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Like A Top
Business
School
Graduate

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If you want to be happy, fulfilled and energised its probably best not to obsess over being THE best. Why not focus on doing YOUR best? You don't need to completely

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transform yourself
and become a
shining beacon of
wonderment and
astonishing
success—you should
remain you . . . just a
better version. You,
Only Better is all
about discovering
what you're good at
and focusing on
that. It's about
deciding what it is

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you really want from
life and learning
how to reach your
full potential.

Packed with the
author's hand-drawn
illustrations, helpful
quotes, mini-case
studies and Q&As
you'll learn how to
change your
mindset for the
better and think
positively, take

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action to achieve
your goals, fight
against fatigue and
get motivated and
achieve long lasting
happiness and
contentment. You,
Only Better offers
techniques and
methods for:
Gaining energy and
focus Managing
your time effectively
Setting your goals

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Honing your
thinking and
mindset Dealing
with pressure and
stress Making smart
decisions Thinking

creatively to solve
problems Actually

taking action and
keeping up the
momentum

Stresses the
importance of

strong management

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commitment, and
discusses training,
daily management,
cross-functional
management, and
policy management

"Have you ever
found yourself
stretched too thin?
Do you
simultaneously feel
overworked and
underutilized? Are
you often busy but

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not productive? Do you feel your time is constantly being hijacked by other people's agendas? If you answered yes to any of these questions, the way out is the way of the Essentialist.

Essentialism isn't about getting more done in less time. It's about getting

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only the right things
done. Only once we
discern what is
absolutely essential
and eliminate
everything else can
we make our highest
possible
contribution toward
things that truly
matter. By forcing
us to apply more
selective criteria for
where to spend our

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precious time and energy, the disciplined pursuit of less empowers us to reclaim control of our own choices, instead of giving others the implicit permission to choose for us.

Essentialism is not one more thing to do. It's a whole new way of doing less,

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but better, in every
area of our
lives"--Back cover.
Expanded and
updated for
graduates just
entering the
workforce, a latest
edition of a best-
selling guide to
finding and getting
the most out of a
first job shares
professional advice

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Notes from a Street-
smart Executive
Make Better
Decisions More
Often: 30 Minute
Reads
A Short Cut to More
Effective Decision

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Making
MBA On The Go: 30
Minute Reads

Instant Graduate

Enlightenment
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What I Didn't Learn
in Business School
Essentialism

You're half an hour
away from never
making a bad
decision again!

Why not use your

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next spare half an hour to skill-up? Each of these short e-books can be read in just 30 minutes.

Addressing those painful work problems, and giving practical tools and expert advice to

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overcome them,
the 30 Minute
Reads series will
make your work-
life more

productive, less
painful and more
successful!

Decision making
not your strong
suit? Fed up of
thinking 'I should

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have chosen the other candidate/strategy/sandwich'? This succinct, practical guide will teach you how to properly weigh up all the information and make well thought out decisions more quickly. Also

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available in a
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Reads: The

business skills
collection. Make
Better Decisions
More Often will
help you: Identify
the problem and
what isn't working

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Discover the 10
Big Strategies Put
in place your super-
structured, super-
easy, 5-day count-
down plan to no
more pain.

Make workplace
conflict resolution
a game that
EVERYBODY
wins! Recent

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studies show that typical managers devote more than a quarter of their time to resolving coworker disputes. The Big Book of Conflict-Resolution Games offers a wealth of activities and exercises for groups of any size

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that let you manage your business (instead of managing personalities). Part of the acclaimed, bestselling Big Books series, this guide offers step-by-step directions and customizable tools that empower

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you to heal rifts
arising from
ineffective
communication,
cultural/personality
clashes, and other
specific problem
areas—before they
affect your
organization's
bottom line. Let
The Big Book of

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Conflict-Resolution
Games help you
to: Build trust
Foster morale
Improve processes
Overcome
diversity issues
And more Dozens
of physical and
verbal activities
help create a safe
environment for

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teams to explore several common forms of conflict—and their resolution.

Inexpensive, easy-to-implement, and proved effective at Fortune 500 corporations and mom-and-pop businesses alike,

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the exercises in
The Big Book of
Conflict-Resolution
Games delivers
everything you
need to make your
workplace more
efficient, effective,
and engaged.
Explore the Other
Side of
Enlightenment

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Does enlightenment
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have a dark side?
It does, explains
David Deida, but
instead of closing
to what seems
unloving, we can
learn to open as
what we would
rather avoid. In
Instant

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Enlightenment,
this maverick
author and teacher
offers a "rude
awakening"
through a
collection of daring
exercises and
practices intended
to provoke,
challenge, and
immediately reveal

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the ever-present
"love that lives all
things." Each pithy
chapter
encourages
readers to blast
the light of
consciousness on
the taboos we hide
in shadow, from
our ideas about
sex and money to

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emotions and spirituality. Instant Enlightenment will surprise and possibly offend you—but it will lead you "fast and suddenly" to the realization of the sacred entirety of your experience.

"Dive straight into

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this book. Open to
any page and read
for two minutes,
and you'll see that
you are instant enli
ghtenment."—Ken
Wilber, author of A
Brief History of
Everything
Motivation expert
James Fell
teaches readers

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how to skip the
hard part and go
directly from
intention to
committed action.

After years of
helping people
change, James
Fell had a sudden
insight about
sudden insight:
significant life

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change doesn't
often come from
just putting one
foot in front of the
other, carefully
observing and
altering habits,
slogging through
baby steps toward
new behavior.
Rather, the
research reveals

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that serious life
turnaround usually
happens in a
moment, with a
flash of inspiration.

Epiphany arrives
like a lightning
strike, rapidly
shifting the
recipient of such
enlightenment
onto a new path

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that creates a better life. Motivational psychology has traditionally focused on slow and steady—gradual improvement over time to reach a desired goal, whether it's

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weight loss, career
change, battling
addiction, or
success in
relationships.

We've been told
since toddlerhood
that the tortoise
beats the hare.

But, through
compelling science
and powerful

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stories, James Fell shows us that the hare has the edge; overwhelming desire can be

awakened fast and furiously. When you learn to become attuned to that sensation of sudden awakening, a new

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path can be followed almost effortlessly, because it feels like destiny.

Everyone has the ability to experience the lightning strike. The Holy Sh!t Moment will teach you how to create

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a life-changing
epiphany and go
directly from
intention to action.

With Guided Steps
to Success

The Disciplined
Pursuit of Less

A Memoir

The Legacy: How
the World's

Leading

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Entrepreneurs,
Thought Leaders,
& Cultural Icons
Achieve Success
Think and Grow

Rich

What Would

Google Do? LP

Boost Your

Productivity: 30

Minute Reads

The Personal MBA

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An
indispensable
and inspiring
guide to
creativity in
the workplace
and beyond,
drawing on art,
psychology,
science,
sports, law,
business, and
technology to

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help you land
big ideas in
the practical
world. Anyone
from CEO to
freelancer
knows how hard
it is to think
big, let alone
follow up,
while under
pressure to get
things done.

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offers
practical
principles,
inspiration,
and a healthy
dose of
pragmatism to
help you
navigate the
difficulties of
balancing
creative

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MFA, Amy

Whitaker, an en-
trepreneur-in-
residence at
the New Museum
Incubator,
draws on
stories of
athletes,

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managers,
writers,
scientists,
entrepreneurs,
and even
artists to
engage you in
the process of
“art thinking.”

If you are
making a work
of art in any
field, you

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aren't going
from point A to
point B. You
are inventing
point B. Art

Thinking
combines the
mind-sets of
art and the
tools of
business to
protect space
for open-ended

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exploration and
manage risks on
your way to
success. Art
Thinking takes
you from
“Wouldn’t it be
cool if . . .
?” to realizing
your highest
aims, helping
you build
creative skills

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you can apply
across all
facets of
business and
life. Warm,
honest, and
unexpected, Art
Thinking will
help you
reimagine your
work and
life—and even
change the

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world-while
enjoying the
journey from
point A. Art
Thinking
features 60
line drawings
throughout.

Brick Road
Poetry Press is
committed to
publishing work
that appeals to

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a wide range of tastes. If you enjoy writing that is fast-paced, accessible, and sharply-drawn, The Melancholy MBA will not disappoint. The book is filled with scenes and stories from

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offices and
boardrooms,
those "glass-
enclosed
jungles" that
shape our lives
and culture.

Combines the
best of current
leadership and
management
theory and

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practice.
Focuses on the
use of people
and
organizations
as
` ` competitive
weapons' ' as
well as how to
generate and
sustain the
behavior
necessary to

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stay ahead of
the
competition.
Improving
subordinate
performance,
negotiating
skills,
organizational
design,
development and
change are
among the

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topics covered.
Maybe you're a
recent college
graduate,
looking for a
successful
start to your
career. Or an
experienced
professional,
feeling the
need to try
something new.

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Either way, a whole host of opportunities await you-but if you really hope to ace that interview and get the job you want, you'll need the right skills to get ahead. So when you're

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navigating the
complex twists
and turns of
today's
changing job
market, let
I'll Get That
Job! serve as
your road map
and guide.
Featuring
advice from
real HR

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professionals,
headhunters,
and team
managers, this
essential job-
hunting
companion will
let you know
exactly what
you need to do
to increase
your chances,
from social

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media presence
to writing a
great CV. While
shedding light
on the many
myths and
outdated
"rules" that
may actually
bog you down in
today's job-
seeking
experience,

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I'll Get That
Job! serves as
a source of
motivation and
encouragement
for modern job
hunters. After
all, with hard
work and the
right mind-set,
it really is
possible for
you to get that

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job you've
always wanted-
and become the
most successful
version of

yourself along
the way!

Beat the

Recession

A Shortcut to
Getting Things
Done and
Getting Your

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And Earn Like A
Remove Negative
Top Business
Thinking
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(Get-It-Done
Guy's 9 Steps)
to Work Less
and Do More
The Melancholy
MBA
Effortless
Lean in
Find Your
Strengths, Be

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Change Your
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Life

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We are shaped by
our thoughts; we
become what we
think. When the mind
is pure, joy follows
like a shadow that
never leaves.

-Buddha You can
achieve anything you

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want if you have control over your thoughts. You can replicate a life of a winner in you or you can be your enemy. It solely depends on which staircase you select for yourself; a positive value staircase or a negative value

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staircase.

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Understand the art
of climbing a
positive value
staircase and

redirect your vision
with the help of
visualization
technique.

Understand when
hard work leads to
failure. Understand

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the GOAL of a goal.
Understand when
expectations don't
hurt you.

Understand the
purpose of your life.

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AND BOSTON

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of the most
acclaimed books of
our time: an
unforgettable
memoir about a
young woman who,
kept out of school,
leaves her survivalist
family and goes on
to earn a PhD from
Cambridge
University

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an act of courage
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and self-

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THE YEAR BY THE
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Prize Born to

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survivalists in the

mountains of Idaho,

Tara Westover was

seventeen the first

time she set foot in a

classroom. Her

family was so

isolated from

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mainstream society
that there was no
one to ensure the
children received an
education, and no
one to intervene
when one of Tara's
older brothers
became violent.
When another
brother got himself
into college, Tara

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decided to try a new kind of life. Her quest for knowledge transformed her, taking her over oceans and across continents, to Harvard and to Cambridge University. Only then would she wonder if she'd

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traveled too far, if
there was still a way
home. "Beautiful
and propulsive . . .

Despite the
singularity of
[Westover's]
childhood, the
questions her book
poses are universal:
How much of
ourselves should we

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give to those we
love? And how much
must we betray them
to grow up?"—Vogue
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contains top tips for
rapid career
advancement minus
the academic jargon

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and waffle – taking you straight to the important bits. If you are thinking of doing an MBA but are time-poor, if you can't afford to do an MBA or if you are currently doing an MBA and can't see the wood for the trees, Instant MBA is

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essential reading.
Remove Negative
Thinking: How to
Instantly Harness
Mindfulness and The
Power of Positive
Thinking Discover
How to Instantly
Harness Mindfulness
and the Power of
Positive Thinking
Description Remove

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Negative Thinking will help you to be mindful and to tap into the power of positive thinking so that you can identify what you want and achieve any goal that you set for yourself. By reading this book, you will discover how to end

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the habit of negative thinking, by harnessing mindfulness and other positive thinking techniques. After reading Remove Negative Thinking, you will be able to: - Recognize and remove your negative thinking

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patterns throughout
the day - Reframe
how you see the
world - Connect to
your passion and
purpose - Focus on
abundance and live
in the now - Move
outside your comfort
zone - Stay
motivated and
surround yourself

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with positive people
Transform Yourself
from Overwhelmed
to Overachiever

The Portable MBA
in Management
You, Only Better
The Visual MBA
Think, perform and
earn like a top
business school

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in the Real World

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talking advice you'll
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foreword by Ariel
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flees maximum
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two enter Bombay's
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men, soldiers and
actors, and Indians
and exiles from other
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this remarkable place

what they cannot find
elsewhere. As a
hunted man without a
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for love and meaning
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poorest slums, and serving his apprenticeship in the dark arts of the Bombay mafia. The search leads him to war, prison torture, murder, and a series of enigmatic and bloody betrayals. The keys to unlock the mysteries and intrigues that bind Lin are held by two

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people. The first is
Khader Khan: mafia
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second is Karla:
elusive, dangerous,
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