



PUBLISH

CENTRAL



This is a practical workbook. There are a number of pages for you to fill out as you go, and there are also some notes pages at the back. We suggest you print this PDF, and also grab a pen or a pencil.

After printing it out, we also suggest you separate the Book Map on pages 36 and 37, and then clip or staple the rest of the pages together. You will complete the Book Map as you work through the book.

Or, you could also complete this in a spreadsheet on your computer or device.







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A DIFFICULT TIME FOR EVERYBODY

As I write this in March 2020, the world is just starting to accept that we are dealing with a major international health crisis which will leave very few people untouched. There have already been over 8000 deaths and over 190,000 confirmed cases of COVID-19 spread over 151 countries. It's a worrying, anxious time for many people, especially those in high-risk categories. We wish you all the best, and hope that your lives remain as normal as possible.

One issue many people will be faced with is dealing with more free time on their hands. Many regular activities have already been cancelled, and there are more every day. And while this is a worrying period, life still goes on, and we will all come out the other side of this. We have been through downtimes before, and there is always prosperity on the other side. All savvy business owners know that rough patches don't last forever, but if you're going to get through them and thrive again you have to make changes. You have to keep innovating, creating, promoting and building. This is always true in business, but especially so during turbulence. Businesses that just want to hunker down and hold on tight may find that by the time the turnaround comes they have nothing left to hold on to.

When I meet people and tell them what I do for a living, a common response is, 'I'm going to write a book one day.'

'Sure,' I reply, 'I'll read your book while I'm flying solo around the world in the aeroplane I built out of icy-pole sticks.' The dream of writing a book is common; the discipline, energy and effort required less so.

Two of the biggest hurdles are that people don't know where to start and they don't have the time (or so they think). I'm going to show you how to find the right idea for a book for your small business, develop your plan for writing it, and then actually do the bit that allows you to call yourself a writer. (No, not looking constantly rumpled and drinking red wine at 11 o'clock in the morning – although both of those are fun.)

Odds are you're not Shakespeare, but you don't have to be to write a good book for your business. You require good knowledge of your subject, enough language skills to read this page, and the stubbornness to stay at your keyboard if somebody offers you free pizza. And you also need time to write.

If you're an entrepreneur or small business owner or an employee with more time on your hands than usual, and you're looking for ways to capitalise on this time to both get you through this period and emerge stronger on the other side, one way to do this is to write a book to promote yourself and your business. People are already being isolated for 14 days, and others also may have more time on their hands because they can't go to work or business has slowed down. So, we've created this free 14-day writing guide and workbook for you, to help you get started on a book.

Don't think you can write a book in 14 days? You absolutely can. And in this guide we're going to show you how. Your book will only be a first draft and will no doubt still need some work, but hammering out a first draft in 14 days means you could have a published book in your hands about four months from right now. How exciting is that? And what a great way to get something good out of a tough situation.

So, let's get into it. I'm going to start with a quick overview of self-publishing, and then we'll help you work out what you're going to write about and give you a template to keep you on track.

All the best to you my friend in this challenging time.

Michael Haurahan





AN INTRODUCTION TO SELF-PUBLISHING FOR YOUR BUSINESS

When you're at your next conference, networking event or seminar, while everybody else is handing out business cards, how would you like to be handing out copies of your professionally-published book? Too hard? Think you can't write well enough? Don't know where to start? Not moody enough to call yourself a writer? Don't worry, none of these things will stop you.

The most common excuse I hear is, 'I wouldn't know what to write about'. But when discussing book ideas with business people, we've never had a person who couldn't come up with a number of ideas for a book once they were given some direction. In fact, with some guidance, people usually go from struggling for an idea to having to choose between the 17 brilliant concepts they've come up with. And in this workbook we're going to give you that guidance.

If you've been working in an industry even for just a few years, you know enough to write a book about it. The reason people forget this is they spend all day dealing with other people in their industry and they forget the immense value of what they know. Don't underestimate the value of your knowledge and how keen people are to hear it.

Another common problem is not knowing where to begin the writing or publishing process. The most common publishing avenue for business authors these days is to self-publish. You don't have to wait for a publisher to accept your book, which may or may not happen. Self-publishing usually takes about a quarter of the time compared to traditional publishing. You have full control over the process. There's a lot to like. Of course, you have to pay for these benefits, but this is a worthwhile investment in your business that will be returned many times over if you put in the effort. And there are many talented businesses and people out there who can help you produce a top-quality book, so there's no excuse.

If you're concerned you can't write well enough, a good editor will sort you out, or a ghost writer or writing coach if you really have trouble putting words together in order right to make them good sounding kinda.

I also sometimes hear people worry that they don't have a high enough profile to write a book. This can be a difficult concern to overcome, so here's my best suggestion to build your profile: write a book. Once you've written and published a book you'll become more well known in your industry (and beyond), you'll develop new contacts, build your reputation and business, get speaking engagements and radio interviews, and – maybe – television appearances.

Being a published author will help you build your profile and make you stand out from the crowd. Many entrepreneurs have written a book to promote their business or boost their career, and this can work wonderfully. A book is a turbocharged business card, a demonstration of your skill and experience, an ad, a marketing tool, a symbol of your commitment to seeing a project through, a key that will open many doors, a representation of the standards of your business. And all of this can be even more important when times are hard.

3



WHAT ARE YOUR GOALS FOR WRITING YOUR BOOK?

To have a successful publishing journey, you must first decide what success actually is for you. It's very important that you clearly establish what your goals are at the beginning of your project. This will help you make good decisions about your book. For example, if you're a small business owner and your biggest goal for your book is to build the profile of your business, you will want to have your book listed on Amazon, would not usually aim to make a profit only on book sales, and might print 400 copies as a first print run. You would usually be willing to make a large financial investment in your book, as you can expect a significant return if you write a good book and use it well in your business.

Let's have a look at some more goals you may have for your book.

Build your profile and promote yourself and your business

Publishing a book for your business can act as a powerful marketing tool. This is a very common reason for business owners and executives to write and self-publish a book. Let's have a look at some of the goals you might have if you've written a book for this reason:

- To attract new clients.
- To be seen as a leading expert in your field.
- To gain publicity.
- To be invited to speak at events and conferences.
- To make new contacts for your business.
- To turn the book into blog posts.
- To use the book as a gift.
- To put free sample chapters on your website.
- To sell books through a range of retail outlets.
- To stand out from your competitors.
- To become a bestselling author.
- To sell copies on your website and collect the contact details of the people who purchase, to add to your email list (with their permission of course).
- To get book reviews.



- To use a book launch to promote your business.
- To create a Facebook group for readers to interact.
- To use the book as a business card.
- To reach out to leading figures in your industry by sending them a copy.
- To submit excerpts from your book as articles to be published online, in magazines and in newspapers.
- To use your book to develop your brand.
- To send it to the people before a meeting, so that they learn more about you and your business.
- To give copies of your book to businesses you partner with, for them to use in their promotions, events and marketing.
- To have a call to action at the end of the book that sends people to your website.
- To send your book to past clients you haven't heard from in a while.
- To put useful resources on your website that are only available to your readers.
- To promote yourself internationally.
- To start a series of books.
- To gain business reach into overseas markets.
- To raise your prices for your products and services, because as an author people will start to see you as a leader in your field.
- To help potential clients decide if you're the right business for them.
- To create podcast episodes from the book.
- To attract the best clients, suppliers, partners and team members to your business because you've written a great book and are therefore seen as a leader in your field.
- To cross-promote your business with other authors.





Write down all of your book goals here. Then, take som and circle your top three priorities. Keep these in mind	ne time to think about them carefully, while you are writing.

'Clarity in business writing is not a luxury.'

Sir Richard Branson



WHO ARE YOUR TARGET READERS? WHY WILL THEY READ YOUR BOOK?

By Andrew Griffiths

You will know, when you are reading a good book, whether or not the author really knows their target reader. As you read page after page, you get the feeling that this book was written just for you. As an author, I know when I've hit the mark with readers because I get emails saying things like, 'It's as if you were sitting and having a coffee with me, solving the problems that I thought only I had'.

Now, it sounds easy to get your audience or your ideal reader right, but many authors don't. When I'm coaching a book-writing client we spend a lot of time really narrowing down exactly who their ideal reader is. If you don't get this right, your book can easily miss the mark and flounder into obscurity.

One of the biggest mistakes is the author who thinks their ideal reader is 'everyone'. I hear this a lot. There is no book for which every person on the planet is the ideal reader. It's a nice thought, normally driven by ego, but in no way can it be conceivably true.

The broader the target market, or ideal reader, the broader and more generalised the language has to be and that is what creates the disconnect. For example, I often encounter business authors who firmly believe their book is suited for small business owners right through to CEOs of large publicly owned companies.

Now think for a minute about these two types of readers. They have vastly different issues, opportunities, daily challenges, personal issues to manage, goals and aspirations, and risks. If I'm writing a book claiming to be perfectly suited for both of these markets, I have to use language that addresses the issues and opportunities for both markets, and the minute I start talking about one type of reader – for example the small business owner – the CEO disconnects and realises that half of the book is not relevant to them. And the same happens when discussing the issues or opportunities for the corporate reader – the small business owner disconnects.

Most of my books have been targeted at small business owners, and people often say to me, 'You're a small business author'. And I go to great lengths to say that, yes, I am a small business writer, but not all small business owners are my ideal readers. In fact, my ideal readers are small business owners who are passionate about their business, who are prepared to do the work that it takes to be successful, who are open to new ideas and being challenged, and who have a strong desire to be the best at what they do. Clearly this does not accurately describe every single small business owner on the planet.

So, take the time to think long and hard about exactly who your ideal readers are. Think about who you get your best results from when working with a particular type of person. Avoid that common author mistake of thinking that you're writing the first book that has ever been written for every single person on the planet.



Right down your thoughts below on who your target readers are, and why you think they will read your book.

Be specific. Then, pick the group you think should be your first priority. This is your primary market. Focus everything you write on solving their problems. Then choose the group you think are next most likely to need your book. This is your secondary market. You should also consider them during the writing and planning stage. Then, cross out any that you don't think are very important. The remaining groups are your additional groups and you should also include some content for them, while focusing on your primary and secondary audiences. (Use the notes pages if you need additional space.)

Here's an example of a description of a target readership group:

My target readers are small business owners who are passionate about their business, who are prepared to do the work that it takes to be successful, who are open to new ideas and being challenged, and who have a strong desire to be the best at what they do.		



WRITING YOUR BOOK

We suggest you read these steps all the way through first so you know how it comes together, and then go back and complete each step.

Step 1: Choose what to write about

Now that you've worked out your goals and your audience, it's time to decide what you're going to write about. Choosing the topic of your book is easy for some and challenging for others. Some people are crystal clear about what they want to write about, they know the theme, the problems they want to solve and even what they want their book to be called. For others, they know a lot about their topic but choosing the right book idea is hard.

If you are undecided about what to write about we suggest below a few ways to get clarity, all of which revolve around identifying the kind of book you could write:

- Think about the questions you are being asked all day, everyday. There are many clues in there, and if you write a book that answers these questions it will clearly not only be beneficial to your readers, it will also be a great time saver for you.
- Do you have a framework or a process that you have developed that gets great results? Could your book be framed around this process? This is what we tend to call a 'from here to there' book. These kinds of books tend to be very beneficial and they are great business development tools.
- Do you know a lot about one specific topic and could you really do a deep dive on that topic to perhaps teach others about it? This 'industry expert' style of book is also very good at helping to cement your position as an authority in your space. Think of a book like *Purple Cow* by Seth Godin. The central theme is the value of standing out as a business tool, and achieving this by being different to everyone else.
- What are the most common problems you are seeing your customers try to manage on a daily basis? Writing a book to help them solve these problems can only be a good thing for them and for you.
- Is there a big change of some sort at hand that people are battling? For example, think about technology it's a great help but also a great distraction. Could you write a book explaining the challenge in detail, commentating on that issue, speculating about the solutions and the future, and then adding your advice to the book? How will the COVID-19 crisis be affecting your clients?



As well as deciding on a topic, you also must decide what type of book it will be.

You could write:

- **A how-to book:** 12 Steps to Making Sure your Floorboards are Perfectly Straight.
- A history book: Floorboards Since 1862.
- A thought leadership or industry expert book: Why Crooked Floorboards Are No Longer OK.
- **A memoir:** A Parallel Universe: How and why I dedicated my life to straight floorboards.
- **A personal success book:** How I Became Australia's Foremost Floorboard Expert.

Answering these questions will be a good starting point to help you develop your book idea for your small business.

Once you have given the above issues some thought, it's time to brainstorm. On the following page, write down 20, 30, 40 or even more topics you could write about that you think would be useful for your readers and helpful in promoting your business. Once you have done this and given your ideas some thought, it's time to pick one. (Or, you can pick a few that work together and plan a series of books, but you're not going to get them all written in 14 days.)



Write down your book topic ideas here. Then, take some time to think about them carefully, and then choose one that you're going to write about and circle it.		





Step 2: Turn your topic into a statement or question

Once you've decided on your topic, write it down in a clear, unambiguous statement. For example, when Michael was writing his book, his was:

This statement is your starting point for your whole book, and it's very important to get this right, because in

My goal is to help motivated small business owners self-publish a professional-quality book to promote themselves and their business.

meets your goal. It needs to cover what you are going to write about and who you are writing for. So, put some thought into it! Write it down a few different ways below and experiment.		

Once you've finalised this, add it at the top of the Book Map on pages 36 and 37.



Step 3: Work out the chapters

It's time to brainstorm again! Brainstorm the book topic you have chosen in step 1. Write down at least 50 or 60 things about this topic that you could write about. Then, pick around 8 to 12 of these that you think should go into your book. These will become your chapters. This will form the backbone of your book.

(Or, you may already have a process in your business that makes this simple; for example, Michael's book is based on their seven-step self-publishing process, so each of the steps became a chapter for the book. If you do, you can just use these to form your chapters.)

Write down all your chapter ideas h	ere. Make them clear and succinct.	

Take some time to think about them carefully, and then select around 8 to 12 that you think will be of most benefit to your readers and circle them.



Step 4: Put the chapters in order

Next, think about the logical order for these circled chapters, and number them accordingly. Then, add them in as chapter headings at the top of the Book Map, and also in the following pages. (Once you've written your first draft, you can edit these to make them sound more appealing if needed, so don't spend too long on them now. Your editor will also be able to help you with this when you get to that stage.)

Step 5: Work out the subheadings

Next, repeat this process for each *chapter*; that is, come up with seven to ten topics that fit into that chapter. These will become your subheadings in each chapter.

Also have a think about what else you can add to your book. The possibilities include:

- diagrams and tables
- case studies
- interviews
- hints and tips
- chapter summaries
- photographs or other images
- appendices containing additional useful information.

Try to spread such additional content evenly throughout the book.

Repeat the same process as you've used in previous steps. On the following pages, write your chapter titles at the top of each column and then write down as many ideas as you can for each chapter. Don't worry about the order yet. Then, give it some thought and select the seven to ten subheadings that you things are most important for your readers in each chapter. Circle them.



Chapter 1	Chapter 2	Chapter 3



Chapter 4	Chapter 5	Chapter 6



Chapter 7	Chapter 8	Chapter 9



Chapter 10	Chapter 17	Chapter 12



Step 6: Put the subheadings in order

Next, think about the logical order for these circled subheadings and additional content (if any) in each chapter, and number them accordingly. Then, add them in as subheadings in order in the Book Map on pages 36 and 37.

Step 7: Add the introduction and conclusion

You'll need an introduction and conclusion too, so write down some ideas for these below, give then some thought, and then add them in order to the Book Map. It's often a great idea to actually write both the introduction and conclusion last, as then you'll know what you're introducing and concluding!

Introduction	Conclusion



Step 8: Decide on your book title

I know, right? Decide on your book title last? Yes, that's correct. Why? Because authors often spend days, weeks or even months sweating over their title and don't start writing, and then they change the title later anyway. You do need to know exactly what you're writing about and who you're writing for, but you don't need to have a title to get your first draft done. Especially when you only have 14 days.

Step 9: Break it down into manageable segments

Let's say you've come up with eight chapter ideas, and an average of eight subheadings for each chapter. You now have 64 small topics to write about. Now how's that 30,000 words looking? If we allow 1000 words for an introduction and 1000 for a conclusion, that leaves you with: $28,000 \div 64 = 437$ words per topic.

And if you're trying to do this all in 14 days, if you allow one day at the start for planning and getting organised, and one day at the end for you to read it through from start to finish (easily doable if you put about half of the day aside), you'll have 12 days to write, which means 2500 words per day. And how much is 2500 words? That's about five A4 pages in Microsoft Word.

Five pages a day.

Less than 500 words for a whole bunch of small topics.

That 30,000 words doesn't look so daunting now, does it?

Here's the most important tip: you're only aiming for a first draft at this point. The most important thing is to get at least 30,000 words down. You then need an editor to help you turn it into poetry, or at least something that makes sense. So, burn this into your brain: 30,000 words that need more work is much closer to a finished book than 5000 beautifully crafted words. Why? Because bottom drawers the world over are filled with 5000 beautifully crafted words that never went any further because the author ran out of mojo. And that's not going to help your business at all.

So, complete the checklist on the page 35 to figure out how many words you need to write each day, and then use it as a checklist to keep track. There's also space for you to plan how long you'll write for and the breaks you'll take.

'You can always edit a bad page. You can't edit a blank page.'

Jodi Picoult



Step 10: Time to write

Now that you have your plan, here are our top tips for knuckling down and actually writing:

- Turn off the internet! This is the first essential step. Do all of your research and preparation beforehand. When it's time to actually write, no kitten videos allowed.
- Turn off your mobile and put it in another room, so you're not even tempted.
- Have a plan and a goal for what you're going to write in that particular sitting. Remember, you're trying to get your first draft done in 14 days.
- Plan regular, non-negotiable time to write.
- Find a writing buddy who you can connect with via the phone, Skype or Zoom but make sure it's somebody actually committed to writing and not just talking about it. Work out a plan with your buddy, and check in with them regularly to make sure you are both on track.
- Make sure your friends, family and pets know when you're writing and to leave you alone during these times.
- Have a dedicated writing set-up a laptop you use just for writing is awesome. Or if you can't do that, at least make sure you are comfortable and distraction-free where you write.
- Don't multi-task. Writing time is for writing, and occasionally patting the dog. That's it.
- Don't waste time fussing over what software you use. A lot of great books were written before Scrivener came along.
- Don't get carried away editing as you write. You're much closer to your finished book with 5000 words that need more work than 500 words of perfection.
- Talk to people who have written and published a book and ask them about their routines. You don't need to duplicate them but you might get some ideas.
- Find yourself an editor, start discussing your book with them, and schedule a date to start editing. Nothing like a deadline for some motivation! And if you really want to up the stakes, pay them a deposit.
- Write even when you don't feel like it.
- Be well organised. Have your computer well set up, have any notes and research handy when you need them, and have the coffee in the cupboard and the milk in the fridge before you sit down.



- Reward yourself for reaching goals. Here's a great idea: when I was writing a book recently, I bought an expensive bottle of champagne, put a sticky note on it saying 'To be opened at 30,000 words', took a photo of it and sent it to my writing buddy. Then I put the bottle on the kitchen bench where I'd see it every day.
- Commit to it. REALLY commit to it. There is no such thing as 'not enough time'. What that really means is 'it's not a high enough priority'. If you want to get your book done, make it a high priority. You have 14 days now that you weren't expecting, and no doubt you're home a lot more than you normally are.

There's still a lot for you to do, but hopefully we've given you enough information to understand what you need to do to get started and enough encouragement to know that you can do it too. We work with authors everyday who gone through this process and completed their books. We look forward to reading yours!





HOW TO AVOID COMMON WRITING AND PUBLISHING MISTAKES

Let's now look at some common writing and publishing mistakes, so you can avoid them.

Mistake number 1: Thinking a book is like other marketing material

Most small business authors who write a book do so to build their profile and promote their business, but this doesn't mean a book should be produced in the same way as other marketing material. In a brochure, on a website, in a television commercial and in any other form of advertising, your potential clients expect you to carry on about how awesome you and your products or services are. That's not what they expect in a book.

Your book should portray you as an expert in your industry, and provide heaps of valuable information for your readers. That's what a book is. So, don't go on about how your business is the best around. It's not 200 pages of advertising. Provide useful, relevant info for your readers and they will want to come to you with their business.

Mistake number 2: Being too concerned about sales

Of course selling lots of books is great. But the business authors having the most success with their books are usually those who concentrate on getting their book into the right hands, rather than as many hands as possible.

Mistake number 3: Not knowing who your target readers are

You must clearly define your target readers and why they will read your book before you put a word on the page, otherwise you'll end up with a rambling mess that is no good to anybody.

Mistake number 4: Not having your book proofread

Every time we've had somebody say they don't think their book needs proofreading we've found at least three mistakes on the first page. Authors sometimes think that their aunty who reads a lot and uses big words will be a great proofreader. She won't. Professional proofreading is essential for producing a top-quality book.



Mistake number 5: Getting the wrong people to read your manuscript

Considered feedback from two or three carefully selected readers in your target readership is valuable. Feedback from random colleagues or friends who aren't in your target readership and don't know your aims for the book is usually not.

Mistake number 6: Having an aimless book launch

A book launch is great fun and can be a big opportunity, but you must plan it like any other event, with a clear goal and a strategy for how that goal is going to be achieved. Some authors have a launch just because they think it is expected but without putting too much thought into it. A well-thought-out launch is a fantastic opportunity for publicity; an ill-considered launch is a waste of time and money.





Notes	



Notes			



Notes			



Notes			



Notes	



Notes	

Number of words I need to write each	n day:		
Work out how many days you actua	ılly plan to write. Wi	ll you be writing for 11 days, 12	days, 14 days?)
Yumber of words comp	leted	My daily writin	g schedule
Day 1		Write for	minutes
Day 2		Break for	minutes
Day 3		Write for	minutes
Day 4		Break for	minutes
Day 5		Write for	minutes
Day 6		Break for	minutes
•		Write for	minutes
Day 7		Break for	minutes
Day 8			
Day 9			
Day 10			
Day 11			
Oay 12	⊔		
Day 13			
Day 14			

	9						
	۲۵						
	4						
Chapters	က						
	2						
	-						
	Introduction						

	Conclusion						
	12						
	11						
Chapters	10						
	6						
	8						
	7						



Michael Hanrahan

Director of Publishing

Michael's father was a writer, so he grew up in a house overflowing with books. He has inherited his father's love of words and writing, which is why he chose to work in publishing. Michael completed his Diploma in Professional Writing and Editing at Deakin University in 1997, and has since worked in-house and as a freelancer. He has held the positions of editor, production coordinator, and managing editor for Wrightbooks (Australia's leading publisher of business books) and John Wiley & Sons Australia.



He has worked with many bestselling authors, and has experience in print management, publishing, writing, editing and design for a wide range of clients, including Oxford University Press, Random House, RMIT Publishing, *Australian Book Review*, HardieGrant, Overland, John Wiley & Sons Australia, Crown Casino and the Australian Institute of Family Studies. Michael is also a regular presenter at the annual Small Press Network publishing conference.

Andrew Griffiths Writing Coach

Andrew Griffiths is Australia's #1 small business and entrepreneurial author with 13 books now sold in over 60 countries. Described by most as a street-smart entrepreneur, Andrew bought his first business at the age of 17. Since then, and for the best part of 30 years, he has owned and operated many businesses.



Today he is known for being a bestselling author, a business and writing coach and a global presenter, and his passion is to inspire and energise entrepreneurs by sharing his own experiences, observations and realisations. Andrew teaches people how to write, publish and leverage their own book, and has helped many hundreds of small business authors produce their books. He also provides strategy sessions on how to write a book, turning your manuscript into a book, and how to get maximum leverage from a book after it is published.

Need to chat to somebody about self-publishing?

Call Michael Hanrahan on +61(3) 9888 5949, or go to the website for heaps of useful info.

publishcentral.com.au

Need to chat to somebody about writing?

Call Andrew Griffiths on +61(7) 3105 2883, or go to his website for heaps of useful info.

andrewgriffiths.com.au