

# A Personal Guide To The Tax Cuts And Jobs Act What It Means For You

*In The Four Agreements, bestselling author don Miguel Ruiz reveals the source of self-limiting beliefs that rob us of joy and create needless suffering. Based on ancient Toltec wisdom, The Four Agreements offer a powerful code of conduct that can rapidly transform our lives to a new experience of freedom, true happiness, and love. • A New York Times bestseller for over a decade • Translated into 46 languages worldwide “This book by don Miguel Ruiz, simple yet so powerful, has made a tremendous difference in how I think and act in every encounter.” — Oprah Winfrey “Don Miguel Ruiz’s book is a roadmap to enlightenment and freedom.” — Deepak Chopra, Author, The Seven Spiritual Laws of Success “An inspiring book with many great lessons.” — Wayne Dyer, Author, Real Magic “In the tradition of Castaneda, Ruiz distills essential Toltec wisdom, expressing with clarity and impeccability what it means for men and women to live as peaceful warriors in the modern world.” — Dan Millman, Author, Way of the Peaceful Warrior*

*In Focus Wicca is your go-to reference for everything you need to know about the Wiccan religion.*

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*The world is a big place full of interesting things. And The Grand Tour has seen some of them. That's why few people are better placed to lead you around this vast planet of ours than Jeremy Clarkson, Richard Hammond and James May. As long as you don't mind getting hot and lost. Welcome, everyone, to The Grand Tour Guide to The World.*

*"This is my personal guide to help face who you are, accept who you are and love who you are, so you can watch your dreams and accomplishments flourish...If I can do it, you can do it too." Jillian Celentano lived most of her life not accepting who she was. Since beginning her transition at the age of 55, she has been able to live authentically as her true self. In this helpful and practical guide, she offers advice to other people who are transitioning later in life. Drawing on her personal experiences, she explores topics such as coming out to children, spouses and family, coming out at work, finding your authentic voice, experimenting with style and clothing, and stepping out in public for the first time. She explains how to deal with clocking and discrimination, body dysphoria and the importance of maintaining your physical and mental health. With candour and warmth throughout, this book will support readers on their path to self-love, happiness and acceptance.*

*In Focus Reiki*  
*In Focus Auras*

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*The Discover Your True North Fieldbook*  
*A Personal Guide to the History and Future of*  
*Competitive Gaming*  
*A Personal Guide to Spiritual Retreats*  
*In Focus Tarot*

In WORTHY A Personal Guide for Healing Your Childhood Trauma Josephine Faulk, MPH personally guides you through The Childhood Trauma Recovery for Adults Program. In Part I you will come to understand that you are not broken, not defective, not unworthy of love, especially self-love. You are, instead, harboring one or more of your wounded child selves sequestered deep within your heart and mind. Here you gather hope, knowledge and the first thin layers of clarity. In Part II you will receive detailed instruction on how to choose a trauma therapist, use of tools, techniques and practices that have long proven their immense value in healing psychological, emotional and spiritual trauma wounding. Here Ms. Faulk shares insights into her personal recovery story. Her challenges and triumphs leading to self-acceptance and unconditional love of self are a well-laid blueprint to guide you to an understanding of your own inherent worthiness. Part III is a plan for lifetime maintenance of your newly acquired recovery. Its purpose is to preserve, sustain and protect all present and future recovery progress. Here you will learn how to lovingly parent yourself. You'll learn ways to think that will increase your internal structure of support for when you experience life's inevitable uncertainties. Life may still be a rollercoaster at times, but with this knowledge and these techniques you will at least be securely buckled in.

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Memory loss can create problems in every aspect of a person's life. The challenge of communicating thoughts and feelings can be made even harder by other people's negative perceptions of dementia. This book provides practical guidance for coping with progressive memory loss, and includes examples of real people who have faced similar challenges. These stories highlight both good and bad ways to deal with the problems that arise, and are also useful for describing the experiences of memory loss to friends and family. The authors suggest ways of maintaining physical and mental health by staying active and engaged in society. They also offer techniques for improving communication, preserving self-esteem and overcoming the stigma associated with memory loss. *A Personal Guide to Living with Progressive Memory Loss* offers inspiration and advice for anyone in the early stages of dementia. It also provides useful insight for family and friends who wish to offer support for a loved one affected by progressive memory loss.

Have you ever wanted to become a Tour Guide but not known where to start? Do you yearn to travel the world, explore exotic locations and lead groups of people around unfamiliar places like it's your own backyard? This book can help you become a Tour Guide. It will teach you what you need to say, how to advertise your services and even how to get paid. It will teach you how to start your first tour, how to get repeat business after you've finished it and even what life is really like 'out there on the road'. Written by a Tour Guide with experience in guided tours across 15 countries and with contributions from experts all across the world, there's no better place to start one of the best

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careers in the world than this book. Nick Manning's *How to be a Tour Guide: The Essential Training Manual for Tour Managers and Tour Guides* is the ultimate reference book and training tool, as used and proved by Tour Guides across the world every day. "Nick Manning lets you know just how big the world is and how many different rules there are while taking you under his wings and navigating you through the aspects of successful tour managing and guiding. This book tells you how to become a GREAT tour manager/guide and is written in a way that will connect with you". - Kristene Murphy "Quite simply the best product available to aspiring tour guides on the market today. No industry professional should be without it." - Industry Insider

Offers information on building or strengthening community organizations, providing advice on forming a mission statement, member recruitment, organizational structure, leadership development, meeting facilitation, and finances.

A Personal Guide to Living with Progressive Memory Loss  
Building Powerful Community Organizations

Navigating the Future

The Tour Guide

Your Personal Guide to Living Well with Fibromyalgia  
Storied City

*Flower Boy: noun 1. slang for a really hot guy Hannah Reynolds travels to exotic South Korea in search of her own drama hero come to life. What she gets instead is gorgeous, but surly tour guide, Jae Lee. He seems determined to ruin every romantic location*

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they visit with his snarky comments, but Hannah can't deny the crackling tension between them. As they travel around the country with a busload of wacky K-drama and K-pop fans, their chemistry keeps drawing the two together. Hannah sees the mountain of problems standing between her and a relationship with Jae. They live in different countries. She's flying home in five days. And he takes an emotional step back whenever they get closer. But her heart doesn't want to listen to reason. All it can see is the flower boy tour guide.

A personal guide for becoming an authentic leader Whether you are just starting your leadership journey or leading a large organization, *The Discover Your True North Fieldbook* will help you find your leadership purpose, that internal Compass that provides direction and keeps you oriented—your True North. Through a series of reflective exercises, this Fieldbook helps you become a better leader by learning to be a more authentic one. This Fieldbook both personalizes and unlocks the central lessons of its companion book, *Discover Your True North* by Bill George. It shares the most powerful insights that coauthors Nick Craig, Bill George, and Scott Snook have learned from helping more than 10,000 leaders discover and live up to their fullest potential. Each chapter contains potent exercises that help you mine your life story for deep insights and important patterns. As

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you work your way through these reflections, you will gain a clearer sense of who you are and why you lead—the essence of an authentic leader. We offer an identity-based approach to leader development. Rather than telling you how to lead, the Fieldbook guides you through an intimate process of personal discovery. By understanding your life story and sharpening your personal narrative, you will discover the unique leader you were meant to be. On the way, you will work through the same lessons taught to MBA students at Harvard Business School, as well as senior executives in many Fortune 100 companies. The Discover Your True North Fieldbook will help you: Become more self-aware and self-accepting Locate that sweet spot at the intersection of your passions and strengths Identify and lead from your core values when it matters most Build a robust support team to guide you through difficult times Discover your leadership purpose, the essence of who you are, your True North Stay grounded by integrating all aspects of your life Grow as a global leader Help others become authentic leaders To help you actually live your True North, this Fieldbook concludes by offering a rigorous, step-by-step process that generates a customized, behaviorally anchored Personal Leadership Development Plan. This plan not only summarizes and integrates everything you've learned completing this Fieldbook, but does so in a way that supports immediate action

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*and impact. Welcome to your journey toward authentic leadership. Welcome to your True North. Visit [www.DiscoverYourTrueNorth.org](http://www.DiscoverYourTrueNorth.org) to learn more.*

*Discover the incredible highlights, history, geology & nature of Yellowstone National Park with this entertaining, educational, point-by-point Waypoint Tour complete with park insider stories, breathtaking photography & detailed tour maps. Your personal tour guide for Yellowstone travel adventure!*

*[www.waypointtours.com](http://www.waypointtours.com) Waypoints Include: 1) Yellowstone 2) Madison & Firehole Canyon 3) Fountain Paint Pots 4) Firehole Lake Drive 5) Midway Geyser Basin 6) Biscuit & Black Sand Basins 7) Old Faithful Inn & Lodge 8) Old Faithful Geyser 9) Upper Geyser Basin 10) West Thumb Geyser Basin 11) Lake Hotel & Lodge 12) Fishing Bridge 13) Yellowstone Lake & Steamboat Point 14) Mud Volcano & Sulphur Caldron 15) Hayden Valley Wildlife 16) Upper Falls 17) Lower Falls 18) Mount Washburn & Fires 19) Tower Fall Area 20) Lamar Valley & Wolves 21) Roosevelt Lodge Area 22) Historic Fort Yellowstone 23) Mammoth Hot Springs Hotel Area 24) Mammoth Hot Springs 25) Sheepeater Cliff 26) Norris Geyser Basin*

*Tour guides, a highly responsible group of professionals who are in direct communication with tourists traveling around the world, have a great impact on the proper promotion of the culture of countries, global peace, and tolerance. Additionally, they are also effective in the preservation of world*

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*natural heritage. Thus, the educational status of tour guides, as well as the characteristics and ethical values that they should possess, need to be examined on an international scale. In today's world, where tourism demand is directed towards all types of tourism, practices in special interest tourism should be customized in order to ensure the highest level of service quality and cultural appreciation. Cases on Tour Guide Practices for Alternative Tourism provides emerging research exploring the theoretical and practical aspects of the occupational issues that surround tour guides and their applications within international tourism. Featuring coverage on a broad range of topics such as cultural education, specialized learning, and international business, this book is ideally designed for tour guides, travel agencies, tour managers, tour developers, heritage sites, museums, academicians, researchers, students, industry experts, and hospitality professionals.*

*The Complete Book of Astrology*

*Hellenic Polytheism: A Personal Guide for Ancient Greek Practitioners*

*Discovering the Secret of a Man's Soul*

*The Grand Tour Guide to the World*

*Resting Place*

*How to Be a Tour Guide*

Dive into Hellenic Polytheism with this wonderful guide for practitioners of ancient Greek religion. Written by a living ancient Greek priest with years of experience, Chris Aldridge leads the practitioner and the student through the basic and in-depth studies on

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Hellenic Polytheism, including building shrines, altars and religious spaces, daily rites, offerings, divination, purifications, myth, history and more.

Everyone wants to visit New York at least once. The Big Apple is a global tourist destination with a dizzying array of attractions throughout the five boroughs. The only problem is figuring out where to start—and that's where the city's tour guides come in. These guides are a vital part of New York's raucous sidewalk culture, and, as *The Tour Guide* reveals, the tours they offer are as fascinatingly diverse—and eccentric—as the city itself. Visitors can take tours that cover Manhattan before the arrival of European settlers, the nineteenth-century Irish gangs of Five Points, the culinary traditions of Queens, the culture of Harlem, or even the surveillance cameras of Chelsea—in short, there are tours to satisfy anyone's curiosity about the city's past or present. And the guides are as intriguing as the subjects, we learn, as Jonathan R. Wynn explores the lives of the people behind the tours, introducing us to office workers looking for a diversion from their desk jobs, unemployed actors honing their vocal skills, and struggling retirees searching for a second calling. Matching years of research with his own experiences as a guide, Wynn also lays bare the grueling process of acquiring an official license and offers a how-to guide to designing and leading a tour. Touching on the long history of tour-giving across the globe as well as the ups and downs of New York's tour guide industry in the wake of 9/11, *The Tour Guide* is as informative and insightful as the chatty, charming, and colorful characters at its heart.

From the life line to the heart line, *In Focus Palmistry* gives a comprehensive overview of what our hands are telling us. From analyzing palms, fingers, fingerprints, mounts, and nails, find the hidden strengths and weaknesses within yourself and others. Included inside the back cover is a beautifully illustrated 18 × 24 – inch wall chart that gives the key elements about palmistry in one convenient reference. Can your hands unveil your future? Author Roberta Vernon explores this question in the introduction. Each chapter addresses a

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different aspect of palmistry, including: looking at hands; the life line; the head line; the heart line; the fate line; the Apollo line or sun line; marks, colors, and warts; and skin ridge patterns. With practice, and with In Focus Palmistry in hand, you will be able to decipher the following areas: Love and relationships Sexuality Money Business Career Aptitudes and talents Successes and failures Parents and in-laws Children Other people of influence Home and property matters Health Travel Pets The In Focus series applies a modern approach to teaching the classic body, mind, and spirit subjects. Authored by experts in their respective fields, these beginner's guides feature smartly designed visual material that clearly illustrates key topics within each subject. As a bonus, each book holds reference cards or a poster, held in an envelope inside the back cover, to give you a quick, go-to guide containing the most important information on the subject.

In Focus Astrology provides all you need to know about the characteristics and workings of the zodiac signs, along with instructions on how to create your own astrology chart. Included inside the back cover is a beautifully illustrated 18 × 24 – inch wall chart detailing the main characteristics of each astrological sign. Who is your perfect mate? A Capricorn, Libra, or Virgo? Why are you not getting along with your coworker, who is a Gemini? Why are you constantly making the same mistakes? In Focus Astrology will give you a deeper understanding of your own nature, as well as those closest to you—and, perhaps, those you should keep at arm's length. This artfully designed guide covers the full breadth of astrology topics, including: The signs of the zodiac The sun and moon signs The astrological houses The planets The aspects Predictive techniques How astrology relates to your body and health The In Focus series applies a modern approach to teaching the classic body, mind, and spirit subjects. Authored by experts in their respective fields, these beginner's guides feature smartly designed visual material that clearly illustrates key topics within each subject. As a bonus, each book includes reference cards or a poster, held in an envelope inside the back cover, that give you a quick, go-to guide containing the most important

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information on the subject. Also available in the In Focus series: In Focus Crystals, In Focus Meditation, In Focus Palmistry, In Focus Tarot, In Focus Essential Oils & Aromatherapy, In Focus Chakra Healing, In Focus Reiki, In Focus Numerology, In Focus Reflexology, In Focus Auras, In Focus Sacred Geometry, and In Focus Shamanism. A Children's Book, Walking-tour Guide to New York City

Runes in Focus

In Focus Chakra Healing

Finding Your True North

A Personal Guide

Your Personal Guide

Shannon Bennett, chef and owner of internationally renowned restaurant Vue de monde, takes you on a personal tour of his beloved city: Paris. This unique guidebook includes reviews of Shannon's favourite three-star restaurants, bistros, bars and hotels, and his pick of the best places to buy macaroons, bread, wine, chocolate, truffles and caviar. He also provides recipes for classic French dishes such as Tarte Tatin and Duck-leg Confit. Lavishly illustrated, this is the book you'll want for planning and dreaming en route to the most romantic city in the world.

An exploration of the question of greatness from the chief classical music critic of The New York Times Anthony Tommasini has devoted particular attention to living composers and overlooked repertory. But, as with all classical music lovers, the canon has remained central for him.

Tommasini resists the neat laws of canon formation—and yet, he can't help but admit that these exalted composers have guided him through his life, resonating with his deepest emotions and profoundly shaping how he sees the world.

Now, in *The Indispensable Composers*, Tommasini offers his own personal guide to what the mercurial concept of greatness really means in classical music. As he argues for his particular pantheon of indispensable composers,

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Tommasini provides a masterclass in what to listen for and how to understand what music does to us.

The Year of Magical Thinking meets Salvation Creek in a powerful memoir of love, loss and discovery – the third act in an extraordinary life. Mary Moody's bestselling memoirs about her adventures in France, *Au Revoir* and *Last Tango in Toulouse*, inspired thousands of women. The *Accidental Tour Guide* completes the circle by sharing another major turning point in her life. When Mary loses her beloved husband, her world is turned upside down. Part of her journey to reignite her passion for living is to boldly go where she has never been before – in her travels and in her everyday life. A powerful, moving and inspiring true story about how to rebuild your life without the people who matter most.

Terezin guide, historian and writer Pavel Batel survived a violent childhood in communist Czechoslovakia. In the chaotic post-communist period he graduated from a military academy, and then entered the world of elite protection services, where he often had to save his clients from the kind of violence they were inflicting upon others. In surprising turns of events, Pavel discovered and identified with his Jewish roots during a visit to the Terezin concentration camp. This opened his eyes to the problems of ethnic bigotry, and he vowed to do his part in opposing the nationalist groups that were growing to prominence in the former eastern block countries in the 1990s. He truly makes the past come to life through his gift for storytelling. In *The Tour Guide's Tale*, Pavel tells the story of his past, and brings forth some of the most dramatic - and little known - historical events that played out in Terezin. The *Tour Guide* story is told as a personal awakening, with the use of fictional bridges to past times and places, and elements of magical realism to heighten the drama. It is the author's hope that this work will not only entertain readers, but will bring greater awareness of the

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threat that hatred and intolerance still pose to our societies. It has been recognized by Philosophical faculty of Charles university as an exceptional and unique work of art.

In Focus Astrology

A Personal Guide to Creating Groups that Can Solve Problems and Change the World

Flower Boy Tour Guide

The Way of the Linguist

In Focus Meditation

The Four Agreements

In the eclectic and provocative guide that brings together many disciplines, popular workshop leaders Mikela and Philip Tarlow provide readers with the emotional and psychological tools necessary to reach their full potential by giving them the ability to navigate through the rapidly changing world that surrounds them.

Presents twenty-one walking tours of New York City, including more than one hundred sites of literary significance and featuring more than two hundred books about New York written for young readers.

The Way of The Linguist, A language learning odyssey.

It is now a cliché that the world is a smaller place. We think nothing of jumping on a plane to travel to another country or continent. The most exotic locations are now destinations for mass tourism. Small business people are dealing across frontiers and language barriers like never before. The Internet brings different languages and cultures to our finger-tips. English, the hybrid language of an island at the western extremity of Europe seems to have an unrivalled position as an international medium of communication. But historically periods of cultural and economic domination have never lasted forever. Do we

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not lose something by relying on the wide spread use of English rather than discovering other languages and cultures? As citizens of this shrunken world, would we not be better off if we were able to speak a few languages other than our own? The answer is obviously yes. Certainly Steve Kaufmann thinks so, and in his busy life as a diplomat and businessman he managed to learn to speak nine languages fluently and observe first hand some of the dominant cultures of Europe and Asia. Why do not more people do the same? In his book *The Way of The Linguist, A language learning odyssey*, Steve offers some answers. Steve feels anyone can learn a language if they want to. He points out some of the obstacles that hold people back. Drawing on his adventures in Europe and Asia, as a student and businessman, he describes the rewards that come from knowing languages. He relates his evolution as a language learner, abroad and back in his native Canada and explains the kind of attitude that will enable others to achieve second language fluency. Many people have taken on the challenge of language learning but have been frustrated by their lack of success. This book offers detailed advice on the kind of study practices that will achieve language breakthroughs. Steve has developed a language learning system available online at: [www.thelinguist.com](http://www.thelinguist.com).

This is a manual for the serious baritone voice student specializing for operatic soprano roles.

A Language Learning Odyssey

The Map

In Focus Crystals

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## Walking and Talking New York

### The Essential Training Manual for Tour Managers and Tour Guides

#### A Personal Guide for Healing Your Childhood Trauma

*A PERSONAL RETREAT. We've never needed it more. We run from one place to the next - from meetings and appointments to our kids' soccer practice, from work to class to choir rehearsal, from the grocery store to small group - and then drop into bed later than we hoped, exhausted and dreading the morning. We want to slow down but don't know how and don't really believe that we can. And often, the idea of a personal retreat - time for solitude and silence - makes us feel as anxious as all our frenzied rushing. What in the world would we do with an hour, an afternoon or (gulp!) a whole day of solitude with God? But what is the cost of our frantic pace? What are we missing by not slowing down for reflection and meditation on Scripture? What kind of toll does our anxious running take on those around us - and, even more deeply, on our own soul? In Resting Place, retreat speaker Jane Rubietta addresses soul matters with retreat*

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topics such as: dealing with our fear of abandonment; wrestling with discontent; overcoming our attempts to control others; fulfilling our deep desire to be loved Spiritual retreats help us enter Psalm 23 rest, a place of true rest and trust in our loving, gentle Shepherd. With Scripture to meditate on, quotes to contemplate, questions, prayer and journaling ideas, and creative exercises, Resting Place leads us to and through times of rest. The silence and solitude will follow us into our everyday world as we allow Jesus to guide, comfort and restore us. Come to the Shepherd and find the true rest your soul longs for.

In Focus Tarot provides the essentials to quickly get you started practicing tarot card reading. Included inside the back cover is a beautifully illustrated 18 x 24-inch wall chart of the Major Arcana tarot cards to inspire and guide you each day. Tarot cards and readings have been used since the eighteenth century as a divination tool in seeking answers to past, present, and future events, in addition to guidance and support. Their popularity continues to

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*this day. But how do you start? With In Focus Tarot, author and professional reader Steven Bright breaks down the essentials so you can start reading tarot cards right away. Bright first thoroughly explains each of the Major and Minor Arcanas, outlining for each card: The general meaning of the card The card interpreted as a situation The card interpreted as a person Questions to help you relate a card's message on a personal level Keywords that give quick and handy meanings for the card Meanings of the card if reversed Then learn how to put your knowledge to work using both traditional and newer tarot card placements (called tarot spreads). You'll also find professional tips and tricks to becoming a successful tarot reader. The In Focus series applies a modern approach to teaching the classic body, mind, and spirit subjects. Authored by experts in their respective fields, these beginner's guides feature smartly designed visual material that clearly illustrates key topics within each subject. As a bonus, each book holds reference cards or a poster, held in an envelope inside the back cover,*

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to give you a quick, go-to guide containing the most important information on the subject.

Become a more complete peaceful, spiritual, emotional, and physical individual with *In Focus Chakra Healing*. This essential guide provides in-depth summaries about each chakra, followed by expert advice from Roberta Vernon on how to identify and restore blocked, weak, or closed chakras through common holistic approaches, such as crystal healing, color healing, astrological healing, essential oils, and magic healing. Included inside the back cover is a beautifully illustrated 18 × 24-inch wall chart detailing the main characteristics of the major and minor chakras. Chakras are energy centers in our bodies that act as the seats of our internal functions, such as health, state of mind, and body functions, as well as our external environments, like alerting us when a place feels right for us or when it makes us feel uncomfortable. However, the six major chakras—base, sacral, solar plexus, heart, throat, brow, and crown—are many times blocked or

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*misaligned, bringing about a host of negative ailments, feelings, and emotions. Thankfully, chakras can be corrected through various healing practices explained in this guide.*

*Common ailments addressed: Overeating  
Digestive disorders Fatigue Allergies  
Emotional stress Physical stress*

*Headaches The In Focus series applies a modern approach to teaching the classic body, mind, and spirit subjects.*

*Authored by experts in their respective fields, these beginner's guides feature smartly designed visual material that clearly illustrates key topics within each subject. As a bonus, each book includes reference cards or a poster, held in an envelope inside the back cover, that give you a quick, go-to guide containing the most important information on the subject.*

*Adapted from the Arthritis Foundation's popular Fibromyalgia Self-Help Course, this book helps you take charge of your condition, teaching the latest information about the disease and what researchers have uncovered about its causes, giving an overview of the best treatment options available, explaining*

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*simple exercises you can do at home, listing strategies for coping with fatigue and stress, and more; helpful worksheets and tables included.*

*Yellowstone National Park Tour Guide Book*

*A Personal Guide to Achieving Success in the New Millennium*

*A Personal Guide to Acquiring a Superior Singing Technique  
Transitioning Later in Life  
Worthy*

*A Personal Guide to the City's Best*

Encouraging, user-friendly, and altogether unique, Mosby's Tour Guide to Nursing School encourages you to not only survive nursing school, but excel in whichever program you select. Throughout the book, Dr. Chenevert compares your journey through nursing school to a road trip, and she offers advice to increase your understanding, help you successfully navigate obstacles, and make your journey more enjoyable. You'll learn how to prepare for the NCLEX® and your nursing career, how to get good grades, how to deal with failure, how to improve oral and written reports, and much more. A must-have for every nursing student! Endorsed by the National Student Nurses Association (NSNA). Written by a nationally

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known motivational speaker and nurse, the book's down-to-earth approach uses humor and clever analogies to clearly teach the information you need to know. Uses the analogy of a cross-country road trip to help you see the relationships between different aspects of nursing school, as well as give you a finite view of its duration and end result. Inspirational quotes throughout offer wisdom and encouragement from fellow nursing students and graduates. The appendix lists numerous diverse resources you'll find useful before, during, and after nursing school. Electronic Age Information covers distance learning, online courses, and podcasts, facilitating your success both in today's electronic classroom and with the advancing technology in nursing. A special NCLEX® chapter (Chapter 29: Are We There Yet? Almost.) provides you with the tools you need to prepare for and pass the NCLEX®. Updated statistics and information on the emerging trends of the workforce keep you current with what's happening in the world outside nursing and help you make educated choices during nursing school. Three chapters are devoted to diversity in today's workforce and the non-traditional student. Thorough coverage of ADN, BSN, and RN-BSN programs (program prerequisites, differences, and more) helps you

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make informed decisions about your choice of nursing programs. An appendix of Online Resources provides quick and easy access to web sites that will assist both students and graduates with continued study and real-world advice.

Auras are layers of energy within our bodies that interact with each other to express our emotional, mental, psychical, and spiritual health. After a thorough introduction of how to read each aura and its unique healing properties, *In Focus Auras* gives exercises on how to harness the power of each field and direct these powerful energies to:

- Heal blocked chakras
- Extend your auras for others to feel it
- Feel and interpret the auras of other people
- Use auras to develop your senses and feelings
- Balance auras to affect your physical health

This accessible and beautifully designed guide to auras includes a frameable poster that outlines the unique characteristics of each aura layer. The *In Focus* series applies a modern approach to teaching the classic body, mind, and spirit subjects. Authored by experts in their respective fields, these beginner's guides feature smartly designed visual material that clearly illustrates key topics within each subject. As a bonus, each book includes reference cards or a poster, held in an envelope inside the back cover, that give

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you a quick, go-to guide containing the most important information on the subject.

Never be lost in the sexual market place again! Most people have an impoverished concept of the today's sexual marketplace and their romantic interests suffer accordingly.

Furthermore, their behavioral stratagem does not adequately satisfy their need for intimacy and connection. Many have grown accustomed to losing their heart in the process of trying. Others still hold deep mistrust and skepticism regarding the viability of relationships, that they actively eschew them. It doesn't help that culture, society and gender politics effectively promotes isolation, loneliness and for far, far too many people the very real potential of becoming a Darwinian failure. In *The Map; A Personal Guide to the Sexual Marketplace*, the author creates a graphic illustration of today's sexual marketplace and proves throughout it, that a picture is worth a thousand words for men and women in today's dating environment. In doing so, he encourages a sense of adventure, boldness and confidence in navigating the challenges in our social and cultural environment then couples that with simple productive advice, delivered with a bit of sizzle. The author has a profound belief that 'the sexes are meant for each other'. That we are naturally compatible and complimentary to each

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other, but society, culture, sexual politics and ignorance to human nature have taken us seriously awry. He wants to take the idea that we're meant for each other and turn it into a social movement by transforming one individual and relationship at a time. After leveraging his professional skills and talents as an architect to organize knowledge, plan, design and guide action to change his own life, he now helps other men, women and couples to navigate today's sexual marketplace by leveraging the same approach he utilizes in architecture in orchestrating a cross-discipline team of professional by combining anthropology, biology, history, sociology and psychology to create a structural framework for living. This, coupled with his professional experience, allows him to create the vision and plan they need to achieve their life and relationship goals.

Guide to the meaning of birth dates and star signs.

Demystifying Esports

The Baritone Voice

Wild at Heart

Shannon Bennett's Paris

The Indispensable Composers

A Student's Road Survival Kit

In Focus Crystals describes over 100 crystals, from amethyst to zircon, complete with detailed summaries of their uses,

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qualities, and strengths, all expertly presented by crystal therapist Bernice Cockram. Included inside the back cover is a set of 7 double-sided grid cards that provide quick and easy reference to laying out crystals for healing, energizing, and more. Feeling creatively or spiritually blocked? Having trouble sleeping? Perhaps you are suffering from a physical ailment? Regardless of what may be plaguing you, the innate power within crystals can have tremendous healing effects. This artfully designed guide covers everything you need to know to benefit from their healing power, including how to:

- Work with crystal energy
- Select crystals from the various shapes available
- Cleanse crystals to clear away unwanted energy
- Use crystals for dowsing
- Work with chakras, auras, and the zodiac
- Set up crystal grids

The In Focus series applies a modern approach to teaching the classic body, mind, and spirit subjects. Authored by experts in their respective fields, these beginner's guides feature smartly designed visual material that clearly illustrates key topics within each subject. As a bonus, each book includes reference cards or a poster, held in an envelope inside the back cover, that give you a quick, go-to guide containing the most important information on the subject.

Whether you want to become a tour guide or are already working in the industry, *How to Be an Award-Winning Tour Guide* can help transform your guiding skills from basic to brilliant and open new doors to one of the world's most exciting professions. Written by award-winning tour operators and tour guide trainers, this book is loaded with insight, personal experiences, industry knowledge, anecdotes, hints, humour, hands-on exercises and sound advice. With their combined 40 years' experience in tourism and communications, the authors know how important a good tour guide is to delivering a quality visitor experience. Now they're sharing their knowledge with you.

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How to Be an Award-Winning Tour Guide is essential reading for tour guides, tour operators, coach drivers, hoteliers, wholesalers, retailers, students, educators, employers, travel writers, tourism officials, visitor centre employees, venue managers or anyone involved in the tourism industry. Divided into chapters channeling each body area and its common ailments and aches—including those on our pets—and fully illustrated, In Focus Reiki teaches the basics to this increasingly popular practice to reduce stress, depression, anxiety, and physical pain and tap into your inner healer. Combined from the Japanese words Rei, meaning “ God ’ s wisdom, universal life, or higher power ” and Ki, meaning “ life force or energy, ” reiki is the healing practice of balancing our “ universal life energy ” around our bodies. Founded in the early twentieth century by Japanese Buddhist monk Mikao Usui with the underlying belief that our bodies have the natural ability to heal, reiki transfers healing energy by using the placement of hands to blocked areas. The In Focus series applies a modern approach to teaching the classic body, mind, and spirit subjects, using expert authors in their respective fields and featuring relevant visual material to smartly and purposely illustrate key topics within each subject. As a bonus, seven illustrated meditation cards based on reiki principles are also included to give readers a quick, go-to reference guide containing the most important information on the subject, for easy practice and retention.

John Eldredge revises and updates his best-selling, renowned Christian classic. God designed men to be dangerous, says John Eldredge. Simply look at the dreams and desires written in the heart of every boy: To be a hero, to be a warrior, to live a life of adventure and risk. Sadly, most men abandon those dreams and desires-aided by a Christianity that feels like nothing more than pressure to be a "nice guy." It is no

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wonder that many men avoid church, and those who go are often passive and bored to death. In this provocative book, Eldredge gives women a look inside the true heart of a man and gives men permission to be what God designed them to be-dangerous, passionate, alive, and free.

A Practical Guide to Personal Freedom

How to Be an Award-Winning Tour Guide

Mosby's Tour Guide to Nursing School - E-Book

A Personal Guide to Finding Your Authentic Leadership

Cases on Tour Guide Practices for Alternative Tourism

In Focus Palmistry

*While multimillion-dollar prizes are common in esports today, did you know that esports began humbly in a small Asian country without a significant gaming industry at the time? And would you believe that after two decades of embracing esports, Koreans enjoy playing competitive gaming not only privately, but also at official corporate social events? If not, it's understandable. Anyone under forty-five grew up with video games as a natural part of their lives, but older generations have had minimal exposure to gaming. Without firsthand experience, it can be difficult to understand why the industry is booming and why your children and grandchildren love esports so much. Demystifying Esports bridges the generation gap by exploring the history of competitive gaming, the growth of the industry, and its explosion as a global phenomenon. Dr. Baro Hyun relies on his extensive knowledge of esports' history in South Korea to shed light on the growth and risks of this booming field.*

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*Learn how to use the powerful Secrets of the Runes! Runecasting originated in Scandinavia and Northern Germany, and Runes were once the sacred alphabet of the northern people. Jan's book shows you how to use the Runes to suggest the best way forward under whatever circumstances may be affecting you. They also offer a glimpse into the future, thus helping you to make the most of forthcoming opportunities. If you are after a particular outcome, try a little Rune magic by laying out a couple of appropriate Runes and lighting a candle next to them, to encourage the universal forces of the past to come to your aid. The "In Focus" books in this series help you to delve into a variety of Mind, Body & Spirit subjects, expanding your understanding of our universe, and presenting you with key data in a compact, accessible format.*

*Author Jacqueline Towers expertly explains the history and multiple branches of the ancient practice of meditation, as well as explaining the necessary tools to extend your knowledge, make spiritual connections, and obtain spiritual protection—and to just relax. Included inside the back cover is a set of 7 beautifully illustrated reference cards that provide quick-and-easy guided meditations and mindfulness exercises. With our lives a hectic combination of running to and from work, planning events, fulfilling family responsibilities, and building personal relationships, we are on overdrive*

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*for the better part of each day. Add in the impossible task of keeping up in our social media lives, it's no wonder we are stressed out and yearning for spiritual meaning. In Focus Meditation begins with an introduction to meditation, followed by details about meditation equipment and the history of meditation. A wide breadth of meditation topics are covered: Spiritual guide and angelic Emotional or psychological Spirit and totem animals Mindfulness Visualization Reincarnation The In Focus series applies a modern approach to teaching the classic body, mind, and spirit subjects. Authored by experts in their respective fields, these beginner's guides feature smartly designed visual material that clearly illustrates key topics within each subject. As a bonus, each book includes reference cards or a poster, held in an envelope inside the back cover, that give you a quick, go-to guide containing the most important information on the subject.*

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In Focus Wicca  
The Accidental Tour Guide  
The Tour Guide Story*