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Using Microsoft Office Outlook

2007 To Get Organized And
Stay Organized Inside Out

**Take Back Your Life
Using Microsoft
Office Outlook 2007
To Get Organized
And Stay Organized**

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Inside Out

Women's lives often "spin out of control" in midlife due to divorce, career transitions, grief, relationship changes, overeating, empty nest, job

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***loss, retirement, relocation,
caregiving, menopause, and
other health challenges. Take
Back Your Life: A No
Nonsense Approach to Health,
Fitness & Looking Good
Naked! offers women, aged***

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40-55, who want to look and feel better about their bodies, a 90-day guide to regaining control of their bodies and their outlook. Wendy Ida guides women from hopelessness to getting the

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***body they want with her
3-pronged approach to fitness,
nutrition, and outlook.***

***Are you tired of feeling like a
prisoner in your own body? Do
you want to find some hope
and be free of fibromyalgia***

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***symptoms and pain? A
fibromyalgia patient herself,
author and Fibromyalgia
Coach, Tami Stackelhouse,
has gone from disabled to
thriving. In this book, you will
learn how to Take Back Your***

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Life using the techniques and strategies Tami has used to get well. More than just a lifestyle or self-management guide, this is a concise reference book woven with Tami's own fibromyalgia story.

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This book is a page-by-page survival guide for the action-oriented fibromyalgia patient who wants to feel better as quickly as possible. It's written for the patient overwhelmed with a new fibromyalgia

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***diagnosis and for the fibro-
veteran who is stuck and
needing new ideas. It is also a
great resource for the caring
family members and support
team of anyone suffering with
fibromyalgia. In this book,***

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***Tami discusses what it means
to have a fibromyalgia
diagnosis, from the
perspective of someone living
with it daily. She will show you
how to: * Stop the pain. *
Increase your energy. ****

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Improve your quality of sleep.

**** Work with your doctor. * Help
yourself heal. * Bring more joy
into your life.***

***Describes how to balance
personal and professional
commitments by using***

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Microsoft Outlook.

Did you know that God wants you to have amazing sex? Join pastor Levi Lusko for a unique and compelling understanding of the power and the pleasure attached to God's plans for

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***relationships. There is nothing
more powerful on earth than
the forces of love, sex, and
romance. In fact, relationships
are a matter of life-and-death
importance. But as apps like
Tinder foster no-strings-***

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***attached sexual encounters,
sex is being stripped of any
emotional or spiritual
significance. So how can you
train today for the relationship
you want tomorrow? In Swipe
Right, Levi Lusko shares with***

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***raw honesty from his own life
experiences and God's Word
how to: Resist settling for
instant pleasure by
discovering what your heart
really longs for Learn how to
avoid and treat sexual scars***

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***by careful living today Regret-
proof your marriage bed and
your deathbed Transform a
stagnant marriage by trading
predictable nearness for mind-
blowing intimacy With equal
parts prevention and cure, the***

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***book is not just a list of rules
to live by but something to live
for: God's powerful plan for
our lives. To get there we must
learn how to swipe right—to
live up in a left, right
world—because what we do***

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with sex and romance is one of the most important choices we'll make. God's dreams for your life are not intended to kill your joy but to enhance it. Whether you're fed up with dating and hooking up as

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***usual, tired of being single,
numb because of porn and
casual sex, or curious about
how to improve your marriage,
this book is for you.***

***Manage Emotions and Take
Back Your Life with***

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***Acceptance and Commitment
Therapy***

Radical

Swipe Right

***10 Choices to Give You More
Time, More Energy, and Better***

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2007 To Get Organized And
Relationships
Stay Organized Inside Out
Five Books Compiled Into
One, Creating Your Own
Reality and Understanding
Your Powers Within
The Menus, Recipes, And
Shopping Lists To Bring Your

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2007 To Get Organized And
Family Back To The Table
Stay Organized Inside Out

When Sherry marries and moves to a small town in East Tennessee, she is madly in love and excited about starting her new life with her handsome new husband. Her happiness is soon

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shattered when he reveals himself to be a controlling tyrant with a hair trigger temper. With no job, no money, and no place to go, she feels powerless, trapped in a marriage she now believes is doomed. Feeling she

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has no other option, she finds a
job in her new town and settles
into married life. In the years that
follow, Sherry's work, new
friendships and the burgeoning
women's movement help her find
her voice. Guided by a new-

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found strength and a deepening sense of self, she challenges her husband's rigid control of her. Up until that time, his abuse had been emotional and psychological, but a night of physical violence leaves her

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battered and bruised. Her spirit nearly broken, she struggles to find the courage to give up everything for freedom and an uncertain future.

WHAT IS JESUS WORTH TO YOU? It's easy for American

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Christians to forget how Jesus said his followers would actually live, what their new lifestyle would actually look like. They would, he said, leave behind security, money, convenience, even family for him. They would

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abandon everything for the
gospel. They would take up their
crosses daily... BUT WHO DO
YOU KNOW WHO LIVES LIKE
THAT? DO YOU? In Radical,
David Platt challenges you to
consider with an open heart how

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we have manipulated the gospel to fit our cultural preferences. He shows what Jesus actually said about being his disciple--then invites you to believe and obey what you have heard. And he tells the dramatic story of what is

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happening as a successful"
suburban church decides to get
serious about the gospel
according to Jesus. Finally, he
urges you to join in The Radical
Experiment -- a one-year journey
in authentic discipleship that will

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transform how you live in a world
that desperately needs the Good
News Jesus came to bring.

(From the 2010 edition)"

Take control of the unrelenting e-
mail, conflicting commitments,
and endless interruptions—and

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take back your life! In this
popular book updated for
Microsoft Office Outlook 2007,
productivity experts Sally
McGhee and John Wittry show
you how to reclaim what you
thought you'd lost forever—your

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work-life balance. Now you can
benefit from McGhee

Productivity Solutions' highly-
regarded corporate education
programs, learning simple but
powerful techniques for
rebalancing your personal and

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professional commitments using Outlook 2007. Empower yourself to: Clear away distractions, tie up loose ends, and focus on what's really important to you. Take charge of your productivity using techniques designed by McGhee

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Productivity Solutions and implemented by numerous Fortune 500 companies. Balance your home and work priorities by exploiting the enhanced productivity, organizational, and search capabilities in Outlook

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2007 To Get Organized And
Stay Organized Inside Out
2007. Go beyond just coping and
surviving to taking charge of your
time—and transform your life
today! PLUS—Get a quick
reference poster to McGhee
Productivity Solutions' proven
methodology for managing

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Stay Organized Inside Out

Do you find yourself missing out on those "in the moment" moments? Do you find yourself continually making sure you are "photo-ready?" Do you find days seem to zoom by with nothing to

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show for? Are you affected by what people post, like, or comment on when it comes to your social media presence? Is clout something that matters to you? Chances are if you have said yes to any of the following,

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you may be spending more than
the average amount of time
online and on social media.

There is a fine line between a
healthy dose and an overdose.
In this book, I share with you the
research that looks at the

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emotional, psychological, and
physical impact social media
anxiety and addiction have, as
well as how to take a step back
from being connected.

Remember, we have one life to
live, and if we continue to live

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through our smart devices, it does not matter how many photos, videos, or tags we get, because we won't have lived it. We will have let life pass us by, and we would have allowed those precious moments to be a

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memory. Who is this book for?

Someone eager to learn about what it means to be addicted to social media. Someone who wants to step back and regain control over their devices.

Someone who wants to detox

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their brain! Someone who feels
anxious about being separated
from their social media accounts.
It may seem bizarre to think an
inanimate object could control
us, but look around you, and how
many people do you see glued to

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their phone? Stop and smell the roses with my book; I am sure you will find a moment of peace, clarity, and freedom from your smart device. If you are ready to take control, turn the page and start your journey!

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Social Media Anxiety and
Addiction

Take Back Your Time

Reboot Your Life

The ACT Workbook for Anger

Take Back Your Power

Stop Walking on Eggshells

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Taking Your Life Back When
Someone You Care About Has
Borderline Personality Disorder
OK, so we have MS. So what? We
can't change it! We can't cure it,
yet, I believe that changing our
lifestyle habits in regards to how

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and what we eat, how we adapt and overcome the stresses in our lives (and our state of mind)and always staying as active as we can be, can help us a great deal. I believe that mind, body and food can help us face and recover much

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quicker or maybe hopefully help prevent any further attacks or at least time in between them. We never know when another attack will come, ultimately our goal is to never have another one. MS has already taken so much from us-I

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think we can all agree on peace of mind at least-why give it anymore? We are not as weak and as hobbled as some of think we are, or other people think we are. Sitting there whining and complaining makes us! I am there with you and I have

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been for 10 years, but today is a NEW DAY. Today is the day that we are going to be prepared for whatever it brings. Do you know why? Because we can have control of our lives day by day. Sitting at home feeling scared and sorry for

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ourselves will not help us (it actually makes us more susceptible to an exacerbation) and no fun to be around. Yes, it is hard. No, it's not fair, but life goes on and we can spend today being a "victim" or start living for tomorrow now. How

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are we going to take back control of our lives? We are going to take back what we can control, letting go of what we cannot. We are going to become as healthy as we can be, mentally and physically. We cannot control our MS but we

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can make ourselves as strong possible so that we can fight back with attitude. When and if the day comes where it wants to pop in to say "hello" we will slam the door shut Our MS is apart of us. It always will be, but I refuse to sit on

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the sidelines and just wait. It has changed our lives and we can use that as an advantage, since we are already having to accommodate to life with MS, why not just kick start a new version of the life we choose. The first step to taking back

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control of our lives is acceptance.

We need to accept that we cannot change our circumstances and with that and the understanding that life goes on and we need to go with it. We are not afraid of living our lives anymore, we are not afraid of

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tomorrow. Starting today, we are
taking control of what we CAN
control!

Take Back Your Life! Using
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Get Organized and Stay
Organized Microsoft Press

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A much-needed, comprehensive program for managing anger in a world of triggers, trolls, and outrage. Everyone gets angry from time to time. Anger is a natural human emotion, but it can often boil over and wreak havoc in your

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personal and professional life. If you struggle with chronic, uncontrollable anger, you need help now—especially in these times of increasing volatility. This workbook can get you started. Written by renowned acceptance

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and commitment therapy (ACT) experts, The ACT Workbook for Anger offers a comprehensive anger management program designed especially for navigating the current social and political climate. You ' ll discover the secret

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to unlocking your capacity for acceptance, mindfulness, kindness, and compassion. You ' ll also learn to apply these newfound skills to break anger ' s stranglehold so you can pause, take a deep breath, and create the space you need to react

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in a more thoughtful way.

Managing anger has never been
more challenging. Everywhere you
look, people are on edge and
volatile. This book will show you
how to navigate these challenging
times with kindness and

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compassion for yourself and
others.

"A poignant and necessary book for all women who live in fear in their own homes." —Library Journal A controlling or abusive partner can break even the strongest

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person—unless you know what to look for. Written by an expert in intimate partner abuse and based on her highly successful recovery program for women with controlling partners, this book will give you the strength, courage, and

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strategies you need to acknowledge the problem and stand up for yourself once and for all—whether you stay or leave the relationship. If you have a controlling partner, you aren't alone. Millions of women suffer

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psychological abuse at the hands of a spouse or intimate partner during some point in their lives, not fully seeing or knowing what is happening to them. Research shows that psychological abuse affects women ' s overall well-

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being more than physical abuse, is a bigger contributor to inducing fear, and can be a precursor to violence. To make matters worse, having a controlling partner often results in hidden injuries like anxiety, depression, low self-

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esteem, trauma, and low self-
efficacy—feeling like you can't
make a difference in your life. So,
where can you turn for help? Based
on over a decade of clinical and
domestic abuse research, *Women
with Controlling Partners* will help

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you identify the coercive constraints that can be predictive of intimate partner abuse, recognize the harmful effects of psychological abuse on your mental and physical health, and gain the personal strength and

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power to break free. Using the author ' s three-stage recovery model, you ' ll be empowered to move out of denial, deconstruct what holds you psychologically captive, and take back your life. Abuse can be devastating, and

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having a controlling partner can make you feel crazy—and as if you 're the one responsible. But you 're not crazy, and you 're not to blame! With this important, one-of-a-kind recovery process, you 'll finally find the clarity of mind,

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courage, and strength to protect yourself from the hurtful control that damages your mental and physical health, and move toward a safer and happier life.

Own Your Time, Take Back Your
Life

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10 New Rules for Women at Work
3 Steps to Your Full Potential
A Caregiver's Guide to Finding
Freedom in the Midst of
Overwhelm
How Simple Daily Actions Can
Change Your Life

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How Will You Measure Your Life?

(Harvard Business Review Classics)

Organized by season,
provides nutritious recipes,
side dish tips, cooking
hints, shortcut techniques,
meal planning advice, and an

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itemized grocery list
arranged by product.

In *Stop Sabotaging Your
Life: 3 Steps To Your Full
Potential*, acclaimed life
coach Bruno LoGreco shares
his simple path to achieving
healthy mental and emotional

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independence. How many times
have you caught yourself
thinking something like
this?: I'm not enough—good
enough...smart enough...good
looking enough...successful
enough.... LoGreco says we
sabotage our lives by

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focusing too much on being what others want us to be and do, and not spending enough time listening to our own hearts and minds. Some people try to find self-acceptance and contentment through counseling, but end

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up trapped on the therapy treadmill. Others try to go it alone, but still end up in a tiresome process of navel-gazing that never leads to personal fulfillment. LoGreco offers a three-step plan to help

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you reach your own
potential; self-awareness
(recognize what you have
been doing, and why);
rebuilding values (learn a
different way to do things);
and reach your full
potential (identify

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opportunities and set meaningful goals). You will learn to leverage your strengths to stop chasing illusions and work toward achieving your dreams. LoGreco doesn't claim his book will cure

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everything that ails you. As he says, "There is no secret formula, no magic pill that will make you happy, productive, and successful. You must challenge your beliefs and take back control of your choices.

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Don't just think outside the box—break out of it altogether." What clients and readers are saying about life coach, mentor, and motivational speaker Bruno LoGreco: "As a divorced mother of three, I've

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encountered many obstacles, mostly personal ones within myself. I wondered why I kept repeating the same patterns with the men I was dating and why it always ended badly, usually with me being hurt, and questioned

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what 'I' was doing wrong.

Bruno taught me how to love myself again, how to respect myself and above all else, BELIEVE in myself.... Bruno saved me from my self-destructive patterns.

Without his help, I wouldn't

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be the confident woman I am today. I am a better mother for that."— Cristina "The world is filled with very successful executives who for decades focus every waking minute on professional accolades and

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professional development
[only to] realize they

haven't take the time out to
focus on personal
development in terms of a
better balance in life,
being in touch with their
spiritual side and inner

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self, and even the fun side
of life. That would describe

me in the past.... I came
across Bruno, and I knew he
was the man. His personality
exudes authenticity and
geniality. The man simply
knows his stuff, has this

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uncanny ability to read
between the lines, and zero

in instantly on underlying
triggers. His structured
approach steers you to
address issues head on;
challenges you to challenge
yourself; opens your mind;

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helps you understand behaviors, experiences and patterns; gets you in touch with yourself; fuels a sense of purpose and passion; and escorts you to chart a new course to life. He never judges, but relentlessly

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encourages and empowers you.
He's truly a brilliant,
genuine and a humane person
with an infectious
enthusiasm to make you seize
your inborn potential."

—Adrian "If I had to sum up
my experience with Bruno in

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one word, it would be
'awakened. Bruno helped me
see life from a different
perspective, which is what I
needed, but most
importantly, he showed me
how to do that myself
without being dependent on

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him.... Bruno got me to step
outside of my comfort zone

and do things I normally
wouldn't have done
otherwise, which is
undoubtedly the key to
growth." —Blaine

While productivity and time

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management expert Brian Tracy has been writing bestselling books and giving seminars on these topics for well over thirty years, the challenge of remaining optimally productive in our modern world has never been

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greater. How can this be? We
live in the most

technologically advanced
period of history in the
most technologically
advanced country. With the
advent of mobile phones,
killer apps, internet speeds

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that stagger the
imagination, and nearly any

bit of information,
products, and solutions only
one click away, how can it
be that remaining optimally
productive is such a
challenge for so many? In a

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word: DISTRACTION. Many of
us spend precious time

focusing on the incessant e-
mails, texts, notifications,
ads, etc. that seem

important—even urgent—to our
success and happiness, but,
in reality, only complicate

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our lives and take us even
further from our goals.

Brian addresses this
challenge of distraction in
its many forms and shows you
how to “feed your focus” on
a daily basis. You will
learn: • Productivity

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Promises and Pitfalls in our
Modern Age • The Psychology
of Productivity • The Best
Productivity Methods Ever
Conceived • How to End
Procrastination Once and For
All • Productivity and
Relationships: Where it

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Applies and Where It Doesn't
Look for these other books

by BRIAN TRACY

Entrepreneurship • Make More
Money • The Science of
Influence • The Science of
Money • The Science of
Motivation

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The FAT Theif is a gateway.

It is a short book of 200 pages, about half of those pages being illustrated, a two to three hour read, delivered with humor, compassion and reason.

Despite its brevity, it

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covers all the bases. It tells you what to do, how to do it and most importantly, why you should do it. There is always room for growth beyond the boundaries of the book but The FAT Thief tells you where to start. For

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maximal impact, there is
supplemental bonus
information available at no
additional charge through
the online access point,
FatThief.com where
instructional videos,
articles, tools and tips

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will re-enforce the material
presented in the book. The

multiple formats of the
information available to the
reader will increase the
effectiveness of the
program, which can be
loosely described as: read

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the book, follow the
instructions and guidelines

in the appendices, watch
three 20-minute videos that
correspond to the book, and
then follow along and remain
engaged in the available and
ongoing community support

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systems. The entire focus of the program is built upon three primary arguments made to the reader, which the author refers to as arrows: Truth, Reality, and Belief--the truth of how your body handles energy and

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that obesity is stealing
life, the power you have to
self-select your own
reality, and the empowerment
derived from both a belief
in self as well as the
Divine. The strategy of The
FAT Thief is uncommon. The

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written and online material
is delivered in a unique

combination of text and
illustrations, humor and
emotion, with the goal of a
multi-sensory experience to
maximize and increase the
transmission of knowledge,

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motivation and desire to the reader. The presentation of the material and suggested guidelines and interventions are built upon the framework of cognitive behavioral therapy principles with the underlying purpose to

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stimulate the reader to
change their thoughts and
thereby change their world.

All that is required of the
reader is the courage to
start.

Take Back Your Life

The Life-and-Death Power of

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Sex and Romance

Freedom and Recovery from

Cults and Abusive

Relationships

Women with Controlling

Partners

Take Your Life Back

Bring Back Your Spark

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***"Not from God" is a book
we all need to read as a
reminder of the power
God gives us to take our
thoughts captive and
recognize what is and***

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what is not from Him.

*Kaitlin uses God's truth
to help us make it
through the darkness to
get to the light. If you
need another weapon to
put in your arsenal for*

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***the good fight, "Not
from God" is a strong
one.***

***Have you ever felt like
you were stuck in a loop
of fear and failure?***

Have you ever looked in

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***the mirror and felt like
a stranger was staring
back at you? You are not
able to see your
limitless potential when
you are focused on your
limiting beliefs. In***

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***this book, Linda Krauss
Barnett shares the
trials and tribulations
that led her to a full
Life Reboot. This book
will guide you to
unravel your personal***

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***chaos so that you may
gain clarity and reclaim
your passion for life.
When you realize that
your life is not working
out the way that you
thought it should, you***

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***must REBOOT the system
and reconnect to the
life that you have
always dreamed of.***

***REBOOT Your Life is a
compact and easy to read
guide that uses life***

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***experience and an easy 3
step process to help you
unlock your power and
get out of your own way.
It's time to end your
chaos. Deep down inside
of you is the woman you***

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***dream of being and
showing up as each day.
But she is so buried
beneath her roles and
responsibilities that
she can not catch her
breath and find her***

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***voice. This book will
help you find her once
again. Linda Krauss
Barnett felt called to
write this book when she
realized that she was
not the only mother that***

had lost her sense of personal identity. She was all consumed in her roles of wife, mother and daughter. She realized that it is common for women to give

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***more than they take, and
to hide when they should
shine. She realized that
it's become the new
normal to feel drained
and devoid of passion.
She also realized it is***

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***her job to eradicate
these beliefs. This book
takes you on a journey
from a failing marriage
and discontentment at
work to a thriving dream
job and a new love with***

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***her husband. Linda's
3-step life reboot
process outlined in this
book teaches you that
when your wheel of life
is spinning out of
control you have the***

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***power to reboot at any
age and at any phase of
life.***

***A REFRESHINGLY SIMPLE
GUIDE TO RECOVER YOUR
LIFE! In Get Your Life
Back, New York Times***

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***bestselling author John
Eldredge provides a
practical, simple, and
refreshing guide to
taking your life back.
By practicing a few
wonderfully simple***

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***practices—or what John
calls “graces”—you can
begin to recover your
soul, disentangle from
the tragedies of this
broken world, and
discover the restorative***

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***power of beauty. Ask
yourself: Are you happy
most of the time? Do you
feel deeply loved? Are
you excited about your
future? How often do you
feel lighthearted? After***

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***reading this book you
will... Learn how to
insert the One Minute
Pause into your day
Begin practicing
"benevolent detachment"
and truly let it all go***

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***Offer kindness toward
yourself in the choices
you make Drink in the
simple beauty available
to you every day Take
realistic steps to
unplug from technology***

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***overload These simple
practices and others are
ready for the taking.***

***You don't need to
abandon your life to get
it back. Begin restoring
your life here and now.***

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***Your soul will thank you
for it.***

***Have you ever had one of
those days . . . ? Let's
face it. Living in this
world can be extremely
challenging. It's hard***

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***enough just to make it
through our days and
years—let alone in a way
we're proud of, living a
life that is pure and
good. Sometimes it all
feels so overwhelming.***

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But here's the good news: As a child of God, you can call upon the Lord, and he will help you take your life back from the daily pressures, worries,

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***habits, and conflicts
you face. In Take Your
Life Back Day by
Day, you'll find 365
Scriptures, inspiring
reflections, and thought-
provoking questions to***

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***help you recognize when
you've reached your
limits allow God to care
for you and comfort you
experience God's freedom
when you are
overburdened and his joy***

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***when you are downhearted
replace the stress in
your life with joy and
peace It's time to take
your life back and live
it for God. Keep your
eyes fixed on him day by***

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**day—because with his
help, you have what it
takes to prevail.**

**You Can End Abuse and
Take Back Your Life
How to Break Up with
Your Phone**

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*2007 To Get Organized And
Stay Organized Inside Out*
**Taking Back Your Faith
from the American Dream
Taking Back the
Narrative of Your Life
Using Microsoft Office
Outlook 2007 to Get
Organized and Stay**

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Stay Organized Inside Out

Organized

Saving Dinner

Recovering from Cults

and Abusive

Relationships

Have you ever wondered why some people seem to have an easier time getting their lives

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together than you? What is it that allows a person to succeed in reaching their potential, while others flounder? Whether you have been in the game of self-development and growth for some time now, or you are in the beginning stages of personal mastery, you won't want to miss this empowering guide from Daniel Walter.

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In Take Back Your Day: How Simple Daily Actions Can Change Your Life, you can discover the abundant power you have to move forward and reach all of your personal goals. In this comprehensive handbook, the author delivers many no-holds-bar strategies in how to take an analytical, rational, and systematic look at what you are

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doing - and more importantly, why you are doing it. As you take this new journey of self-mastery with Take Back Your Day, you will notice a positive change in your thinking process, mindset, and emotional stability. You will discover the following golden nuggets: How mindfulness and understanding personal patterns contributes

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to successes and failures How you can address the 'always on problem' to take back your life A step by step process on how to design goals that are most beneficial to your life How you can maximize daily routines to bolster your limitless creativity and productivity The power of eliminating restrictive thinking and how you can gain an

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upper-hand in personal roadblocks

Stay Organized Inside Out
Compelling ways to improve your

confidence and find true happiness How to
unveil the power of minimalism and what it
can do for your life With Take Back Your
Day: How Simple Daily Actions Can
Change Your Life, you will gain the right
tools to set you on the right path to success.

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Your horizons will be opened up to the kind of holistic success you had always dreamt of. Your journey of self-improvement can start today! Discover the Secrets to Take Back Your Day by Scrolling Up and Clicking the "Add to Cart" Button.

Do you struggle with low energy or poor memory? Discover the simple antidote for

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bringing control back to your life. Do you suffer from a chronic disease? Do you worry about your brain deteriorating with old age? Are your emotions getting the better of you? Retired Professor of Nursing Verla Fortier suffered for years with a debilitating systemic lupus diagnosis that she transformed, with some remarkable research, into the

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restorative power of outdoor greenery. Now she'll show you how just a few hours every month spent in Mother Nature's backyard can completely rejuvenate your life. *Take Back Your Outside Mindset: Live Longer, Prevent Dementia, and Control Chronic Illness* is a well-researched, practical guide to employing exposure to trees, shrubs, plants,

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and grass as a powerful remedy. With simple directed activities, Professor Fortier takes you through the science of improving your health using the great outdoors. You'll learn how increasing time spent out of the house will make you feel renewed like you're on a permanent vacation. In Take Back Your Outside Mindset, you'll discover: The

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specific peer-reviewed evidence showing the potential of open-air healing and how it improves longevity How many hours and times per week you should get out into green areas to maximize your health Why being among plants shifts your nervous system into a more relaxed state Strategies to shift your mindset from fear of failure to

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necessary stepping stones for progress More than a hundred things to do outdoors, practical action steps in every chapter, a companion workbook, and much, much more! Take Back Your Outside Mindset: Live Longer, Prevent Dementia, and Control Chronic Illness is an innovative approach to reclaiming your health out-of-

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doors. If you like alternative approaches, scientific evidence, and naturally occurring free resources, then you'll love Professor Verla Fortier's liberating book. Buy Take Back Your Outside Mindset to breathe in the Earth's healing gifts today!

We all get 24 hours in a day--but it never seems like quite enough time, does it?

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Morgan Tyree wants to help you take back your time with her proven time management system. With energy and enthusiasm, Morgan shows you how to organize and manage your time using her simple three-color time zone system of green, yellow, and red--moxie time, multitasking time, and me time. She shows

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you how to - identify your most productive times each day - regulate between essentials and nonessentials - schedule your three time zones - match your time zones with your capacities - welcome the season of life you're in - set achievable goals that align with your values If you've struggled to find balance and direction in your overloaded life, let

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Morgan's system help you discover the freedom of less hustle and more harmony. It's not about doing more. IT'S ABOUT DOING WHAT MATTERS. As a busy mom with three young kids and a career, #1 national bestselling author Christy Wright knows what it 's like to try to do it all and be stretched too thin. After years of running

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on empty, she realized she had to do something different. It wasn't just a matter of saying no to a few things. She had to figure out why she felt overwhelmed, overcommitted, and out of balance.

Here's what she discovered: Life balance isn't something you do. It's something you feel. The great news is you can feel balanced

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— even in your busy life. In *Take Back Your Time, Christy* redefines what balance is and reveals the clear path to actually achieve it. You'll learn how to: Identify what balance looks like in your unique situation and season. Find confidence in the choices that are right for you. Feel peace even during chaotic times. Learn how to be present for

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your life and actually enjoy it! You weren't created to live busy and burnt out, unhappy and unfulfilled. You shouldn't be haunted by some elusive idea of balancing it all.

There's more for you right now. Today. And it starts with taking back your time the guilt-free way.

Women and Problem Gambling

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Everyday Practices for a World Gone Mad
Getting Free

Find Hope and Freedom from Fibromyalgia
Symptoms and Pain

A 40-Day Interactive Journey to Thinking
Right So You Can Live Right

How to Take Back Control and Achieve

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Your Goals

“I want to have better
relationships . . . but is
it all on me to fix things?”
“This person’s approval
means everything to me. It’s
like it controls me.” “Why
can’t I get free from this

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cycle?" If you find yourself having these feelings, it's time to take your life back. Through personal examples, clinical insights, and spiritual truth, Stephen Arterburn and David Stoop will show you how to overcome

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the habits and history that
are keeping you down—and
take new, positive steps
toward change; heal from the
hurts, setbacks, and broken
relationships that affect
you every day; develop better
boundaries with others in

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your life; stop overreacting
and start responding
appropriately to any
situation or
circumstance; break the cycle
of behavior that harms you
and your relationships; find
the freedom you have longed

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for. Your past and current
circumstances don't have to

define you, and they don't
have to determine the
direction of your life. Take
Your Life Back is the key to
moving from reactive
attitudes and behaviors to

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healthy, God-honoring
responses that will help you
live the life you were meant
to live.

Whether you were sexually
assaulted recently or many
years ago, you do not need
to allow the experience to

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influence your life. You can
recover-- and have your life
back again.

A leadership expert and
author of How to Lead and
Still Have a Life
demonstrates how individuals
can take their lives back

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from the grip of worldly
priorities and lead a

simpler, more fulfilling
life by finding peace
through godly choices.

Original.

Start daily writing and
journalling in the middle of

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your life and create a brand
Stay Organized Inside Out
new ending. The Life Edit
will show you how to use
daily journalling to get
clear on what you want to do
with your life. Use the
writing exercises to work
through an eight-step

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formula to find clarity, set goals and make changes, all by using a daily writing routine.

Inspiration to Live Free One Day at a Time

Taking Back Your Life

MS Warrior: Taking Back Your

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Life After MS

Captive Hearts, Captive
Minds

The FAT Thief TAKE BACK YOUR
LIFE

Live Longer, Prevent
Dementia, and Control Your
Chronic Illness

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2007 To Get Organized And Stay Organized Inside Out **Taking Back Your Life from a Manipulative or Abusive Partner**

Step away from boredom and
reclaim your life Feeling
unfulfilled? Do you dream of a
lifestyle where you can have it all
– good health, wealth, freedom

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and happiness? You're not alone. Upgrade Your Life is your guide to taking the power back and becoming the master of your own fate and that of your business. Author Pat Divilly has worked with an array of small business owners to help them achieve a growing

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business based on purpose, passion and profit whilst also maintaining a healthy work-life balance. Pat offers a practical approach to setting and achieving personal and business goals, understanding that both are necessary in order to succeed in

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life. By promoting personal development and daily success rituals Upgrade Your Life inspires its readers to dream big and not give up in the search for fulfilment. Using the author's own experiences, mixed in with valuable neuroscience research

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and popular psychology, Upgrade
Your Life will help fast-track you
and your business on the road to
success. Learn how to implement
your own game plan of simple
daily steps to achieve your goals
Get tips on creating the perfect
work-life balance Update your

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daily routine to become more
productive Includes a 42-day

success planner to help you stay
on top of your dreams

Up-to-date, guided support to
help women with a gambling
problem achieve the rewards of a
hopeful life, free of addiction Up-

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to-date, guided support to help women with a gambling problem achieve the rewards of a hopeful life, free of addiction Today, more than five million women in the United States struggle with problem gambling, and this number continues to increase as

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casinos, online card rooms, and other venues continue to multiply. In this groundbreaking book, addiction expert Diane Rae Davis, Ph.D., offers women everywhere the support they need to face this debilitating problem and take the necessary

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steps to regain control of their
lives. Offering information on

preventing relapse, finding
support groups, and healing
relationships with loved ones,
Davis uses the most up-to-date
research and methods for
treatment to help women

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gamblers: identify what makes them vulnerable to addiction recognize the costs and consequences of gambling behaviors see what it means to "hit bottom" determine how to begin and continue on the road to recovery using a virtual toolbox of

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techniques Each section of this user-friendly guide highlights real success stories of women who have gone through the same issues and treatment strategies, and who have discovered the rewards of beating a gambling problem and reclaimed hope for

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their lives. Diane Rae Davis, Ph.D., is a professor in the School of Social Work and Human Services at Eastern Washington University. She has researched and written extensively on addiction and recovery, specifically with regard to women in recovery from

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compulsive gambling.

You can't make the world fair, but you can take back your power. As a woman in Silicon Valley who worked her way to the top of the corporate ladder--she's a former VP at Facebook and the current president and CEO of

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Ancestry--Deborah Liu knows firsthand the challenges and obstacles in the workplace that keep the deck stacked against women in the workplace . . . and the ways to overcome them. For every woman who grew up competing on the uneven playing

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field, who is told she is too aggressive, assertive, dramatic, or emotional, this book is the battle cry you need to learn to thrive within the system that exists today, even if it's not the one we wish it were. Take Back Your Power presents both hard

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data and Liu's personal experiences from twenty years as a woman leader in the male-dominated tech industry to help you: Find your voice, learn how to ask, and achieve what you want in a system that isn't fair and wasn't created for you Debunk

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the negative connotations of "power" and harness it for your own success Discover how to be heard, seen, and taken more seriously at work by getting out of your own way Overcome the lie that success is only achieved alone by finding the four types of

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allies you need to reach your goals Become a great leader without losing yourself in the process You have the power to change the future of work for yourself--and for women everywhere.

In the spring of 2010, Harvard

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Business School's graduating class asked HBS professor Clay Christensen to address them—but not on how to apply his principles and thinking to their post-HBS careers. The students wanted to know how to apply his wisdom to their personal lives. He shared

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with them a set of guidelines that have helped him find meaning in his own life, which led to this now-classic article. Although Christensen's thinking is rooted in his deep religious faith, these are strategies anyone can use. Since 1922, Harvard Business Review

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has been a leading source of
breakthrough ideas in

management practice. The
Harvard Business Review Classics
series now offers you the
opportunity to make these
seminal pieces a part of your
permanent management library.

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Each highly readable volume contains a groundbreaking idea that continues to shape best practices and inspire countless managers around the world.

How to Beat Your Inner Dragon
Take Back Your Outside Mindset
Identify Your Priorities, Decrease

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Stress, and Increase Productivity

Get Clarity, Take Back Control
Stay Organized Inside Out

and Create a Fabulous Midlife,

Using Daily Journaling

The Guilt-Free Guide to Life

Balance

Breaking Free from the Trap and

Taking Back Your Life! Detox Your

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Brain!

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The Power of a Half Hour

*Take back your God given
birth right to life.*

*Unlock your full potential
without the opinions of
others. Find your purpose*

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*in life because you are
the only one that can live
your life. Trial and error
is apart of the growing
process, so don't be
afraid to fail or stumble,
remember this is your*

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*journey and you must at
times walk it alone.*

*Paralyzed by anxiety,
fear, and uncertainty? In
this 40-day interactive
journey, discover a step-
by-step process that can*

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*break that cycle. Offering
an action plan and
journaling space for
turning your thoughts into
real change, learn to take
back your life. Every
person has a mission and a*

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*God-given potential to
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impact the world, whether
they recognize it or not.
But life presents
challenges and traps us in
a helpless, hopeless loop
of anxiety and fear. In*

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Take Back Your Life, a
blend of his bestselling
books *Through the Eyes of
a Lion* and *I Declare War*,
join Levi Lusko on an
interactive journey to
equip yourself to become

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*the best version of
yourself. Offering forty
daily challenges to help
you come to terms with the
reality of your internal
battle, learn to take up
the weapons God has given*

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*you and engage in the
fight. With biblical truth
and perspective, this step-
by-step journaling process
will help you: Get out of
your own way by learning
to think right so you can*

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*live right Find purpose by
discovering that God will
do great things with your
imperfect progress Learn
that your pain is not an
obstacle to being used by
God but an opportunity to*

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*be used like never before
This is more than a book.
It's an intimate self-
analysis tool that will
help you recognize what's
weighing you down or
holding you back. This is*

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*a journey to get back the
life you know you were
born for—to change your
thinking so you can change
your living and become the
difference-maker God sees
when he sees you.*

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*People with Borderline
Personality Disorder (BPD)
challenge those close to
them with their often
bewildering mood shifts
and unpredictable
behavior. For those people*

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*who have relationships
with persons with BPD,
whether they be relatives,
friends, spouses, parents,
or children, this book
should prove a godsend. It
delineates the ways in*

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*which borderline
individuals' (BPs)*

behavior and

*communications frustrate
and perplex those around
them but goes further in
articulating specific*

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*strategies that those
close to the person with
Borderline Personality
Disorder (non-BPs, as they
are termed in this book)
can effectively cope with
these kinds of behaviors.*

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----Larry J. Siever, M.D.

*Packed with tested
strategies and practical
tips, this book is the
essential, life-changing
guide for everyone who
owns a smartphone. Is your*

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phone the first thing you reach for in the morning and the last thing you touch before bed? Do you frequently pick it up “just to check,” only to look up forty-five minutes

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*later wondering where the
time has gone? Do you say
you want to spend less
time on your phone—but
have no idea how to do so
without giving it up
completely? If so, this*

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book is your solution.

Award-winning journalist
Catherine Price presents a
practical, hands-on plan
to break up—and then make
up—with your phone. The
goal? A long-term

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*relationship that actually
feels good. You'll
discover how phones and
apps are designed to be
addictive, and learn how
the time we spend on them
damages our abilities to*

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*focus, think deeply, and
form new memories. You'll
then make customized
changes to your settings,
apps, environment, and
mindset that will
ultimately enable you to*

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take back control of your
life.

The Life Edit

*My No Nonsense Approach to
Health, Fitness and
Looking Good Naked!*

Stop Sabotaging Your Life

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The 30-Day Plan to Take
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Taking Back Your Control
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Take Back Your Life Thirty
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"The Power of a Half Hour is full of unique, practical, and God-inspired truths to keep your time focused on all that God has called you to do. If you apply these principles...they will bring renewed purpose and inspiration to your life." --Joyce Meyer, Bible teacher and best-selling

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author "Allow the deep revelations and years of wisdom from this man of God to impart health and life into your faith journey." --Brian Houston, senior pastor, Hillsong Church Turn your fleeting minutes into defining moments. What can you do in thirty minutes? Have lunch? Watch

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television? Check Facebook? How about change your life? Why do some people achieve far more than others? We all get the same twenty-four hours in a day, yet a special few seem to have superhuman abilities when it comes to accomplishing great things in life. Tommy Barnett, a

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proven master at "getting things
done," says the key to maximizing

your productivity is to make use of
small, manageable moments in your
day--just thirty minutes at a time. In
this remarkably practical book,
Tommy shows how to begin a whole
new life of fruitfulness. You'll see

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immediate results in all areas of your life, including your-- - Purpose and values - Personal goals - Faith - Character and attitude - Dreams - Career - Relationships - Marriage and family - Church involvement and ministry Why not change time from being your worst enemy to your

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Getting Free has changed the lives of tens of thousands of women. Written in an accessible style, packed with practical information and answers, special exercises designed to help a woman recognize abuse, and several success stories, Getting Free remains an important resource today—and

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this updated edition makes it an all
the more relevant resource. In this

expanded edition, Ginny NiCarthy
features important new information
from the latest studies and most
recent research on the subject. New
chapters include an analysis of
whether batterers' treatment really

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works, which programs help violent men change, and which do not; the results of research on the ways that many men who batter also abuse their children, and specific reactions of children to battering; the cultural and legal issues relevant to immigrant women; and a

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presentation of how religious beliefs
and religious communities affect the
real and perceived choices of women
facing violence.

How to Stop Letting the Past and
Other People Control You
Take Your Life Back Day by Day
Get it Done Now!

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Taking Back My Life
Not from God
I'm Taking My Life Back Volume 1
Your Life Your Purpose Your Destiny
Your Vision Your Choice