

Job Opportunities, near and far

- ♦ Check your options for jobs, local or worldwide.
- ♦ There are jobs for graduates of every course.

Alex Haley: author's journey through Shadowland

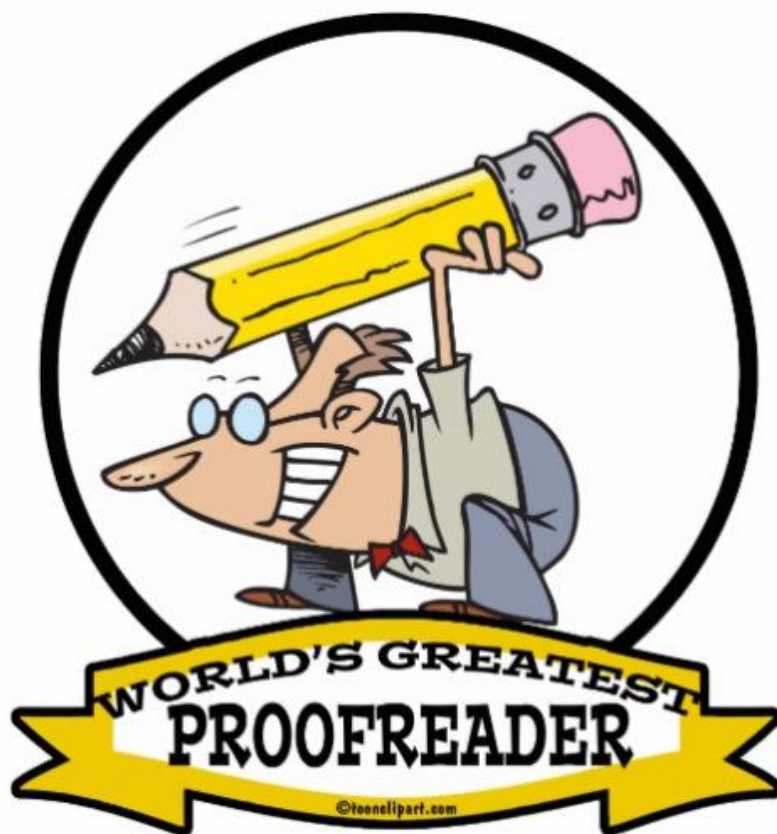
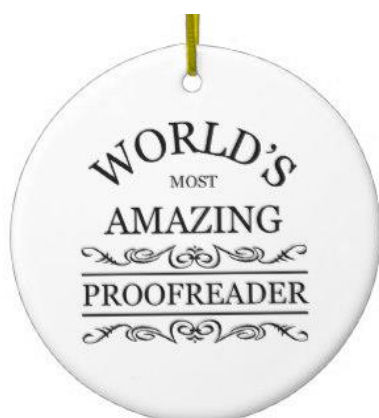
- ♦ Alex Haley recounts his winding road to eventual success with *Roots*. **P.4**

Put clarity, style and conciseness in your writing

- ♦ Quick reminders of the ways to make your writing the best it can be. **P.3**

What image do you have of your own skills?

**Your clients will develop an opinion of you
which mirrors the one YOU have of yourself**



The Dalai Lama's advice for living a wonderful life

- ♦ A handful of thoughts from Tibet's spiritual leader. **P. 9**

Handshakes

- ♦ What messages do you give out when you shake hands? Do you need to change the message? **P. 7**

Blind Date

- ♦ What's the worst thing about a blind date? And what's really a girl's best friend? Fiction short story. **P.12**

What Oprah Winfrey taught me



I stumbled across Oprah's book ([What I Know For Sure](#)) in Berkelouw Sydney. Usually I read

the CONTENTS page first, but this little book didn't have one. So I read the first sentence...

"The first time Tina Turner appeared on my show I wanted to run away with her, be a backing singer, and dance all night at her concerts."

Wow! She had me hooked with her first sentence.

Any book which can do that deserves to be bought and read. So I did.

I was rewarded with a book bursting with a thousand gems.

"I've kept a Gratitude Journal for a full decade without fail, and I urge everyone I know to do the same.

"Every night list five things that you are grateful for. What it will begin to do is change your perspective of your day and your life."

~ Oprah Winfrey

"Every day I write five things I'm grateful for that happened to me today. Example 3: A long and hilarious telephone chat with my friend Gayle about her blind date with Mr X."

"One of my greatest lessons was when I fully understood that what looks like a dark patch in my life (and she's had many) is actually the universe pointing me in a new direction.

"If I had not been made redundant from my TV newsreader job in 1977 the talk show opportunity would never have happened. I'd have been too busy working.

"When I see obstacles for what they are I start to see the path I should take to get me to where I want to be.

"I now see obstacles as the stepping stones on my journey through life.

"Who I'm meant to be evolves gradually from where I am right now."

Oprah's favourite gospel song is 'STAND'. [Donnie McClurkin](#) sings "What do you do when you've done all you can and it seems like it's never enough?"

She joins in singing the refrain super-loud: 'You just stand.'

"That's where strength comes from – our ability to face resistance, challenge, adversity and pain. While we just stand. As I stand I thank all the people who have paved the way for me to be who I am today."



That's a fair thought for Anzac Day 2015.

"We shall remember them." □

Brian Morris | Principal

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

Journalism and Non Fiction Writing

http://nzibs.co.nz/?page_id=38

Sports Journalism

http://nzibs.co.nz/?page_id=60

Internet Entrepreneur

http://nzibs.co.nz/?page_id=1726

Creative Writing

http://nzibs.co.nz/?page_id=28

Romance Writing

http://nzibs.co.nz/?page_id=58

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

http://nzibs.co.nz/?page_id=79

Writing Your First Novel

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

Life Coaching

http://nzibs.co.nz/?page_id=46

Digital Photography for Beginners

http://nzibs.co.nz/?page_id=30

Professional Freelance Photography

http://nzibs.co.nz/?page_id=130

Proofreading and Book Editing

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

Write Well

From Graduates Club Report 281
Reproduced for educational purposes.

Good writing is functional

writing. Remember, the principles of good writing don't change:

clarity, conciseness and style.

The purpose of writing is to convey to another what is in the writer's mind. 'Good writing' therefore, is writing which does this effectively.

1. Clarity

Your language and style are determined by your message and your audience. Be clear about who you are and what your role is.

Organising your material

Outline a logical structure under headings. Breaking text into small pieces makes it easier to read.

Choose the right words

Choose not only the clearest ones, but also those that are correct in sense and form.

Be careful with Jargon

A writer needs to be aware of who they are writing to and whether such expressions will be helpful or confusing or not understood.

Clichés and Slang

Clichés are overused expressions that have lost their freshness. Good writing avoids these.

New words and vogue phrases

New words like 'Selfie' come from anywhere. But meanings can morph quickly, so use with care.

Foreign words and phrases

The use of foreign words and phrases often seems pretentious, especially if there is an English equivalent. Think of your audience.

Structure and Grammar

Shorten long sentences to make them easier to read. Grammar is important for clarity.

2. Conciseness

Long-windedness tires the reader mentally which makes it more difficult to convey your message.

Draw attention to important items with underlining, **bold type** and *italics*. A mixture of long and short sentences adds variety and makes your text more readable.

3. Style

The word 'style' is commonly used to refer to two different, but overlapping, aspects of writing.

'Style of writing' refers to the words an author chooses and the tone or impression created by the way the words are used.

'Written style' refers to the set of conventions that make the work's meaning clear. These include spelling, punctuation, spacing, symbols, underlining and others.

Style of writing

Put yourself in the reader's shoes. Are you writing the sort of thing you'd want to read yourself?

Use figures of speech sparingly.

Shun most current fads. However, your style will not suffer from the occasional use of familiar figures of speech if they convey your meaning vividly.

Avoid vagueness

Technical expressions should be used only in a technical context.

Pompous wording

Fancy writing doesn't impress your reader if ordinary words would do just as well.

Incongruities

Styles should be as consistent as possible. Mixing colloquial expressions with technical terms creates an incongruous effect.

Written style

Correct spelling is essential. Be consistent in your use of punctuation and other marks.

Revising the draft

Checking what you have created is an important part of writing.

Watch out for:

- lack of logic or continuity
- rambling sentences or structure
- unduly long paragraphs, sentences or multisyllable words
- clichés, jargon, ambiguities
- incorrect grammar or punctuation
- spelling mistakes
- unnecessary repetition

It is wise to get someone else to read your draft. Feedback will give you the opportunity to improve your text. □

Job Opportunities

[Web Producer,](#)

Fairfax Media, Sydney
Manage editorial and content for digital platform. Closes 13 May.

[New Media Editor,](#) Sky Group Holdings, Auckland

Write and edit promotional copy, respond to audience feedback. Apply now.

[Weekday Editor,](#) New Zealand Media & Entertainment, Auckland

Produce agenda-setting journalism for the NZ Herald. Closes 12 May.

[Homepage Editor,](#) TVNZ, Auckland

Shape the look of a news website and manage social media. Apply now.

All these jobs were listed on the Student Discussion Board SDB when first found. That may have been several days ago!

Has the date expired? Put yourself forward anyway!

[Editorial Assistant,](#)

Digital Media, Auckland
Coordinate, create and publish digital content. Apply now.

[Communications Advisor,](#)

EECA, Wellington
Write speeches and opinion pieces, manage social media, write corporate documents. Closes 11 May.

[Technical Writer,](#) Potentia

Recruitment, Auckland
Extract and document information from project development and analytical teams. Apply now.

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

[Proposals & Communications Writer,](#)

AECOM New Zealand, Auckland
Support winning bid activities for engineering design projects. Apply now.

As seen on **Futility Closet**:

A masochist's lunch menu:

Casu marzu is a Sardinian cheese riddled with live insect larvae that can jump up to 6 inches. Wear goggles.

Kopi luwak, sometimes described as "cat poop coffee," is a Sumatran beverage made from berries that have passed through a civet's digestive tract.

Lutefisk is a Nordic dish made by soaking whitefish in lye. It is the only food refused by Jeffrey Steingarten, author of *The Man Who Ate Everything*: "Lutefisk is not food, it is a weapon of mass destruction."

Stinky tofu, a favourite of Mao Zedong, is marinated for months in a brine of fermented vegetables. Reportedly it tastes like blue cheese, but its smell has been compared to sewage.

Book Mooching

"Mooching", according to the dictionary means "to obtain something without paying for it, or to borrow something without intending to return it" as in "You're old enough to get a job and stop mooching off your family."

www.bookmooch.com

This site offers a way for people to get books they want for free by giving away some of their own. The website was set up so people around the world who are passionate about books can read different kinds of books, while finding appreciative readers for volumes they no longer want.

Book moochers register their unwanted books on the website then compile a list of books they want to receive. Each book a person gives away earns them one point, entitling them to have one of the books on their wish list sent to them once it becomes available.

The only cost to moochers is postage but in order to keep receiving books moochers just give away at least one book for every three they receive. Books sent overseas attract extra points, three instead of one, because of the extra cost.

Author Alex Haley writes about the tough times

From Graduates Club News 225
Reproduced for educational purposes.

There's a big difference between "being a writer" and writing. In most cases, people who want to be writers are dreaming of wealth and fame, not the long hours alone pecking at their word processor.

"You've got to want to write," I tell people, "not simply want to be a writer."

The reality is that writing is a lonely, private affair. For every writer kissed by fortune, there are thousands more whose longing is never requited. Even those who succeed often know long periods of neglect and poverty. I did.

When I left a 20-year career in the Coast Guard to become a freelance writer, I had no prospects at all. What I did have was a friend with whom I'd grown up in Henning, Tennessee.

George found me my home – a cleaned-out storage room in the Greenwich Village apartment building where he worked as a janitor. It didn't even matter that it was cold and had no bathroom. Immediately I bought a used manual typewriter and I felt like a genuine writer.

After a year or so, however, I still hadn't received a break and began to doubt myself. It was so hard to sell a story that I barely made enough to eat. But I knew I wanted to write. I had dreamed about it for years. I wasn't going to be one of those people who die wondering, "What if?" I would keep putting my dream to the test – even though it meant living with uncertainty and fear of failure.

This is the Shadowland of hope, and anyone with a dream must learn to live there.

Then one day I got a call that changed my life. It wasn't an agent or editor offering a contract.

It was the opposite – a kind of siren call tempting me to give up my dream.

On the phone was an old acquaintance from the Coast Guard, now stationed in San Francisco. He had once lent me a few bucks and liked to egg me about it. "When am I going to get my \$15, Alex?" he teased.

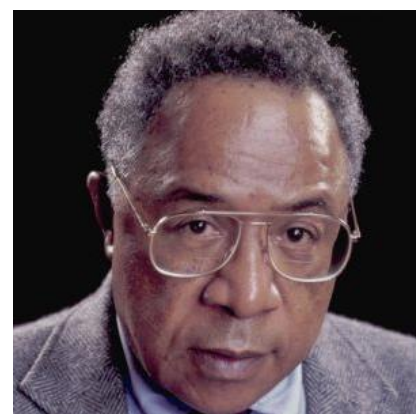
"Next time I make a sale."

"I have a better idea," he said.

"We need a new public-information assistant out here, and we're paying \$6,000 a year. If you want the job you can have it."

Six thousand a year! That was real money in 1960. I could get a nice apartment, a used car, pay off debts and maybe save a little something. What's more, I could write on the side.

As the dollars were dancing in my head, something cleared my senses. From deep inside me a bull-headed resolution welled up. I had dreamed of being a writer – full time. And that's what I was going to be. "Thanks, but no," I heard myself saying. "I'm going



to stick it out and write."

Afterward, as I paced around my little room, I started to feel like a fool. Reaching into my cupboard – an orange crate nailed to the wall – I pulled out all that was there: two cans of sardines. Plunging my hands in my pockets, I came up with 18 cents. I took the cans and coins and jammed them into a crumpled paper bag. There Alex, I said to myself. There's everything you've made of yourself so far.

I'm not sure I ever felt so low.

I wish I could say things started getting better right away. But they didn't. Thank goodness I had George to help me over the rough spots.

Through him I met other struggling artists, like Joe Delaney, a veteran painter from Knoxville, Tennessee. Often Joe lacked food money, so he'd visit a neighbourhood butcher who would give him big bones with morsels of meat on, and a grocer who would hand him some wilted vegetables. That's all Joe needed to make down-home soup.

Another Village neighbour was a handsome young singer who ran a struggling restaurant. Rumour had it that if a customer ordered steak, the singer would dash to a supermarket across the street to buy one. His name was Harry Belafonte.

People like Delaney and Belafonte became role models for me. I learned that you had to make sacrifices and live creatively to keep working at your dreams. That's what living in the Shadowland is all about.

As I absorbed the lesson, I gradually began to sell my articles. I was writing about what many people were talking about then: civil rights, black Americans and Africa. Soon, like birds flying south, my thoughts were drawn back to my childhood. In the silence of my room, I heard the voices of Grandma, Cousin Georgia, Aunt Plus, Aunt Liz and Aunt Till as they told stories about our family and slavery.

These were stories black Americans had tended to avoid before, and so I mostly kept them to myself.

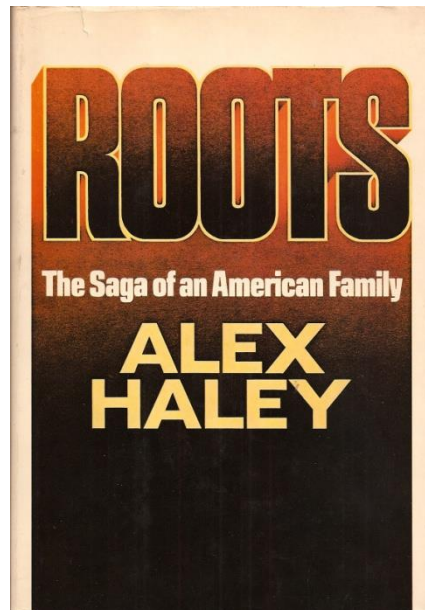
But one day at lunch with editors of *Reader's Digest*, I told these stories of my grandmother and aunts and cousins. I said I had a dream to trace my family's history back to the first African brought to these shores in chains. I left that lunch with a contract that would help support my research and writing for nine years.

It was a long, slow climb out of the shadows.

Yet in 1970, 17 years after I left the Coast Guard, *Roots* was published. Instantly I had the kind of fame and success few writers ever experience. The shadows had turned into dazzling limelight.

For the first time I had money and open doors everywhere. The phone rang all the time with new friends and new deals.

I packed up and moved to Los Angeles, where I could help in making the *Roots* TV mini-series. It was a confusing, exhilarating time, and in a sense, I was blinded by the light of my success.



Roots - Edition One

Then one day, while unpacking, I came across a box filled with things I had owned years before in the Village.

Inside was a brown paper bag.

I opened it, and there were two corroded sardine cans, a nickel, a dime and three pennies.

Suddenly the past came flooding back like a riptide. I could picture myself once again huddled over the typewriter in that cold, bleak, one-room apartment.

And I said to myself, the things in this bag are part of my roots. I can't ever forget that.

I sent them to be framed in Lucite. I keep that clear plastic case where I can see it every day.

I can see it now above my office desk in Knoxville, along with the Pulitzer Prize, a portrait of nine Emmys awarded to the TV production of *Roots*, and the 1977 Spingarn medal - the NAACP's highest honour.

I'd be hard pressed to say which means the most to me.

But only one reminds me of the courage and persistence it takes to stay the course in the Shadowland.

It's a lesson everyone with a dream should learn. □

Job Opportunities

[Instructional Designer](#), Fonterra, Auckland
Develop learning materials to support safety and quality improvements. Closes 10 May.

[Reporter](#), New Zealand Media & Entertainment, Hamilton
Write current affairs stories for the Hamilton News. Apply now.

[Photographer/Bar Manager](#), Cassette Nine, Auckland
Embrace the hospitality trade and capture the fun on camera. Closes 31 May.

[Editor](#), Fairfax Media, Taupo
Organise local and national news for The Taupo Times, Ruapehu Press and Rotorua Review. Closes 7 May.

[Camera Operator/Editor](#), KOR Creative, Auckland
Hone your skills on Adobe Creative Suite. Apply now.

[Photo Editor](#), GrabOne, Auckland
Source and edit images for online shopping sites. Apply now.

[Creative Copywriter](#), Plato Creative, Christchurch
Craft copy that sets a client apart from their competitors. Apply now.

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

[Chief Reporter](#), Canterbury Television, Canterbury
Gather and collate local stories for CTV News. Closes 10 May.

[Technical Writer](#), Salt, Auckland
Provide editorial advice and write specialist material. Apply now.

[Web Content Writer](#), Ministry for Primary Industries, Wellington
Write government communications for digital platforms. Closes 1 May.

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/pgvqjky>

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.



Make Greatness Your Goal

From ideas by **Steve Widener**

Is greatness your goal? Why not make it so? Start now!

You can achieve the goals you set for yourself and you can make a difference in your own life and in the lives of those who live and work around you if you set greatness as your goal!

1. What is greatness, for you?

Ask yourself:

"What does greatness look like?"

You need to see it to reach it.

2. Imagine your end result.

As author Stephen Covey says, "Begin your planning with the end result in mind."

What end result do you want?

3. What is the enterprise exhibited by the great ones?

They seek to rise above the rest by the quality of their product or service. That is their mission.

4. Thoroughly map your effort.

Your three most important words: planning, planning, planning. Map out your goal thoroughly.

5. Regularly take time for regeneration.

It's hard work achieving greatness! So you will need to take time to regenerate yourself. Your body needs rest. Your mind needs rest. Your emotions need rest. Your spirit needs rest.

6. Have a strict feedback and evaluation process.

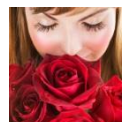
Every plan and goal needs feedback from an evaluation tool. This is how you objectively decide whether you are moving toward your goal. Or not.

This evaluation process is not to be underestimated! It's really powerful.

7. Learn to party!

You mean play? Yes! What good is greatness if you can't enjoy it? And not just at your final destination but also along the entire journey.

Be sure to stop along the way and 'smell the roses'. □



When scientists feel gagged by 'the boss'

An interesting radio interview (<http://www.radionz.co.nz/audio/p/layer/20174224>, 10 April 2015).

In this audio, Kathryn Ryan interviews Dr Nicola Gaston, president of the Association of Scientists.

Dr Gaston said 40% of the Association's members felt they had been influenced by their superiors in the way they reported their scientific work.

Forty percent is a huge number.

Trying to 'spin' scientific research has a nasty smell to it.

'Influence' could be overt, as when research results are tampered with; a request to re-write a report to give a different outcome or interpretation to the scientific results; or a direct request to 'not go there'.

Influence can also be covert, as when 'proceeding with this line could cost us our funding grant'; announcing an unpopular outcome 'could cast a pall over your personal integrity'; or hinting that 'our partners in this project don't see it that way'.

Dr Gaston didn't say the scientists gave in to these pressures.

But when the stakes are high in contentious areas like oil prospecting, fracking, fishing quotas, politics, investments, or climate control, the temptations are strong on both sides.

Listen to the interview (18mins) and be aware. □

<http://www.radionz.co.nz/audio/p/layer/20174224>

Tired of commuter traffic?

Sick of spending money on petrol, bus fares, train tickets every week . . . plus \$25 a day on lunch, coffee, drinks after work? What a waste of time.

CHANGE GEAR! Work at home. Be an Internet Entrepreneur

http://nzibs.co.nz/?page_id=1726

Your handshake tells others a lot about you

By **Graham Harvey**

From Graduates Club News 242
Reproduced for educational purposes.

To shake or not to shake,
that is the question.

HOW TO SHAKE is another one.

It is vital that your hand-shake is appropriate for the person whose hand you are shaking.

As the world gets smaller through globalisation and our interactions with people from different countries and cultures become a regular part of everyday life, we need to be both aware and respectful of the customs of others.

For example . . .

In French business meetings, it is expected that you will shake the hand of everyone in the room and the handshake itself will tend to be light and quick.

The Chinese are somewhat reserved about any form of touching in public, though the handshake is becoming more accepted as a form of greeting.

In South America, the Latins are very touch-oriented. Hugs, kisses on the cheek and pats on the back are an everyday thing. Most hellos and goodbyes are accompanied by a warmly enthusiastic handshake.

Many Japanese are fairly accommodating when it comes to shaking hands Western style.

Overt public affection is still a big no-no for the Japanese.

The Middle East is different again. As is England. As is Italy. As are different countries in Africa.

Once again, to be accepted, do your homework. And next time you go to extend your hand in greeting, take a moment to pause and consider the importance of the act you are about to engage in. You may be sealing a million-dollar relationship. Or it may mean instant removal from the next 'business after five' guest list. □

NZ Herald publishes a daily list of RANTS and RAVES

You'll now find this "[Outburst Outlet](#)" on our **Student Discussion Board**

RANT:

Officials who don't know the difference between a man and a gentleman, nor between a woman and a lady.

For example:

"Two gentlemen ram-raided the shop and stole the cash register." They were men, not gentlemen.

"Two ladies swore at the boy for riding his bike on the footpath." Not ladylike behaviour.

RAVE:

During Principal Brian's holiday in Wanaka, he visited [Puzzling World](#) and had a great time.

Illusions, puzzles, holograms, the tilted house and a maze kept adults and children intrigued for hours with visual trickery. Recommended.

PS They recognised his PRESS PASS so he promised to write a glowing report. Every word is true!



Job Opportunities

[Photography Business](#),
Open2View, Southland
Queenstown and Invercargill real estate photography franchise available. No closing date.

[Photography Business](#),
Open2View, Bay of Plenty
Bay of Plenty area real estate photography franchise available. No closing date.

[Journalist with Photography Skills](#),
Saint Kentigern Trust, Auckland
Write daily stories for high profile publications. Closes 11 May.

All these jobs were listed on the Student Discussion Board SDB when first found. That may have been several weeks ago!
Has the date expired? Ask anyway!

[Communications Advisor](#),
EECA, Wellington
Write speeches and opinion pieces, manage social media, write corporate documents.
Closes 11 May.

[Editorial Assistant](#), **Parkside Media, Auckland**
Coordinate, create and publish digital content. Apply now.

[Vocational Course Writers](#),
Open Polytechnic, Lower Hutt
Write learning material for marketing and organisational behaviour courses. Apply now.

[Marketing Executive](#),
Greentree International, Auckland
Write marketing plans and resource material to lead new product introductions. Apply now.

[Staging/Marketing](#),
Madison Recruitment, Auckland
Use your eye for what looks good to edit photos and write ads for properties. Apply now.

[Photography Assistant](#),
Magic Memories, Auckland
Capture and publish fun photos of guests at tourist attraction. Apply now.

[Journalist](#), 4 Media, Auckland
Research and write stories for print and digital platforms.
Closes 8 May.

Online Openings

for editors and proofreaders

When searching online, search for **variations** of what you want:

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

Be creative. Look for spelling variations.

Craigslist.org

Check this international billboard of opportunities, jobs etc.

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

Free Graphics

Stock Up: Best free stock photo websites in one place.

Pexels: Best free photos in one place.

All The Free Stock: Free stock images, icons, and videos.

Unsplash: Free (do whatever you want) high-resolution photos.

Splashbase: Search & discover free, hi res photos & videos.

Startup Stock Photos: Go. Make something.

Jay Mantri: Free pics. Do anything (CC0). Make magic.

Moveast: This is a journey of a portuguese guy moving east.

Travel Coffee Book: Sharing beautiful travel moments.

Designers Pics: Free photographs for your personal and commercial use.

Online Writing Jobs

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

Virtual Vocations

The whole spectrum of vocations is here – so use a targeted search to find your specialty.

<http://www.virtualvocations.com/jobs>

You'll probably have better English than the boss.

iFreelance

Advertise your services here:

<http://www.ifreelance.com/>

Freelance Writing Gigs

Online references, contract jobs and plenty of contacts.

<http://FreelanceWritingGigs.com>

Time: Your most valuable asset

Thanks to **Dr Bill Nieporte**

From Graduates Club News 299
Reproduced for educational purposes.

Here are the tips that help Dr Bill Nieporte accomplish more each day of his life.

1. Plan each day

The last thing you should do each evening (or the first thing you do in the morning) is create a "task list" for the next day.

Your list will help you set priorities and keep you focused.

2. Organise your life with systems

One of life's greatest time wasters is a cluttered office or messy living space.

How often have you wasted valuable time trying to find that memo, contract, your wallet, or even your car keys?

Follow the old adage that "Everything has a place and everything should be in its place!"
[Get your life organised.](#) < Book.

3. Use ALL your time

Start by taking a [book](#) with you wherever you go. When you find yourself waiting for the doctor (they're the worst!), waiting for a meeting to start, or for your car to be repaired, try increasing your knowledge by reading your book.

In addition, while driving your car, don't waste time listening to the 'mental fluff' that fills the radio waves.

Instead, switch on your iPod. Listen to [educational](#) or motivational material and make your car a university on wheels.

4. Develop healthy habits

Everyone's body needs adequate rest, proper nutrition, and plenty of exercise to fight off fatigue and extend your life.

Give your body what it needs and you'll have the energy you need to accomplish much more.

Don't forget water.

Drink two litres per day. That doesn't mean coffee, tea or soft drink. [Pure water!](#)

5. Avoid energy stealers

Do you know people who sap your energy? Or individuals with attitudes that literally suck the life out of YOU?

Make it a practice to avoid contact with negative people. You're free to deal with those you like. [Avoid those you dislike.](#)



6. Turn off your TV

If you are not willing to part with your television completely (No, I'm not either) then at least learn which button turns the set off and develop the courage (Yes, it's a mental thing) to use that 'off' button often.

[Spend that time playing with your children](#), reading a book, or discussing things with your spouse or close friends.

You only have 24 hours each day. Use them wisely!

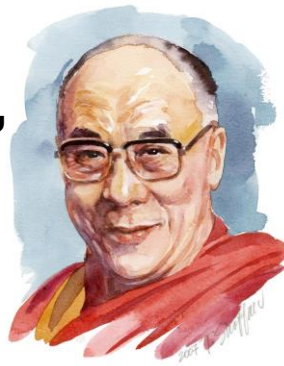
Try one of these tips for a week. Report what happens on SDB. ☐

YES? NO?

*"Would you like the load put here?"
"No, that'll be good."*

You figure out what this typical Kiwi response means.

Instructions for living wisely, from the 14th Dalai Lama



1. Take into account that great love and great achievements also involve great risk.
2. When you lose the fight, don't miss the lesson.
3. Follow the three R's: Respect for self, respect for others, responsibility for all your actions.
4. Remember that not getting what you want is sometimes a wonderful stroke of luck.
5. Learn the rules so you know how to break them properly.
6. Don't let a little dispute injure a great friendship.
7. When you realise you've made a mistake, take immediate steps to correct it. Say "I'm sorry."
8. Spend some time alone every day. It's constructive.
9. Be open to change, but don't let go of your values.
10. Remember that silence is sometimes the best answer.
11. Live a good and honourable life. Then when you get older and think back, you'll be able to enjoy it a second time.
12. A loving atmosphere in your home is the best foundation for your life.
13. In disagreements with loved ones, deal only with the current situation. Don't bring up the past.
14. Share your knowledge. It's the way to achieve immortality.
15. Be gentle with the earth.
16. Go somewhere you've never been before.
17. Remember the best relationship is one in which your love for each other exceeds your need for each other.
18. Judge your success by what you gave up in order to get it. ☐

Rhona Johnson, at Philip Island Motorcycle Grand Prix

Travel Photographer graduate **Rhona Johnson** made the exciting pilgrimage to Philip Island motorcycle racing Grand Prix, near Melbourne. (Rhona's photo.)

"The huge crowds of two-wheel enthusiasts, the noise, the smell of engines – it was a real buzz."



Job Opportunities

[Beauty Editor](#), Bauer Media, Auckland
Write and edit masthead content for The Australian Women's Weekly magazine. Apply now.

[Editorial Manager](#), Xpand Group, Auckland
Build audiences through social media, source lifestyle and entertainment stories. Apply now.

[Editorial Assistant](#), **Parkside Media, Auckland**
Coordinate, create and publish digital content. Apply now.

[Photo Desk Assistant](#), More Images, Auckland
Edit images and text for the Keedup media company. No closing date.

[Graduate Editorial Writer](#), Castleford Media, Auckland
Research and write feature articles, blog posts, white papers, press releases, case studies, video scripts and how-to guides for digital platforms. No closing date.

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

[Technical Writer](#), Brand Developers Ltd, Auckland
Create documentation for software products. No closing date.

[Business Case Writer](#), Beyond Recruitment, Wellington
Build a business through writing. No closing date.

[Lesson Writer](#), Impact Learning, Auckland
Write self-access lessons for students learning English. No closing date.

[Communications Manager](#), Farrow Jamieson, Auckland
Put together media releases and online communications. No closing date.

[Life Coaches/ Corporate Trainers](#), YB 12 New Zealand, Wellington
Empower people. Start your own TB 12 consultancy. Apply now.

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/>

A Conundrum

Many years ago in a small Indian village, a farmer had the misfortune of owing a large sum of money to a village moneylender. The moneylender, who was old and ugly, fancied the farmer's beautiful daughter. So he proposed a bargain.

He said "I will forgo the farmer's debt if I can marry your daughter."

Both the farmer and his daughter were horrified by the proposal. So the cunning moneylender suggested they let God decide the matter.

He told them he would put a black pebble and a white pebble into an empty money bag. Then the girl would pick one pebble from the bag.

If she picked the black pebble, she would become his wife and her father's debt would be forgiven.

If she picked the white pebble she need not marry him and her father's debt would still be forgiven.

If she refused to pick a pebble, her father would be thrown into jail.

They were standing on a pebble strewn path in the farmer's field. As they talked, the moneylender bent over to get two pebbles. As he picked them up, the sharp-eyed girl noticed he had picked up two black pebbles and put them into the bag.

Game on. He then asked the girl to pick a pebble from the bag.

Now, imagine you were standing with them in the field. What would you have done if you were the girl? If you had to advise her, what would you have told her to do?

Post your reply on **SDB** under **Competitions - Pebbles**.

EBook Ideas

by *Brian Morris*

Here are 50 niche topics.

You could turn any of them into a profitable ebook. I have.

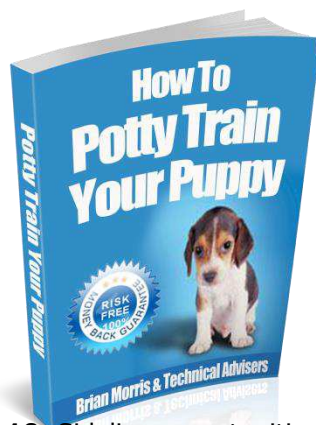
These subjects are all 'red hot', with lots of interest and search engine queries related to them. We recommend you use these ideas as starting points for your ebook. Research any that interest you and try to come up with a unique slant of your own.

The topics aren't set out in any particular order. Just browse through them, and make a note of any you want to explore further.

Use Google.

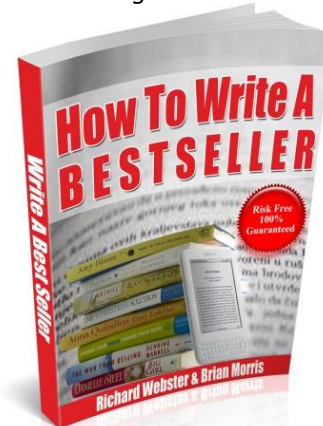
There's a huge range of subjects here, so there will almost certainly be one (or more) that will capture your interest and suggest a topic for your first (or next) ebook.

1. Solar energy at home
2. Cat care / cat health
3. Search engine optimization
4. Water gardening
5. Container gardening
6. Finding a new job
7. Saving money
8. Keeping chickens or lifestyle block animals
9. Dog care / dog health

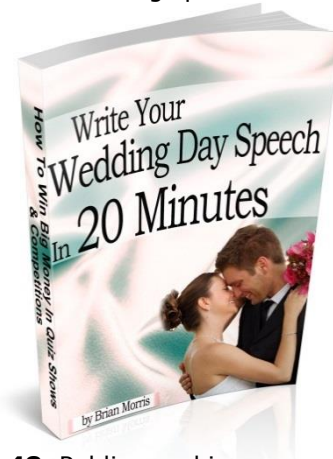


10. Sideline opportunities for Parents stuck at home
11. Online dating
12. Coping with divorce
13. Bringing up teenagers
14. Home schooling
15. Writing for profit
16. Handling stress
17. Time management
18. Boosting creativity

19. Making money online
21. Better sleep
22. Losing weight
22. Cyber-bullying
23. Learning guitar
24. Learning the piano
25. Pregnancy planning
26. Buying a house
27. Website design
28. Forex trading
29. Investing in stocks and shares
30. Tracing your family history
31. Writing a novel



32. Plastic surgery advice
33. Social networking
34. How to knit
35. How to draw
36. How to kiss
37. Writing a CV
38. Getting out of debt
39. Sign language
40. Home security tips
41. How to stop smoking
42. Boost your self-esteem
43. Improve your fitness
44. Cope with arthritis
45. Overcome depression
46. Grow your own vegetables
47. Wedding speeches



48. Public speaking
49. Identity theft
50. Chinese medicine

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>

"Through adversity we come face to face with who we really are and what really matters."

Jon M Huntsman

from the book

["Winners Never Cheat"](#)

Robert V

Photography tutor

If you're sending in photos for assignments, or for challenges or competitions, please remember to give these important details:

- **Aperture setting – including why you chose that one**
- **Shutter speed – including why you chose that one**

The aperture and the shutter speed are the two most important aspects of making a photograph so they deserve serious consideration.

The photography tutor can help you better if you give reasons for choosing specific settings.

Is sport boring? How about **Extreme Ironing!**



Can't believe your eyes? Look it up. It's an 'extreme sport'!

Job Opportunities

Copywriter,

Patterson Associates, Auckland
Produce digital press releases, blogs, web page content and more. Apply now.

Rehabilitation Coach,

Bupa, Gisborne
Help people live healthier, happier lives. Apply now.

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

Production Coordinator,

Bauer Media, Auckland
Coordinate advertising, marketing and editorial material. Apply now.

Editorial Contract,

Momentum Consulting Group, Auckland
Improve the editorial quality of technical, financial and regulatory documents. Apply now.

Technical Report Writer,

OCG Consulting, Auckland
Translate technical jargon into user-friendly language. Apply now.

Technical Writer,

Orion Health, Auckland
Design and write technical content for software applications. Apply now.

Documenter,

Ninetwenty Career Agents, Auckland
Document business processes and procedures. Immediate start. Apply now.

All these jobs were listed on the Student Discussion Board SDB when first found. That may have been several days ago!

Has the date expired? Put yourself forward anyway!

Technical Writer,

Global Attract, Auckland
Write and edit technical publications. Apply now.

Blind Date

by **Angela Antoniou**

Reproduced for educational purposes.

Amanda anxiously glanced at her watch. Five minutes of nerve-racking, nail-biting tension until she could lock up shop and race home in time for her blind date. Staring at the buckets of flowers decorating the florist shop, she groaned.

Whatever had possessed her to agree with best-friend Christine's determined efforts to set her up on a blind date? Christine's persistent voice echoed in her ears.

"Come on, Amanda - you can't hide forever. Kevin's a great guy. I know you two will hit it off. Give him a chance," she'd ranted. "If you stand him up tonight, I'll never forgive you."

She was loath to admit it but Christine was right. It was time to put the painful memories of her broken marriage behind her.

The bitter betrayal ran deep but Amanda was through with grieving.

So, after six months of Christine's constant needling, she had crumbled under pressure. It had been so long since she had been out on a real date. Why on earth had she agreed to such a crazy idea?

"Excuse me."

Amanda jumped as a male voice suddenly got her attention. She hadn't heard him enter the shop. She turned to offer her assistance and felt her heart lurch.

How could she have missed him? He was too good-looking to go unnoticed. The words "tall, dark and handsome" didn't do him justice.

She cleared her throat. "Can I help you?"

He held her gaze a moment before replying, "I'm looking for something rather special."

Aren't we all? she mused. She resisted the temptation to consult her watch again. Would she make it out of here on time? As she looked into his warm, brown eyes, it no longer seemed to matter. She gestured toward the half-empty buckets surrounding them.

"I've had a steady stream of customers today. I'm sorry I don't have much left." She wondered who the lucky woman was to snare such a catch.

"I hate to disappoint you. Do you have a special evening planned?"

She wanted to kick herself the moment the words left her mouth. Her voice sounded full of longing, for heaven's sake!

His lips split into a lady-killer smile.

"You could say that. I wonder if you'd help me. What would you suggest for an important date?"

Amanda came out from behind the counter. She tried to ignore his alluring scent of aftershave which mingled with the flowers.

"Roses are always popular. They are the eternal symbol of love"

"Tell me, which is your favourite?"

Amanda looked at his handsome face, then quickly turned away. She felt flustered in his presence. Damn! All this anxiety was enough to give her an ulcer.

"Roses," she replied, wistfully. She couldn't remember the last time a man had given her roses - or flowers of any kind, for that matter. She slowly inhaled their sweet perfume.

"Forget diamonds. Roses are a girl's best friend."

"I'll take them."

If only such a man would buy her flowers. Knowing her luck, her date would be short, pot-bellied and balding.

"Are you OK?" the customer asked.

Amanda felt the blood slowly seep back into her cheeks. "Sure...I...I was just considering cancelling my date tonight."

"Why would you do that? I'm sure he'd be very disappointed."

"Thanks." She gave him a half-hearted smile. "How many roses would you like?"

"I'll take whatever's left."

"A dozen?"

He nodded and Amanda sighed. Lucky woman. She quickly wrapped the roses, uncomfortable with the compelling eyes which silently watched her. She hastily completed her sale and added,

"I'm sure they'll add the perfect touch to your evening."

"I hope so." He studied her a moment longer, paid, then left.

Her reservations multiplied.

"I'm going to kill Christine," she muttered to the empty shop.

Amanda hesitated before entering the restaurant. A wave of panic crushed her.

She had insisted on making her own way there. At least, if dinner ended in disaster, she could make a quick getaway alone.

Taking a deep breath, she smoothed her damp palms against her black close-fitted dress and plunged into the foyer.

Adjusting her eyes to the dim interior, she frantically searched the room. Her gaze suddenly connected with the owner of the devastating smile.

A moan escaped her. What a cruel twist of fate.

How was she going to endure the evening with his disturbing presence close by?

She turned to make her escape, but he had moved and now blocked her path.

"Hello again," he said, holding the roses in the crook of his arm.

"Uh, hi. What a coincidence."

She gauged the distance to the exit. Only four steps. She could make it in time.

"Hasn't your date arrived yet?"

"Actually, she just walked in," he said with a sheepish grin.

Amanda looked over his shoulder eager to glimpse his preference in women.

The foyer was empty. With a frown, she looked around her. They were alone. Her jaw fell open. "You mean... I'm your... you are Kevin?"

"I hope you're not angry with me."

"Angry? No, of course not. I... I'm glad I came."

Glad? What an understatement. Her heart was pounding so hard it threatened to jump out of her chest. "Why did you come into the shop and see me first?"

"I guess, after waiting six months to meet you, I got a little impatient. Christine gave me your work address. I had a feeling you wouldn't turn up tonight, so I came to see what I would be missing out on."

Amanda swallowed with difficulty as he held out the roses.

"These are for you. I hear they're a girl's best friend."

His smile coaxed a response from her own lips.

She had a feeling this was a blind date she wouldn't forget. □



- == -