

## The Quick And Easy Way To Effective Speaking Dale Carnegie

This is an invaluable study guide and practice book for learning basic Japanese kanji. Learning Japanese Kanji Practice Book is intended for beginning students, or experienced speakers who need to practice their written Japanese. Kanji are an essential part of the Japanese language and together with kana (hiragana and katakana) comprise written Japanese. This book presents the kanji characters that are most commonly used. All the kanji and related vocabulary words in this book are those that students are expected to know for Level 5 of the Japanese Language Proficiency Test. (JLPT). Characters that appear in the AP Japanese Language and Culture Exam are flagged. Readings, meanings, and common compounds are presented. The correct method of writing each character is clearly indicated and practice boxes with strokes that can be traced are provided, along with empty boxes for freehand writing practice. Lots of exercises are included to give students the opportunity to practice writing sentences containing the Kanji. Indexes at the back allow you to look up the characters by their readings and English meanings. This kanji book includes: Step-by-step stroke order diagrams for each character. Special boxes with grid lines to practice writing characters. Extra printable practice grids Words and phrases using each kanji. Romanizations (romaji) to help identify and pronounce every word.

**READ THIS BOOK NOW AND BE THE WEIGHT YOU WANT TO BE FOR THE REST OF YOUR LIFE** Are you unhappy with the weight you are? In the Easy Way for Women to Lose Weight, Allen Carr addresses the difficulties that women face in trying to lose weight. Diets don't work and just lead to a feeling of deprivation, which can cause food disorders like binge-eating. By explaining why you feel the need to eat junk food and, with simple step-by-step instructions to set you free from this addiction, Carr shows you how to eat for a healthier, happier life. • A unique method that does not require willpower • Removes the psychological need to eat junk food • Banish emotional eating • Regain control of your life • Make eating a pleasure again What people say about Allen Carr's Easyway method: "The Allen Carr program was nothing short of a miracle." Anjelica Huston "I stopped smoking... I read this book by Allen Carr. It's called the Easy Way to Stop Smoking. Everyone who reads this book stops smoking!" Ellen DeGeneres "I know so many people who turned their lives around after reading Allen Carr's books." Sir Richard Branson

"BOOKS: The Quick and Easy Way to Select the Best" will guide you to the "Best" books published during the first three years of the 21st century. Titles were drawn from: bestseller lists published by the traditional media, "top sellers" from major online booksellers, award-winning books, books recommended by book clubs and books recommended by national television/radio personalities. Designed for adult readers, many titles would also be suitable reading for high school and middle school students. "BOOKS" has three sections. Sections I and II include bestsellers cited in print and electronic sources. Section III focuses on other useful sources that will help you find "Best" books: Book and Media Vendors Online, Television/Radio Programs, Book Awards and Book Clubs. Equipped with "BOOKS" you can go to your local bookstore, library, retail store or online with specific titles in mind. The choices you make will suit your interests and needs; the time you save will be yours. Number of bestsellers cited--635 Number of fiction bestsellers--363 Number of nonfiction bestsellers--272

Mysteries--the most populated fiction category--101 U.S. Government, politics--the most populated nonfiction category--34

Do you spend a lot of time during the design process wondering what users really need? Do you hate those endless meetings where you argue how the interface should work? Have you ever developed something that later had to be completely redesigned? Paper Prototyping can help. Written by a usability engineer with a long and successful paper prototyping history, this book is a practical, how-to guide that will prepare you to create and test paper prototypes of all kinds of user interfaces. You'll see how to simulate various kinds of interface elements and interactions. You'll learn about the practical aspects of paper prototyping, such as deciding when the technique is appropriate, scheduling the activities, and handling the skepticism of others in your organization. Numerous case studies and images throughout the book show you real world examples of paper prototyping at work. Learn how to use this powerful technique to develop products that are more useful, intuitive, efficient, and pleasing: \* Save time and money - solve key problems before implementation begins \* Get user feedback early - use it to focus the development process \* Communicate better - involve development team members from a variety of disciplines \* Be more creative - experiment with many ideas before committing to one \*Enables designers to solve design problems before implementation begins \*Five case studies provide real world examples of paper prototyping at work \*Delves into the specifics of what types of projects paper prototyping is and isn't good for.

The Fast and Easy Way to Memorize Chemical Elements

The Fast and Easy Way to Design and Refine User Interfaces

The 15-Minute Artist

Learning Japanese Kanji Practice Book Volume 2

A Complete Step by Step Guide with Picture Illustrations to Learn Crocheting the Quick & Easy Way

Sewing for Beginners - Quick and Easy Way to Learn How to Sew with 50 Patterns for Beginners!

The Quick and Easy Way to Learn Chinese Characters! (HSK Level 2 & AP Study Exam Prep Book)

*Presents the Easyway method for quitting smoking, based on a factual understanding of the harm of cigarette addiction and practical advice on how to successfully break the habit.*

*Jump in and start drawing with more than 60 step-by-step projects--which take 15 minutes each--from bestselling author Catherine Holmes. Holmes's tutorials break the process down so aspiring artists can quickly achieve satisfying results. In addition to pencil renderings, she explains how to work with a variety of media and provides tips and sidebars on such techniques as blending, texture, perspective, and shading.*

*Are you new to crochet and want to find a pattern that's easy to follow and has enough instructions to get you going? If yes, then keep reading! Crochet is a free and creative art that can be combined with other mediums.*

*And it is very popular, especially among ladies, because it's interesting and easy. You will learn how to crochet with easy-to-follow step-by-step instructions followed by lots of sequential illustrations. Crocheting the same project over and over again will be a thing of the past. In this guide you will discover new and modern patterns to create in complete autonomy. This book it is not just a beginner's guide to crochet patterns. It is a beginner's guide to crocheting and also to creative crochet. We will provide step-by-step instructions for crochet the basic stitches and the techniques that will help you achieve your hobby projects. You can make anything you want, even a crochet baby doll. This book includes: \* Crochet Basics \* How to Read and Understand Crochet \* How to Learn to Crochet Fast and Easy \* How to Crochet for Right-Handers and Left-Handers \* Step-by-Step Patterns to Learn \* Modern Patterns and Animal Patterns ....and Much More! ☐ Ready to get started? Click the BUY NOW button and start immediately! ☐*

*Popular husband-and-wife bloggers and podcasters (acouplecooks.com) offer 100 recipes with an emphasis on whole foods and getting into the kitchen together. The couple's non-diet approach features simple lifestyle changes to make healthy cooking sustainable, rather than a short-term fix. A love story at its finest, Alex and Sonja Overhiser first fell for each other--and then the kitchen. In a matter of months, the writer-photographer duo went from eating fast and frozen food to regularly cooking vegetarian meals from scratch. Together, the two unraveled a "pretty simple" approach to home cooking that kicks the diet in favor of long-term lifestyle changes.*

*While cooking isn't always easy or quick, it can be pretty simple by finding love in the process. A Couple Cooks | Pretty Simple Cooking is an irresistible combination of spirited writing, nourishing recipes with a Mediterranean flair, and vibrant photography. Dubbed a "vegetarian cookbook for non-vegetarians", it's a beautiful book that's food for thought, at the same time providing real food recipes for eating around the table. The book features: 100 vegetarian recipes, with 75 vegan and 90 gluten-free options A full-color photograph for every recipe Recipes arranged from quickest to more time-consuming 10 life lessons for a sustainably healthy approach to cooking, artfully illustrated with a custom watercolor*

*Sewing (5th Edition)*

*5 Ingredients*

*The Quick and Easy Way to Learn Chinese Characters! (HSK Level 1 & AP Exam Prep)*

*Learn How to Crochet in a Quick and Easy Way with Step by Step Patterns and Illustrations to Create Your Favorite Projects in Complete Autonomy*

*Crochet Guide for Beginners*

*The Quick and Easy Way to Connect with Your Child*

*Summary of Dale Carnegie's The Quick and Easy Way to Effective Speaking by Swift Reads*

Become an expert at sewing without spending weeks trying to learn how! (Even if you're a complete beginner) Imagine going from an absolute beginner to expert at sewing in just a few days. What if you became so good at sewing that you could make your own clothes, fix pre much anything, and all of this only took a few days of practice? Multi-time best selling arts & crafts author and influencer, Kitty Moore, presents the ultimate book for all beginners trying to learn how to sew. After years of sewing, Kitty realized that becoming great at sewing (to the 90% most common uses) could be accomplished in days, NOT weeks, if the right things were learned and practiced from day one. In this book you will get these "hacks" and learn how to completely transform your skill level on a sewing machine. If you want to learn how to sew, but want to learn fast or can't seem to grasp the basics... If you want a new hobby and sewing interests you but you're not sure where to begin... Or if the idea of receiving a full list of sewing instructions and patterns appeals to you... THEN THIS BOOK IS FOR YOU! This is my 5th Edition of the book and after months of feedback and editing, my team and I have produced the MOST EFFECTIVE & BEST-SELLING "beginners sewing book" on Amazon! In this book, you will get: Images included with all stages of the learning process, so you can learn faster than ever before A massive list of patterns included in this book that range from beginner to advanced, so you can learn and practice at the same time (this is a proven method to learn a new skill faster) Comprehensive step-by-step instructions for each pattern, so that anyone can follow along (even absolute beginners who have never done any sewing in their life) Kitty's personal email address for unlimited customer support if you have any questions And much, much more... Well, what are you waiting for? Grab your copy today by clicking the BUY NOW button at the top of the page!

Parenting is for life – 7 days a week, 24 hours a day – and while it is one of the most rewarding experiences life can offer it can also be frustrating when faced with challenging behaviour. But what if just 15 minutes of mindful playtime each day in you and your child's routine could change all that? Play is the language of children. It is how they communicate. By rediscovering the joy of play as an adult, you can access a whole new way to understand and respond to your child's needs. Created with busy mums and dads in mind, psychotherapist and parenting expert Joanna Fortune has devised a unique childcare method structured around 15-minute games that can be easily incorporated into your existing daily routine. From newborns to the age of seven, her techniques are underpinned by research, neuroscience and therapeutic theories and are designed to address common behavioural issues you will meet as your child grows, including: Anxiety Lashing out Whining Boredom Sibling rivalry Demands for independence 15 Minute Parenting contains everything your child needs to grow into a happy, confident and resilient adult – it's child's play!

Do you wish you could learn how to crochet easily as a beginner? Or you are simply trying to pick up more crocheting patterns to try out? Crochet For Beginners is the right book for beginners right through to advanced level crochets. We have included an extensive book of crochet patterns for beginners to experts along with colour illustrations! We have also made it easy for anyone to pick up crocheting through this book with easy to follow illustrations & clear and precise instructions. Each step in the book has clear & precise instructions with picture illustrations so even if you are a complete beginner, you will be able to follow seamlessly. Also included are several beginner crochet projects right up to intermediate for you to test your skills effectively. Here is A Preview Of What You'll Learn... Step by step guide to beginner crocheting with illustrations that makes learning easy for you Learn crocheting the easy & quick way without all the frustrations Beginner to intermediate crocheting tips & patterns to hone your skills The No.1 tip to save you money even before you start crocheting! 10 top tips in crocheting to avoid the most common mistakes beginners make And much, much more! This book has been written to empower you to get started on crocheting or to improve your skills further! Learning or improving doesn't need to be hard & dull, we have designed the book to be user friendly with illustrations & step by step. Simply download your copy above now to get started!

Develop poise Gain self-confidence Improve your memory Make your meaning clear Begin and end a talk Interest and charm your audience Improve your diction Win and argument without making enemies.

The ONE Thing

2 In 1 Box Set: Book 1: 21 Amazing Weight Loss Smoothie Recipes + Book 2: Paleo Is Like You!

Presentation Magic

Paper Prototyping

Lose Pounds With Pound Dropping Smoothies The Easy Way

Sign Language for Kids

Self Publishing Handbook: The Quick and Easy Way to Publish Books

Do you suffer from stage fright? It ' s time to get over it. In The Quick and Easy Way to Effective Speaking (1962), self-help expert Dale Carnegie says there ' s no such thing as a natural-born public speaker... Purchase this in-depth summary to learn more.

This compilation will give you some amazing insights into the wonderful world of Smoothies, the healthy Smoothie lifestyle, and how you can connect your diet goals with the Smoothie lifestyle in order to achieve your dream figure and a happier and healthier you without being hungry all the time. This compilation shows you a real approach to dieting the right and realistic way so that you will maximize your dieting results instead of going through the Yo-Yo dieting effect that happens with almost all diets because most diets are based on unrealistic and unnatural assumptions and goals. Juliana will show you how she did not only lose 20 pounds in 60 days and beat her nasty Asthma problem at the same time, but she shows you how she was able to keep off her weight via the power of the smoothie lifestyle that is more an exciting way of life that everyone is able to follow (even if you only have 5 minutes and are very busy) than a boring and unrealistic diet that no one is able to maintain. The outcome of the Smoothie Lifestyle: a happy, vitalized, healthy, lean & clean, healthy & balanced YOU. Most diets ask a lot of sacrifices from you, but once you master the Smoothie lifestyle you'll appreciate what it does for your waistline (very effective pound dropper), your beauty (very effective detox) and your health (very effective vitality and energy booster)...

The best-selling author of Eat, Cheat, and Melt the Fat Away presents one hundred all-new recipes for delicious, easy-to-prepare, and healthful dishes, all of which can be prepared in thirty minutes or less. Reprint. 250,000 first printing.

The Art of Public Speaking is a fantastic introduction to public speaking by the master of the art—Dale Carnegie. Featured within this classic manual are hundreds of tips and tricks on how to become an efficient and effective public speaker. One of the core ideas in his books is that it is possible to change other people's behavior by changing one's reaction to them. This is a fascinating work and is thoroughly recommended for everyone.

Knitting Socks for Beginners

Learning Mandarin Chinese Characters Volume 1

The Best Quick and Easy Way to Increase DIAD Knowledge

How to Enjoy Your Life and Your Job

The Surprisingly Simple Truth Behind Extraordinary Results

The Quick and Easy Way to Effective Speaking

The Quick and Easy Way to Learn the Basic Japanese Kanji [Downloadable Material Included]

*This compilation will give you some amazing insights into the wonderful world of Smoothies, the healthy Smoothie lifestyle & how you can connect your diet goals with the Smoothie lifestyle in order to achieve your dream figure & a happier healthier You without being hungry all the time. This compilation shows you a real approach to dieting the right and realistic way so that you will maximize your dieting results instead of going through the Yo-Yo dieting effect that happens with almost all diets because most diets are based on unrealistic & unnatural assumptions & goals. Juliana will show you how she did not only lose 20 pounds in 60 days and beat her nasty Asthma problem at the same time, but she shows you how she was able to keep off her weight via the power of the smoothie lifestyle that is more an exciting way of life that everyone is able to follow (even if you only have 5 minutes & are very busy) than a boring & unrealistic diet that no one is able to maintain. The outcome of the Smoothie Lifestyle: a happy, vitalized, healthy, lean & clean, healthy & balanced YOU. Most diets ask a lot of sacrifices from you, but once you master the Smoothie lifestyle you'll appreciate what it does for your waistline (very effective pound dropper), your beauty (very effective detox) and your health (very effective vitality & energy booster). Combining healthy smoothies & blender recipes with your Diet that you can make with your favorite high speed blender or hand held mixer (AKA Blender Bottle, Nutribullet, Ninja, Vitamix, or Omega) is more powerful because it is double effective. You'll see how you can not only maximize your dieting results by adding Smoothies to your diet, but you'll also learn how to speed up the whole process for more productivity. You'll experience the beneficial & empowering outcome for yourself and your family. You will become the clean & lean YOU that you are meant to be! Double Your Life Today...*

*Reinforce your written Chinese with this practice book for the best-selling Tuttle Learning Chinese Characters. Learning Mandarin Chinese Characters helps students quickly learn the basic Chinese characters that are fundamental to the language. Intended for self-study and classroom use, this character workbook presents 135 Chinese characters and over 405 common words using these characters. These are the characters and words students need to know if they plan to take the official Chinese government HSK Level 2 Exam or the Advanced Placement (AP) Chinese Language and Culture Exam. Each character is presented in a very simple and clear way. A step-by-step diagram shows how to write the character and boxes are provided for freehand writing practice. The meaning and pronunciation are given along with the key vocabulary compounds and an example sentence. Review exercises reinforce the learning process and an index at the back allow you to look up the characters according to their English meanings or romanized Hanyu Pinyin pronunciation. Key features of this Chinese workbook include: Designed for HSK Level 1 and AP exam prep Learn the 135 most basic Chinese characters Example sentences and over 405 vocabulary items Step-by-step writing diagrams and practice boxes*

*Rule 1 of magic is: "The framework for any communication is determined by the expectations and associations you trigger". Rule 4 is: "The brain filters out most of the information it receives". The greatest magicians in the world and their acts stick religiously to 20 rules which have nothing to do with how magic works, but instead why it works.*

*Fast, Easy Way to Learn a Language is essential reading for anyone studying a language at school, for business, travel or justfor pleasure. Well-known inspirational teacher Bill Handley speaks15 languages at various degrees of fluency. He is passionate aboutlearning languages and believes language learning should be anadventure. In this book he explains: how to have fun building your vocabulary in record time the easy way to get to grips with grammar why you should use more than one textbook how to use your 'lost time' to learn faster what to do when you feel like giving up how to write your own 'survival skills' course. Fast Easy Way to Learn a Language will have you speakingyour new language in no time. The book explores all the importanttopics: active and passive learning, mastering a differentialalphabet, using recorded material, planning your own immersionprogram, making effective use of the internet and much more. Itincludes special advice for school and university students. This isthe fun way to learn a language.*

*Allen Carr's Easy Way for Women to Lose Weight*

*Quick and Easy Way to Master Sock Knitting in 3 Days*

*Lose Weight the Somersize Way with Quick, Delicious Meals for the Entire Family!*

*A Couple Cooks - Pretty Simple Cooking*

*25 DIAD Training Tips You Wish You Knew*

*Quick And Easy Way To Learn : Japanese*

*Quick & Easy Food*

**"Easy Way Quick & Easy is filled with recipes that are practical, easy-to-follow, and delicious. Packed with beautiful color photography of every recipe, clear step-by-step instructions and images, detailed nutritional information, and useful hints and tips" -- from cover.**

**Public Speaking is an important skill which anyone can acquire and develop. The book consists of basic principles of effective speaking, technique of effective speaking, and the three aspects of every speech and effective methods of delivering a talk. All this relates to business, social and personal satisfaction which depend heavily upon our ability to communicate clearly to others. A must read book for effective speaking.**

**Reinforce your written Chinese with this practice book for the best-selling Tuttle Learning Chinese Characters. Learning Mandarin Chinese Characters helps students quickly learn the basic Chinese characters that are fundamental to the language. Intended for self-study and classroom use, this character workbook presents 178 Chinese characters and over 534 common words using these characters. These are the characters and words students need to know if they plan to take the official Chinese government HSK Level 1 Exam or the Advanced Placement (AP) Chinese Language and Culture Exam. Each character is presented in a very simple and clear way. A step-by-step diagram shows how to write the character, and boxes are provided for freehand writing practice. The meaning and pronunciation are given along with the key vocabulary compounds and an example sentence. Review exercises reinforce the learning process and an index at the back allow you to look up the characters according to their English meanings or romanized Hanyu Pinyin pronunciation. Key features of this Chinese workbook include: Designed for HSK Level 1 and AP exam prep Learn the 178 most basic Chinese characters Example sentences and over 534 vocabulary items Step-by-step writing diagrams and practice boxes**

**Memorize the Periodic Table: The Fast and Easy Way to Memorize Chemical Elements** If you have a chemistry exam tomorrow, thank goodness you're here. This book will help you memorize the entire periodic table in the fastest and easiest way possible. Would you like to remember the name of every single chemical element? And know their atomic numbers too? If you've ever watched someone

**memorize a deck of playing cards in minutes, and dreamed about what you could do with a memory like that - your dreams are about to come true. The 'secret' to memorizing is visualization and association. This book will tell you exactly what to visualize so you can memorize every element in the periodic table. This is not a 'How to...' guide that teaches you a method. We've done all the work for you. This book takes the techniques used by memory experts - like Tony Buzan, Harry Lorayne, or even techniques you may have read about in "Moonwalking with Einstein" - and describes mental images and stories to help you memorize the periodic table. 'Memorize the Periodic Table' takes advantage of the astonishing memory you already have. It's amazing more people don't use this easy technique and still persist with repetition to memorize the periodic table. They must have plenty of time to burn. After reading this book, you will: - Be able to recite the names of all the chemical elements in order - Know the atomic numbers for each element - Be astonished at your own memory - Have a lot of leftover study time** The authors describe precisely what mental pictures you should visualize to remember each chemical element, and link it in your mind with the next element. If you've always hated repetition and rote learning, you are going to love this book. This quick and easy read will have you memorizing the names of chemical elements straight away, and you'll be filled with excitement as you realize how simple memorizing the periodic table can actually be. Buy this book now and recite the periodic table tomorrow.

**The Art of Public Speaking**

**Hungry Girl Fast & Easy**

**Learning Japanese Kanji Practice Book Volume 1**

**The Easy Way to Stop Smoking**

**100 Delicious Vegetarian Recipes to Make You Fall in Love with Real Food**

**Learn to Sign the Quick and Easy Way (100 Pages)**

**Learning Mandarin Chinese Characters Volume 2**

What No One Will Tell You Are you an author who has a book that you would like to see published? If so, have you received multiple rejection letters from both large and small publishing houses? If you have, your first thought may be to give up. Of course, it is your right to do so, but did you know that you do have other options? One of those options is to self-publish your own book. Discover everything you need to know about - Write Your eBook - Prepare and Format Your eBook Files - Design a High-Quality Cover Art for Your eBook - and More GRAB YOUR COPY TODAY!

Do you need to learn the basics of sign language? Do you have a child that might need help with sign language? These questions can be answered with this book. Learning sign language is a way to enhance your child communication skills. This book will give your child the basic concepts that is needed to start learning sign language. Now with Sign Language for Kids children that can hear communicate easily with deaf friends or family members and have secret conversations whenever they want.

Proposes that leaders often get distracted by focusing on tasks and neglect their responsibilities of keeping their staff engaged and motivated.

The Quick and Easy Way to Effective SpeakingSamaira Book Publishers

The original Easyway method

Lose Pounds The Easy Way: A complete Diet And Weight Loss Guide: A Practical Guide On How To Lose Pounds - 2 In 1 Box Set

Books

Nine Minutes on Monday: The Quick and Easy Way to Go From Manager to Leader

Quick and Easy Way to Master Spectacular Crochet Stitches in 3 Days

The Quick and Easy Way to Select the Best

How to Develop Self Confidence and Improve Public Speaking

*Real Estate Lead Generation Are you looking to generate more real estate leads? Look no further. In the book, Real Estate Lead Generation, Brent Driscoll holds nothing back and gives you all of his lead generation tactics. This book is short and to the point. There is no fluff, filler, or vague theories. This one book could add thousands of dollars to your bottom line every year. Real Estate Leads Within this book you will discover how to dramatically increase your real estate leads. Here are some of the things you will learn: -How to Generate Real Estate Leads through email -How to utilize social media for lead generation -Using a personal Website -Classified ads -Using a answering machine to collect leads -Using a mailing list for lead generation If you are interested in generating real estate leads, this book is a must have. Scroll to the top and click buy now.*

*Good public speakers are made—not born. Public speaking is an important skill which anyone can acquire and develop. This book that has literally put millions on the highway to greater accomplishment and success can show you how to have maximum impact as a speaker. It will help you to acquire basic public speaking skills, building confidence, earning the right to talk, sharing the talk with the audience.*

*The Globe & Mail's #1 Business Book of the Year! "ALL IN, ALL THE TIME" Low performance and high turnover is not the result of lazy, apathetic workers. It's not about decreasing budgets. And it's not about a terrible economy. It's about leadership that doesn't engage employees. In Nine Minutes on Monday, leadership guru James Robbins argues that employee engagement comes down to one thing: a constant dedication to meeting the universal needs that drive performance excellence. In today's chaotic, high-stakes business environment, it is easy to get distracted from leadership responsibilities by focusing on tasks at hand instead of on strategy. But when you neglect to keep your leadership priorities in front of you, everyone suffers--your staff, your organization and, in the end, you. Whether you lead a small team or an entire organization, you'll discover the nine keys to raising productivity, boosting morale, and increasing employee engagement. Nine Minutes on Monday combines proven engagement drivers and principles of human motivation into a simple system of execution that will show immediate results. Inside you'll find: The "9 Minute" template for maintaining focus on your leadership priorities--no matter how busy you are Three key questions that will help you connect purpose to paycheck for your staff A four-step formula for addressing subpar performance and driving complacency from the workplace A simple coaching model for fast-track staff development Four reward/recognition tools that will leave your employees feeling valued and motivated The one simple activity that will forge deep bonds of trust between you and your employees Three key ingredients that will immediately increase the motivation level of any employee Being a great leader is never easy, but Robbins breaks it all down into essential components to reveal its fundamental simplicity. Nine Minutes on Monday is your road map to igniting purpose, passion, and engagement among your team members. Master and apply the tools and techniques inside, and your employees will be motivated, inspired, and equipped to bring their best to work each and every day. Quick and simple leadership lessons for boosting performance, morale, and engagement "James Robbins is a terrific observer, thinker, and storyteller. He also has marvelous insights about how leaders can help employees become more connected to their work setting. He weaves together personal stories with thoughtful leadership insights into a compelling book. If leaders will do the nine minutes he suggests each Monday morning, they will become what we have called 'meaning makers' who deliver enormous value to their employees, customers, investors, and communities." -- Dave Ulrich, professor, Ross School of Business, University of Michigan; partner, The RBL Group; coauthor, The Why of Work "It really works! Robbins provides simple and practical tools to help all managers get on the road toward becoming great leaders. These nine easy-to-use principles are relevant to today's work environment and yet so often overlooked. Thank you for helping me to make a difference to my team." -- Sue Travis, HR Manager, Lowe's "Every manager in your workplace needs this book. Practical and easily doable ideas that will help turn your managers into truly inspiring leaders." -- Michael Kerr, "The Workplace Energizer" and author of Putting Humor to Work "Great easy read with lots of practical applications for leaders looking to improve their game and really make a difference in the lives of those they lead." -- Debbie Stein, CFO AltaGas*

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*Crochet for Beginners*

*The Quick and Easy Way to Generate Real Estate Lead*

*4 In 1 Box Set*

*All Natural Recipes in 30 Minutes or Less*

*The Easy Way: Quick & Easy*

*Suzanne Somers' Fast and Easy*

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

How to Enjoy Your Life and Your Job will help you create a new approach to life and people and discover talents you never knew you had. This bestseller shows you how to make every day more exciting and rewarding—how you can get more done, and have more fun doing it. A life-changing book that has helped many people around the world, is your key to achieving success in your professional and personal life.

Do you have no clue where to start when it comes to crocheting? Discover simple techniques to create amazing patterns in just three days. Have you tried crocheting only to get confused by the stitches, hooks, and other details? Have you given up or put your crocheting projects on the back burner hoping for an easier way? Author Emma Brown learned to crochet and knit at her grandmother's feet and has started crochet circles in just about every city she's lived in. Now Brown is sharing all of her grandmother's secrets with you. In Crochet for Beginners: Quick and Easy Way to Master Spectacular Crochet Stitches in 3 Days, Brown walks you through various crochet techniques step-by-step. Gone are the complicated explanations and confusing terminology, replaced by beautiful, easy-to-follow visuals. Brown's smart system can take you from beginner level all the way up through more complex projects like crocheting afghans. In no time, you'll feel more comfortable with this relaxing, artistic, and satisfying process. Inside Crochet for Beginners, you'll discover: How to master almost any crochet pattern in as little as three days How to make all 21 gorgeous crochet patterns featured in the book The specific hooks to purchase for your projects and how to know which stitches are which A comprehensive glossary of those tricky crochet terms 10 fast-track tips to get you started quickly and easily, and much, much more! Crochet for Beginners is an incredible resource for any crochet fan, whether you're a beginner or an experienced pro. If you like your crochet instructions packed full of tutorials, diagrams, and full-color photos, then you'll love Brown's landmark book. Buy Crochet for Beginners to stitch your hobby together today! Don't forget to claim a FREE Kindle version with your purchase of Paperback copy!

Knitting socks is no longer just for your grandmother! Though knitting was once thought of as something that only old women do, it is quickly becoming trendy even for young people. It enables you to have complete control over style, design, and color of your garments. And once you learn the basic practice, you can knit almost anything you can think of. What stands in most people's way is getting started. How do you learn to knit socks? Where do you find knitting patterns? This book answers all of those questions and more. What will this book teach you? \* Getting started knitting socks \* How to find the right knitting tools and correct needles for knitting your socks \* How to pick the best knitting yarn \* 8 Most popular sock knitting patterns \* How to size your socks \* How to knit socks from the Top-down \* How to knit sock from the Toe-up \* Sock Cast-on techniques, such as, Long Tail cast on, Eastern/ Turkish cast on \* The Double Point and Circular Needle methods \* Tips on how to knit long lasting, beautiful socks \* And so much more!.. Even if you have never picked up a pair of knitting needles before, you can easily start knitting your way towards a pair of perfect socks with this book. It even includes a Glossary of Knitting Terms as an added BONUS, so as you expand your projects to other designs and find other patterns, you will never be in the dark. This book also includes 1 basic top-down sock pattern and 7 additional popular sock patterns for you to work on. While this book is intended to get you started in the world of knitting, it can easily serve as a refresher for even the most experienced knitter! Whether you want to get started or want to get back to basics and hone your skills, "Knitting Socks for Beginners" is the book for you. From Tube socks to Fair Isle socks, you have all the information and knitting patterns you need. Socks are not necessarily the easiest thing to knit, but the techniques used to make a pair of socks introduces you to everything else you need to know about knitting. This book will guide you through every stage of the knitting process and help you create a pair of perfectly knitted socks, in just three days! There is no better book for learning the basics of knitting. This acts as the perfect springboard for more complex knitting projects, with all of the techniques, tips, and terms spelled out to keep you on the right track. If you are looking for a great book about sock knitting, look no further. Get your copy of "Knitting Socks for Beginners" today! Check Out What Others Are Saying... "This is a brilliant book for beginners. I've never tried knitting before but now can't wait to get started. The author goes through every step of the knitting process in fine detail. The book is very well written and has excellent photographs and diagrams. I would definitely recommend this book to anyone who wants to try sock knitting for the first time." - Lesley H "I've been thinking of knitting for quite a while now. I'm glad I stumbled on this book.I'm a total newbie so this book is perfect for me. "Knitting socks for beginners" gives step by step instructions to get started at knitting socks.Has tons of info- tools, needle size,yarn types.Great help for the beginner. Thanks" - Eric Bonilla (CA, US) "I've been wanting to learn to knit socks for a LONG time and this book provides a perfect, comprehensive, straightforward guide to learning to do so. I've read the entire book and feel confident now about the knitting projects I have planned. Can't wait to get started!" - Anne

(JLPT Level N4 & AP Exam) The Quick and Easy Way to Learn the Basic Japanese Kanji [Downloadable Material Included]

The Fast and Easy Way to Learn the Basics

Memorize the Periodic Table

The Quick and Easy Way to Draw Almost Anything

Fast Easy Way to Learn a Language

15-Minute Parenting

Accounting for Non-accountants

**The next cookbook from the #1 New York Times bestselling author behind the Hungry Girl brand! Lisa Lillien is back with her fastest and easiest recipes ever -- each one is ready in 30 minutes or less! With full-color photos of every recipe, Hungry Girl Fast & Easy consists of quick and simple meals & snacks made with everyday ingredients. Get ready for... \* sheet-pan recipes \* one-pot recipes \* stir-frys & skillet meals \* salads & slaws \* 10-minute power bowls \* 5-minute smoothies \* 2-ingredient cake mugs ... and so much more! And like all Hungry Girl recipes, the calories counts are small and the portions are large! Hungry Girl Fast & Easy is packed with delicious recipes that you'll make again and again.**

**A guide for businesspeople covers such essentials as financial statements, balance sheets, liabilities, assets, and income statements.**

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**From salads, pasta, chicken, and fish to exciting ways with vegetables, rice and noodles, beef, pork, and lamb, plus a bonus chapter of sweet treats, Jamie's got all the bases covered. This is about maximum flavor with minimum fuss, lots of**

**nutritious options, and loads of epic inspiration. This edition has been adapted for US market.**

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