

## **KELLY EXETER** Writer - Editor - Designer

### ABOUT KELLY

Kelly Exeter is the author of three books:

- Your Best Year Ever
- Practical Perfection (which was reviewed on Forbes and featured in the Sydney Morning Herald and the Herald Sun)
- 20 Simple Shortcuts to Small Business Success

She is also the former editor of Flying Solo, Australia's largest website for solo and micro businesses and, in addition to her monthly column there, has written online for Copyblogger, Problogger and Mamamia, and offline for magazines like *Marie Claire* and *Mindfood*.

At her core, Kelly is a book lover. She eats, breathes and sleeps them.

She loves the process of fine-tuning an idea to ensure it will connect with the target audience, then refining a book's structure to deliver on the promise the title makes. She's highly regarded by everyone she's worked with (scroll through this document for more on that), and can't wait to help YOU bring your big idea to the world.

Read on to find out more about the services she offers to non-fiction authors.

When is a manuscript ready for editing? Most authors think it's once they've completed their first draft. But this is rarely the case. And the worse shape a manuscript is in when it gets sent to an editor, the more it's going to cost to wrangle it into a state where it can become a published book.

Kelly's Manuscript Read service will tell you:

- If your book's content is delivering on the promise you're making in your book's title
- If your book is going to deliver value to both you as the author and also the reader
- How much work is required to take the manuscript to a state where it is publication-ready

**COST:** \$150 per 10,000 words

Once a manuscript read has been done, Kelly may recommend this edit as the best next step. This type of edit usually comes into play when a manuscript isn't in very good shape, but the author is stuck and doesn't know where to go next.

It involves Kelly taking a 10,000-foot view of your book and:

- Making comments throughout the manuscript about things that require clarification or expansion
- Pointing out any gaps that need to be filled in order to ensure your book is delivering on the promise it's making to the reader in the title.
- Restructuring the order of chapters or sections within the book

After this edit, you will revisit your manuscript to action Kelly's feedback (usually doing some more writing/re-writing and performing further edits of your own).

**COST:** \$500 for up to 40,000 words. Manuscripts over 40,000 words will be quoted individually.

This kind of structural edit suits a manuscript that is at the 'very very solid' stage (usually the point where the writer has been through the manuscript a few times already and feels they've done all they can to make it as good as it can be).

In a granular structural edit, Kelly goes through the entire manuscript and:

- Cleans up every transition (between paragraphs, sections and chapters)
- Ensures the chapter headings, in-chapter headings and subheadings all make sense and are 'scannable'
- Moves information around (if necessary) to ensure the book reads smoothly and delivers the book's idea to the reader in the most logical and satisfactory way possible.

**COST:** 4c a word.

**NOTE:** A granular structural edit is **not** a line edit/copy edit (although Kelly will do some line editing as she works through the manuscript). A line edit and professional proof read should always follow after a granular structural edit in order to produce a truly professional manuscript.

### SERVICE - BOOK DESIGN

Who do you want to design your book? Someone who is not just a designer, but an avid reader themselves.

Kelly is skilled in producing book designs that:

- Are aesthetically pleasing
- Deliver a great reading experience
- Ensure the author's ideas are clearly communicated, not just in their words, but also in how those words are presented

Kelly adores working on book designs, particularly for books she has edited. Her favourite part of the process is seeing authors hold their book babies in their hands for the first time.

**COST:** Each book needs to be individually quoted as different books require different levels of design. But as an indicative cost, a typical business book (where the interior pages are typeset as opposed to individually 'designed') costs ~ \$500 for a cover design and ~ \$900 for the interior design.

So you're writing a book, and want to self-publish, but you're not sure what needs to be done to take your book from manuscript stage to published and available to buyers worldwide.

Kelly has self-published three books of her own, and assisted many other authors in taking their books to the world. If you're not sure where to go from where you are right now, she can help.

**COST:** \$150/hr for the initial call/consultation. \$130/hr from there on.

From Australian and mindfulness coach and bestselling author

Kate James is such an honest, warm and generous teacher. Read this book and you'll be learning from one of the very best.' Clare Bowditch

### Change Your Thinking *to* Change Your Life

A practical guide to finding your purpose



#### KATE JAMES

Huge thanks to the lovely Kelly Exeter for so generously supporting me with writing and research while you were in the midst of a great challenge of your own.

A big thank you to Lydia Batts for the beautiful watercolour painting on the cover and to Emily O'Neill for your lovely design work.

Special thanks to my dear friend Catherine Morey-Nase for reviewing the inner critic chapter and for the hours spent chatting about all of the concepts I've included in the book. You are such a kindred spirit and your friendship is the greatest gift.

Thank you to Carrie Hayward for checking the ACT and CBT chapters for accuracy and for being such a generous and kind colleague and friend.

Make friends with your mind

### create calm

Kate James

#### ACKNOWLEDGEMENTS

With special thanks to the wonderful efforts of Kelly Exeter, Pip Compton and the team at Affirm Press who have supported me in creating what has become my favourite little book so far.

And as always, a big thank you to my beautiful family. To Chris, for being so patient with how slowly I write, for bringing countless cups of tea and for listening as I brainstorm ideas. To Elsa, for your brilliant creative input and your deeply intuitive wisdom. To Meg, for sharing my passion and for always pushing me to do everything just a little more perfectly. And to our beautiful boys – Tobes, for the constant creative inspiration in the kitchen (all of that cooking helps me to be a better writer). To Ed, for taking the pressure off by helping so much in the garden. And finally, to our darling Oscar, for reminding us that a tiny baby can be the most calming gift in the world.

Perry Marshall, Author of 80/20 Sales & Ma The counter-intuitive approach to building profitable business, and a life you actually love

Bringing a book to life is a huge undertaking, and I have many people to thank.

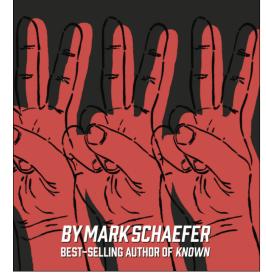
Firstly, this book wouldn't have happened without Kelly Exeter. Kelly saw me present, and suggested I write the book. She then did all the heavy lifting needed to take things from initial idea to final manuscript; all while providing a huge amount of encouragement and advice.

A mountain of transcripts and resources was refined to what you see in this book. Large chunks of the writing and finessing came from her fingertips; her contribution was enormous.

I'm grateful to the members of my SuperFastBusiness and SilverCircle communities. The work I've done with them provided great nuance to the thoughts I share in this book. I'd particularly like to thank Jarrod Robinson, Wilco de Kreij, Sylvia Van de Logt, Ryan Levesque and Kevin Rogers for letting me share their personal stories.

### MARKETING REBELLION

THE MOST HUMAN COMPANY WINS



#### 290 I MARK W. SCHAEFER

Kelly Exeter did the beautiful interior layout and Elizabeth Rea is my long-time editor who helps make my words sing.

Last but not least, I owe so much to my wife Rebecca whose patient encouragement and wise counsel soothed me throughout the excruciating process of writing a book.

All my gifts come from God. My prayer is that this book has glorified Him in some small way.



# Acknowledgements

When I decided to write this book, I had no idea what it would take and what I would learn through the experience. I'm now in awe of every author who has made the same decision.

I also have many people to thank, not only in relation to the book, but also for all the support they've provided to me over the years.

First, a gigantic heartfelt thank you to my editor Kelly Exeter. You worked above and beyond to get this book to print. Your refinement, finessing and awesome project management made writing my first book both possible and an incredible experience.

Thanks also to Kelly's team of Bill Harper (line editor), Kym Campradt (proof reader) and Swish Design (interior book design), along with Jacqui Porter from Northwood Green for her work on the cover.

"This book is the very best of Martine Oglethorpe. It removes the fear of parenting kids in the digital age, replacing it with confidence and optimism." - MICHAEL GROSE

> Raising a great kid in the digital world

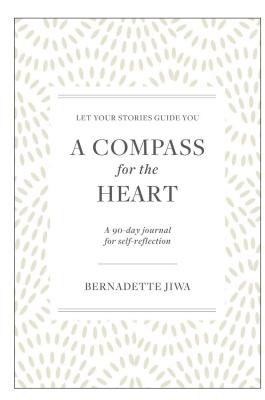
# the modern parent MARTINE OGLETHORPE

### ACKNOWLEDGEMENTS

write one. It was protty amazing for me to hear those words from Michael since I have been a huge fan of his work and his common sense approach to parenting from the moment I had my first son 20 years ago. His words combined with Keliy's encouragement left me no

A big thank you must firstly go to my editor Kelly Exeter. Kelly and I have known each other for some time and, while being mentored by her at a business mastermind run by Darren Rowse and the ProBlogger team, she encouraged me to write this book. Her skill at putting all my words and thoughts and rambles into something that is clear and concise and easy to consume is something I'm so thankful for. She also beautifully designed the cover of the book as well as the interior. A woman of many talents!

I would also like to thank my friend Darren Rowse, not only for all that I learnt on that mastermind, but for encouraging me to start a blog nearly 10 years ago. That blog led me to build a business that I'm hugely passionate about and has allowed me to connect with so many amazing people, visit so many schools, travel the



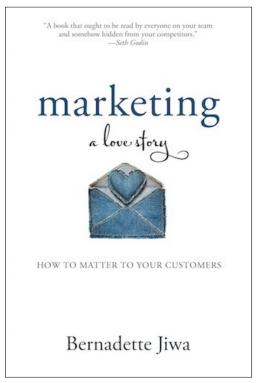
#### ACKNOWLEDGEMENTS

Just as a story unfolds, this journal has unfolded over many iterations with the help of family, friends, colleagues and The Story Skills Workshop students. First, I want to thank my dear friend and colleague, Seth Godin, for helping me to become a braver, better teacher.

Thanks to every member of The Story Skills Workshop coaching team, who show up with their whole hearts to help others find and tell their stories. My friends: Mark Dyck, Tom Huntingdon, Anne Roche, Luke Harris, Enrika Greathouse, Cat Preston, Kira Higgs, Conor McCarthy and Paula Braun, your work matters.

Thanks to my dear friend Kelly Exeter, not just for designing the journal but for always putting the reader first.

My love and thanks to my son, Matt Jiwa, who wrote the

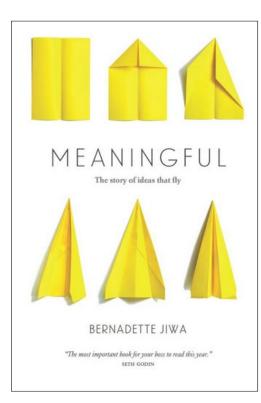


### Acknowledgements

Thank you for buying this book, for supporting these ideas and for daring to believe that what you put out into the world and call 'work' might have something to do with love.

Thanks to Seth Godin for helping me to take the first step on this journey. I want to thank Reese Spykerman for designing another amazing cover, our fourth one together. It's not easy to tell the story of an idea in a single visual and no one does it better than her. Thanks to Catherine Oliver for being the best editor a girl could wish for and to Kelly Exeter for being the most patient designer on the planet, for her hard work on the interior of the paperback.

Thanks to my blog readers for coming back and making it easy for me to keep showing up to write about the things that I see. Without you, I would have no reason to write or to do the work that I love.



#### ACKNOWLEDGEMENTS

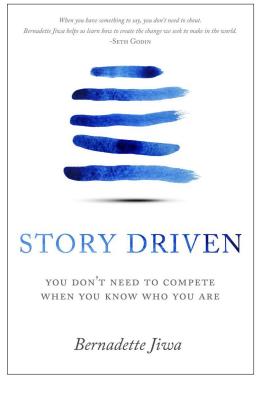
Thank you for caring enough about the work you do, the people you lead and the customers you serve to buy a book about creating meaningful ideas.

While a book, like any idea, can be conceived in an instant, anyone who has finished one knows the effort that's involved in breathing life into it. Writing might be a solo endeavour, but publishing a book that you hope will become meaningful to people you care about is a whole other story, and I have a lot of people to thank for bringing this book to you.

I want to acknowledge my three superheroines, Reese Spykerman, Kelly Exeter and Catherine Oliver. The finished product you hold in your hands is a result of their friendship, caring, collaboration, design, editing and love.

Thanks to Seth Godin for inspiring me and countless others to do the thing that is 'too scary to do'. It works every time!

I am lucky to work with, and collide with, the ideas of some incredibly gifted people who set out every day to do meaningful work. Many of these people gave up time to tell me their stories for the book, and some I have never met, but they and their stories inspire me every day. Thanks to James Victore, Brandon Stanton, Cameron Parker,



#### BERNADETTE JIWA

McAdams, James Carse, and the teams at *Fast Company*, The School of Life, Desert Island Discs, On Being, Hidden Brain and TED, who informed and influenced me as I wrote.

This book would not be in your hands without the care and talent of my designers, Reese Spykerman and Kelly Exeter, and my editor, Catherine Oliver, who create magic because they pour their hearts into everything they do. Thanks for helping me to bring this idea to life. Thanks to Noam Shahaf, who can spot a typo at fifty paces, for taking time from his already full life to proofread the manuscript, and to Néna Rawdah for her research and fact checking.

They say you are the sum of the people you surround yourself with—I know that to be true. Thanks to my friend Seth Godin for nudging, commenting and encouraging me to dig deeper as I wrote and even when I thought I was done.

Thanks to my darling husband, Moyez, and my boys, Adam, Kieran and Matthew, for being who you are. You are the best part of my story.

#### BERNADETTE JIWA

the **RIGHT STORY** A BRIEF GUIDE to CHANGING the WORLD



#### THE RIGHT STORY

Kelly Exeter for doing the tedious work of interior layout, but more, for caring about readers and books in equal measure. Catherine Oliver for pointing out the holes in early drafts. Nena Rawdah for patiently working with me to make this a better book and Leanne Wickham for spotting the tiny details that matter. Chris Finnegan, Michael Brockie and Josh Anthony, the team a WPCopilot, whose expertise and kind hearts make it easier for me to tell the right story online. Trent Innes, Rod Moynihan, Lynda Talintyre, and Sarah Reed for inviting me to share the work on storytelling, that was the genesis of this book, with the Xero and Zendesk communities. Mark Dyck for wholeheartedly helping me to create the future we want to see for business owners. Members of the Right Company community and readers of my blog for giving me a reason to be curious, notice and write. And Moyez, Adam, Kieran and Matthew for reminding me why any and all of this matters.



GOODBYE DRAMA AND STRESS 85 tips for high school teens that boost friendships, mindset, productivity and success this book from my mind to reality.

Kelly Exeter, my editor who gets my vision and works tirelessly to make sure my ideas and message are delivered in the best possible way. Your expertise is second to none and I'm so glad you are on my team with each book I write.

Bill Harper, thank you for helping my words flow freely and Kym Campradt, once again your attention to detail is greatly appreciated.

My mum, Heather, you are such a great support and encourager of absolutely everything I do. I look forward to our coffee catch ups and great chats. Thank you for being you.

My adorable friends who have been patient in my absence while I write for months. Your messages and encouragement along the way help more than you know.

Most of this book was written early in the morning with Harry my cocker spaniel at my feet. I have enormous appreciation for Harry, 4am writing in a silent house while everyone sleeps and seeing the sensational sun rise so differently each day.

Finally, Maltesers on my desk. When I was writing for

<text>

level up at school, in relationships and life

Kelly Exeter, from our first meeting you totally understood what I wanted to achieve. Your grace and wisdom meant my book was always safe in your hands.

Bill Harper and Kym Campradt, I appreciate your flawless attention to detail.

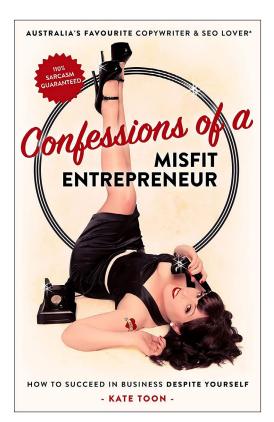
Social media supporters, I value your loyalty, likes and shares. They all help to spread ROC messages so teenagers can keep driving their resilience, optimism and confidence UP.

Nicky Tillyer, my 'creative friend' who helped give energy to the term 'ROC', I wish we lived closer!

Des Smith, my unofficial mentor as I established my career. You left this earth way too soon, but I often ask, "What would Des think?"

My grandparents who were my forever teachers and secret keepers. You believed in me. Always.

My mum, Heather, you are the best listener and giver of time. Your support during the writing of this book has been amazing and I can't thank you enough for being the awesome grandmother you are to your resident



### WITH THANKS TO

Of course, I wanted to take this final page to thank the people who have made this book possible:

My **mum and dad**, for being my first readers and for always being so supportive in everything I do.

Kelly Exeter: www.kellyexeter.com. My wonderful structural editor, who pushed me to finish the first draft by threatening to donate to Donald Trump if I didn't.

**Bill Harper:** www.sharpercopy.com. My fastidious editor, who took my messy scribbles and turned them into polished prose.

Kate Buckland: www.oneandonecreative.com.au. Designer extraordinaire, who puts up with my 'Make it pop' and 'Can the logo be bigger?' comments and creates such beautiful work.

**Sharon Chisholm:** www.yourmindhealthmatters.com. My Misfit Entrepreneur Community buddy, who's makes me laugh and snort pretty much every day.

**Robert Gerrish:** www.flyingsolo.com.au My trusty advisor all these years. Thank you so much for agreeing to write my foreword, Robert.

# Surviving

ESSENTIAL ADVICE FOR BUILDING A HAPPY AND HEALTHY TECHNOLOGY CAREER

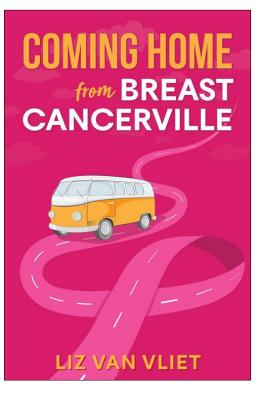
#### **PAUL CUNNINGHAM**

To Hayley, Will, and Abby, thank you for being my support and inspiration every day of this wonderful life we have together.

To my editor and publishing coach Kelly Exeter, thank you for guiding me through the journey of writing this book and getting it into the hands of readers.

To all my friends, mentors, and former colleagues in the IT industry, thank you for everything you have taught me along the way.

For everyone who has shared stories with me, asked questions of me, and those of you who are reading this book right now, I hope that you are able to achieve your own personal idea of the perfect day.

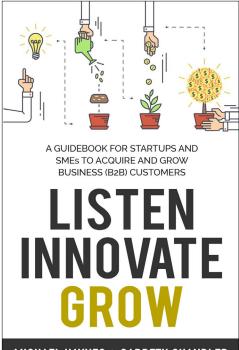


Thank you to Mike, Kate, Abbey and Tessa for permitting me to include parts of your story and for the love and support you shower me with.

Thanks to Jo Lamble for encouraging me to put my experience onto paper and reminding me it was my story and I could and should tell it my way.

To <u>Kelly Exeter</u>, for your guidance and support as my writing coach and for your creativity and brilliance in the design and publication phase. You will be forever in my heart.

To all those who encouraged me and made me feel that being a published author was something I could actually do.



#### MICHAEL HAYNES & GARRETH CHANDLER

### ACKNOWLEDGEMENTS

Thank you to our fellow startup and SME owners and managers for buying *Listen Innovate Grow* and reading this far. We appreciate that you are all extremely busy. It has been privilege to write this book for you. We hope it helps you achieve both your personal and professional ambitions. Please email us at info@listeninnovategrow.com to let us know how you are implementing the ideas and approaches to work in your business.

We would also like to thank the entrepreneurs and companies who gave up their valuable time to contribute to the case studies and examples in this book: Mario Bellissimo, Cindy Lenferna de la Motte, Julia Sampo, Ryan Steyn, Sylvie Forget-Swim, Chelle Melbourne and Mark Heron. You are all great examples of the success that startups and SMEs can have in B2B.

This book would never have been completed without our design and editing team. Thank you to Ikmah (aka "Wildeagles 99") at 99Designs for the book cover design. It really reflects the non-corporate, practical and action-oriented look and feel we were keen to convey. Thank you to Bill Harper for the line editing and Louisa Deasey for proof reading.

A very special thank you to Kelly Exeter. Kelly, you truly understood the vision and aim of *Listen Innovate Grow*. Your structural editing and book interior design has raised the quality of this book to its highest potential.

Thanks also to our marketing team at Ginger Ninjas – Tim, Corinne and Dan – for creating the website and supporting resources to accompany this book. Your advice, input and support has helped to make *Listen Innovate Grow* a truly actionable resource for our fellow B2B Start Ups and SMEs. We would also like to thank our friends and family for their unwavering

# write better

#### HOW TO CUT THE CRAP AND SAY WHAT YOU MEAN



#### AMANDA VANELDEREN



#### How to give your baby a head start in life



CLARE CREW

#### Acknowledgements

My family, who I love more than their tiny brains can comprehend.

My **mum and my Mama** who gave me a love of words. (Sorry my first book couldn't have been a police procedural set in Scotland. Next time.)

The **friends** who love me without a legal obligation. Suckers.

**Kelly** for her book coaching, the structural editing I didn't know I needed, design and general awesomeness. **Amy**, the artist and illustrator who reads my mind to make crazy ideas come to life. **Bill** for sharpening it all up. Let's do it again soon. (NB: Anything awesome, they helped me do it. Any mistakes, they're my own.)

#NCR shout out to the copy beasts. Thanks for being there.

The Write Better Facebook group. (Come join us!)

Everyone who responded to the pre-book survey. You made this book

Sasse, founder of Gymbaroo, who is no longer with us. Your legacy lives on Marg.

To Kelly Exeter, for keeping me motivated through our walk and talks, as well as inside the 'Level Up Your Writing' community. And of course for transforming my ideas into a visually pleasing book.

To my Thriving Children followers, for encouraging me to share my message with increasing clarity over the past five years.

To my husband and children for loving me enough to fake interest in this book. It's done - hurrah!

Lastly thanks to you, the reader, for buying or borrowing a copy of Tummy Time Tactics. My final words are these...

Cmaata = -1.11 11 1

### CONTACT KELLY

The best way to reach out to Kelly is via email:

kelly@kellyexeter.com.au

You can also read more about the six stages of non-fiction book publishing on her website here:

kellyexeter.com.au/the-6-stages-of-non-fiction-book-publishing

