

## Ten Commandments of Moonlighting

1. Thou shalt not attempt to conceal thy freelance business from thy employer, for such is the path to the unemployment agency.
2. Thou shalt not use thy employer's computer, telephone, fax machine, photocopier, office supplies, or email account in connection with thy freelance business.
3. Thou shalt recognize thy personal limitations and accept only those jobs that thou canst realistically expect to finish on schedule. Moonlighters do not index 1000 page books in a week.
4. Thou shalt not miss deadlines of either thy employer or thy clients. Remember which job pays the mortgage and schedule indexing jobs accordingly.
5. Thou shalt not accept any indexing job that presents a conflict of interest with thy employer's business.
6. Thou shalt comply with all local and state rules for small business operation and shalt maintain records sufficient to satisfy the IRS, keeping thy business and personal finances separate.
7. Thou shalt network with other indexers and become active in ASI and other professional associations; for such is the sources of referrals.
8. Thou shalt schedule time with thy family and friends and recognize that an indexing lull is a treasure to be prized for marketing, recreation, or sleep.
9. Thou shalt regard dust bunnies as pets.
10. Thou shalt know when to say "NO!"

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