

The \$300 Dollar AMS Guide

Reach Your Money Goals Each Week!

Tips & Tricks To Help You Succeed

Welcome To AMS

This book has been written for you by LondonBrokers.net and Ellen Jackson of the the AMS Team because we want you to succeed. The results you achieve when you are partnering with us will vary based on your personal goals and your ability.

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Hi There - My name is Ellen and I'd like to take this opportunity to give you a personal welcome. I am a writer here with AMS. I was asked to write this book because I'm an author, am told I am an organizational guru, and make pretty good money writing articles here.

The potential for a good income here is very real. I usually average about \$300 per week and have the flexibility to make more, or less, depending on the hours that I choose to work. This is not the normal amount of money that you can expect to make as you are learning how to use the system. But, if you follow some of my tips and tricks, set goals, and learn how to work with the system, you will be able to make the amount of money that you want.

Some of you will get to know me through the Writing University and help desk. We have both a writing help (me), and Technical help (Janet, John, Pete, Richard and others). If you need any help at all, we are for you and will do our best to help you to succeed and reach your goals.

The first seven articles that you write will be reviewed carefully by the editorial team. After that, you will be able to get your quota of articles increased. If you have any questions at all after reading this book and watching the videos, please don't hesitate to ask.

The team at LondonBrokers.net are constantly improving the system and way that things are done. So, you may notice something different once in a while when you open your system. If you are concerned, just pop onto the help desk and we'll be happy to help.

Thank you and welcome aboard

Ellen

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Introduction

Welcome to AMS! We want to take a little time to welcome you to AMS and introduce you to some ways that you can get comfortable with our system and start earning the amount of money that you want.

Our team is constantly working on ways to help you be more successful. You are encouraged to let us know when you have an idea that can make the system run smoother, faster, better, or easier.

As you read through this book you might have more questions about a part, or maybe you will think of something that should be discussed. Let us know!

Following a few easy steps will help you to get organized, learn the system, and learn some valuable tips and tricks that will help you succeed. We are glad that you have chosen to partner with us and are looking forward to your success!

Pete
&
Your AMS Team

Chapter 1: Let's Get Organized!

The most important way to start making writing articles is to get organized. Getting organized involves more than just paper. It is also about time, how you look at the articles you are writing, and setting goals. There are some really simple ways to get organized so we're going to break them into sections for you here.

Get Ready!

- ◆ Make sure that you have put your computer in an area where you won't have to move it and where you can leave papers out. Some of the topics you get will require some research. You will need to have a place to look things up and write.
- ◆ You will need a notebook and paper. This is really important.



IMPORTANT TIP: DO NOT print research material. DO NOT copy and paste research onto your computer. You will be able to write much better and faster if you make notes of what you read in your own words in a notebook.

- ◆ **Keep your notebooks.** You will find that you will write about some topics several times and having your notes available will save you a lot of time. You won't have to look the topic up again!

Get Set!

- ◆ How much money do you really want to make???? You probably know how much you want to eventually make. But you need to plan small, achievable goals when you first start so you don't get frustrated. We'll talk about your goals a little farther on. But, think about how many articles you need to complete and

submit each week to make the weekly goal that you want right now.

- ◆ Make a commitment to work at a certain time each day. You might be a person who works better in the morning. Maybe you work better at night. When you are working you cannot be interrupted! Make some rules and stick with them. These are the big DOs and DON'Ts to reach your goal.
 - ◆ **DO** set a specific time that you will work each day. When you first start, will take longer for you to complete a UAW article. You need to commit the time it takes to reach your goal. If you want to make \$100 a week when you first start, you will need to complete about 17 articles a week. That is about 3 articles a day, six days a week. So, to make \$100 a week, you will need to dedicate at least 3 hours a day to writing. (You will get faster, but when you start you want to set achievable goals).
 - ◆ **DON'T** answer the phone when you are working. We all have answering machines, let the machine pick up the phone.
 - ◆ **DON'T** set yourself up for failure! A lot of people try to work when the kids need attention, you have a meeting, or you need to take care of business. Your work time is your money time, when you are interrupted or allow interruptions, you are losing money.

There are a couple of things to remember about writing. Successful writers are not particularly the best writers in the world. They don't always dot every "I" and cross every "T." They are definitely not perfect. BUT,

Successful writers get up every day and write. Writing is a lot like exercising. It's not something anybody wants to do every day, but you have to figure out what motivates you to get up and do it. Whether you want to pay some bills, buy something special, or have some extra money just to spend, you need to figure out what motivates you and when you are thinking about stopping, remember that goal.

Chapter 2: UAW - What?

It's always easier to do something faster when you understand what the heck you are doing. Most people don't really know what UAW is or where it goes when an article is written. Trying to write 3-4-or 500 words about a short few words with no clues about what it is, what the expectations are or how to do it can slow you down and get frustrating. So, let's first take a look at some facts that will make writing UAW articles a little easier.

★ **Where do they come from?**

We get orders from all over the world. Clients who are putting content in their websites, advertising, articles, brochures, and marketing packets use our services. They are selling a product and the article that we are writing is going to help them do that.

So, what a person who is speaking American sees when they look at a keyword, may not be what the keyword actually is. For example. What would you write about if you saw the key words "hob top"? Or, how about "glass house"? There are a lot of words used in other countries that don't translate to American English and a lot of American words that don't translate or mean the same thing in other country's English. You need to write for a global audience and have your article make sense to everyone.

★ **What happens to the articles?**

The 3 articles that a client gets is not the end of the articles life. Our articles will be spun from what we have produced up to 1,500 times. Every paragraph in every article will be moved and placed in another place.

This means that our articles do not have a beginning, middle, and end. And, this is a big reason why you want to have the keywords in the first paragraph and last paragraph.

Chapter 3: Making Writing Faster And Easier

There are some quick tips that will make writing faster and easier for you. When you are writing an article, it is important to remember that while you are not selling the product or key words, you are not against them either. The person who is submitting the articles we write to publishers is the “writer” of the article. If our opinion is asked for, we will be told in the comments what our opinion should be. The following tips will help you when you are writing for speed and ease.

1. **The key word is key**

An article is interesting if it is not a recitation of facts and figures. It is important to remember that you are not reaching a specifically targeted audience with an article you are reaching a lot more people who may have only a general idea of what you are talking about. When writing remember that your goal is to write something interesting about two or three words.

Do not give advice, an opinion, or a reason why someone should use the product. While you may think that drinking milk every day is a good thing, you would feel really bad if someone who is allergic to milk drank milk because you told them to.

The key word goes in the title, first paragraph and last paragraph. We have clients that ask for it to be used more and do so. On the bottom of your UAW wizard, you will see the density when you check your article. It is set for a 1.15% limit. However, this limit is too high for some publishers so unless asked to do so, don't go crazy with the key words.

2. Easy to read

It is important that articles not be written with the acronyms and slang that is only known to the a specific target audience.

If a person wanted to know the details about the product we are writing about, they would look in Wikipedia. You don't have to research the keywords and write a lot of details.

Find one or two things about the products or key words that you know about or can related to and write about those. For example, think about postcards (the kind you mail). How much do you think a person could say about postcards?

We had a whole bunch of 500 word post card articles requested once. Now, keeping in mind that nobody wants articles that are about the history of postcards, what would you write? Without looking anything up? Well, you could do 500 words on the different kinds of paper used for post cards. You could do 500 words on how to make your own postcards, you could do 500 words on how to make a schedule to send out postcards, and you could do 500 words on how to use postcards for marketing.

The point is that these are all topics that will be accepted by publishers because people would be interested in reading about the information and they are "actually" selling postcards.



IMPORTANT TIP: DON'T OVERTHINK YOUR TOPICS!

Remember the KISS principle (*Keep It Simple Stupid*). We receive very few topics that require a lot of research

3. Easy to understand

Again, remember that American English is a slang of other types of English and a lot of our words don't mean the same thing in other countries as they do in the US. For instance, if you were writing an insurance article in American English you might automatically say, "Getting an insurance plan will..." Well, in just about every other country in the world they say "scheme" instead of "plan." While scheme is a bad thing when used with any business word in American English, it is a good thing in other countries. Again, we go to KISS.

"Getting insurance **coverage** will..." If you are using words that are uniquely American, you will not reach the global audience that you are writing for. So, pick the easy word that fits.

4. Write Complete Sentences

It is very important to write complete sentences. For one thing, you will get your word count a lot faster. But also, incomplete sentences are very hard to read.

Don't use slang when you are writing. And, it is important that you know what the word you are writing means. If you are not sure of the meaning of a word you are using, then don't use it. Or, look it up.

Chapter 4: Tips For Writing UAW

If you have not watched the video yet, you will want to go to <http://www.myams.net/UAW-Instructions.html> and watch it. We are going to talk about some of the tips to make writing UAW faster and how to deal with some of the problems that sometimes come up and you may get confused if you don't have a point of reference.

■ **Writing the 1st article**

Do not get technical or use a lot of words that can't be changed. Most people have problems doing Articles 2 and 3 because they have written their best in article 1.

Don't ramble when you are writing the article. It is very hard to spin an article that has rambling sentences.

The more precise you are in your 1st article, the harder it will be to spin. For instance, if you say "You will find...", you are going to have a hard time spinning articles 2 and three. If you say, "A person will find...", You can spin it to "An individual will find...", and "People will find..." without losing the meaning of the sentence.

You can only spin number once. 1000 can be changed to one thousand. If you have to use numbers make sure that the sentence that surrounds the number can be spun twice.



IMPORTANT TIP: The system does not recognize numerals, if you have to use numbers in your article use 1000 twice don't write one thousand two times or it may appear as a duplicate.

■ Spinning Faster

Your paragraphs do not have to be the same length. They only have to “mean” the same thing. Don't spend a lot of time trying to think up a 3rd sentence when you have put the meaning into two.

When you look at the paragraph in step 2, don't read the paragraph from the beginning to end. Read the last sentence first. This will remove the block that usually occurs when a person is trying to rewrite a paragraph.

If you don't have enough words when you have completed the article, go back and add a sentence to the end of the shortest paragraph. Don't give the sentence a lot of thought, your subconscious will already know what goes in the spot, just type a sentence and click “check” again. If it is still short, go to the next short paragraph, type a sentence and click “check” again.

Don't overuse key words. When there are too many keywords in the articles they will be rejected when they are submitted. Follow the guidelines found in the video and create flow when you use them.

Chapter 5: Article Problems and Solutions

■ Freezing Up

There are many reasons that your system might freeze up. There are a few easy ways to avoid losing your work when your system freezes that will be helpful. First, the easy one.

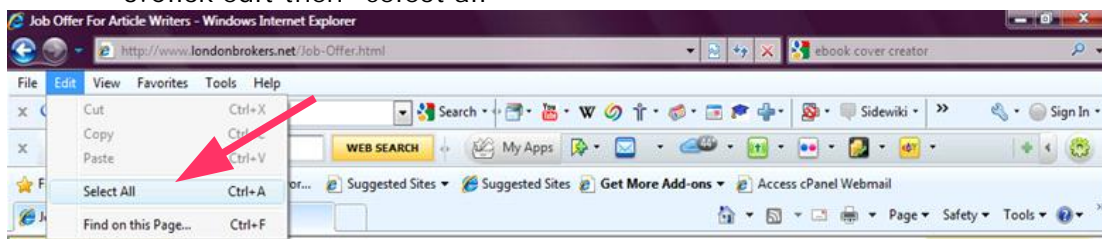
If you are going to get up when you are working on your articles, click "check." When the error messages show up at the bottom of the screen, the page has been saved. When you come back, click the refresh button at the top of your screen



When you click refresh, you may need to sign back into your system depending on how long you have been gone. But, when you click on the topic in your open order board you will find that your data will be in the page where you left it.

The next way to retrieve your data takes longer and will require you to follow some steps. Use this system when the system freezes and you can't save (remember if you don't get the error messages, your data has not been saved).

1. Open a blank page in word
2. Go to the frozen page.
3. Click edit then "select all"



4. Click copy (Note this will not work if you right click)
5. Go to the word page, right click and paste
6. Go back to the AMS and click the refresh button (It will refresh with data lost)
7. You can either print the page from word and retype the information in, or you can copy each paragraph back into its box from word.
8. To copy from word back to AMS:
9. Highlight the paragraph in word (you won't see the whole paragraph), using your mouse click three times, that will highlight the paragraph
10. Click Ctrl-C
11. Go to the blank paragraph box
12. Click Ctrl-V to paste
13. Then, repeat until the page is complete and spell check then "check".

Depending on your preference use the fastest way to replace the article.

Let's Talk Errors

- ◆ The most common errors will be article too short - You know how to fix that.
- ◆ No Key words in Title or First paragraph - You will find that keywords that contain numbers and letters will often read as not in title or first paragraph. But, just in case.
 - ◆ Highlight the keywords from the top of the page and paste them into the area where they are shown on your title and first paragraph.
 - ◆ When you have made sure that the keywords are in the system, email articles@myams.net and let her know. She will be able to fix it for you.
- ◆ Duplicate errors - A few tricks for getting duplicates cleared.
 - ➡ Start with the bottom duplication and work up. To make finding the duplication faster, use the search feature on your toolbar.
 - ➡ Click "edit", click "Find on this page" and type the phrase or word in the box. Click next and the phrases will be highlighted on the page.
 - ➡ Fix, the duplication
 - ➡ Click Check, if it still is showing duplicates then do the next one.
 - ➡ Click check after you make each change.

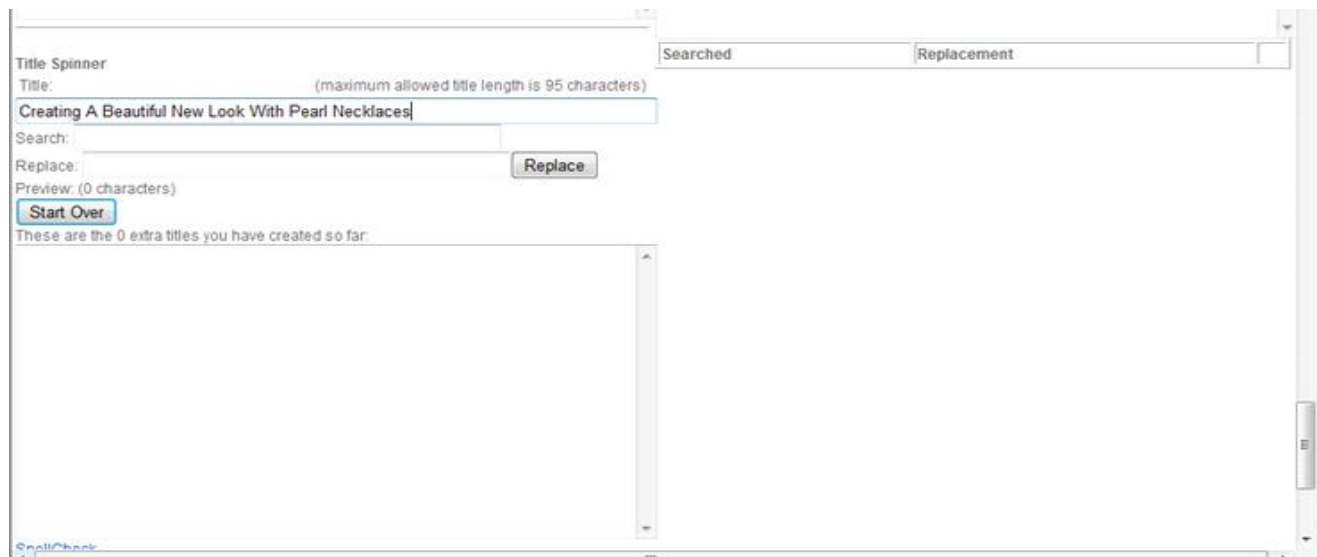
- ◆ Copyscape Duplicate errors - Treat them the same as your regular duplicate. The copyscape duplications are shown under the statement. The duplication may be a word or phrases.
 - ➔ Start with the bottom duplication and work up. To make finding the duplication faster, use the search feature on your toolbar.
 - ➔ Click "edit", click "Find on this page" and type the phrase or word in the box. Click next and the phrases will be highlighted on the page.
 - ➔ Fix, the duplication
 - ➔ Click Check, if it still is showing duplicates then do the next one.
 - ➔ Click check after you make each change.

Chapter 6: Tips For Spinning Titles

If you haven't watched the spinning video yet, you will want to take a minute to watch it before you move on to these tricks and tips. It can be found here: <http://www.myams.net/video/extra%20titles/extra%20titles.html>

Spinning titles for articles is very easy once you get the hang of it. And, of course, there are some tricks for doing it a bit faster. Some people have a hard time coming up with a long title for their first article, or they think that using the spinner will be too hard to use, and spend a lot of time typing the articles. But, if you follow a couple of easy steps you'll get it in no time.

The first important thing to remember is that it is easy to use. You may want to experiment with it to get a feel for how it works, but it is easy. Let's look at the spinner.



The screenshot shows a web browser window displaying the 'Title Spinner' application. The interface includes a title input field with the text 'Creating A Beautiful New Look With Pearl Necklaces' and a note '(maximum allowed title length is 95 characters)'. Below this are 'Search:' and 'Replace:' input fields, a 'Replace' button, and a 'Preview: (0 characters)' section with a 'Start Over' button. At the bottom, a scrollable area displays 'These are the 0 extra titles you have created so far:'. The browser's address bar shows 'Searched' and 'Replacement'.

The title that appears automatically is the one that is used on the first article.
This is one of the reasons that you are encouraged to use a longer title.

The screenshot shows the 'Title Spinner' interface. The 'Title' field contains 'Creating A Beautiful New Look With Pearl Necklaces'. The 'Search' field is empty, and the 'Replace' field is empty. The 'Preview' shows 'Making A Beautiful New Look With Pearl Necklaces (48 characters)'. The 'Start Over' button is highlighted. The 'Searched' and 'Replacement' table shows 'Creating' and 'Making' respectively. The 'Apply' button is visible.

| Searched | Replacement | |
|----------|-------------|-------|
| Creating | Making | Apply |

Notice that we have already changed creating to making.

Now we are going to replace the word "beautiful". Notice It is highlighted.

The screenshot shows the 'Title Spinner' interface. The 'Title' field contains 'Creating A Beautiful New Look With Pearl Necklaces'. The 'Search' field contains 'Beautiful' and is highlighted. The 'Replace' field contains 'Superb'. The 'Preview' shows 'Creating A Superb New Look With Pearl Necklaces (47 characters)'. The 'Start Over' button is highlighted. The 'Searched' and 'Replacement' table shows 'Creating' and 'Making' respectively. The 'Apply' button is visible.

| Searched | Replacement | |
|----------|-------------|-------|
| Creating | Making | Apply |

The screenshot shows the 'Title Spinner' interface. The title field contains 'Creating A Beautiful New Look With Pearl Necklaces'. The search field contains 'Beautiful' and the replacement field contains 'Superb'. A 'Replace' button is visible. Below the title field, a preview shows the updated title: 'Creating A Superb New Look With Pearl Necklaces'. A list of generated titles is shown below, with arrows pointing to the changes.

| Searched | Replacement | |
|-----------|-------------|-------|
| Creating | Making | Apply |
| Beautiful | Superb | Apply |

When we click "replace" the sentences change automatically and we can see the changes that have been made on our list.

So we continue to make changes to the title using the same technique. Now, a couple of tips.

- ➡ Don't go backwards. Make changes from the left to the right of the title.
- ➡ Don't put the same word in a title twice, it will be changed in both places when you change it once.
- ➡ Yes, there is something you can do when you run out of ideas....
- ➡ When you are in the wizard and need to start over, just click on step 2, then return to step 3, and the titles will be cleared so you can start over.

There will be times when you have squeezed every word change you can out of your titles and still need more. When this happens you do have some easy options.

Spinning the Spinner

The screenshot shows the 'Title Spinner' interface. The 'Title' field contains 'Creating A Beautiful New Look With Pearl Necklaces' and is highlighted in blue. A purple arrow points from the text 'First, highlight the title. Copy the title and paste into the search bar.' to this highlighted text. Below the title field is a 'Search:' field, a 'Replace:' field, and a 'Preview:' section. To the right, there is a table with 'Searched' and 'Replacement' columns, and 'Apply' buttons.

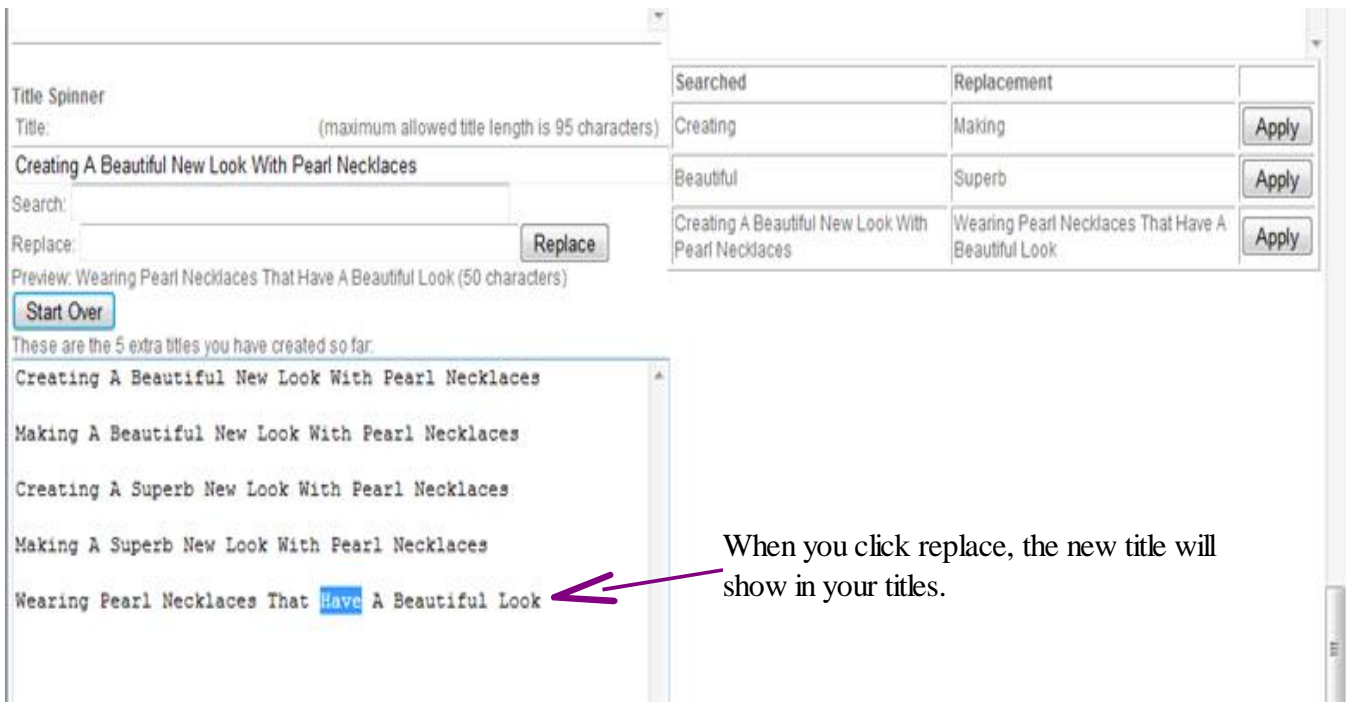
| Searched | Replacement | |
|-----------|-------------|-------|
| Creating | Making | Apply |
| Beautiful | Superb | Apply |

First, highlight the title. Copy the title and paste into the search bar.

The screenshot shows the 'Title Spinner' interface. The 'Search:' field now contains 'Creating A Beautiful New Look With Pearl Necklaces'. The 'Replace:' field contains 'Wearing Pearl Necklaces That Have A Beautiful Look' and is highlighted in blue. A purple arrow points from the text 'Type your new title in the replace bar.' to this highlighted text. The 'Preview:' section and the table on the right are also visible.

| Searched | Replacement | |
|-----------|-------------|-------|
| Creating | Making | Apply |
| Beautiful | Superb | Apply |

Type your new title in the replace bar.



The screenshot shows the AMS Title Spinner interface. On the left, there is a 'Title Spinner' section with a 'Title' field containing 'Creating A Beautiful New Look With Pearl Necklaces' and a character count '(maximum allowed title length is 95 characters)'. Below this are 'Search:' and 'Replace:' fields, with a 'Replace' button. A 'Preview' section shows 'Wearing Pearl Necklaces That Have A Beautiful Look (50 characters)' and a 'Start Over' button. On the right, a table shows the replacement process:

| Searched | Replacement | |
|--|--|-------|
| Creating | Making | Apply |
| Beautiful | Superb | Apply |
| Creating A Beautiful New Look With Pearl Necklaces | Wearing Pearl Necklaces That Have A Beautiful Look | Apply |

Below the table, a list of generated titles is shown: 'Creating A Beautiful New Look With Pearl Necklaces', 'Making A Beautiful New Look With Pearl Necklaces', 'Creating A Superb New Look With Pearl Necklaces', 'Making A Superb New Look With Pearl Necklaces', and 'Wearing Pearl Necklaces That Have A Beautiful Look'. A purple arrow points to the word 'Have' in the last title, which is highlighted in blue. A text box next to the arrow says: 'When you click replace, the new title will show in your titles.'

Now, you can change words in your new sentence in the same way that you have been changing the other sentence. The new sentences will build on each other just as the previous sentences did.

This is a great technique when you have to make many titles. The trick is to again, begin at the far left and work to the right. Don't go backward.

Chapter 7: How I Do It

This section is going to give you some information on how I get organized, work with distractions, and keep working to meet my goals each week. Goals are probably the most important part of my success with writing.

Most people don't really have a good idea of what the life of a writer is like. It is kind of unfair to new writers because they often expect something that really isn't a reality of a writers' life. Believe it or not, writing is not easy, even for famous authors. Let's talk about some famous authors for a second. Writing is the one act that is done in complete solitude. Most writers are very introverted and only come out to play when they are writing. The act of writing requires discipline and a system that defies the need for humans to interact with each other. So, it's not nearly as glamorous as you might think. It is also a profession that isn't just there, no one just sits down and starts writing with practice and time.

So, this section is going to be a crash course in how to get your head wrapped around the different steps to becoming an author and some ways that I make over \$300 a week. Let me just say that the money I make can be made by anybody. I'm not a genius, I don't have a third arm that turns pages while I type. I'm just a regular person who has learned to harness my energy and aim it into the direction I want to go. And, you can do it too.

Goals

We need to start with goals. Have you ever thought about what your goals are? What do you want to do? Maybe you started writing articles to make a little extra money. Perhaps you need to make enough money to supplement an income. Maybe you want to start a new career and aren't really sure what you want to do.

I am a very goal-driven person. The way that I keep working is to set daily, weekly, monthly, and yearly goals. Somedays my goals are very simple, just to keep breathing until the end of the day. Other days I work on more important goals. Setting goals

when you are a writer is really important. For one thing, without goals, you are going to get frustrated very quickly. Some people set goals without any flexibility at all. When you do this, you're setting yourself up for failure. So, lets talk about how I set goals for writing.

My goal is to make \$500 per week. Yes, you heard it right, I really do want to make \$500 each week working for AMS. To do that I have to type right around 15 articles each day. Now I've had this goal since I first started. If there were no flexibility in my goal I would have become frustrated and quit a long time ago. But, that's not the way my goals work.

The trick to making goals work for you is to:

- ★ set a goal that is easy to achieve,
- ★ set a goal that is kind of a stretch,
- ★ set a goal that is a real stretch, and
- ★ set a goal that is somewhere in the stars.

For me, \$300 a week is kind of a stretch. I've had some weeks where I made \$400 a week which is a real stretch. \$500 a week is somewhere in the stars that I will reach someday, but not today.

My easy goal is what I can achieve with my eyes closed, when I'm feeling ill, when I first wake up or am dead tired. It's the very least I can do when I really don't want to work. Usually, when I sit at my computer and reach my easy goal, I think, "Well I'm already here, may as well see if I can get closer to my next goal."

I know that to reach my goal of \$300 a week (kind of a stretch), I have to type 8 articles a day, 7 days a week. So, if I type 5 articles one day, I need to work in 3 articles elsewhere in the week. If I miss one day, I need to add 2 articles to each day for 6 days.

I calculate how many articles I need to type based on \$6.00 an article. I don't think about the fact that this is not a lot of money, I don't think about how long the articles are. I look on the Bulletin Board and pull the articles that are \$6.00 and over or \$5.00 and over.

So, take a few minutes and think about what your goals are. Figure out how much money you want to make, how many days a week you want to work, and how many articles you are going to need to type to make that amount. Here's a worksheet for you.

- ◆ Money you want to make _____
- ◆ Days you want to work _____
- ◆ Number of articles you need to type per week _____
- ◆ Number of articles you need to type per day _____

Here's an example:

- ◆ Money you want to make \$100
- ◆ Days you want to work 5
- ◆ Number of articles you need to type per week $5/100 = 20$
You need to type 20 articles in 5 days to make \$100
- ◆ **Number of articles you need to type a day 4**

If I only knew how much money I wanted to make and how many days I wanted to work, I would be overwhelmed easily. I find that it is much easier for me to do things one day at a time. Typing 4 articles each day doesn't seem nearly as overwhelming as types 20 articles a week even though it is the same thing.

Remember: Set four goals - An easy achievable goal, A kind of stretch goal, a stretch goal, and a reach for the stars goal. That way, no matter what, you are always on goal.

Distractions

I'm just like you, there are always some kind of distractions happening. You might have a schedule that is one distraction after another. Maybe you are one of those people that is always being called upon to help someone out. Whatever the reason, you probably are distracted on a daily basis.

I have a very simple system for dealing with distractions, and it may be because I raised 8 children by myself and worked two jobs while going to college at the same time for many years.

There are some times during your day or night when you are absolutely not interrupted by anything for at least an hour. This may be early in the morning, or it could be late at night. Spend about a week paying attention to the lulls in your distractions and you will notice that you have those lulls about the same time every day.

This is the secret to your success. Work with those lulls. I could have been like a lot of people I knew when I was younger and easily been overwhelmed by my circumstances, but instead I chose to find time to get what I wanted. I wanted a home to raise my kids in and I wanted to get through college. Making and meeting goals is about deciding what you "want" and then doing what you need to do to make it happen.

You basically have two choices, you can wait for things to get better (and they won't) or you can "make" things better. Yes, making things better will take more work, but for me the alternative is worse. I "choose" to make time to write. I find the time and even when my life was at it's busiest, I made time to write, create, and learn. You can do it too.

Categorize your distractions into things that you must deal with right now, this minute; It can wait until I have time; or, somebody is gonna be mad that I didn't do it, but oh well. Place your distractions into a category and deal with them accordingly.

Two things will happen when you do this. You'll have less distractions that take you away from your chosen tasks, and you won't be nearly as stressed out about the distractions that do take you away from your goals.

Here's a good example. You know that I have this writing goal. Many of you also know that I'm the person on the Writing University help line when you need help. I spent almost an hour with a person who was talking about how little time there was to write because of distractions. During this conversation, I wrote one article and started another. Now, I could have stopped what I was doing and listened to a conversation that would not help me meet my personal goal. Or, I could be there, and take care of what I needed to do to meet my goal.

One great way that I deal with distractions is to put myself into positions where I can multi-task. It's not that hard to do. Guys, how many times have you been watching a game and listening to your significant other talk about something you didn't care about? Ladies, how many times have you listened to someone during a long conversation and come away with an entire grocery list ready to go?

Everyone can multi-task, it's just a matter of learning to control when you do it. Instead of shutting off and daydreaming, think about what you are going to write, topics that you might want to look for on the bulletin board. How you might use new words.

Writer's Block

Everyone gets writer's block. We all have different ways of dealing with block, but some of the ways that I work with writer's block may be of help to you. One thing to remember is that, everyone has a personal way of relaxing and releasing their creative energy. The way I do it is not the only way, or the right way. You might have a way that works well for you and that will be the best way for you to work through it.

➔ Get Away For A Bit

The trick to get over writer's block is to get away from what you are doing and let your mind work on it without your conscious assistance. I have several techniques for getting away.

- ➔ Take a shower
- ➔ Walk around the yard
- ➔ Get a cup of tea
- ➔ Read the latest news

The thing is that you need to **“not think about what you need to write”** at a conscious level and just let your brain work on it for a while without your help.

If I just relax then return to my computer and don't ask questions about what I'm typing, I am usually over the block without realizing it.

➔ Look at the topic from a different angle

Overthinking will send a person into writer's block very quickly. When I'm stuck on a topic, I look at it from an entirely different angle. Let's talk about something really boring that a lot of us worked on for several weeks. Televisions and Printers.

A person gets a topic LCD4500N32

You might google it and learn that the television hasn't been made yet, or it's only made in England, or there is just nothing you can say about this TV that won't sound like an ad. - You've entered the writer's block zone -

So, I look at it, and take a different angle. I might write about:

- ➔ Installing a television on a wall
- ➔ How to hook up a game console to a television
- ➔ How many televisions can you put in a house and where
- ➔ What kind of decorating would a person do if the television was their focal point.

Now I couldn't get 500 words talking about the television, BUT, I can get 500 words talking about any one of my angles.

When I am hit with writer's block I look for the angles. I start with things that I like or know about and see if I can fit the topic in there. For instance, I know a lot about natural remedies, herbs, diet, and exercise. How many topics can I use those angles with?

- ➔ Vitamin Supplement
- ➔ Make-up
- ➔ Chiropractic
- ➔ Dentists
- ➔ ...Basically, you name it and I can find some way to make it fit one of my angles when I don't have anything to say about the topic.

The thing to remember when you are writing an article is that it absolutely must be relevant and have quality. That does not mean that you can't use your angle, but the angle has to make sense as related to the topic.

➔ Sleep on It

One way that I avoid writer's block is that each night before I go to sleep I think about all of the topics that I will be working on the next day. When I wake up in the morning, I usually have some direction for what I'm going to write.

Research

A person can get so caught up in research that they will never get to their article. When I am doing articles and working towards my goals, I set a time limit on the amount of research I do.

I always keep a pad of paper by my computer and take all of my notes by hand. The reason I do this is that when you print something or copy and paste something to your computer, there is a very good likelihood that your brain will hold onto that information a you'll wind up putting in into an article accidentally.

I write notes in my own words. I **NEVER** copy any information from what I am reading on the Internet to my notes.

I save my books of notes and when I have the same topic come up again, I just pull out my notes about that subject.

The way that I research topics is pretty simple. Let's look at some topics and we'll walk through how I do research.

Wrought Iron Candle Holders

Okay, First I'm going to google the topic to see what is there. What I will find is places that are selling candle holders.

Next I will google "types" of wrought iron candle holders - From here I will find out about the different types of candle holders and where they are used. I will also learn what wrought iron candle holders are made from.

This data will give me enough information to write 500 words about candle holders.

Woodbridge - Suffolk

I have a trick when I'm doing a travel piece, that may be of help to you. First I google the location.

Then I go to the community site for the city/Country and find the name of their most popular community activity and the address. Then I look on a map and get the directions to that site.

Then, I think about if I were there what would I do and where would I go. That is what I write about. When someone reads my articles on travel, they would never know that I didn't live in that town and love that place. I describe the meadows, fields, parks, neat alleys to walk down. I imagine I am there and share that with my reader.

➡ **Nothing To Google Or Vague Keywords**

There are a couple of things to remember when you are typing an article using vague keywords or keywords that just don't seem to have information about them.

The most important is that we are not writing for any one country, location, or group of people. The stuff that I know is not familiar to someone who doesn't live in my town, county, state, or country.

I write articles that anyone in any country can pick up and read and think, "Oh, yeah, I've done that." or, "Oh, yeah, that's something I need." Remember that you are selling a product with an article that is relevant to the people who are reading the article. This means that if you are in the United States, a guy in Australia should be able to relate to whatever it is you are writing about.

What Do I Avoid?

You will have your own way of writing that will be very easy for you. I have a system that allows me to type on average about 13 articles a day. In most cases, a UAW500 will take me about 30-40 minutes to complete and submit.

I take what I write very seriously. People who surf the net believe most of what they read. This leads to my rules. Unless the comments specifically ask me to do something different, this is what I **NEVER** do:

- ➔ **Never make the article personal - No, "I", "me", "we", etc.**
- ➔ **Never give advice - This one is important**
 - ➔ How would you feel if you told a reader that drinking milk was good for you to maintain health. That person is allergic to milk. They take "your" advice, drink milk, and die.
 - ➔ *When I am doing **ANYTHING** with medical information in it, I always include a sentence that says, you should talk to a professional before beginning any treatment.*
- ➔ **Never assume that your reader knows what you mean.**
 - ➔ Besides getting more words in an article by explaining words, phrases, and acts that are uniquely American. I also am writing to an audience in a way that allows them to understand what is being said without having to look it up in the English dictionary.
- ➔ **Never use bullets, numbers, or start a paragraph with "first".**
 - ➔ If we do our job right one of these articles can be spun over 100 times by the client just by mixing up the paragraph. NEVER make a paragraph a unique identifier.

Fairly simple isn't it? Basically when I write, I put myself into the position of the

reader and “read” what I am writing as I go. I take myself and my knowledge out of the equation and write the way that the reader is going to see it and understand it. The other benefit of writing like this is that I don't overthink what I am writing.

How Do I Write A UAW Article

When I write an article, I use a really simple system that helps me to move quickly through each step. I should mention that I prefer the UAW Wizard. The step-by-step system allows me to work through an article without having to go back and see what it wrong. So, let's look at how I write each of the articles.

➔ Step 1 - Article 1

- ➔ *I put the key words at the top of a blank Word page. If you don't have Word you can download a copy of Open Office which is a free program that does everything that Word does. You can find it at www.openoffice.org.*
- ➔ *If a 5 word title comes to me I put in, if not I do it when it comes to me as I'm doing the article.*
- ➔ *In the first article I try to avoid any technical terms, years, amounts, etc.*
 - ➔ *The reason for this is because you can't spin numbers and technical terms 3 times. You can use 10 and ten. What are you going to use for your 3rd article?*
- ➔ *I keep the article vague so that I can spin it easier. When an article is too precise, it is difficult to spin.*

- ➔ *When the article is completed I do a spell check then transfer it to the UAW form where I do another spell check.*
- ➔ *I know that a lot of words are not in the UAW spell check. They are working on it and eventually they will all be there. But for now just be positive that you have the word spelled correctly before you move on.*
- ➔ *When I have the article in spell check, I read it to make sure that I have not made any grammatical errors. This is the easiest place to get a look at what I have written.*
- ➔ *I click "submit"*

➔ **Step 2 - Article 2**

- ➔ *I always read the paragraph from the last sentence to the 1st. The reason that I do this is because when I am trying to spin a paragraph, my brain can switch to a new thought pattern if I get away from the first article as quickly as possible.*
- ➔ *I know that I have the correct number of words in the paragraphs that are showing, so when if I rephrase a paragraph and am short a line, I know that I need to add a line in one of the other paragraphs.*
- ➔ *Once I have completed the article, I run a spell check on each paragraph.*
- ➔ *I read each paragraph while it is in spell check to be sure that I have not made any grammatical errors.*
- ➔ *I click "Check" and if there are no errors, I click "submit"*

➔ **Step 3 - Article 3**

- ➔ *This time, I am looking at the first article in each paragraph, but I read The first sentence, last sentence, and middle sentence. Then reword what I have read and type the paragraph.*
- ➔ *I do this for each of the paragraphs*
- ➔ *Spell Check each of the paragraphs, read while in spell check and make any corrections.*
- ➔ *Click "check" then click "submit"*

Now I have a couple of tricks that I do when I have to get up, take care of distractions or do something else that you may find helpful.

- ◆ *If you are getting up from your computer, click check no matter where you are on the article.*
- ◆ *You will get an error message that says your article is not long enough, etc.*

BUT

- ◆ *When you get that error message, your article has been saved.*

Now I can go take care of business, come back and click the refresh button on my browser, log back in and all the information I typed in will be where it should be.

Closing Thoughts

It is our hope that sharing the information in this book will be helpful for you and help you to achieve your goals as a freelance writer. I greatly enjoy this work and find it very fulfilling.

As you are working through the programs and find new ways of doing things that may make the work quicker for everyone, please share it with us so that everyone can benefit from what you discover.

If you have any questions or want some more information on any of the processes used by AMS or if you just want some tips on how to write more effectively or faster, please don't hesitate to contact me or the rest of the writing team and we'll be happy to help you with any questions.

We are very glad that you have chosen to join our team and look forward to working with you for a long time.

Ellen Jackson & The AMS Team