

Time Mastery Banish Time Management Forever

In The Ikigai Journey, authors Hector Garcia and Francesc Miralles take their international bestseller Ikigai: the Japanese Secret to a Long and Happy Life a step further by showing you how to find your own ikigai through practical exercises, such as employing new habits and stepping outside your comfort zone. Ikigai is the place where our passion (what we love), mission (what we hope to contribute), vocation (the gifts we have to offer the world) and profession (how our passions and talents can become a livelihood) converge, giving us a personal sense of meaning. This book helps you bring together all of these elements so that you can enjoy a balanced life. Our Ikigai is very similar to change: it is a constant that transforms depending on which phase of life we are in. Our "reason for being" is not the same at 15 as it is at 70. Through three sections, this book helps you to accept and embrace that—acting as a tool to revolutionize your future by helping you to understand the past, so you can enjoy your present. Section 1—Journey Through the Future: Tokyo (a symbol of modernity and innovation) Section 2—Journey Through the Past: Kyoto (an ancient capital rooted in tradition) Section 3—Journey Through the Present: Ise (an ancient shrine that is destroyed and rebuilt every twenty years) Japan has one of the longest life spans in the world, and the greatest number of centenarians—many of whom cite their strong sense of ikigai as the basis for their happiness and longevity. Unlike many "self-care" practices, which require setting aside time in an increasingly busy world, the ikigai method helps you find peace and fulfillment in your busy life.

Most business readers have heard of the Lean principles developed for factories a set of tools and ideas that have enabled companies to dramatically boost quality by reducing waste and errors producing more while using less. Yet until now, few have recognized how relevant these powerful ideas are to individuals and their daily work. Every person at

A NEW YORK TIMES BESTSELLER From the world's foremost expert on power and strategy comes a daily devotional designed to help you seize your destiny. Robert Greene, the #1 New York Times bestselling author, has been the consigliere to millions for more than two decades. Now, with entries that are drawn from his five books, plus never-before-published works, The Daily Laws offers a page of refined and concise wisdom for each day of the year, in an easy-to-digest lesson that will only take a few minutes to absorb. Each day features a Daily Law as well—a prescription that readers cannot afford to ignore in the battle of life. Each month centers around a major theme: power, seduction, persuasion, strategy, human nature, toxic people, self-control, mastery, psychology, leadership, adversity, or creativity. Who doesn't want to be more powerful? More in control? The best at what they do? The secret: Read this book every day. "Daily study," Leo Tolstoy wrote in 1884, is "necessary for all people." More than just an introduction for new fans, this book is a Rosetta stone for internalizing the many lessons that fill Greene's books and will reward a lifetime of reading and rereading.

'A habit-forming work of genius' STILIST 'Adrienne is here to motivate and encourage us all' FEARNE COTTON 'Bursting with ideas' INDEPENDENT 'Read this book' EMMA GANNON _____ From the popular podcast Power Hour comes a book about making the most of the first hour of your day, to pursue your passions and unlock your full potential. How many times have you said, "I'd love to do that, but I don't have time"? The Power Hour message is simple: one hour a day is all you need to change your life for the better. We all have an hour to dedicate to ourselves and our dreams, whether we think we do or not. Power Hour will show you how to harness the first hour of your day in order to achieve your goals - whether those are writing a book, getting fit or pursuing your passion - before the rest of the world wakes up and starts competing for your attention. From the importance of developing a growth mindset to creating powerful habits and the significance of daily movement, it will help you reclaim your time and unlock your full potential. Most importantly, it will make you realise that there is no better time than now to make a change and create a life you love. Stop waiting for the right time, or for more time. Start with just one hour today. _____ 'A bible' EVENING STANDARD 'Invaluable' MARIE CLAIRE 'A must-read' GLAMOUR 'Hugely inspirational!' LAUREN ARMES 'Authentic' VOGUE 'I love this book' JAKE HUMPHREY

50 Best Strategies to Set Powerful Goals, Reach Your Goal Setting Success, and Finally Achieve Your Goals in the Ways You Want

Evernote

The Daily Stoic

Make it Easier to Do what Matters Most

Restoring the Character Ethic

Essential Traits of Successful and Authentic Leaders

• More than 500 appearances on national bestseller lists • #1 Wall Street Journal, New York Times, and USA Today • Won 12 book awards • Translated into 35 languages • Voted Top 100 Business Book of All Time on Goodreads People are using this simple, powerful concept to focus on what matters most in their personal and work lives. Companies are helping their employees be more productive with study groups, training, and coaching. Sales teams are boosting sales. Churches are conducting classes and recommending for their members. By focusing their energy on one thing at a time people are living more rewarding lives by building their careers, strengthening their finances, losing weight and getting in shape, deepening their faith, and nurturing stronger marriages and personal relationships. YOU WANT LESS. You want fewer distractions and less on your plate. The daily barrage of e-mails, texts, tweets, messages, and meetings distract you and stress you out. The simultaneous demands of work and family are taking a toll. And what's the cost? Second-rate work, missed deadlines, smaller paychecks, fewer promotions--and lots of stress. AND YOU WANT MORE. You want more productivity from your work. More income for a better lifestyle. You want more satisfaction from life, and more time for yourself, your family, and your friends. NOW YOU CAN HAVE BOTH — LESS AND MORE. In the ONE Thing, you'll learn to * cut through the clutter * achieve better results in less time * build momentum toward your goal* dial down the stress * overcome that overwhelmed feeling * revive your energy * stay on track * master what matters to you

The ONE Thing delivers extraordinary results in every area of your life--work, personal, family, and spiritual. WHAT'S YOUR ONE THING?

The Master Key System is a personal development book by Charles F. Haanel. Originally a 24 week correspondence course released in 1912. It was published in this book form in 1917. Along with "The Science of Getting Rich", by Wallace D. Wattles, the Master Key System was a primary inspiration for Rhonda Byrne's book and film "The Secret". Charles F. Haanel was an American author, millionaire, entrepreneur, and businessman who belonged to the American Scientific League and several Masonic societies.

'If I tell you the truth, if I tell it with a story, and if I tell that story with pictures, I can keep you glued to your seat. Let me show you how.' For the vast majority of us, giving a presentation is an extremely difficult and nerve-wracking process, whether we're in a one-on-one meeting, a conference room with a dozen strangers, or a lecture hall in front of thousands. But according to Dan Roam, the visual communications expert and acclaimed author of The Back of the Napkin, it doesn't have to be so hard. We struggle when we forget the basic steps we learned in kindergarten: show and tell. In this short but powerful book, Roam introduces a new set of tools for making extraordinary presentations in any setting. He also draws on ideas he's been honing for more than two decades, as an award-winning presenter who has brought his whiteboard everywhere from Fortune 500 companies to tiny startups to the White House. Even if you're already a good speaker, you'll learn more about understanding your audience, organizing your content, building a clear storyline, creating effective visuals, and channeling your fear into fun. And you'll master three fundamental rules: • When we tell the truth, we connect with our audience, we become passionate, and we find self-confidence. • When we tell a story, we make complex concepts clear, we make ideas unforgettable, and we include everyone. • When we use pictures, people see exactly what we mean, we captivate our audience's mind, and we banish boredom. From nailing the opening to leaving a lasting impression, you'll soon be able to give the performance of a lifetime . . . time after time. PLEASE NOTE: This eBook edition of SHOW AND TELL is carefully laid out to match the print book; this means it reads much better as designed pages, but you won't be able to use some features such as highlighting and annotating text.

Your answer is always within your question. Dr. Fuller teaches you to ask the right question for your diet & body image success.

Real Leaders for the Real World

Applying Lean Principles to Banish Waste and Improve Your Personal Performance

The Time Trap

San Francisco Daily Times

The Surprisingly Simple Truth Behind Extraordinary Results

366 Meditations on Wisdom, Perseverance, and the Art of Living

21 Tips For More Time and Less Stress in Your Life

Discover the power of KAIZEN to make lasting and powerful change in your organization "Maurer uses his knowledge of the brain and human psychology to show what I have promoted for the past three decades—that continuous improvement is built on the foundation of people courageously using their creativity. Kaizen is much more than a world-class management practice; it is a technique to remove fear from our mind's mind, enabling us to take small steps to better things. The process of change starts with awareness and desire in our minds and then leads to action and change in the physical world. Readers of this book will surely fi nd new ideas and encouragement to make improvements in personal health, performance at work, and their own well-being."—Masasaki Imai, Chariman, Kaizen Institute KAIZEN: The Small-Step Step Solution for You and Your Company Today's businesses love the idea of revolutionary, immediate change. But major "disruptive" efforts often fail because radical change sets off alarms in our brains and shuts down our power to think clearly and creatively. There is, however, a more effective path to change. Change that is lasting and powerful. Change that begins with one small step. . . . It's The Spirit of Kaizen—a proven system for implementing small, incremental steps that can have a big impact in reaching your goals. This step-by-step guide from renowned psychologist and consultant Dr. Robert Maurer shows you how to: Lower costs—by offering little rewards Raise quality—by reducing mistakes Manage difficult people— one step at a time Boost morale and productivity— in five minutes a day Implement big ideas—through small but steady actions Sell more—in less time Filled with practical tips and ready-to-use tools for managers, innovators, and entrepreneurs, The Spirit of Kaizen is the essential handbook for a changing world. You'll learn how to think outside the suggestion box, remove mental blindfolds, manage stress with one-minute exercises, and handle rising health-care costs. You'll discover the "small step" secrets for dealing with all kinds of people, from tough bosses and listless workers to stubborn clients and fussy customers. These simple but powerful techniques can be applied to almost any workplace situation, especially when you're trying to navigate the stormy waters of radical change, high-pressure deadlines, and cutthroat competition. These are the same methods of small, continual improvement that have been tested by the largest companies, such as Boeing, Toyota, and the U.S. Navy—methods that will work for you, too. No matter how big the obstacle or how big the dream, The Spirit of Kaizen has a small-step solution to help you succeed.

This fast-paced action novel is set in a future where the world has been almost destroyed. Like the award-winning novel Freak the Mighty, this is Philbrick at his very best.It's the story of an epileptic teenager nicknamed Spaz, who begins the heroic fight to bring human intelligence back to the planet. In a world where most people are plugged into brain-drain entertainment systems, Spaz is the rare human being who can see life as it really is. When he meets an old man called Ryter, he begins to learn about Earth and its past. With Ryter as his companion, Spaz sets off an unlikely quest to save his dying sister -- and in the process, perhaps the world.

Contains the unabridged text King Lear as published in Volume XVII of TheXaxton Edition of the Complete Works of William Shakespeare.

What would you do if you had unlimited energy now? Catherine Carrigan, Amazon No. 1 best-selling author of What Is Healing? Awaken Your Intuitive Power for Health and Happiness, reveals the secrets of how you can experience unlimited energy right now by guiding you through the five levels of your body: - Learn how to operate your body at its very best. - Master your own energy system. - Resolve the emotions that drain you. - Connect to your highest intelligence. - Inspire yourself to connect more deeply to your infinite, eternal and unwavering support from your soul. "Instead of looking for miracles, Catherine Carrigan will show you how to have them show up in your daily life." Sue Maes, Ontario, Canada "I constantly share my miraculous results with all my friends and family. I tell them that I feel so much better mentally, physically, spiritually and emotionally." Madeline Deleski, Atlanta, Georgia "The doctors said that I would have to stay on a routine of medications and I may have to have surgery. Since working with Catherine, I have been symptom free! Her skills, intelligence, experience and support are priceless." Emily Radovic, Los Angeles, California "Catherine's 360 degree comprehensive approach is by far the most in depth and thorough I have been through." Barrie Moore, Lincoln, England "My horizons have opened up again to those of a young 20 something about to embark on life's adventure." Ernesto Bergeron, Atlanta, Georgia "I am confident that a mind/body/soul connection is supremely important to a healthy and balanced life - you simply can not focus on only one area of your life and expect incredible sustainable results in all the others." Anne Shoulders, Atlanta, Georgia "Beyond helping me heal through nutrition, Catherine helped me with changes in my lifestyle that were effecting my energy and general health." Holly Bayer

A Forbidden Temptation

The Monster on Top of the Bed

Not Your Mother's Diet

The Master Key System

Banish Your Inner Critic

The Seven Habits of Highly Effective People

Unlimited Energy Now

He must master the wolf within... Edinburgh, 1820. Thirty years after leaving Scotland, Drew Nicol is forced to return when the skeleton of a monster is found. The skeleton is evidence of werewolves—evidence that Marguerite de Carcassonne, the leader of Drew’s pack, is determined to suppress. Marguerite insists that Drew accompany her to Edinburgh. There they will try to acquire the skeleton while searching for wolf-hunters and the location of one of their pack prisoners. But Drew has reason to be wary about returning to Edinburgh—Lindsay Somerville now lives there. Lindsay who taught Drew about desire and obsession. Lindsay who Drew has never been able to forgive for turning him. Lindsay who vowed to stay away from Drew twelve years ago...and who has since taken drastic steps to sever the bond between them. Marguerite’s plan will throw Drew and Lindsay together again—and into a deadly confrontation with Lindsay’s enemy, Duncan MacCormac. They will be tested to their limits and forced to confront both their past mistakes and their true feelings. But it may be too late for them to repair the damage of the past. The consequences of Lindsay’s choices are catching up with him, and he’s just about out of time.

50 Best Strategies to Goal Setting Success Goal setting is a critical step in achieving success in your life. By setting goals, you will be able to accomplish all your tasks in a timely, organized manner. Planning out your goals can help you focus your efforts so that you can quickly reach your goals without becoming frustrated or side-tracked along the way. Goal setting can also give you the motivation you need to be successful, while building your confidence and self-esteem with every goal that you achieve. What Will You Learn From This Book... Nail Your Passion Visualize Your Life Identify the Roadblocks to Your Dreams Identify the Most Pressing Issues in Your Life Identify Smaller Sub-Goals Try the Backward Planning Method Distinguish Between Short- and Long-Term or Lifelong Goals Set Specific Goals Set Measurable Goals Set Realistic Goals Set Performance Goals Instead of Outcome Goals Set Deadlines for Every Goal Have a Positive Statement for Every Goal Begin With Small Goals Prioritize Goals Work on One Goal At a Time Write Down the Goals Identify the Resources You Need to Reach Your Goals Identify When You Have to Stop Identify the Obstacles Along the Way Plan How to Tackle the Obstacles Banish Bad Habits Cultivate Good Habits Create a Step-by-Step Strategy to Reach Your Goal Create Plan B Write Down the Benefits of Reaching Your Goals Be Accountable for Your Goals AND MUCH MORE! Introduce a realistic approach to leading, managing, and growing your Agile team or organization. Written for current managers and developers moving into management, Apollo shares insights that are grounded in modern complex systems theory, reflecting the intense complexity of modern software development. Recognizes that today's organizations are living, networked systems; that you can't simply let them run themselves; and that management is primarily about people and relationships. Deepens your understanding of how organizations and Agile teams work, and gives you tools to solve your own problems. Identifies the most valuable elements of Agile management, and helps you improve each of them.

THE MILLION COPY INTERNATIONAL BESTSELLER Drawn from 3000 years of the history of power, this is the definitive guide to help readers achieve for themselves what Queen Elizabeth I, Henry Kissinger, Nixon XIV and Machiavelli learnt the hard way. Law 1: Never put too much trust in friends; learn how to use enemies Law 3: Conceal your intentions Law 4: Always say less than necessary. The text is bold and elegant, laid out in black and red throughout and replete with fables and unique word sculptures. The 48 laws are illustrated through the tactics, triumphs and failures of great figures from the past who have wielded - or been victimised by - power. [From the Playboy interview with Jay-Z. April 2003] PLAYBOY: Rap careers are usually over fast: one or two hits, then styles change and a new guy comes along. Why have you endured while other rappers haven't? JAY-Z: I would say that it's from still being able to relate to people. Its natural, to lose yourself when you have success, to start surrounding yourself with fake people. In The 48 Laws of Power, it says the worst thing you can do is build a fortress around yourself. I still got the people who grew up with me, my cousin and my childhood friends. This guy right here (gestures to the studio manager), he's my friend, and he told me that one of my records, Volume Three, was wack. People set higher standards for me, and I love it.

How to Focus on Your Goals and Create a Life You Love

366 Meditations on Power, Seduction, Mastery, Strategy, and Human Nature

King Lear

The Last Book in the Universe

Power Hour

The Anarchist's Guide to Grammar

Management 3.0

Are you sick of working a job you hate for a boss who despises you? Do you want to get paid what your worth...instead of what your company thinks they can get away with? Are you struggling to get up in the morning and praying for a snow day? Or just ready to start enjoying some of that freedom you've heard so much about? Whether you're about to enter the job market for the first time or you've been slaving away for decades - you need to read Fire Your Boss - as soon as possible! In this book, you'll learn how to break free of the underpaying labor market and start the journey to financial and emotional freedom. You cannot underestimate the power of controlling your income. Learn how to blast through every roadblock keeping you from starting your own business. From "don't know where to start" to "I'm not good with technology" to "I don't have the confidence" to "I don't have enough time," Fire Your Boss sets all those excuses on fire with simple and actionable business models that you can start in your spare time to start building up your savings account. What pragmatic and actionable lessons will you learn? Sixteen business models that all cooperate with each other!The simple technique for turning your voice into an ATM machine!The secret to building a business when you don't have any time!The foolproof method for getting paid to learn!The most common mistakes even experienced entrepreneurs make and how to avoid them.The singular best way to create an unstoppable passive revenue stream Here's what this book ISN'T: this isn't a list of startups you can slave away for, a guide on how to join the "gig economy," or a plan to get a promotion at work. This is about building consistent and passive revenue streams that can support you when shocks hit the market and the economy turns against you. How will your life improve? Never live in fear of getting fired every again!Go to sleep knowing that TOMORROW THERE WILL BE MORE MONEY IN YOUR BANK ACCOUNT THAN TODAY!Follow a process that allowed the author to move to a tropical island!Chase your dreams without letting stress and fear hold you back! Implement these techniques and watch your happiness skyrocket. Follow this amazing journey and take control of your destiny by scrolling up and clicking the BUY NOW button at the top of this page!

"This book will help you own your calendar, block time for what matters most and reclaim your life. —Paola Izaguirre, author of Lifeful Living: A List-Making Journey to a Less Stressed You You want more time to spend with family, to achieve big goals, and to simply enjoy life. Yet, there seem to be more and more distractions interrupting your day. Craig Jarrow has spent many years testing time management tools, techniques, goals, and organization. Through it all he's learned a simple truth: Time management should be easy, not complicated and stressful. And it shouldn't take up more of your precious time than it gives back! Time Management Ninja offers 21 rules that will show you an easier and more effective way to take control of your time and manage your busy life. Follow these simple principles and get more done with less effort. It's a no-stress, uncomplicated time management that works. " Read this book, apply its rules, and you'll find freedom. " —Hyrum Smith, bestselling author of Purposeful Retirement

The fourth book in New York Times bestselling author Donna Grant' s sexy Shield Series! Salute! As one of the youngest men ever to have the title of general in ancient Rome ' s great army, fame and fortune were my bedmates. I was chosen by the Fae for my mastery of any weapon. Though the Shields like to claim they are stronger because of my abilities, I know I am only alive today because the Fae found me and before my demons could put an end to my life. Adventure and danger have always ruled me, and I thrive on the thrill of the hunt. I am loyal to the Shields, willing to give my life to follow Hugh and the others to fulfill their oaths to save the world. Who would have known following such great men would lead me to Nicles? She is everything I have ever wanted in a woman and more. She is innocent and pure and beautiful of face and spirit. And she deserves better. Yet, every time I alert her in the arms of another man, I find that I cannot let her go. For better or worse, Nicole has bound herself to me. I just pray the demons loosen their hold before the past catches up with me and repeats itself. Valentinus Romulus

Want to feel more alert, energetic, and alive? Do you dream of acting with more generosity, compassion, and forgiveness? Or do you just wish to exhibit greater control over how you feel? The solution to these questions lies in the new science of happiness, a science that explains precisely what determines our level of happiness and outlines the simple changes we can make to reliably and consistently alter how we feel. The truth is everybody wants to be happy, but none of us know how happiness works. We look for it in our careers, faster cars, more money, hotter bodies, or better TV shows. In other words, we're chasing after it. But happiness isn't something to be chased after; it's something to be practiced - that's what 20+ years of research proves unequivocally. It's just one of many unfounded truisms we buy into that keep us from becoming happy. We learn how to solve all kinds of problems and math equations in school, but we're never taught the science of happiness and how to apply it. This book changes that. DOWNLOAD: The Happy Life Formula - How to Build Your Life Around the New Science of Happiness The goal of this book is simple: To teach you how happiness works so that you're in full control of how you feel. You will learn: Why happiness creates success; not the other way around. 26 proven strategies to boost your level of happiness. Why you don't need a fast car, big mansion, or a lot of money to be happy. A step-by-step guide to strategically apply the science of happiness to your life. Why our brains are built for survival rather than happiness - and what to do about it. A 5-minute exercise shown to boost your happiness by 25%. Why a happy brain is a productive brain - and more fascinating benefits of happiness. The Happy Life Formula is full of exercises that will have an immediate, positive impact on your well-being. Instead of just telling you to do something, this book provides practical, science-backed actions that will create real and lasting change if practiced regularly. Would You Like To Know More? Download now to banish worries, master happiness, and feel more generous, alert, and energetic. Scroll to the top of the page and click the buy now button.

Taming Your Gremlin (Revised Edition)

Time Mastery

Applying Philosophy and Theory

Track Your Past, Order Your Present, Plan Your Future

Show and Tell

Worry and nervousness, or... The science of self-mastery

How Everybody Can Make Extraordinary Presentations

This is a completely updated edition of the 1983 classic that introduced a powerful method for gaining freedom from self-defeating behaviors and beliefs. Rick Carson, creator of the renowned Gremlin-Taming™ Method, has revised the book to include fresh interactive activities, real-life vignettes we can all identify with, and new loathsome gremlins ripe for taming. Carson blends his laid-back style with complex theory and practical advice, hundreds of articles on productivity, goals, and organization. Through it all he's learned a simple truth: Time management should be easy, not complicated and stressful. And it shouldn't take up more of your precious time than it gives back! Time Management Ninja offers 21 rules that will show you an easier and more effective way to take control of your time and manage your busy life. Follow these simple principles and get more done with less effort. It's a no-stress, uncomplicated time management that works. " Read this book, apply its rules, and you'll find freedom. " —Hyrum Smith, bestselling author of Purposeful Retirement

The fourth book in New York Times bestselling author Donna Grant' s sexy Shield Series! Salute! As one of the youngest men ever to have the title of general in ancient Rome ' s great army, fame and fortune were my bedmates. I was chosen by the Fae for my mastery of any weapon. Though the Shields like to claim they are stronger because of my abilities, I know I am only alive today because the Fae found me and before my demons could put an end to my life. Adventure and danger have always ruled me, and I thrive on the thrill of the hunt. I am loyal to the Shields, willing to give my life to follow Hugh and the others to fulfill their oaths to save the world. Who would have known following such great men would lead me to Nicles? She is everything I have ever wanted in a woman and more. She is innocent and pure and beautiful of face and spirit. And she deserves better. Yet, every time I alert her in the arms of another man, I find that I cannot let her go. For better or worse, Nicole has bound herself to me. I just pray the demons loosen their hold before the past catches up with me and repeats itself. Valentinus Romulus

Want to feel more alert, energetic, and alive? Do you dream of acting with more generosity, compassion, and forgiveness? Or do you just wish to exhibit greater control over how you feel? The solution to these questions lies in the new science of happiness, a science that explains precisely what determines our level of happiness and outlines the simple changes we can make to reliably and consistently alter how we feel. The truth is everybody wants to be happy, but none of us know how happiness works. We look for it in our careers, faster cars, more money, hotter bodies, or better TV shows. In other words, we're chasing after it. But happiness isn't something to be chased after; it's something to be practiced - that's what 20+ years of research proves unequivocally. It's just one of many unfounded truisms we buy into that keep us from becoming happy. We learn how to solve all kinds of problems and math equations in school, but we're never taught the science of happiness and how to apply it. This book changes that. DOWNLOAD: The Happy Life Formula - How to Build Your Life Around the New Science of Happiness The goal of this book is simple: To teach you how happiness works so that you're in full control of how you feel. You will learn: Why happiness creates success; not the other way around. 26 proven strategies to boost your level of happiness. Why you don't need a fast car, big mansion, or a lot of money to be happy. A step-by-step guide to strategically apply the science of happiness to your life. Why our brains are built for survival rather than happiness - and what to do about it. A 5-minute exercise shown to boost your happiness by 25%. Why a happy brain is a productive brain - and more fascinating benefits of happiness. The Happy Life Formula is full of exercises that will have an immediate, positive impact on your well-being. Instead of just telling you to do something, this book provides practical, science-backed actions that will create real and lasting change if practiced regularly. Would You Like To Know More? Download now to banish worries, master happiness, and feel more generous, alert, and energetic. Scroll to the top of the page and click the buy now button.

Taming Your Gremlin (Revised Edition)

Time Mastery

Applying Philosophy and Theory

Track Your Past, Order Your Present, Plan Your Future

Show and Tell

Worry and nervousness, or... The science of self-mastery

How Everybody Can Make Extraordinary Presentations

This is a completely updated edition of the 1983 classic that introduced a powerful method for gaining freedom from self-defeating behaviors and beliefs. Rick Carson, creator of the renowned Gremlin-Taming™ Method, has revised the book to include fresh interactive activities, real-life vignettes we can all identify with, and new loathsome gremlins ripe for taming. Carson blends his laid-back style with complex theory and practical advice, hundreds of articles on productivity, goals, and organization. Through it all he's learned a simple truth: Time management should be easy, not complicated and stressful. And it shouldn't take up more of your precious time than it gives back! Time Management Ninja offers 21 rules that will show you an easier and more effective way to take control of your time and manage your busy life. Follow these simple principles and get more done with less effort. It's a no-stress, uncomplicated time management that works. " Read this book, apply its rules, and you'll find freedom. " —Hyrum Smith, bestselling author of Purposeful Retirement

The Biographical Dictionary of Management: K-Z

Divided Mastery Explains a curiously neglected aspect of the history of American slavery: the rental of slaves. Though few slaves escaped being rented out at some point in their lives, this is the first book to describe the practice, and its effects on both slaves and the peculiar institution. Martin reveals how the unique triangularity of slave hiring created slaves with two masters, thus transforming the customary polarity of master-slave relationships. Drawing upon slaveholders' letters, slave narratives, interviews with former slaves, legislative policies, and court records, Divided Mastery ultimately reveals that slave hiring's significance was paradoxical. The practice bolstered the system of slavery by facilitating its spread into the western territories, by democratizing access to slave labor, and by promoting both production and speculation with capital and sound money in an easy-to-understand, unique, and practical system for banishing the nemesis within. Among the things you will learn are: Techniques for getting a sliver of light between the natural you and the monster of your mind. The extraordinary power of simply noticing and playing with options. Six keys to maintaining emotional balance amid upheaval.

"Blimp, blimp, blimp. Suzy gripped her sheets tightly. Was that noise coming from under her bed? Helps Children Banish Bedtime Fears! So begins Suzy's adventure where she meets Karrit, another child, and one of the lives far under her bed. The two children banish their bedtime fears and become best friends by treating each other the way that they want to be treated! A Fear of Monsters is the bed is composed with children of all ages, starting with a vague sense of the unknown with younger toddlers and graduating to perhaps a more solid image in the minds of older children.The Monster on Top of the Bed flies the idea around, like the famous Disney movie Bambi, and bases the story on the concept that it's the monsters that are actually afraid of the children.The Children beautifully illustrated book we meet two children--Suzy and Karrit, and we discover that sometimes things are not always what they seem and when the monster fears the child, we come to see a different perspective on misunderstandings and ignorance.We also discover that it is easy to misinterpret the meanings of words and actions, when Karrit explains to Suzy that certain things she says words, "The Golden Rule" never appear in the book; the way the two children treat each other as though they would like to be treated enable the two of them to work together to work out their differences. A friendship forms, and a new light is shed upon them both when they realize that maybe they aren't so different from each other after all!A Mantra that Banishes Nightmare!When this is Suzy's main reason to stay until I say "Nay!" Then it's time to go, and you can't say "no."This is an empowering bedtime story. The multimedia edition contains a link to an mp4 file that features: the same audio tracks in the CD version. Children can listen to the story being read by four narrators who read the story in English. Spoken turnings sound to let the child know when to turn the page. There are slight differences between the words in CD version and the Kindle version. Children like the challenge of finding the differences.In addition to reading the story, the multimedia kindle edition also contains bonus material, including an interview with the illustrator, and other stories and poems written by the author.Order Copies perfect for three to six-year olds, and six-to-twelve year olds (who are sometimes still afraid of monsters) find the story charming and enjoy reading it to their younger siblings.

"Gives you the practical tools you need to own the room by owning yourself. Banish that inner devil's advocate and become as powerful as you can be." —Alan Cooper, software alchemist, cofounder of Cooper As the Founder and Chief Creativity Evangelist of "The Creative Zone," Denise Jacobson teaches techniques to make the creative process more fluid, methods for making work environments more productive, and practices for sparking innovation. Now, in her book, Banish Your Inner Critic, Denise shows you how to defeat those barriers that are holding you back and achieve success through a positive mental attitude. Banish Your Inner Critic shows you how to move beyond that mental block to your creative ideas, realize instant relief and lasting insight, and : Identify and quiet the voice

powerful practices that will transform how you relate to yourself and your creativity forever - Overcome the fear of not knowing enough or not being original enough - Free yourself from comparisons, overwhelm, high self-criticism and self-sabotage - Transform your self-talk into a tool for success - Generate more creative ideas than ever before - Embrace your expertise and share your brilliance to start doing your best work, achieving excellence, and contributing meaningfully to the world! "If you're interested in diving deep into your own creative genius, this book will give you an abundance of ways to do it." —Michelle Villalobos, "The Superstar Activator" & founder of The Women's Success Summit "A book I believe will inspire a new generation to step out of the shadows and shine." Experience Revolution

A pair of technology experts describe how humans will have to keep pace with machines in order to become prosperous in the future and identify strategies and policies for business and individuals to use to combine digital processing power with human ingenuity.

The Bullet Journal Method

The Happy Life Formula

How to Win Friends And Influence People

How to Build Your Life Around the New Science of Happiness

The Daily Laws

The Biographical Dictionary of Management: K-Z

Divided Mastery Explains a curiously neglected aspect of the history of American slavery: the rental of slaves. Though few slaves escaped being rented out at some point in their lives, this is the first book to describe the practice, and its effects on both slaves and the peculiar institution. Martin reveals how the unique triangularity of slave hiring created slaves with two masters, thus transforming the customary polarity of master-slave relationships. Drawing upon slaveholders' letters, slave narratives, interviews with former slaves, legislative policies, and court records, Divided Mastery ultimately reveals that slave hiring's significance was paradoxical. The practice bolstered the system of slavery by facilitating its spread into the western territories, by democratizing access to slave labor, and by promoting both production and speculation with capital and sound money in an easy-to-understand, unique, and practical system for banishing the nemesis within. Among the things you will learn are: Techniques for getting a sliver of light between the natural you and the monster of your mind. The extraordinary power of simply noticing and playing with options. Six keys to maintaining emotional balance amid upheaval.

demonstrates that slave hiring is critical to understanding the fundamental nature of American slavery, and its social, political, and economic place in the Old South. Table of Contents: Introduction: Slaves with Two Masters 1 Slave Hiring in the Evolution of Slavery 2 A Blessing and a Curse 3 Risks and Returns 4 Compromised Masters 5 Resistance and Abuse 6 Working Alone Epilogue Abbreviations Notes Acknowledgments Index "This finely crafted, thought-provoking study of slave hiring in the antebellum South fills a major gap in the historical literature. Divided Mastery will be of great interest to students of American slavery."—Peter Kolchin, author of American Slavery, 1619-1877 "Divided Mastery greatly extends and systematizes our knowledge of slave hiring as a practice making slavery a more economically flexible institution. Martin also writes insightfully about the emotional and psychological complexities attending the interaction of slaves, owners, and hirers. This will be the standard reference for historians interested in slave hiring, and Martin's vigorous prose style should attract a wider readership as well for this fine new book."—T. Stephen Whitman, author of Challenging Slavery in the Chesapeake, 1775-1865 "Martin has done more than fill an important niche in understanding slavery in the American South; his work adds an appreciation of the complexity of slavery by unraveling—in fine detail—precisely how the system of slave hiring worked. It reveals how the rental of slaves at once expanded and constrained the latitude of both master and slave, at times allowing slaveholders to gain greater flexibility and profit in the employment of their human property and permitting slaves to secure greater independence and control over their own lives. Divided Mastery is a significant addition to the literature on slavery in the U.S.—Ira Berlin, author of Generations of Captivity: A History of African-American Slaves

1) This is a completely updated edition of the 1983 classic that introduced a powerful method for gaining freedom from self-defeating behaviors and beliefs. Rick Carson, creator of the renowned Gremlin-Taming™ Method, has revised the book to include fresh interactive activities, real-life vignettes we can all identify with, and new loathsome gremlins ripe for taming. Carson blends his laid-back style with complex theory and practical advice, hundreds of articles on productivity, goals, and organization. Through it all he's learned a simple truth: Time management should be easy, not complicated and stressful. And it shouldn't take up more of your precious time than it gives back! Time Management Ninja offers 21 rules that will show you an easier and more effective way to take control of your time and manage your busy life. Follow these simple principles and get more done with less effort. It's a no-stress, uncomplicated time management that works. " Read this book, apply its rules, and you'll find freedom. " —Hyrum Smith, bestselling author of Purposeful Retirement 2) that a set of "rules" lies in some mysterious place, written by some mysterious authority; 3) that one must follow those "rules" to speak and write correctly. Not so! The time has arrived to banish what we call "rules" and expose the assumptions." Dumond asks: What would happen if we all spoke the language of our heritage? We would quickly learn the sound of the Tower of Babel, since US-language has come about by combining languages from (at least) 150 countries around the world. As immigrants enter the country, they bring with them new ideas, cultures, foods, music, and language. As they become settled, they combine their culture with US-ers, thus enriching all of us in the United States, including our language. In an amusing Introduction, Val explains how we have assumed there exists an incontrovertible set of grammar "rules" to be followed in order to speak proper, correct, good English. "We're not in England anymore!" she points out. Oh, yes, we started out with British "rules," but as we declared our independence, language changed, and continues to change. Do you really understand ordinary British English? Numerous pundits over time have drawn up what they consider the "rules" of grammar and forced them on their students. Yet, when those students run up against someone who studied a different set of "rules," confusion and doubt rear their heads. Must we in the U.S. speak "proper English" or do we have a language all our own? After clarifying the conundrum of US-language, Dumond offers guidelines to aid writers in determining what constitutes understandable language. Those guidelines don't depend on memorizing all the crazy names for the parts of language, but rather the guidelines focus on how those parts function. Nouns and pronouns become Modifiers; adjectives and adverbs become Modifiers; punctuation becomes Rules of the Road - all presented in easily understood language, with examples to boot. Included in the guidelines are ways to decide which nouns to categorize how to discern the difference between plural and possessive nouns how pronouns perform ways to vary the meaning of a modifying phrase and clauses use of the little words that serve as the glue to connect words into sentences how to use the dots, dashes, and curly cues we call punctuation But she doesn't stop there. Writers will especially enjoy the freedom offered to create new words and put together sentences and paragraphs. She offers suggestions to use numbers and inclusive language, as well as offering four ways to improve spelling. The solution to the confusion of US-language seems so simple. Look at the "rules" that come close to your interpretation, then modify them to make them work for you. Set up Your Style Manual, rather than depend on style manuals put together according to some other group's interpretations. And she shows you how. All this is included in The Anarchist's Guide to Grammar: toss out the assumptions, clarify them, pick up some basic, helpful guidelines, and write with power and assurance. No longer will you need to ask, "What are the rules for writing Proper English?" At last, you'll understand why there aren't any. At last you can write your own guidelines.

THE NEW YORK TIMES BESTSELLER

means you can use Evernote for business: start a document at work, continue on the train and finish off at home: all on different devices. There are even reminders to keep you on track and ensure that nothing slips through the cracks. This book shows you how to use Evernote to achieve life mastery! This is the most comprehensive guide to Evernote ever written, designed to take you from absolute beginner to expert (and anywhere in between) with the best tips for both the desktop program and mobile app. Consider it Evernote for dummies, the book that will help you achieve Evernote mastery. In this revised version, we've even added a glossary of terms and a FAQ-thorough? You bet! You'll learn to be an Evernote Wizard: * How to send emails from Evernote * Not just what Evernote can do, but how to do it! * Integrating social media into Evernote * Best way to prioritize your notes. * How to massively simplify your organization with "Evernote Search" * Setting up Evernote just the way you like it * How to tag-and why you need to start doing it now * Over 100 tips and secret tricks to make using Evernote a breeze * How to Apply the "Getting Things Done" Method with Evernote * The top Evernote add-ons available on the market as of today. * The ultimate time-saving applications for all your professional and personal needs including: Templates, OCR, Automated Email Deliver, Text Encryption, Web Clipper and others.. * BONUS: 6 Eye-opening Ideas for Evernote usage in every area of your life.. * And much more! If you've got Evernote but have no idea what to do, this book will bring you to complete mastery-and a whole new level of productivity that was never possible before Evernote! All you need is a step-by-step guide that walks you through the process. Would You Like To Know More? Become an Evernote expert today! Don't waste time: get instant access now and click on the buy button!

A revolutionary guidebook to achieving peace of mind by seeking the roots of human behavior in character and by learning principles rather than just practices. Covey's method is a pathway to wisdom and power. The chairman of the board of Bear Stearns investment bank shares his innovative approach to business in a collection of witty, trenchant, and inspirational thoughts on success, bureaucracy, arrogance, telephone manners, and other topics.

How to quit your job, stop selling your time and start making passive income while you sleep...and possibly move to a tropical island

The 48 Laws Of Power
A Surprisingly Simple Method for Getting Out of Your Own Way

The Kigal Journey
Goal Setting in 24 Hours

A Factory of One
From Note Taking to Life Mastery: 100 Eye-Opening Techniques and Sneaky Uses of Evernote That Experts Don't Want You to Know

It's normal to feel overwhelmed by the hard things in life, but lately doesn't it seem like we're feeling this way a lot more often than we used to? The problem isn't a lack of motivation or effort, but that motivation and effort are limited resources. The more we deplete them, the more burnt out we get, making it even harder to produce the results we want. In 'Effortless', Greg McKeown show us how to make essential tasks easier so that we can accomplish more of what matters, without burning out. From the author of 'Essentialism'.