

The Definitive Personal Assistant And Secretarial Handbook: A Best Practice Guide For All Secretaries, PAs, Office Managers And Executive Assistants

From USA Today best-selling author, Marni Mann, comes a haunting new stand-alone. At forty-two, I'm married to my best friend, and we have two beautiful children. Everything about my life is perfect until my father gets sick. Before: I owned and operated a massively successful women's shapewear company. After: I stay home with my family because I've learned the importance of time. Before: My husband could rely on me to take care of everything. After: I hire him the perfect assistant. My entire life can be summed up in before and afters, but something happens in the middle. A meeting. And it changes the course of everyone's lives forever.

Written by a former Times Crème PA of the Year, this new edition of The Definitive Personal Assistant and Secretarial Handbook is the ultimate guide for all management assistants, PAs, secretaries and executive assistants. Administrative personnel in today's workplace hold an immense influence, not only on their bosses' performance, but also on the running of the whole organisation. This best-selling book is the only resource needed to excel in one's role as an assistant, outshine bosses' expectations and go up the ladder. Placing special emphasis on career development and learning, it provides help and advice on the skills necessary to progress in your career. Along with a chapter to share with your boss for a more fruitful working relationship, it includes help with time management, networking, relationship management, communication and confidence. Now with a new chapter on how to use neuroscience tools to coach yourself through your weaknesses and primed behavioural traits, it also contains even more practical help with minute taking, telephone and mobile communication etiquette and presentation skills. With free downloadable online resources to aid the day-to-day running of your office, this comprehensive and accessible guide will help you keep your finger on the pulse and maintain your professional image.

Many executives don't take full advantage of the assistant who sits right outside their door. This book educates executives about all the ways in which they can streamline and improve the way they work with the help of a great assistant, while teaching them to identify great candidates and maximize the benefits of this special relationship.

This handbook for administrative assistants and secretaries covers such topics as telephone usage, keeping accurate records, making travel arrangements, e-mail, using the Internet, business documents, and language usage.

How Great Leaders and Their Assistants Maximize Productivity and Effectiveness

The Love You Make

The Parent's Assistant; Or, Stories for Children ...

How to Be a Pa

The New Executive Assistant

Biomechanics

A Novel

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

improvements can be made. In using the questions you will be better able to: - diagnose Agile Management for Software Engineering projects, initiatives, organizations, businesses and processes using accepted diagnostic standards and practices - implement evidence-based best practice strategies aligned with overall goals - integrate recent advances in Agile Management for Software Engineering and process design strategies into practice according to best practice guidelines Using a Self-Assessment tool known as the Agile Management for Software Engineering Scorecard, you will develop a clear picture of which Agile Management for Software Engineering areas need attention. Included with your purchase of the book is the Agile Management for Software Engineering Self-Assessment downloadable resource, which contains all questions and Self-Assessment areas of this book in a ready to use Excel dashboard, including the self-assessment, graphic insights, and project planning automation - all with examples to get you started with the assessment right away. Access instructions can be found in the book. You are free to use the Self-Assessment contents in your presentations and materials for customers without asking us - we are here to help.

This new edition of The Definitive Personal Assistant and Secretarial Handbook is the ultimate guide for all management assistants, PAs, secretaries and executive assistants. Placing special emphasis on career development, it provides help and advice on the skills necessary to progress in your career. Along with a chapter to share with your boss for a more fruitful working relationship, it includes help with time management, networking, relationship management, communication and confidence. Now with a new chapter which provides important advice on social networking as an alternative communication tool, it also contains even more practical help with minute taking. With free downloadable online resources to aid the day-to-day running of your office, this comprehensive and accessible guide will help you keep your finger on the pulse and maintain your professional image.

WINNER: PA Voice Awards 2015 - Best Book for a PA (1st edition) With the world of work profoundly disrupted by artificial intelligence, machine learning and COVID-19, the role of the executive assistant is changed forever. Learn how to respond to these challenges and help create 'the better normal' while developing the leadership skills necessary to thrive in a senior administrative position. From bestselling author and expert Sue France, The Definitive Executive Assistant & Managerial Handbook is the ultimate guide to management in the context of an administrative role. Placing an emphasis on both personal leadership and practical skills, this new edition of the award-winning book teaches readers to manage a team, develop the emotional intelligence to understand their colleagues, negotiate effectively and confidently manage a project. Equipped with these tools, readers will be ready to steer their teams to organizational success in any situation. With new sections on best practice for managing remote workers and building a responsible relationship with new technologies, The Definitive Executive & Managerial Handbook is an indispensable guide for both ambitious PAs aiming for promotion and senior assistants who want to improve their skills.

This new edition of The Definitive Personal Assistant and Secretarial Handbook is the ultimate guide for all management assistants, PAs, secretaries and executive assistants. Placing special emphasis on career development and learning, it provides help and advice on the skills necessary to progress in your career. Along with a chapter to share with your boss for a more fruitful working relationship, it includes help with time management, networking, relationship management, communication and confidence. Now with a new chapter on how to use neuroscience tools to coach yourself through your weaknesses and primed behavioural traits, it also contains even more practical help with minute taking, telephone and mobile communication etiquette and presentation skills. With free downloadable online resources to aid the day-to-day running of your office, this comprehensive and accessible guide will help you keep your finger on the pulse and maintain your professional image.

A Path for Evolving Souls Living Through Personal and Planetary Upheaval

Definitive Personal Assistant & Secretarial Handbook

Difficult Personalities

Guns, Germs, and Steel: The Fates of Human Societies (20th Anniversary Edition)

Admissions Directors and Faculty Share Their Expectations for Your Pa School Essay and We Teach You How to Write It

Administrative Assistant's and Secretary's Handbook

How to Work with Virtual Staff to Buy More Time, Become More Productive, and Build Your Dream Business

Real-life tools and advice for every administrative professional

The Definitive Personal Assistant and Secretarial Handbook, 3rd edition, is the bible for those in administrative roles. It provides help and advice on the skills necessary to excel at being a professional assistant.

Ella is a naughty, fun-loving little girl - a little misunderstood by all, apart from her best friend. "My friend Ella," about loving and accepting ourselves for who we really are, is Angela Garry's first storybook for small children.

"A Star is Bored is an absolute knockout. Riotously funny and wickedly tender." — Taylor Jenkins Reid, New York Times bestselling author of Daisy Jones and the Six "Wildly funny and irreverent... Lane's writing lifts the novel far above its gossamer Hollywood setting, suffusing [the novel] with a complex sensitivity." - The New York Times Book Review A hilariously heartfelt novel influenced in part by the author's time assisting Carrie Fisher. People Magazine Best Book of Summer 2020 - Named a Must-Read Summer book by Town & Country - Named One of the 14 Best Books of Summer 2020 by Harper's Bazaar - One of Library Journal's 2020 "Titles to Watch" - One of the 30 Best Beach Reads According to Parade Magazine She needs an assistant. He needs a hero. Charlie Besson is tense and sweating as he prepares for a wild job interview. His car is idling, like his life, outside the Hollywood mansion of Kathi Kannon, star of stage and screen and People magazine's Worst Dressed list. She's an actress in need of assistance, and he's adrift and in need of a lifeline. Kathi is an icon, bestselling author, and award-winning movie star, most known for her role as Priestess Talara in a blockbuster sci-fi film. She's also known in another role: Outrageous Hollywood royalty. Admittedly so. Famously so. Chaotically so, as Charlie quickly discovers. Charlie gets the job, and his three-year odyssey is filled with late-night shopping sprees, last-minute trips to see the aurora borealis, and an initiation to that most sacred of Hollywood tribes: the personal assistant. But Kathi becomes much more than a boss, and as their friendship grows Charlie must make a choice. Will he always be on the sidelines of life, assisting the great forces that be, or can he step into his own life's leading role? Laugh-out-

loud funny, and searingly poignant, Byron Lane's *A Star is Bored* is a novel that, like the star at its center, is enchanting and joyous, heartbreaking and hopeful.

How To Make It As A Hollywood Assistant

Bourdain

Every Mile Matters

CouchDB: The Definitive Guide

The Professional Secretary's Handbook

The Definitive Personal Assistant & Secretarial Handbook, 3rd Edition

Dressing Your Personal Brand

New York Times bestseller An unprecedented behind-the-scenes view into the life of Anthony Bourdain from the people who knew him best When Anthony Bourdain died in June 2018, fans around the globe came together to celebrate the life of an inimitable man who had dedicated his life to traveling nearly everywhere (and eating nearly everything), shedding light on the lives and stories of others. His impact was outsized and his legacy has only grown since his death. Now, for the first time, we have been granted a look into Bourdain's life through the stories and recollections of his closest friends and colleagues. Laurie Woolever, Bourdain's longtime assistant and confidante, interviewed nearly a hundred of the people who shared Tony's orbit—from members of his kitchen crews to his writing, publishing, and television partners, to his daughter and his closest friends—in order to piece together a remarkably full, vivid, and nuanced vision of Tony's life and work. From his childhood and teenage days, to his early years in New York, through the genesis of his game-changing memoir Kitchen Confidential to his emergence as a writing and television personality, and in the words of friends and colleagues including Eric Ripert, José Andrés, Nigella Lawson, and W. Kamau Bell, as well as family members including his brother and his late mother, we see the many sides of Tony—his motivations, his ambivalence, his vulnerability, his blind spots, and his brilliance. Unparalleled in scope and deeply intimate in its execution, with a treasure trove of photos from Tony's life, Bourdain: The Definitive Oral Biography is a testament to the life of a remarkable man in the words of the people who shared his world.

Loosely based on Napoleon Hill's seminal title, Think and Grow Rich, Settle for Best lists the common mindsets and actions of renowned philanthropist millionaires from the early 20th century and encourages readers to develop and rely on the skills and mindsets that successful people still use to win big, no matter what shape the economy is in. Written for start-up entrepreneurs and anyone else anyone in search of the "keys to the kingdom" in whatever realm you travel, SETTLE FOR BEST will encourage, inspire and light a fire under you if you truly want to build the life and legacy your heart most desires.

An Essential Guide to Landing -- and Keeping -- Your first Hollywood Job A position as an assistant to a producer, agent, director, studio executive, or star can be the path to a fabulous career -- or a one-way ticket to hell. How can the aspiring Hollywood assistant quickly learn the inside track to success while avoiding the land mines? It's All Your Fault is the answer. Written by two former Hollywood assistants who've been there and done that, It's All Your Fault is bursting with hard-earned advice, from figuring out who's who and who isn't to sex, drugs, and other work-related issues. Filled with outrageous anecdotes and countless celebrity stories, It's All Your Fault proves an indispensable addition to the nightstand of every wannabe Hollywood mover and shaker.

The Definitive Personal Assistant & Secretarial Handbook A Best Practice Guide for All Secretaries, Pas, Office Managers and Executive Assistants Kogan Page Limited

Time to Relax

The CEO's Secret Weapon

The Definitive Executive Assistant and Managerial Handbook

Settle for Best

Exceptional Executive Office Management

Advances in Design and Digital Communication

Griffin's Feather

Assistant, you are a leader. As an assistant, you constantly face obstacles that hold you back from accomplishing your career goals. Whether it's a job change, shifting deadlines, a micromanaging executive, a toxic co-worker, a high-pressure project, or an intense negotiation with a vendor, the administrative profession is not for the faint of heart. If you're looking to maintain the status quo and be "just an assistant," this book is not for you. But, if you want the confidence and ability to conquer the challenges that most try to avoid, then you're in the right place. The Leader Assistant outlines four pillars—embody the characteristics, employ the tactics, engage in relationships, and exercise self-care—that will help you rediscover your passion for the profession and become a confident, future-proof, game-changing Leader Assistant. If you neglect even one pillar, you'll head for burnout, stagnation, and anonymity. You are meant for so much more. Are you ready to be the Leader Assistant the world needs?

This book reports on research findings and practical lessons featuring advances in: digital and interaction design; graphic design and branding; design strategies and methodologies; design

education; society and communication in design practice; and other related areas. Gathering the proceedings of the 4th International Conference on Digital Design and Communication, Digicom 2020, held virtually on November 5-6, 2020, the book describes cutting-edge perspectives on and analysis of and solutions to challenges digital communication is currently presenting to society, institutions and brands. It offers a timely guide and a source of inspiration for designers of all kinds, including graphic, digital and web designers, UI, UX and social media designers, and to researchers, advertisers, artists, and entrepreneurs, as well as brand or corporate communication managers.

The National Book Award winning history of how racist ideas were created, spread, and deeply rooted in American society. Some Americans insist that we're living in a post-racial society. But racist thought is not just alive and well in America -- it is more sophisticated and more insidious than ever. And as award-winning historian Ibram X. Kendi argues, racist ideas have a long and lingering history, one in which nearly every great American thinker is complicit. In this deeply researched and fast-moving narrative, Kendi chronicles the entire story of anti-black racist ideas and their staggering power over the course of American history. He uses the life stories of five major American intellectuals to drive this history: Puritan minister Cotton Mather, Thomas Jefferson, abolitionist William Lloyd Garrison, W.E.B. Du Bois, and legendary activist Angela Davis. As Kendi shows, racist ideas did not arise from ignorance or hatred. They were created to justify and rationalize deeply entrenched discriminatory policies and the nation's racial inequities. In shedding light on this history, *Stamped from the Beginning* offers us the tools we need to expose racist thinking. In the process, he gives us reason to hope.

Creative Stress reveals with precision how we can and must transmute negative stress so that we can evolve individually and collectively. It offers the reader a steady climb to the higher reaches of human creativity and fulfillment, and is packed with compelling stories from O'Dea's exceptionally rich experience.

Agile Management for Software Engineering Complete Self-Assessment Guide

How to Write Your Physician Assistant Personal Statement

Executives and Assistants Working in Partnership

My Friend Ella

The Leader Assistant: Four Pillars of a Confident, Game-Changing Assistant

The Definitive Executive Assistant & Managerial Handbook

A Best Practice Guide for all Secretaries, PAs, Office Managers and Executive

This quantitative approach integrates the basic concepts of mechanics and computational modelling techniques for undergraduate biomedical engineering students.

The New Executive Assistant is a guide for EAs and their executives, designed to help them reconsider the EA role and look at it in a new light. The premise is simple: the more effective the EA, the more effective the executive ... and the more effective the organisation.

A close friend and business manager for the legendary group portrays the personal lives of the members of the Beatles, from their youth in Liverpool to their rise to success in the world of pop music to the death of John Lennon in 1980. Reprint.

The Definitive Personal Assistant and Secretarial Handbook is the ultimate guide for all management assistants, PAs, secretaries and executive assistants. Written by a former Times Crème PA of the Year, it deals with every aspect of these vital administrative roles and the necessary skills, including: relationship management, communication and confidence, the secrets of body language, listening and questioning skills, coping with pressure and stress, dealing with difficult people, time management and personal organization. The Definitive Personal Assistant and Secretarial Handbook is set to become a bible for all assistants world wide. Comprehensive and accessible, it will help you to maintain a professional image and achieve resounding success. To access all additional resources for this book, visit

<http://www.koganpage.com/resources/pash>

An Insider's Story of the Beatles

Concepts and Computation

The Definitive Personal Assistant & Secretarial Handbook, 2nd Edition

The Definitive Personal Assistant & Secretarial Ha

A Professional Guide to Leadership for all PAs, Senior Secretaries, Office Managers and Executive Assistants

Its All Your Fault

A Celebrity Assistant's Secrets to Working With Any High-powered Employer

From best-selling author and expert Sue France, *The Definitive Executive Assistant & Managerial Handbook* is the ultimate guide for anyone who wants to take their career development to the next level. Placing special emphasis on personal leadership development as well as practical skills, you will learn how to manage a small team, climb the career ladder to gain more responsibility, negotiate effectively and confidently manage a project. It will teach you how to recruit and induct staff, make decisions fairly and consistently, build a productive team and environment and get noticed at work. For ambitious Assistants who want to continually improve their skills, *The Definitive Executive & Managerial Handbook* is an indispensable guide, helping you to maintain your professional image and achieve resounding success.

You've finally finished your personal statement and it's perfect! There's just one thing to consider before hitting the "send" button - will it meet the admission team's expectations? How will you know? CASPA guidelines are vague - "Write a brief statement expressing your motivation or desire to become a physician assistant." School websites aren't generally more helpful. Do they want to hear that you've dreamed of becoming a PA since you were five and loved your toy stethoscope? Are they interested in your volunteer work at a homeless

shelter? Will it help that you've been a science nerd since 9th grade Biology? How should you tell your story? Should it read like a textbook, a novel or something in between? The fact is there hasn't been much guidance. Until now. Admissions directors and faculty from PA programs across the country have shared their thoughts on personal statements - what they hope to see, what they wish they'd never see, and tips to make an essay shine. When compiling this book, we realized that access to insider information is just the first step to writing a winning personal statement. That's why we teach you everything you need to know about essay writing, from form to finesse, with step-by-step tips and examples. This is your all-in-one guide to writing the ideal personal statement for Physician Assistant programs anywhere in the country.

"Fascinating.... Lays a foundation for understanding human history."—Bill Gates In this "artful, informative, and delightful" (William H. McNeill, New York Review of Books) book, Jared Diamond convincingly argues that geographical and environmental factors shaped the modern world. Societies that had had a head start in food production advanced beyond the hunter-gatherer stage, and then developed religion --as well as nasty germs and potent weapons of war --and adventured on sea and land to conquer and decimate preliterate cultures. A major advance in our understanding of human societies, *Guns, Germs, and Steel* chronicles the way that the modern world came to be and stunningly dismantles racially based theories of human history. Winner of the Pulitzer Prize, the Phi Beta Kappa Award in Science, the Rhone-Poulenc Prize, and the Commonwealth Club of California's Gold Medal.

A game-changing framework for self-discovery, personal branding, marketing and online authority building by notable personal brander and online business builder Rachel Gogos. Whether you're an entrepreneur starting a business, an author, coach, small or medium-sized business owner looking to build your brand, or a marketer or innovator with a DIY spirit, "Build Your Personal Brand" will walk you through unearthing your essential self, connecting it to work you're proud of, and letting the world know who you are and what you have to offer. In this new guide, Rachel Gogos, Founder, and CEO of brandiD—a soulful personal branding and web development agency— unveils her SOULiD framework to help new and existing business owners take their brands from unknown to known. Walking through this personal branding framework will expand your self-awareness, help boost your confidence, and increase your clarity in communicating what you do, whom you do it for, and why your ideal customers need to work with or buy from you. Whether you sell your own intellectual property, a product, or a service, this book will show you how to shift how you present yourself online, and amplify it in a way that creates a thoughtful, honest connection with the people you should reach. In this easy-to-use guide, Gogos shares insight, research, exercises, and helpful examples that teach you: - The steps to identifying your voice - How to project your personal brand in a way that feels aligned with your personality- How to differentiate yourself from competitors in one-of-a-kind ways - Who your ideal customer is, and how to write their story- How to identify your product and the market it can serve best- Why setting and writing your goals actually helps you reach them- How your brand touchpoints can grow your business- The step-by-step approach to creating your marketing plan Gogos has worked with and taught hundreds of entrepreneurs, innovators and experts from all over the world through one-on-one services, workshops, and speaking engagements. If you want to build a business and serve others in a way that sets you apart from the crowd, this workbook will guide you down your chosen path. Visit www.thebrandiD.com to learn more.

A Practical Guide to Managing the Hurtful Behavior of Others (and Maybe Your Own)

The Ultimate Guide to Leveraging Your Appearance to Be Happier, More Successful, and Less Stressed

Ugly Christmas Sweater Party Book

Build Your Personal Brand

The Assistant

The Definitive Guide to Getting Your Ugly On

A Practical Guide to Becoming a Super-Efficient Personal Assistant

What does every mile mean to you? When you hit the trails, the road, the track or the treadmill, what does each mile mean? A group of runners and walkers from around the world share their stories as they let us know what every mile matters means to them. Get ready to be inspired.

Entrepreneurs often suffer from "superhero syndrome"—the misconception that to be successful, they must do everything themselves. Not only are they the boss, but also the salesperson, HR manager, copywriter, operations manager, online marketing guru, and so much more. It's no wonder why so many people give up the dream of starting a business—it's just too much for one person to handle. But outsourcing expert and "Virtual CEO," Chris Ducker knows how you can get the help you need with resources you can afford. Small business owners, consultants, and online entrepreneurs don't have to go it alone when they discover the power of building teams of virtual employees to help run, support, and grow their businesses. *Virtual Freedom: How to Work with Virtual Staff to Buy More Time, Become More Productive, and Build Your Dream Business* is the step-by-step guide every entrepreneur needs to build his or her business with the asset of working with virtual employees. Focusing on business growth, Ducker explains every detail you need to grasp, from figuring out which jobs you should outsource to finding, hiring, training, motivating, and managing virtual assistants. With additional tactics and online resources, *Virtual Freedom* is the ultimate resource of the knowledge and tools necessary for building your dream business with the help of virtual staff.

Start living (and dressing for) the life you've always wanted! Do you want a 7 figure salary, less stress in your life, or simply a sense of purpose? No matter what your goals are, having a strong, well presented personal brand, is vital! You would never pull a diamond ring out of a greasy sack to propose to your loved one, so why would you ever think about dressing the incredible person that you are in anything less than your best? Your character traits, accomplishments, and experiences are all part of your personal brand and they are worth much, much more than an engagement ring, so give them the packaging they deserve. In *Dressing Your Personal Brand*, Leslie Friedman walks you through the fundamentals of personal branding before showing you how to use your brand and your appearance to achieve your goals. Equal parts entertaining and informative, fashion smarts and branding advice, *Dressing Your Personal Brand* will help you uncover the diamond within and dress it to success! In this book, you'll discover: ->How to identify and develop your personal brand ->How to change the way you're perceived by others...simply by changing your clothes! ->How to

master the art of body language to get what you want ->How to set life goals and find a job you'll really love ->How to easily and practically reduce stress at home ->How to survive (and thrive!) during tough transitional times ->And much, much more! Dressing Your Personal Brand: The Ultimate Guide to Leveraging your Appearance to be Happier, More Successful, and Less Stressed is a practical guide to developing your personal brand and then dressing it for ultimate success. Along with easy to follow advice, you'll find helpful worksheets and an action plan to help you get started becoming the person you've always wanted to be. If you're ready to take your life in your own hands and start living a truer, more fulfilled life, purchase this book today!

This book is the ultimate guide for all administrative professionals, PAs, secretaries and executive assistants. Written by an award-winning personal assistant, it deals with various aspects of these administrative roles and the skills required by them, including: relationship management, communication, confidence, the secrets of body language, listening and questioning skills, coping with pressure and stress, dealing with difficult people, time management and personal organization.

The Definitive Oral Biography

Creative Stress

Leadership for PAs, Executive Assistants, Senior Administrators and Office Managers

A Star Is Bored

Proceedings of the 4th International Conference on Design and Digital Communication, Digicom 2020, November 5–7, 2020, Barcelos, Portugal

The Definitive Personal Assistant & Secretarial Handbook

The Definitive Guide to Soul-Based Marketing

Three of CouchDB's creators show you how to use this document-oriented database as a standalone application framework or with high-volume, distributed applications. With its simple model for storing, processing, and accessing data, CouchDB is ideal for web applications that handle huge amounts of loosely structured data. That alone would stretch the limits of a relational database, yet CouchDB offers an open source solution that's reliable, scales easily, and responds quickly. CouchDB works with self-contained data that has loose or ad-hoc connections. It's a model that fits many real-world items, such as contacts, invoices, and receipts, but you'll discover that this database can easily handle data of any kind. With this book, you'll learn how to work with CouchDB through its RESTful web interface, and become familiar with key features such as simple document CRUD (create, read, update, delete), advanced MapReduce, deployment tuning, and more. Understand the basics of document-oriented storage and manipulation Interact with CouchDB entirely through HTTP using its RESTful interface Model data as self-contained JSON documents Handle evolving data schemas naturally Query and aggregate data in CouchDB using MapReduce views Replicate data between nodes Tune CouchDB for increased performance and reliability

An indispensable guide to understanding?and living or working with?people whose behavior leaves you frustrated and confused. We all have people in our lives who frustrate, annoy, or hurt us: workplace bullies, those who always claim to be right, or those with anxious or obsessive personalities. And most of us hurt others occasionally, too. Now, authors Dr. Helen McGrath, a clinical psychologist and professor, and Hazel Edwards, a professional writer, offer this highly readable, extremely practical guide to dealing with the difficult personalities we encounter every day?in others, and in ourselves. Taking the American Psychiatric Association's widely used Diagnostic and Statistical Manual of Mental Disorders (DSM-IV-TR) as its starting point, Difficult Personalities helpfully outlines over a dozen different personality traits and types, detailing their common characteristics and underlying motivations. It also equips readers with numerous strategies for dealing with difficult behavior, including: • Anger and conflict management • Optimism and assertion training • Rational and empathic thinking • Reexamining your own personality. Readers will also benefit from sections on making difficult decisions and maintaining romantic relationships. Perfect for anyone who has ever wished that other people came with a handbook, Difficult Personalities illuminates the personality differences that so often serve as barriers to cooperation in the workplace and harmony at home. Praise for Difficult Personalities "A no-frills resource that is both easy to understand and highly informative.... McGrath and Edwards have avoided scientific jargon and created a handbook people can put to use immediately. There's nothing difficult about this book, except for the subject it gracefully explicates."—Publishers Weekly

The No1 Best Seller for Secretarial and Office Skills on Amazon UK. A fantastic learning and development book for Personal Assistants, Executive Assistants, Office Managers and Admins.

Marcus Barber is an immortal Roman Centurion working for the deities of the ancient world as a bounty hunter in modern-day San Antonio.

The Definitive Guide to Success

Stamped from the Beginning

Virtual Freedom

Satisfy the Winner You Were Born to Be

A Best Practice Guide for All Secretaries, PAs, Office Managers and Executive Assistants

A Best Practice Guide for All Secretaries, Pas, Office Managers and Executive Assistants

The Definitive History of Racist Ideas in America

Definitive in every way, Ugly Christmas Sweater Party Book includes the history of the event, how to throw the perfect party, what to wear, and how to judge the all-important ugly Christmas sweater contest. But most important, Ugly Christmas Sweater Party Book is packed with more than 100 hilarious, full-color photos of outrageously ugly Christmas sweaters, including Scarf Face, Wreath Witherspoon, and Ryan Treecrest. It's a must-have for the millions who plan to throw or attend an ugly Christmas sweater party, and a sidesplitting look at the funniest, craziest, most unbelievable holiday sweaters you can imagine—authorized by Team Ugly, the recognized experts on ugly Christmas sweater parties. Praise for Ugly Christmas Sweater Party Book: "Part party primer, part not-so-tongue-in-cheek appraisal of holiday sweater fashion, this title delivers on both aspects." —Library Journal

Be the Ultimate Assistant