

Relacionate Comunicacion Avanzada

Peter Bregman, author of the Wall Street Journal bestseller 18 Minutes, offers strategies to replace energy-wasting, counter-productive habits that commonly derail us with truly effective ones. The things we want most–peace of mind, fulfilling relationships, to do well at work–are surprisingly straightforward to realize. But too often our best efforts to attain them are built on destructive habits that sabotage us. In Four Seconds, Peter Bregman shows us how to replace negative patterns with energy boosting and productive behaviors. To thrive in our fast-paced world all it takes is to pause for as few as four seconds–the length of a deep breath–allowing us to make intentional and tactical choices that lead to better outcomes. Four Seconds reveals: Why listening–not arguing–is the best strategy for changing someone’s mind Why setting goals can actually harm performance How to use strategic disengagement to recover focus and willpower How taking responsibility for someone else’s failure can actually help your team Practical and insightful, Four Seconds provides simple solutions to create the results you want without the stress. Designed to make the topic of psychopharmacology accessible to students in the helping professions, this concise book assists future practitioners in mastering basic concepts and applying these concepts to cases. In-depth discussions of psychopharmacology topics-- including basic principles of psychopharmacology, commonly prescribed psychotropic drugs for adults, and psychotropic medications prescribed to children--are structured around the three core parts of the book. Psychological, cultural, and social issues related to psychopharmacology are also addressed. Case examples, study questions, and bolded key terms appear throughout the book to support and facilitate comprehension. PSYCHOPHARMACOLOGY FOR MENTAL HEALTH PROFESSIONALS, Second Edition, includes new material on psychosocial treatments that complement the most prescribed medications, expanded discussion of medication of children and the elderly, a new chapter on drug replacement therapies, reference to changes in the DSM-5, and more. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.
From the outside, Buddhism seems like a bundle of contradictions wrapped inside a paradox. It is a religion without a god, a belief system without rules, and a faith that encourages its adherents to question everything, including its own teachings. You could spend a lifetime studying Buddhist texts and following its observances and still feel like you've only just barely scratched the surface. Yet, over the past 2500 years, this lovely religion that preaches compassion, generosity, tolerance, selflessness and self-awareness has commanded the fervent devotion of hundreds of millions of people around the world who believe it to be the true path to enlightenment. If you're curious about Buddhism but feel intimidated by all the exotic jargon and strange trappings, this book is for you. Written by two leading American Buddhist teachers and scholars, it offers you a uniquely friendly way to explore the fascinating history of Buddhism and discover: Who Buddha was and his significance in world history and spirituality How the practice of Buddhism can enrich your everyday life How Buddha’s teachings combine to create a path to enlightenment Daily observances and meditation practices How to fulfill your highest potential through Buddhism In plain English, experts Jonathan Landaw and Stephan Bodian define the important terms, explain the key concepts and explore, in-depth a wide range of topics, including: Buddha's life and teachings and the evolution of the major Buddhist traditions How Buddhism works as a religion, philosophy of life and a practical approach to dealing with life’s problems, all rolled into one The idea that the mind is the source of all happiness and suffering How the practices of wisdom and compassion can connect you with your inner spiritual resources Meditation and other core Buddhist practices and how they can affect your everyday life How to apply Buddhist teachings at each stage along the spiritual path Whether you're a searcher of truth, a student of religions, or just curious about what's got Richard Gere and all the rest of those celebrity Buddhists so excited, Buddhism For Dummies is your intro to Buddhism basics. From the bestselling author of The 48 Laws of Power and The Laws of Human Nature, a vital work revealing that the secret to mastery is already within you. Each one of us has within us the potential to be a Master. Learn the secrets of the field you have chosen, submit to a rigorous apprenticeship, absorb the hidden knowledge possessed by those with years of experience, surge past competitors to surpass them in brilliance, and explode established patterns from within. Study the behaviors of Albert Einstein, Charles Darwin, Leonardo da Vinci and the nine contemporary Masters interviewed for this book. The bestseller author of The 48 Laws of Power, The Art of Seduction, and The 33 Strategies of War, Robert Greene has spent a lifetime studying the laws of power. Now, he shares the secret path to greatness. With this seminal text as a guide, readers will learn how to unlock the passion within and become masters.
Relacionate: Comunicacion avanzada
An Ultimate Guideline on Digital Age Sourcing for Emergency Coverage

Public Relations Writing: Strategies & Structures
Mastery
Comunicación Avanzada

Now in its 9th Edition, RESEARCH METHODS provides psychology students with a scientific approach to understanding their field of study and the world in general. The text's logical, step-by-step coverage is the result of decades of author experience. It includes all of the stages of the research process, from selecting the project and searching for literature, to choosing a protocol and getting published. Utilizing a wide variety of problems from psychological literature, RESEARCH METHODS also illustrates the many creative ways that psychology professionals design and conduct effective research. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Please note that IT'S NOT ABOUT YOU has been revised and republished with a new title, THE GO-GIVER LEADER (ISBN: 9780399562945). We encourage you to search for THE GO-GIVER LEADER instead of the old edition.

The social scientific study of social movements remains largely shaped by categories, concepts and debates that emerged in North Atlantic societies in the late 1960s and early 1970s, namely resource mobilization, framing, collective identity, and new social movements. It is now, however, increasingly clear that we are experiencing a profound period of social transformation associated with online interactivity, informationalization and globalization. Written by leading experts from around the world, the chapters in this book explore emerging forms of movement and action not only in terms of the industrialized countries of the North Atlantic, but recognizes the importance of globalizing forms of action and culture emerging from other continents and societies. This is the first book to bring together key authors exploring this transformation in terms of action, culture and movements. It not only engages with critical transformations in the nature of collective action, but also makes a significant contribution to the globalizing of sociology.

Relaci ó nateComunicaci ó n AvanzadaRelacionate: Comunicacion avanzadaCengage Learning
Pushing Electrons

The Routledge Handbook of Spanish Language Teaching

All the Time You Need to Replace Counter-Productive Habits with Ones That Really Work

Psychopharmacology for Mental Health Professionals: An Integrative Approach

Buddhism For Dummies

Christian Perspectives on Public Policy

Ugly's Electrical References, 2020 Edition is the gold standard on-the-job reference tool for electrical industry professionals. Offering the most pertinent, up-to-date information used by electricians, including: updated NEC code and table change information, mathematical formulas, NEMA wiring configurations, conduit bending guide, ampacity and conduit fill information, transformer and control circuit wiring diagrams, and conversion tables. New Features of this Edition:
• Updated to reflect changes to the 2020 National Electrical Code (NEC)
• Expanded coverage of the following topics:
◦ Junction Box size calculations
◦ Selecting, testing, and using multimeters to measure voltage, resistance, and current
◦ Selecting, testing, and using a clamp-on ammeter to measure current
◦ Selecting, testing, and using a non-contact voltage tester
Do today's believers know how to be not simply good citizens but good Christian citizens? Are they ready to respond to contemporary public policy issues such as genocide, global AIDS, global warming, and human trafficking according to Scripture rather than any particular political agenda? A growing segment of them are, even if they aren't quite sure how to accomplish it. This book is for them. With American evangelicals having more political influence today than ever before, this book is especially important. The opening chapters establish the foundational biblical principles that are relevant to our lives as Christian citizens no matter the topic. Author Steve Monsma next highlights crucial global issues in which believers are called to live out their faith. Forgoing ready-made answers, Monsma encourages a reflective, thoroughly biblical response via a lively writing style. His book will equip all believers to make godly, humanitarian choices rather than purely political ones. A DVD featuring a 10 minute introduction to each chapter of this book is available from Crossway at www.crossway.org or from the Henry Institute for the Study of Christianity and Politics at www.calvin.edu/henry. It is ideal for use in classes and discussion groups.

Develop a strong conceptual understanding of the role that quantitative methods play in today's decision-making process. Written for the non-mathematician, this applications-oriented text introduces today's many quantitative methods, how they work, and how decision makers can most effectively apply and interpret data. A strong managerial orientation motivates while actual examples illustrate situations where quantitative methods make a difference in decision making. A strong Problem-Scenario Approach helps you understand and apply mathematical concepts. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Unique in the way it links five major career development and choice theories to a fictional case client, this user-friendly text is ideal for counselors engaged in helping clients make wise career choices. Thoroughly updated, the Third Edition of Career Theory and Practice takes a multicultural approach as it blends theory, practical examples, and specific cases, helping readers apply a wide range of career development theories to counseling clients.

A Little Story About What Matters Most in Business

The Law of Attraction

The Transformation of Governance

The Basics of the Teachings of Abraham

Exploring Marketing Research

Neuro-linguistic Programming For Dummies

This book presents the powerful basics of the original Teachings of Abraham. Within these pages, you'll learn how all things, wanted and unwanted, are brought to you by this most powerful law of the universe, the Law of Attraction (that which is like unto itself is drawn). You've most likely heard the saying "Like attracts like," "Birds of a feather flock together," or "It is done unto you as you believe" (a belief is only a thought you keep thinking); and although the Law of Attraction has been alluded to by some of the greatest teachers in history, it has never before been explained in as clear and practical terms as in this latest book by New York Times best-selling authors, Esther and Jerry Hicks. Learn here about the omnipresent Laws that govern this Universe and how to make them work to your advantage. The understanding that you'll achieve by reading this book will take all the guesswork out of daily living. You'll finally understand just about everything that's happening in your own life as well as in the lives of those you're interacting with. This book will help you to joyously be, do, or have anything that you desire!

This book provides research findings and practical information on online communication strategies in politics. Based on communication research and real-world political-campaign experience, the author examines how to use the Web and social media to create public visibility, build trust and consensus and boost political participation. It offers a useful guide for practitioners working in the political arena, as well as for those managing communication projects in institutions or companies.

Combining the practical approach of a trade book with fundamental principles and theories, PUBLIC RELATIONS WRITING: STRATEGIES & STRUCTURES, 11th Edition, equips readers with the essential techniques and methods needed to write with understanding -- and purpose. The book thoroughly explains the different styles and techniques behind writing principles. Taking a decidedly strategic focus, the Eleventh Edition guides readers through a logical progression of PR writing. After exploring the roles and responsibilities of the PR writer, the book provides comprehensive coverage of writing principles, preparing to write, writing for select audiences and--finally--writing for crisis situations. The new edition also includes a new chapter on writing for social media, which focuses on the latest information in this changing arena. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Explaining how finances drive each decision in the real estate development process, this helpful industry guide recognizes the complexities and significant risks of each project and illustrates how to reconcile conflicting elements to ultimately achieve success. A 36-year real estate development veteran, author Charles Long shares the practical information and personal insights that he has gained over the course of his career, and weaves relevant real world examples into the text, helping to clarify the principles necessary to effectively manage a project in today's financial landscape. Ideal both for those starting out in real estate development and experienced professionals who want to learn the theory behind the practice, this book offers a different perspective on making the monetary decisions that are involved in property development projects.

Who's Running America?

Public Administration in America

The 5AM Club

Finance for Real Estate Development

Online Political Communication

Career Theory and Practice

PUBLIC ADMINISTRATION IN AMERICA tackles the current and emerging trends, ethics, and challenges in public administration with the most comprehensive scholarship available. The Eleventh Edition gives you a behind the scenes look at day-to-day operations while examining the policies implemented and the procedures undertaken across the various levels of American government. The most current applications of public administration are discussed and analyzed, with up to date coverage of recent education initiatives such as Race to the Top, the ongoing health care debates, Homeland Security challenges and threats, and much more. To encourage student engagement, the Eleventh Edition introduces two new features, Point/Counterpoint and What Would You Decide?, where students are invited to play an active role in debating and discussing some of the most up-to-date topics. Presented in a comprehensive and easy-to-understand format, PUBLIC ADMINISTRATION IN AMERICA builds student knowledge of core concepts while showing them the path to an exciting and fulfilling career in politics and public administration--where they can make a difference! Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Straightforward and easy to understand, the Sixth Edition of Quality Hand Soldering and Circuit Board Repair has been thoroughly revised to provide readers with the most up to date information in the industry. Focusing on the production and repair of circuit boards, this text begins with the basics of soldering and the requirements for a reliable solder connection. Readers are then guided through a variety of circuit board repairs, from conformal coating identification and removal to different types of track/pad repairs, burn repairs, and edge connector repairs. With safety tips and multiple opportunities for review and practice, this step by step reference book provides readers with the skills and knowledge needed to remain competitive and in accordance with international standards. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

This brief guidebook assists you in mastering the difficult concept of pushing electrons that is vital to your success in Organic Chemistry. With an investment of only 12 to 16 hours of self-study you can have a better understanding of how to write resonance structures and will become comfortable with bond-making and bond-breaking steps in organic mechanisms. A paper-on-pencil approach uses active involvement and repetition to teach you to properly push electrons to generate resonance structures and write organic mechanisms with a minimum of memorization. Compatible with any organic chemistry textbook. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

A classic of American government, Who's Running America? continues to demonstrate how power is concentrated in large institutions no matter who inhabits the White House. The eighth edition of this best-selling text focuses on the Obama administration and the ways in which it is different from but also similar to administrations that have come before. Based on years of exhaustive data compilation and analysis, Who's Running America? explores the influence and impact of governmental leaders, corporate officials, and other elites both inside and outside the United States. Employing an oligarchic model of national policymaking, Tom Dye doesn't just lay out theory and data. He very consciously "names names" in describing the people who inhabit the White House, the Cabinet, the leaders of Congress, members of the Supreme Court, as well as the board rooms of the nation's largest corporations and banks including leading media lights as well as "fat cat" political contributors. Dye argues that big institutions run America, but also that these institutions are made up of real people. Who's Running America? puts the flesh and bones on the statistics and delivers the inside scoop on the Obama reign.

Four Seconds

It's Not About You

Healing for a Broken World

Essentials of Supply Chain Management

Quality & Performance Excellence

Collaborative Stewardship

With a new preface from Michael Nelson, editor of the Interpreting American Politics series, this award-winning book will be sought out by public policymakers eager to read a leading scholar's newest insights into the field.

A culturally informed book that never loses sight of its fundamental purpose, PUBLIC SPEAKING: CONCEPTS AND SKILLS FOR A DIVERSE SOCIETY, 8e trains readers to be effective public speakers and listeners in a world filled with monumental cultural, political, and technological changes. It combines 2,500-year-old principles with up-to-date research into concepts, skills, and proficiencies essential for listening and speaking well. Discussions of classic public speaking topics are grounded in an awareness of the impact of cultural nuances that range from gender differences to co-cultures within the United States to the traditions of other nations-giving readers a heightened awareness of and sensitivity to their audience. Reflecting the latest competencies, online courses, legacy journalism and native digital news outlets, MAPit, powerful language forms, and more. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Turn thoughts into positive action with neuro-linguistic programming
Neuro-linguistic programming (NLP) has taken the psychology world by storm. So much more than just another quick-fix or a run-of-the-mill self-help technique, NLP shows real people how to evaluate the ways in which they think, strategise, manage their emotional state and view the world. This book shows you how to set goals, build relationships with others, communicate and enhance their overall life skills. Sounds great, right? But where do you begin? Thankfully, that's where this friendly and accessible guide comes in! Free of intimidating jargon and packed with lots of easy-to-follow guidance which you can put in to use straight away, Neuro-linguistic Programming For Dummies provides you with a step-by-step guide to get to grips with this powerful self-help technique. Highlighting key NLP topics, it helps you recognize and leverage your psychological perspective in a positive fashion to build self-confidence, communicate effectively and make life-changing decisions with confidence and ease. Includes updated information on the latest advances in neuroscience Covers mindfulness

understand the power of communication Shows you how to make change easier If you're new to this widely known and heralded personal growth technique—either as a practitioner or homegrown student—Neuro-linguistic Programming For Dummies covers everything you need to benefit from all it has to offer.

REACHING YOUR POTENTIAL takes a holistic approach to helping students take control of their lives and improve their self-belief. The text is organized around the four areas of emotional, intellectual, physical and social potential. Through a process of learning and self-examination, students discover their values, increase their commitment to personal goals, and challenge their knowledge and skills, students will discover their emotional, intellectual, physical, and social resources. This model, which is thematically integrated throughout the text, allows readers to emerge from their learning experience understanding the importance of developing each of these areas in order to reach their fullest potential. The text involves readers in active learning through case studies, questions that test comprehension, and case studies to foster critical-thinking skills. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Perfect Way

Relaciónate

Quality Hand Soldering and Circuit Board Repair

How to Use the Web to Build Consensus and Boost Participation

Figure Sketching for Beginners

Public Administration for the Twenty-First Century

The Public Administration Casebook is a practice-based collection that speaks to the lived experience of students and prepares them to become more effective practitioners of public and non-profit sectors by providing case studies arranged around major themes in public administration. Key Features: The 14 case studies are organized by main themes of public administration including political context of public administration, bureaucracy and organizational structure, organizational culture, leadership, human relations administration, budgeting, ethics, and decision making. Since they reflect actual experience, each case contains one or two secondary themes illustrating how the fundamental concepts and issues that students learn about function in concert in the real world. Students worked with the text authors to create, develop, and write each of these case studies so that the material better reflects current workplace realities and therefore results in a more meaningful learning experience for everyone. The focus on students provides a teaching case methodology that serves as an easily adaptable model for other instructors.

The book you hold in your hand or you are just ordering from an online store is a unique book. It is the first book by the contemporary mystic Osho. At the beginning of his public life, Osho who is at that time a professor of philosophy at Jabalpur University, introduces people to a new and unique understanding of meditation during experiential meditation camps. He speaks to the participants and responds to questions. This book is the first published records of Osho's first meditation camp in Rajasthan, India. In fifteen small chapters he gives a condensed presentation of his understanding of meditation which he then elaborates in many more talks and publications - but the essential message is already available in this book. Osho speaks to the individual, not to a collective, not the abstract collective of humanity, or a collective defined by religion or nationality or race but to individuals as the core element of existence. We used one of his opening comments as a longer quote on the front cover of the book as it seem so important "The individual is the unit of the whole and it is through him that both evolution and revolution can take place. You are that unit." Osho, mentions this book on several occasions in his later talks. When the second prime minister of India traveled to Russia, a copy of The Perfect Way was with him. And when someone in contact with Osho at the age of ninety stumbled upon The Perfect Way, he commented, "All my learning of the scriptures was futile, only this small book is enough." In The Perfect Way the reader meets a human being who knows, but who also knows how to convey what he knows. His genius in full flight, he points us as far as one can with words toward the inner world of the self, toward the zone of silence. What starts on a hot summer day in the early 1960's will prove to be the first seed of a revolutionary experiment in the flowering of human consciousness – one which will eventually transform the lives of millions of people all over the world. "To be without thoughts is meditation." Osho says. "When there are no thoughts, it is then we come to know the one hidden by our thoughts. When there are no clouds, the blue sky is revealed." This book is page after page of blue sky.

Packed with relevant, real-world illustrations and cases, QUALITY AND PERFORMANCE EXCELLENCE, 6e presents the basic principles and tools associated with quality and performance excellence through cutting-edge coverage that includes the latest thinking and practices from the field. This proven text has three primary objectives: familiarize students with the basic principles and methods, show how these principles and methods have been put into effect in a variety of organizations, and illustrate the relationship between basic principles and the popular theories and models studied in management courses. Extremely flexible and student friendly, the text is organized according to traditional management topics, helping students quickly see the connections between quality principles and management theories. Excellent case studies give students practical experience working with real-world issues. Many cases focus on large and small companies in manufacturing and service industries in North and South America, Europe, and Asia-Pacific. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

RELACIONATE is a new, innovative Spanish program ideal for advanced language students. Using a popular Spanish television series, La que se avecina, as the organizing force of the textbook, RELACIONATE teaches real language use, including informal / colloquial expressions, from a variety of Spanish-speaking countries. This aural input is enhanced and complemented with vocabulary building carried out exclusively in Spanish, conversational strategies and pronunciation practice, communicative practice of advanced grammatical structures, authentic readings from various Spanish-speaking countries, video interviews with Latin American speakers on chapters' cultural themes and process-writing assignments with real-world purposes and target audiences. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Reaching Your Potential: Personal and Professional Development

Verification Handbook

Own Your Morning. Elevate Your Life.

Refrigeration and Air Conditioning Technology

Ugly's Electrical References, 2020 Edition

Reimagining Social Movements

Reflecting the latest data and theoretical literature available, RACE AND ETHNIC RELATIONS: AMERICAN AND GLOBAL PERSPECTIVES, 10e tackles diversity issues from both the American and global perspective, offering an in-depth exploration of today's globally diverse world. The text's expansive coverage of race and ethnic relations across the globe highlights major points of difference and similarity between the United States and a number of other societies, as well as includes a unique case study comparing four different countries. This unique comparative approach is vital with the increasing ethnic diversity in most contemporary societies as well as the prominence of ethnic conflicts in virtually all world regions. Current statistics, figures, maps, and citations provide up-to-the-minute insight. The Tenth Edition also includes an all-new chapter devoted to Arab Americans. In addition, end-of-chapter critical-thinking questions encourage readers to think in a sociological mode and examine current issues using concepts presented in the text. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Routledge Handbook of Spanish Language Teaching: metodologías, contextos y recursos para la enseñanza del español L2, provides a comprehensive, state-of-the-art account of the main methodologies, contexts and resources in Spanish Language Teaching (SLT), a field that has experienced significant growth world-wide in recent decades and has consolidated as an autonomous discipline within Applied Linguistics. Written entirely in Spanish, the volume is the first handbook on Spanish Language Teaching to connect theories on language teaching with methodological and practical aspects from an international perspective. It brings together the most recent research and offers a broad, multifaceted view of the discipline. Features include: Forty-four chapters offering an interdisciplinary overview of SLT written by over sixty renowned experts from around the world; Five broad sections that combine theoretical and practical components: Methodology; Language Skills; Formal and Grammatical Aspects; Sociocultural Aspects; and Tools and Resources; In-depth reflections on the practical aspects of Hispanic Linguistics and Spanish Language Teaching to further engage with new theoretical ideas and to understand how to tackle classroom-related matters; A consistent inner structure for each chapter with theoretical aspects, methodological guidelines, practical considerations, and valuable references for further reading; An array of teaching techniques, reflection questions, language samples, design of activities, and methodological guidelines throughout the volume. The Routledge Handbook of Spanish Language Teaching contributes to enriching the field by being an essential reference work and study material for specialists, researchers, language practitioners, and current and future educators. The book will be equally useful for people interested in curriculum design and graduate students willing to acquire a complete and up-to-date view of the field with immediate applicability to the teaching of the language.

The bestselling guide to the field, updated with the latest innovations Essentials of Supply Chain Management is the definitive guide to the field, providing both broad coverage and necessary detail from a practical, real-world perspective. From clear explanation of fundamental concepts to insightful discussion of supply chain innovation, this book offers students and professionals a comprehensive introduction with immediately-applicable understanding. The fourth edition has been updated to reflect the current state of the field, with coverage of the latest technologies and new case studies that illustrate critical concepts in action. Organized for easy navigation and ease-of-use, this invaluable guide also serves as a quick reference for managers in the field seeking tips and techniques for maximizing efficiency and turning the supply chain into a source of competitive advantage. The supply chain underpins the entire structure of manufacturing and retailing. Well-run, it can help a company become a global behemoth—or, if poorly-managed, it can sink a company before the product ever sees the light of day. The supply chain involves many moving parts, constantly-changing variables, and a network of other business that may have different priorities and interests—keeping it all running smoothly is a complex, but immensely powerful skill. This book takes you inside the supply chain to show you what you need to know. Understand the fundamental concepts behind supply chain management Learn how supply chains work, and how to measure their performance Explore the ways in which innovation is improving supply chains around the world Examine the supply chain as a source of competitive advantage Whether you're at the front or the back of your supply chain, your business is affected by every other company and event in the chain. Deep understanding and a host of practical skills are required to accurately predict, react to, and manage the ever-changing stream of events that could potentially disrupt the flow. Essentials of Supply Chain Management prepares you to take on the challenge and succeed.

Legendary leadership and elite performance expert Robin Sharma introduced The 5am Club concept over twenty years ago, based on a revolutionary morning routine that has helped his clients maximize their productivity, activate their best health and bulletproof their serenity in this age of overwhelming complexity. Now, in this life-changing book, handcrafted by the author over a rigorous four-year period, you will discover the early-rising habit that has helped so many accomplish epic results while upgrading their happiness, helpfulness and feelings of aliveness. Through an enchanting—and often amusing—story about two struggling strangers who meet an eccentric tycoon who becomes their secret mentor, The 5am Club will walk you through: How great geniuses, business titans and the world's wisest people start their mornings to produce astonishing achievements A little-known formula you can use instantly to wake up early feeling inspired, focused and flooded with a fiery drive to get the most out of each day A step-by-step method to protect the quietest hours of daybreak so you have time for exercise, self-renewal and personal growth A neuroscience-based practice proven to help make it easy to rise while most people are sleeping, giving you precious time for yourself to think, express your creativity and begin the day peacefully instead of being rushed “Insider-only” tactics to defend your gifts, talents and dreams against digital distraction and trivial diversions so you enjoy fortune, influence and a magnificent impact on the world Part manifesto for mastery, part playbook for genius-grade productivity and part companion for a life lived beautifully, The 5am Club is a work that will transform your life. Forever.

Readings & Cases in Information Security: Law & Ethics

Research Methods

Quantitative Methods for Business (Book Only)

The Public Administration Casebook

Analytical Approach to Improving Quality of Life in Communities

Secrets Of The Richest Man Who Ever Lived

DIVPractical and encouraging, this guide shows even the most novice sketchers how to capture the vitality and character of their models. 23 step-by-step illustrations. /div

Carefully Researched, This Powerful Teaching Unlocks Solomon's 31 Secrets of Success. 9 Success Keys For Negotiation / 10 Qualities of Uncommon Achievers / 7 Keys In Getting Along With Others. This Book Can Remove Mental Blocks To Your Success. The Perfect Gift! Also Available In Spanish #SB-99 Los Secretos Del Hombre M s Rico Que Ha Existido Also Available In Portuguese #PB-99 Os Segredos Do Homem Mais Rico do Mundo

What strategies and issues deserve consideration when attempting to evaluate the efforts of multiple stakeholders and the entities they represent in the service of communities? That is the question addressed in this book.

Readings and Cases in Information Security: Law and Ethics provides a depth of content and analytical viewpoint not found in many other books. Designed for use with any Cengage Learning security text, this resource offers readers a real-life view of information security management, including the ethical and legal issues associated with various on-the-job experiences. Included are a wide selection of foundational readings and scenarios from a variety of experts to give the reader the most realistic perspective of a career in information security. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Obama Reign

From Collectives to Individuals

Race and Ethnic Relations: American and Global Perspectives

Public Speaking: Concepts and Skills for a Diverse Society