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A Program For You

A Guide To the Big Book's Design for Living

Simon and Schuster You can't beat the basics in times of trouble. During the the coronavirus pandemic, take a fresh look at the twelve steps, and the Big Book's wisdom for healing and hope. A Program for You leads each of us--newcomer or old-timer--to a deeper understanding of recovery as a way of life. A Program for You clears our way for discovering positive, powerful answers to these questions. In the years since 1939, the Big Book, Alcoholics Anonymous, has guided millions in their search for a design for healthy living free of addictive behaviors. Now, two program old-timers share their years of intensive study of the Big Book, revealing the vitality of its message for those of us reading it today. This celebration of the basic text of Twelve Step recovery breathes new life into the Big Book's timeless wisdom. Thoroughly annotated line and page, written with down-to-earth humor and simplicity, and providing a contemporary context for understanding, A Program for You helps us experience the same path of renewal that Bill W. and the first

on hundred AA members did.

Excellence Lifestyle Guide & Workbook

Createspace Independent Publishing Platform You were created for a lifestyle of excellence...not a life of mediocrity And what's amazing is you're equipped with everything you need to make that lifestyle yours. You can reach your goals. You can live your dreams. You already have what it takes to be happy and successful right inside of you. ...so, why aren't you?! Making changes is one of the hardest things any of us ever tries to do. It's so easy to get stuck, using strategies that don't work anymore and not knowing what to do to keeping moving in the right direction. If you're frustrated with where you are in your life... If you're tired of getting the same old results... If you're ready to do what it takes to create your life as you want it to be... Then, The Excellence Lifestyle Guide may be just what you're looking for. Discover how you can * Stop counting on "luck" to get you where you want to go in life * Start proactively doing what it takes to have more, do more and be more * Take advantage of simple, effective principles for living the life of your dreams - principles they never taught you in school! You have tremendous control over the path your life is on but, like many people, you may not have any idea how to use it to your advantage! That's where The Excellence Lifestyle Guide can help. Author Jan Marie Mueller shares insights on many topics, including * How the world really works...and why people struggle achieving the success they desire * Why most people never achieve a life of excellence...and how you can be different * How to harness the amazing power of your thoughts to guide your life in the direction you want it to go * The importance of knowing who you really are - and what you can do to figure it out * How to master your mindset and use it to achieve the life of excellence you deserve to be living * The one key resource you need to succeed at anything - and how to get it (Tip: It's more important than either time or money!) * Three of the BIGGEST secrets to success...and much, much more! What you think and believe about yourself and the world around you defines your reality. Learning to effectively use the principles outlined in The Excellence Lifestyle Guide will help you transform your life in ways you've only dreamed of up until now. Everyone can have success. Everyone can enjoy the excellence lifestyle. If your life isn't quite where you believe it should be, Jan Marie challenges you to discover the secrets to becoming your best self and start putting the skills she shares to work in your life today. Life is too short for constant struggle and frustration. Use the principles inside this book to begin living the lifestyle of excellence you deserve! Scroll up and get your copy today.

How to Program Alexa

Step-By-Step Guide to Programming Your Amazon Echo Dot and Alexa App for Exciting New Skills

Createspace Independent Publishing Platform Get the Most Comprehensive User Guide on Programming your Alexa App and Amazon Echo Dot! The days of arguing with friends and family over who the lead actor in a movie was are gone. Extinct is the era of using search engines to find quick answers to burning questions-Because NOW Alexa is here to make life simpler and more convenient for you than ever before! In this user guide you'll discover a plethora of skills and commands to program Alexa with that'll give you the most human-like version of a smart device to date. I'm going to walk you through, step-by-step, the simple yet genius little hacks to give your Echo Dot "new" life. You'll discover how to make Alexa smarter, more intuitive, and sharper than a Beagle's sense of smell. I'm going to show you the newest programming skills for your Amazon Echo Dot-skills you can easily learn in a single afternoon! Download this Slick little Guide today and Discover: How to get up-to-the-minute news and global reporting How to program Alexa to teach you about ancient civilizations, pop culture, famous literature etc. How to make Alexa check your bank statement or credit report How to have Alexa update you on your cars maintenance schedule, fuel level, and overall vehicle conditions How to do proper voice training with Alexa so she can be there at your bequest How to program to-do lists How to program shopping and grocery lists How to program Alexa to play your favorite music How to have Alexa help you with all of your social media How to have Alexa solve math problems for you How to have Alexa check your messages How to have Alexa work with your kitchen and household And much, much more! Grab this guide now if you want to learn skills than many people still don't know about. By the time your through you'll be a master of the Amazon Echo Dot. And after this, you're friends and family will be so impressed, they'll be begging you to help them with their own smart devices. So Download this Book Today and Discover All the Amazing Benefits of Alexa and The Amazon Echo!

The Easy 9-step System to Your First Book in 30 Days

The Complete Beginners Guide to Become an Authority Author in Weeks!

Createspace Independent Publishing Platform 17 Times Amazon Best Seller is giving YOU his Complete System! Not only that, he's also giving you his FREE COURSE and the exact Skeleton File (already formatted!) he personally uses for publishing on Kindle! Has he lost it completely? Most likely, but he swears otherwise! He has this stupid idea that if he gives you exactly what you need to solve your problems you might just stick around. By the way, because he has this delusion that you should always put your money where your mouth is, he actually shows you the video where you can see his 17 Amazon Best Sellers. Bananas! He's no saint, though! If you get his FREE COURSE he will try to sell you his complete, over-the-shoulder, professional Course down the line! He offers it for a crazy affordable price and he doesn't even try to upsell you anything. This lunatic believes in transparency and providing real value. These are the worst scumbags! The craziest part is that, even if you don't buy anything else, this book ALONE will give you EVERYTHING you need to publish your book on Amazon from A to Z! This is what I'll teach you: Choosing the Right Topic: The best way to earn a lot of money while having a sense of purpose! Market Research: Learn how to get inspiration and improve your own book by looking at the right places! Title Creation: Learn how to get readers bursting with curiosity and lining to get your book first! Writing Your Book: The fastest way to structure your book all the way to the end! Outsourcing: If you don't want to write it, learn how to outsource it the right way and end up with a masterpiece! Cover Creation: Do it yourself easily and for free OR Get a professional graphic designer to do it for \$5! Description, Categories & Keywords: Learn the AIDA Formula for magic descriptions and know all the secrets to stand out! Formatting and Publishing your Kindle EBook: I will provide you with the same skeleton file I personally use (already formatted!) and I will show you, step-by-step, how to publish your Kindle book the right way! Formatting and Publishing your Paperback Book: Learn how to publish the paperback version for FREE! I will teach how to get an already formatted template and show you, step-by-step, how to publish your physical book the right way! Free Promotions and Getting Reviews: I will teach you how to set up a free promotion so you can get up to thousands of downloads and honest reviews that will make your book stand miles apart from your competitors! Important Resources: Make your author's page shine and learn about the new world of audiobooks! Explode Your Business: What millionaire authors are really doing behind the scenes! Where to Learn More: The only 2 affordable and honest places you should go to! This is the system you've been dreaming about for finally publishing your book and get your work into the World! Scroll Up and Get It Now!

Agile Management for Software Engineering Complete Self-Assessment Guide

Createspace Independent Publishing Platform Are there any constraints known that bear on the ability to perform Agile Management for Software Engineering work? How is the team addressing them? In a project to restructure Agile Management for Software Engineering outcomes, which stakeholders would you involve? How much are sponsors, customers, partners, stakeholders involved in Agile Management for Software Engineering? In other words, what are the risks, if Agile Management for Software Engineering does not deliver successfully? How does the organization define, manage, and improve its Agile Management for Software Engineering processes? What are the business goals Agile Management for Software Engineering is aiming to achieve? Defining, designing, creating, and implementing a process to solve a business challenge or meet a business objective is the most valuable role... In EVERY company, organization and department. Unless you are talking a one-time, single-use project within a business, there should be a process. Whether that process is managed and implemented by humans, AI, or a combination of the two, it needs to be designed by someone with a complex enough perspective to ask the right questions. Someone capable of asking the right questions and step back and say, 'What are we really trying to accomplish here? And is there a different way to look at it?' For more than twenty years, The Art of Service's Self-Assessments empower people who can do just that - whether their title is marketer, entrepreneur, manager, salesperson, consultant, business process manager, executive assistant, IT Manager, CxO etc... - they are the people who rule the future. They are people who watch the process as it happens, and ask the right questions to make the process work better. This book is for managers, advisors, consultants, specialists, professionals and anyone interested in Agile Management for Software Engineering assessment. All the tools you need to an in-depth Agile Management for Software Engineering Self-Assessment. Featuring 616 new and updated case-based questions, organized into seven core areas of process design, this Self-Assessment will help you identify areas in which Agile Management for Software Engineering improvements can be made. In using the questions you will be better able to: - diagnose Agile Management for Software Engineering projects, initiatives, organizations, businesses and processes using accepted diagnostic standards and practices - implement evidence-based best practice strategies aligned with overall goals - integrate recent advances in Agile Management for Software Engineering and process design strategies into practice according to best practice guidelines Using a Self-Assessment tool known as the Agile Management for Software Engineering Scorecard, you will develop a clear picture of which Agile Management for Software Engineering areas need attention. Included with your purchase of the book is the Agile Management for Software Engineering Self-Assessment downloadable resource, which contains all questions and

Self-Assessment areas of this book in a ready to use Excel dashboard, including the self-assessment, graphic insights, and project planning automation - all with examples to get you started with the assessment right away. Access instructions can be found in the book. You are free to use the Self-Assessment contents in your presentations and materials for customers without asking us - we are here to help.

Leading with Y.E.S.

A Practical Guide to Discovering and Living Your Extraordinary Story

Yes2yes Insights Declare Y.E.S. loud and clear to create new possibilities in your life and leadership.

Fortitude

The Essential Guide to Building and Sustaining Mental Toughness

"Mental toughness is the natural or developed psychological edge that results from a collection of skills, attributes, values, emotions, and behaviors that allow people to overcome any obstacle, adversity, or pressure as well as deal with the general day-to-day demands (lifestyle, training, competition) placed upon them and still remain consistent, focused, confident, and motivated to achieve their goals."Fortitude is a guide for high performing athletes and business professionals on understanding mental toughness, how to build and sustain it over time. Kate Allgood built her business helping individuals like you learn what it takes to perform under pressure. In this book you'll discover: - What you need to know to build real and long lasting confidence- How to improve the ability to focus and refocus - The power of mindfulness- How to build motivation in yourself and others - And much, much, more! "Kate is a force in the sports business and with her new book she brings the best insight directly to your field of play." Jeremy M. Evans, Founder of and

Managing Attorney at California Sports Lawyer(R) "If you want to step up your game, your business or just kill it in life, Fortitude is an easy to read guide to do it."- Majo Orellana - Pro Athlete, Coach and Entrepreneur

The Eb-5 Handbook

A Guide for Investors and Developers

EB5 Investors Magazine "Outstanding. A great entry point for the developer and investor." - Brian Calle, Orange County Register "Combines the experience of the authors to give a unique perspective on the important EB-5 program which drives capital formation and jobs across our country." - Congressman Jared Polis Whether you are a foreign investor seeking a United States green card or a domestic developer sourcing capital for your latest project, the United States EB-5 visa program offers unique opportunity. In an industry known to be difficult to understand, The EB-5 Handbook breaks down the EB-5 program into its simple basics- investment, economic growth, and green cards. In The EB-5 Handbook, investors and developers alike will learn the essentials of the program, the benefits it can offer, and how to get started on their EB-5 journey with sections uniquely tailored to each party. Ali Jahangiri of EB5 Investors Magazine has brought together an all-star team of experts from nearly every segment of the industry. The authors - Jeff Champion, Linda He, David Hirson, Linda Lau, Dawn Lurie, Joseph McCarthy, Al Rattan, Reid Thomas, John Tishler, Kyle Walker, and Kevin Wright - and the editors - Elizabeth Peng and Cletus Weber -all have an established history of success working with EB-5 investors and developers. The EB-5 Handbook is the first book of its kind to bring together such a diverse group of authors to increase transparency and knowledge of the EB-5 program.

How to Write a Book in a Week

A Writer's Guide to Meeting a Deadline

Createspace Independent Publishing Platform Have you always wanted to write a book but, just never get around to it? Do you lack confidence in yourself as a writer? Need inspiration? How to Write a Book in a Week (A Writer's Guide to Meeting a Deadline) is the answer to all of these questions and more.

A Guide to the Big Book's Design for Living With Your Higher Power

A Workbook For Steps 1-3

Hazelden Publishing & Educational Services Living with Your Higher Power

The Duh! Book of Management and Supervision

Dispelling Common Leadership Myths

Common Sense Press (Melrose, FL) Managerial styles are influenced by habit, familiarity, and workplace culture. It's no wonder that well-intentioned professionals doing their best to be good organizational leaders often repeat unhelpful supervisory practices experienced in their early careers, even if they disliked them at the time. In the DUH! Book of Management and Supervision, the author disagrees with many accepted leadership principles (unabashedly referring to them as myths) and makes new and different approaches easier to imagine. Her challenging and controversial concepts illustrated with poignant stories suggest common-sense and immediately applicable alternatives more suitable in today's workplace.

The Complete User's Guide to the Amazing Amazon Kindle

Harvard Perspectives in Independent Publishing The bestselling unauthorized guide that will ensure that you get the most out of the Kindle - or give you all the information you need before you decide to buy.

Embracing Greatness

A Guide for Living the Life You Love

Sojourn Publishing, LLC Embracing Greatness: A Guide for Living the Life You Love takes the lid off previously held beliefs you have about yourself and the world around you. In this book, you'll learn how to shine a conscious light of inquiry and understanding on those beliefs. The process revealed in Embracing Greatness helps you uncover the special contributions you're meant to make in the world and action steps toward them. Get ready to transform your life - your relationships; your physical, emotional, and spiritual health; your financial freedom; your joy in life; your business and creative expression; and the ability to do what you want, when you want, where you want, and with whom you want. Find out more at www.EmbracingGreatness.com. Even before its publication, here's what people who received advance copies said about Embracing Greatness: A Guide for Living the Life You Love. "Sophia Falke has nailed it! In her own inimitable way Sophia helps you discover the beauty and purpose in your uniqueness ... Please read this book!" Mike Rayburn, CSP, CPAE, Hall of Fame Keynote Artist. "If you're ready to live the life you would love, ... You will forever thank yourself for reading and applying this wonderful book." Mary Morrissey, International Speaker, Best-Selling Author, CEO Consultant. "Embracing Greatness is for anyone who wants to discover and cast aside long-held barriers to personal success." Kathleen Quinlan, MSW, LCSW, Author/Producer of The Land of Love. "As a business owner who left corporate life to start my own business, I was inspired by Sophia's message..." Deborah Armstrong, Small Business Owner. "Embracing Greatness is like taking a walk on a warm spring day with a much respected mentor while getting the pep-talk of a lifetime. Filled with inspiration, doable exercises, and heartwarming stories of real people making tremendous positive changes, this personal-growth handbook is a true gem!" Cate Montana, MA, Author of The E Word: Ego, Enlightenment & Other Essentials.

How to Write a Book in a Week

A 7 Step Guide to Writing and Self Publishing for Entrepreneurs and Non-Writers

Createspace Independent Publishing Platform Is this the year you are finally going to share your message with the world? Don't let the idea of having to write a book hold you back. It's easier than you think, and you don't even have to actually write the book yourself... Never thought about writing a book? Maybe you should consider it! Publishing a book will give you expert status, help spread your message and increase sales of your other products and services. It may even kick-start or boost your public speaking career. Writing, publishing and promoting a book has never been easier. You can do it in a week. This guide will teach you: The best kept secrets to a quick start for writing, promotion and sales Smart writing process hacks Alternatives to writing the book yourself Self-publishing The keys to launching a successful book, superfast "I just published my book. What I haven't been able to achieve in the past three years I did in just 7 days!" Chris About the authors Esther Jacobs (The Netherlands, 1970) is an international (TEDx) speaker and author. Esther has given over 1000 keynotes and is (co)author of 21 books. Her workshops have helped over 400 entrepreneurs to write their book. The NO EXCUSES LADY helps leaders and entrepreneurs to transform their challenges into opportunities. Marie Stern (Germany, 1982) is an "Amazon Self-Publishing Ninja." She authored 7 bestselling Amazon books, even though she wasn't even good at writing in school. However, she spent many hours browsing and reading in bookstores, discovering the secret behind successful books. As a former data mining analyst, she knows how important research is and how to find structure in any process. Marie helped many non-writers have their book written and likes to share her best knowledge on how to self-publishing and sell books. Esther and Marie met at a conference, where they were giving a book writing workshop. They decided to write this book in just one day, using their own tested method. And now they're inviting you to try it, too!

Explore Your Options

A Personal Guide to Self-Help Psychotherapy

CreateSpace This book is a compilation of techniques used in psychotherapy, put together in an easy-to-read format to apply to everyday problems-of-living. This guide can be used to deal with a simple problem or as a way to transform your life. Have you ever

wondered what goes on in the privacy of a therapist's office? Besides talking about things not shared with others, there are therapeutic strategies led by the therapist to effect changes in an individual's life. These changes are intended to help you deal more effectively with problems-of-living. Dr. Swan takes you inside the therapist's office and shares the strategies you may encounter if you go for help.

Do You Abide?

CreateSpace With the possibility of a "Big Lebowski" sequel on the horizon, Dudeism continues to grow as the Number One religion based on a Jeff Bridges movie, we welcome the second in a series of books for children to answer the simple question "Do You Abide?" Little Finnegan is back, and this time he learns what it takes to ABIDE, and how easy it really is. For those looking for more answers on the subject of Dude or Dudeism, please visit the Church of the Latter-Day Dude at <http://dudeism.com/>

Get What You Want

Your Trusted Guide for Realizing Your Dreams, Overcoming Your Challenges, and Getting What You Want in Your Life

Createspace Independent Publishing Platform If you want to go up the ladder of success, if you want to get what you want, if you want to fulfill that "burning desire" that keeps your mind busy all the time and you do not do something about it, if you want to do "that thing" that you wanted to do some day but you never got a chance to do so, you must take your hands out of your pockets, roll up your sleeves, and take action now. You cannot sit still and expect the elevator of success to come down and take you to the peak. It has not happened to anyone. It will not happen to you either, guaranteed! Over the past several years I have helped many people like you to take their hands out of their pockets and climb their ladder of success. I have spent quality time with them, listened to them, felt their pain, assisted them in taking the right path, and made sure they came out of the process successful and fulfilled. I want to help you too. If you are committed to YOUR success and want to get what you truly want, this book is an excellent start. Are you ready

for the journey?

Smart Social Media

Your Guide to Becoming a Highly Paid Social Media Manager

Createspace Independent Pub Smart Social Media is the definitive hands-on guide on how to claim your share of the current social media marketing boom and how to build a lucrative business part-time by providing social media marketing services to businesses and entrepreneurs both locally and worldwide. This guide collects valuable lessons from current Social Media Managers and highlights key marketing strategies related to Facebook, video marketing, and YouTube. In Smart Social Media, you will discover: Why there is such a high demand for Social Media Managers and so many opportunities for the services they offer How you can start TODAY, even if you have no prior experience Expert advice on how to close a sale with your clients, charge top dollar, and increase your fees Expert advice on how to avoid common pitfalls when starting out as a Social Media Manager Why being a Social Media Manager can provide for a great lifestyle How to deliver effective and powerful Facebook, video marketing, and YouTube campaigns to grow your clients' businesses How to grow your own business through outsourcing and delegation Other online marketing services you can offer to your clients And much, much more... This is a step-by-step guide that shares strategies and techniques you can implement immediately to build a successful social media marketing business for small businesses while living anywhere you want and servicing clients all around the world.

Great Trainers Make It Happen

Booksurge Publishing ATTENTION TRAINERS: It's Not About YOU - It's About the LEARNER! What is the biggest mistake a trainer can make? Quite simply, it is focusing all of their efforts on themselves and not their students! Many inexperienced trainers fall into this trap, but it doesn't have to happen to you! This book provides easy-to-execute examples that, when utilized, will make any rookie trainer look like a seasoned pro in just one day! You will learn how to structure the classroom experience in such a positive way that I guarantee it will make a difference in your professional life and in the lives of your participants. The techniques outlined in this book

will help you to become the Great Trainer you have always wanted to be - because although good trainers may know these methods, Great Trainers make it happen! Inside, you will discover how to: -Create an inviting physical and emotional learning environment for your students. An inviting learning environment leads to higher levels of participation, retention, and on-the-job application! -Be less of an instructor and more of a "Tour Guide." Utilizing tour guide techniques will make your class anything-but-ordinary, causing people to look forward to your next event! -Utilize Great Trainer techniques whether you're facilitating a 5-day course, a 60-minute training session, or a 15-minute presentation! -Apply the techniques that will help you go WACCO for your participants - without spending a dime! Get on the road to continuous training improvement and start reading!

This Year Will Be Different

The Insightful Guide to Becoming a Freelancer

Monika Kanokova This Year Will Be Different is a book for and about entrepreneurial women; a practical guide for everyone who wants to start their own business or become a freelancer. It's filled with tips, tricks, stories and interviews with women who are now making money as bloggers, designers, consultants, photographers and many more great professions within the creative industries.

The Well-Being Guide

Making the Most of Life and Work

A tool to help gain momentum and clarity in the sometimes-confusing maze called life and work. The book covers subjects as diverse as parenting, finances, relationships, career, and more.

Self-Aware

A Guide for Success in Work and Life

Createspace Independent Publishing Platform In over 45 years as a practicing psychologist, social entrepreneur, and professor, I have learned that emotional intelligence is the key to success in work and in life. I also know that becoming more self-aware is the key to developing strong emotional intelligence. I have taught, coached, and counseled people on how to become more self-aware and how to develop their social-emotional competencies. Both activities lead to higher emotional intelligence. This book presents the best practices developed and delivered in my teaching and in my psychology practice. Some of the stories and exercises in this book came from my previous book *Balanced Leadership in Unbalanced Times* (2009). I published some of the stories and exercises as articles on my blog at RobPasick.com. Please visit as I will continue to write there. I wrote this book because not everyone who needs this information is here at the University of Michigan to take my class. While it's nice to have a teacher and coach to help you through the process, you can learn a lot by yourself through reading this book and working on its exercises. If you follow the process, you'll end up with a self-made vision for success in both work and life. Furthermore, you will learn to set goals and develop the support that will enable you to make your dreams come true.

How to Use this Book This book reflects the process I use in my coaching and teaching. You will be asked to read, reflect, answer questions, and engage actively in a series of exercises. Some exercises will require the participation of significant people in your life. You will be guided through exercises designed to: Help you find your career sweet spot. Establish a vivid vision of your dream success in career and life. Establish goals in the key spheres of your life: family, friends, mind, body, spirit, career, and community. Determine how the right balance in these spheres will lead to choices that maximize your chances to be happy and successfully choose the right mate. Better understand others. Better manage your relationship with yourself. Better manage your relationship with others.

Endorsements "When a successful person has 45 years of experience, and chooses to boil all he knows down to the essence, it is wise to pay attention. In this book, one of the most successful coaches I have ever known promises to mentor you into an elevated version of yourself. I think it is a must read." -Robert E. Quinn, Author of *The Positive Organization* "When Rob Pasick speaks, people listen...and when he writes, people want to read it...and that's because Rob has a clear mission in mind with all his words...he wants to help people put everything in their lives in perspective, in the proper place. "Self-Aware: A Guide for Success in Work and Life is a book that is clear, concise and easy to understand. It will make a difference in how you balance your professional and personal life and it may make a difference in what you end up doing. I have known Rob for years, and he is a wise and caring and ever so smart man who wants to guide young men and women, helping them to be the best they can be. Rob really cares and puts so much thought into realistic ways to have professional success and personal happiness. This is a book you won't want to miss!" -Cheryl Chodun, former TV news reporter, WXYZ, Detroit and Adjunct Professor at Madonna University. "Rob

Pasick is a man of deep passion, compassion, and wisdom. Throughout these pages, all three are woven beautifully." -Michael H. Samuelson, Author of Beyond Cancer Survival: Living a Life of Thrival

A Simpler Guide to Calibre

How to Organize, Edit and Convert Your EBooks Using Free Software for Readers, Writers, Students and Researchers for Any Ereader

Lycan Books Do you have hundreds of e-books but can never find the one you want? Would you like to convert an e-book to work on a different device? Are you itching to organize your e-books but are not quite sure how? Then this guide is for you! This is the complete illustrated guide to setting up and using Calibre for organising your e-books, paperbacks and other media.. Packed full of tips and information, this guide will help you to: *Learn how Calibre can be useful to you *Set-up Calibre *Catalog ebooks, i.e. add books, edit book information *Send e-books to your Kindle or other devices *Find free e-books *Browse and search your e-book collections *Convert e-books *Edit e-books *Discover, download and send news sources to your devices *And much more... This is a comprehensive, step-by-step guide that will show you how to navigate the sometimes confusing set of features in Calibre with an introduction to finding free e-books.

MBIT Coaching Workbook

The latest neuroscience findings show that we have brains not just in our head, but also in our heart and gut. Each of these complex, adaptive and functional neural networks has its own core competencies and specific prime functions. By tapping into and aligning the innate intuitive intelligence of these brains you can learn to generate wiser decision-making both at work and in your daily life. Providing you with practical and easy to do exercises, this Coaching Workbook guides you in exploring, uncovering and refining the skills and patterns you have for communicating with and aligning the intelligence of your multiple brains. Utilizing powerful methodologies of multiple Brain Integration Techniques (mBIT), NLP, Cognitive Linguistics, Positive Psychology and Behavioral

Modeling, the authors have provided a powerful and integrated approach that is practical, potent, and immediate in its results. The exercises in this Workbook can help you transform your relationship to yourself, to others, and to the world in which you live. If you're serious about your self-evolution, this book can truly make a generative difference! The mBIT Coaching Workbook guides you in exploring your three brains for greater wisdom, success and happiness.

Socially Engaged

The Author's Guide to Social Media

Word of Mouth? Engagement? Author Brand? Today's successful author needs a strong online presence, but how do you choose which social media platforms work best for your books while building your readership? Marketing professor Tyra Burton and international bestselling author Jana Oliver tackle tough Social Media questions with real-world examples and insights to help you build your brand and expand your fanbase. * Using Social Media to Increase Sales * Establishing an Author Brand * Utilizing Analytical Tools to Reach Your Readers * Creating Shareable & Engaging Content * Word of Mouth & Influencers * Copyright & Trademark Basics * Getting the most from Google+, Facebook, Twitter & Tumblr * Building Brand with Pinterest, Goodreads & Amazon

What Stress Can Do

Whether it's your daily dealings at work or a pervasive concern for your physical safety, the stress you regularly experience may actually be more harmful than the threat that triggered it. Not only can it lead to isolation and an erosion of happiness, stress can be biologically harmful, bringing about health issues, such as heart disease, high blood pressure, ulcers, and strokes. In short, successfully managing stress could be nothing less than a life-or-death situation. Now, professional biofeedback practitioner Harry L. Campbell presents "What Stress Can Do," his unprecedented guide to the importance of minimizing everyday stress in order to short-circuit its many serious side effects. What's more, his easy-to-implement recommendations enable you to do so without use of any drugs. Recent data on the prevalence of stress documents that as much as 90 percent of all doctors' office visits are related to stress. However, with the right skills and perspective, you can preempt the physical fallout from the tolls of daily life, and gain new mastery over your mind. The time is right to take a step back, breathe easy, and once and for all address all that ails you.

A Guide to Early College and Dual Enrollment Programs Designing and Implementing Programs for Student Achievement

This is an accessible guide for school leaders and educators who seek to build, support, and expand effective early college and dual enrollment programs in their communities. One of the first books to bring together research in a practical way, this book is full of real stories, critical insights from leaders, teachers, and students, examples of what works and doesn't work, and strategies to help students successfully make an important jump in their lives, putting them on track to post-secondary education and a career. Whether you're starting a program from scratch or want to improve an existing dual enrollment and early college program, this book will provide you with the research base, tools, and resources to understand where you and your students fit into the national landscape, and provide guidance and inspiration on the journey to creating an effective program.

The Sponsor's 12 Step Manual: a Guide to Teaching and Learning the Program of AA

Createspace Independent Pub A Guide to teaching the 12 Steps. The Sponsor's 12 Step Manual is an (independent) approach to delivering the program of A.A. that will help people learn faster and remember more. The manual uses a six-point method of teaching to reinforce learning and to increase comprehension and promote awareness of the Steps to its fullest extent. The process starts with understanding the language used in the Steps and progresses on to an in depth study of what is in the literature and how it applies to an individual. The six levels also cover self reflection and creativity with the final level of each Step looking at how a sponsee may carry the message to a newcomer. This is not a 'stand alone' book, for it to work you will also need to have access to A.A.s Big Book and The 12 Steps and 12 Traditions. Now available in a NEW WORKBOOK EDITION.

A Parent's Guide to the Head Start Home-based Program Option

75 Hard

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Do you lack confidence, grit, endurance, fortitude, self-esteem and all the other things that don't just make someone great, but successful in everything they do? What if you could completely transform yourself into someone who could do anything? I'm not talking about the change that happens for a week or a month or a year...but for your whole life? What would that legitimately and realistically be worth to you? Everybody tries to tell themselves that they are "special" or "great"...but it's just talk. It's not reality. This book tells you how to do that. It doesn't cost anything to execute this program...but it ain't free. I guarantee if you do exactly as I tell you to do it with no compromises and zero substitutions...you and your life will never be the same.-Andy Frisella

Beginner's Guide to Developing a High School Cybersecurity Program - For High School Teachers, Counselors, Principals, Homeschool Families, Parents and Cybersecurity Education Advocates - Developing a

Cybersecurity Program for High School Students

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Sampler's Guide to the Contract Laboratory Program

You-in, Youth Opportunities Unlimited in Nursing: You-in Program Guide

The Sensible Guide to Program Management Professional (PgMP)® Success

CRC Press A Sensible Guide to Program Management Professional (PgMP)® Success is for program managers preparing to take the PgMP exam based on The Standard for Program Management – 4th Edition (PgM4 Standard). It is designed for busy professionals whose responsibilities have taken them into the realm of coordinating, facilitating, managing, and leading programs. Program managers are leaders who are directly managing large amounts of project resources for their organizations. This study guide addresses three main concerns facing PgMP exam candidates: What are the essential concepts, processes, and tools that form the foundation of today's program management? Since program management is still an emerging profession with professionals often working in different ways, what does this mean for a "standard" exam? More specifically, how does that impact your ability to pass the PgMP exam? What is the best way to prepare for the PgMP exam? To address the first concern, this book highlights the underlying rationale for program management: why it exists in organizations; why it is becoming ever more important; what programs are, especially for the purpose of passing the exam; how to think like a portfolio manager; and what the most important concepts, processes, and tools are for this profession. By simplifying complex ideas and communicating them in plain English with relevant examples, this book aims to help readers not only to pass the PgMP exam but also to serve as an essential guide for program managers. For the second concern, this book differs from other study guides by describing the author's personal experience as a program manager and addressing the most pressing questions for each of the performance domains in The Standard for Program Management. To address the last concern, this book contains 420 practice questions, access to an online exam simulator and an online PgMP community, and a time-tested approach for passing the PgMP exam.

A Supervisor's Guide to the Federal Incentive Awards Program

Python Programming

The Ultimate Expert Guide to Learn Python Step by Step

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