jan.

[Content Producer](#), TalentShop Ltd, Wellington. Write marketing collateral for Barnardos, the not-for-profit that helps kids get started on the right foot. Full time. Closes 9 Dec.

[Social Media Manager](#), RWR Executive, Auckland. Build a marketing strategy including email, e-commerce, and social media. Full time. Apply now.

If you see a vacancy that appeals, with an APPLY BY date which has passed . . . Apply anyway.

Contact the company and ask "Did this position get filled? I've just discovered it and I think I'd be ideal."

If you really ARE the ideal candidate, they will be pleased you reached out.

[Trainee Multimedia Journalist](#), Dorset Echo, Weymouth, UK. Report on events and off-diary stories for print and social media pages. Full time. Closes 16 Dec.

[Editor](#), Local Matters Ltd, Warkworth. Manage editorial issues and set the tone for a digital and print newspaper delivering local stories. Full time. Closes 16 Dec.

[Communications Advisor](#), Robert Walters, Wellington. Write media releases for the Electoral Commission. Fluency in Te Reo Maori an advantage. Full time fixed term. Apply now.

[Programme Coordinator](#), Waikato Youth Trust, Hamilton. Coach Year 9 students at Fairfield College to transition successfully into high school. Part time. Closes 5 Dec.

[Swim School Instructors](#), YMCA, Auckland. Work with children to increase their confidence and life skills in the aquatic environment. Several positions available. Part time. Closes 9 Dec.

DEAD LUCKY A man goes into his doctor's office to receive the results of his blood tests. The doctor looks apologetic.

"I'm sorry, it's bad news. You have a really nasty virus, called 'Yellow 24' because it turns your blood yellow and you usually have only 24 hours to live. There's no known cure so ... just go home and enjoy your final precious moments alive."

The man trudges home and he breaks the news to his wife.

She's distraught. Her mind's a mess. What to do? She asks him to come with her to the Bingo Hall. It would make her happy, so he goes.

Well ... beginner's luck? With his first card he gets four corners and wins \$35. Then, with the next card, he gets a line and wins \$320.

It doesn't end there. He gets the full house and wins \$5000, followed by the National Bingo Bonanza Prize—and that is worth \$780,000!

The Bingo caller gets him up on stage. "Sunshine, I've been here 20 years and I've never seen this: four corners, a line, the full-house and the National Bingo Bonanza Prize all on the same night. You must be the luckiest man on earth!"

"Lucky?" the man spits out the word. "Lucky? Don't you know I've got Yellow 24!"

"Blow me down," says the Bingo caller. "Mate, you've won the meat raffle as well."

Not The Pizza Girl

Author **Micelle Ann King**

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Lisa floored the van's accelerator, thrashing the speed limit, weaving in and out of traffic on the A12 and even slipstreaming an ambulance from Gallows Corner to Gidea Park. It earned her a lot of obscenities, but it also shaved a good ten minutes off the journey. When you're guaranteeing delivery in half an hour, that counts for a lot.

The customer lived in a good-looking place round the back of the station, with a massive driveway filled with cars. Loud, rhythmic music was punctuated by the occasional shriek.

Sounded like quite a party. Lisa parked her van on the road and killed the engine with her trip timer reading 02:16. She'd cut it fine, but she'd made it. With any luck, she'd get a decent tip.

She grabbed the bag from the passenger seat, sprinted for the front door and rang the bell. On 01:35 it was opened by a dark-haired bloke in grey jeans and a check shirt. He reeked of wine, sulphur and incense, and his eyes were glowing red. That didn't bode well for either of them. The possessed were never big tippers.

Lisa gave him a big smile anyway, and held out the bag. "Delivery, mate."

He peered at her. "Huh?"

She made an effort to keep the smile going. "It's all paid for on the card, so I just need you to sign on the little screen here and we're all done."

He stared blankly for a few more seconds before his face cleared. "Oh, right. The pizzas."

Lisa let go of the smile and her hope of a tip.

"No, mate, I'm not the pizza girl. I'm the emergency magical supplies girl."

"Huh?"

"I'm from Eddie's," she said. "Eddie's Ethereal Emporium? I've got an order of — " she paused, checked her manifest and continued, "pine smudge sticks,

black beeswax tapers, granular frankincense, powdered dragon's blood, juniper oil and virgin's tears, for this address."

Check Shirt just blinked those scarlet eyes at her and swayed. Lisa's timer read 01:13.

Another shriek came from inside the house, followed by a deep, rumbling snarl. Lisa shook her head. Bloody amateur magicians, always in a mess they couldn't get out of. She blamed Harry Potter.

"Look, mate, these are ingredients for a banishing ritual, yeah? So someone here must have had enough of their right mind left and realised you've got an unwanted guest at the party."

"Huh?"

Lisa rubbed her eyes and counted to five. Ten was always better, but she was on a deadline. "Listen, I know what it's like when summonings get out of hand — you've had a few drinks, you get a bit sloppy with the Latin, the sigils end up the wrong way 'round. You might just be trying to raise an imp to clean the toilet, but you end up with the legions of Beelzebub pouring out of the u-bend. Trust me, I've seen it happen."

Check Shirt scratched his cheek with a nail that blackened and lengthened into a claw.

"Huh?" he said.

A huge snake-like creature slithered out of the door and over his feet. Lisa stepped back and it disappeared under the hedge at the side of the house.

She snapped her fingers in front of Check Shirt's face. He was drooling slightly. "You've got demons, mate," she said, speaking very loudly and slowly. "Inside and out, by the look of it. So I strongly recommend you sign here, then go and sort it out. OK?"

Behind her, a motorbike picked its way through the cars on the drive. "Three large pepperonis and a garlic bread, for Steve," the rider called out. "Twenty-five quid."

Check Shirt's eyes snapped back into focus. He reached into his back pocket and came out with a wallet.

Typical.

In the battle of man's stomach versus his immortal soul, the stomach won every time.

"Oh, no, you don't," Lisa said.

The display on her timer showed 00:35, the digits flashing red. She pointed a warning finger at the bike rider, who was carrying a stack of red and white boxes. The savoury aroma mixed uneasily with the smell of brimstone wafting out of the house. "I was here first, mate. Wait your turn."

She threw her bag into the hallway, grabbed Steve's hand and used a talon to scribble on the screen. The status changed to Delivered, and the countdown halted on 00:17.

"Thank you for using Eddie's Ethereal Emporium. We hope you enjoy your magical purchases," she said. "Preferably as soon as possible, yeah?"

Steve ignored her, his attention fully focused on the stack of pizza boxes. She shrugged and headed back to the van.

She'd just driven off when a huge spout of black smoke boiled out from the house. The pizza bike, burning merrily, flew over the top of the van and landed in a skip about twenty yards down. There was a great clap of thunder and an ear-shattering roar that could never have been produced by a human throat. It sounded very much like "I hate pepperoni."

A smaller fireball, which might have once been a pizza box, shot out of the swirling black vortex and joined the bike in the skip.

Lisa picked up her radio. "15 to base," she said. "Clear from Gidea Park, heading back to the warehouse now."

She kept up a leisurely ten miles an hour above the speed limit. In her rearview mirror the cloud of smoke split apart and formed into a writhing mass of horned, fanged shapes. A few of them disappeared down the chimneys of the neighbouring houses.

Lisa got back on the radio. "15 again, base. Eddie, you might want to prepare more of those banishing kits. I think we could be getting some new orders." □