

The Ultimate Energizer Guide

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The Ultimate Energizer Guide

The Simple, Safe And Effective Way To Generate Clean, Cheap Electricity
The Simple, Safe And Effective Way To Generate Clean, Cheap Electricity

The Ultimate Guide to Sales Training

Potent Tactics to Accelerate Sales Performance *John Wiley & Sons*
The Ultimate Guide to Sales Training is the go-to reference for sales managers, sales trainers, sales coaches, and sales consultants who want to increase a sales force's productivity by using these proven techniques: Building Mental Flexibility Anchoring Concepts for Easy Recall Encouraging Behavioral Change Covering a wide range of topics, The Ultimate Guide to Sales Training shows how to develop a selling system, prospect effectively, and qualify and disqualify prospects. The book also covers information on using power questioning techniques, handling objections, and includes solution selling guidelines and ideas for creating and delivering potent presentation practices. In addition, the author covers such hot topics as managing reps attitudes and how to close the sale. He also includes suggestions for overcoming buyer resistance and making change occur as well as getting beyond barriers that block decision-makers, and much, much more. Praise for The Ultimate Sales Training Handbook "This book should be on the desk of every sales manager and sales trainer. Dan Seidman created a treasure chest of ideas, concepts, skills-sets and motivation tools that are ready to be converted into cash." —Gerhard Gschwandtner, founder and publisher, Selling Power Magazine "Sales professionals throughout the world will discover performance improvement through this training encyclopedia. Dan Seidman is helping make sales training a major strategic driver for all organizations." —Tony Bingham, president and CEO, ASTD "Each chapter just might be the one piece that plugs the gap in your team's performance. Dan is truly earning the title Trainer to the World's Sales Trainers." —Willis Turner, CAE CSE, president and CEO, of Sales & Marketing Executives International

The Ultimate Sales Managers' Guide *John Wiley & Sons*
Praise for The Ultimate Sales Managers' Guide "Klymshyn not only understands this great profession, he relates the passion and fun of managing sales people in this wonderful guide. We have waited for this for some time." —Rand Sperry, cofounder, Sperry Van Ness, Commercial Real Estate Advisors "This book reminds us that we can never invest enough time and effort to reward and recognize the sales effort of our team. I think the importance of this is shared in this book and, if followed, can only lead to a strong and successful sales culture in any organization." —Jim Keenan, President and CEO, Spherion (Canadian Operations) "In thirty-two years of selling and managing the sales process, I found The Ultimate Sales Managers' Guide to be the most complete collection of sales truths. It goes beyond the simple clichés to the heart of the issue, which is what drives and motivates the successful sales mind." —Andy Anderson, Senior Vice President, Sales and Marketing, Destination Hotels & Resorts "Klymshyn not only throws the challenge out there to sales managers to be the 'ultimate sales manager,' he shows us how to get there, step by step." —Paula Kutka, Editor in Chief, staffdigest magazine "Outstanding! This book is a bible for sales managers. It provides a foundation for anyone to build a winning team." —Tim Pulte, Executive Managing Director, GVA Smith Mack

The Ultimate Guide to Witchcraft

A Modern-Day Guide to Making Magick *Fair Winds Press*
Written by Anjou Kiernan—named "One of the Magical Women You Should be Following on Instagram," by Refinery 29—The Ultimate Guide to Witchcraft is a beginner's guide to the practice of witchcraft, providing a complete toolkit for cultivating your own practice. Magic is not for the select few. We all have the ability to connect to the power of the natural and supernatural worlds to support our intentions. Blending ancient practices with modern context, this guide gives aspiring witches a practical, easy-to-follow path through the study of natural witchcraft and ritual. Whether you are looking to commune with spirits across the veil, need an amulet for protection, wish to build your magical apothecary, create a grimoire, or curate a crystal collection for vibrational work, this guide will empower and inform your craft. Learn how to harness the power of the moon, elements, and seasons to amplify your spells and divination work. Whether for personal development or spiritual enlightenment, The Ultimate Guide to Witchcraft is the perfect guide for teaching you how to tap into your own magic and apply its alchemy to your life. The Ultimate Guide to... series offers comprehensive beginner’s guides to discovering a range of mind, body, spirit topics, including tarot, divination, crystal grids, numerology, aromatherapy, chakras, and more. Filled with beautiful illustrations and designed to give easy access to the information you’re looking for, each of these

references provides simple-to-follow expert guidance as you learn and master your practice.

The Ultimate Guide to Teen Life *Lulu.com*
Yahya Bakkar unleashes a goldmine of advice in a dynamic, inspirational, and no nonsense approach. This timely guide will walk you through the 15 simple life lessons that will empower your to create an awesome future filled with happiness and less drama.

The Ultimate Guide to the Perfect Card *Bluegrass Publishing Inc*
Presents a collection of quotations, expressions, and poems that are suitable for a variety of greeting cards and scrapbooking projects.

The Ultimate Icebreaker and Teambuilder Guide *Lulu.com*
The Ultimate Icebreaker and Teambuilder Guide offers over 200 different activities for you to use in a variety of contexts! If you are looking for a 5-minute warm up activity or you are building a team, there are exercises to meet your every need. Built upon practice in higher education, this book provides countless options for the business world, nonprofits, education or high school environments. Easily indexed and offering facilitation questions, this book will help you energize and organize your group!

The Ultimate Guide to Homeschooling: Year 2001 Edition

Book and CD *Thomas Nelson*
Now even more complete, with updated lists of available resource materials, this manual is your access guide to home schooling- maximizing our family life while providing a quality education for your children. If you're considering homeschooling, this book is a must-read before you decide; and if you've been at it for awhile, it's a fresh perspective, with plenty of tactics for renewing your energy and motivating your kids. With wit and wisdom gleaned from years of experience, Debra Bell sets forth a compelling vision for the joys of home-based learning and the essential tools for success. The CD-ROM contains the complete text of the book, plus website links and a search engine.

Inflation Proof - The Ultimate Guide to Finding and Buying the Right Stocks

Lulu.com

Detox Cleanse: The Ultimate Guide on the Detoxification: Cleansing Your Body for Weight Loss with the Detox Cleanse

Cleansing Your Body for Weight Loss with the Detox Cleanse *Speedy Publishing LLC*
Your body needs to be cleansed regularly. Taking too much laxatives is not ideal. There is a healthier way of cleansing your body and that's by detoxification through food. This 3-book set contains information as well as recipes for fat burning, detoxification and juicing. Every bit of content included has been designed to help you meet optimum health and wellness. Good luck.

The Longman Guide to Writing Center Theory and Practice *Longman Publishing Group*
The Longman Guide to Writing Center Theory and Practice offers, in unparalleled breadth and depth, the major scholarship on writing centers. This up-to-date resource for students, instructors, and scholars anthologizes essays on all major areas of interest to writing center theorists and practitioners. Seven sections provide a comprehensive view of writing centers: history, progress, theorizing the writing center, defining the writing center's place, writing-across-the curriculum, the practice of tutoring, cultural issues, and technology.

Handbook of Approach and Avoidance Motivation *Psychology Press*
Of the many conceptual distinctions present in psychology today, the approach-avoidance distinction stands out as one of, if not the, most fundamental and basic. The distinction between approach and avoidance motivation has a venerable history, not only within but beyond scientific psychology, and the deep utility of this distinction is clearly evident across theoretical traditions, disciplines, and content areas. This volume is designed to illustrate and highlight the central importance of this distinction, to serve as a one-stop resource for scholars working in this area, and to facilitate integration among researchers and theorists with an explicit or implicit interest in approach and avoidance motivation. The main body of this volume is organized according to seven broad sections that represent core areas of interest in the study of approach and avoidance motivation, including neurophysiology and neurobiology, and evaluative processes. Each section contains a minimum of four chapters that cover a specific aspect of approach and avoidance motivation. The broad applicability of the approach-avoidance distinction makes this Handbook an essential resource for researchers, theorists, and students of social psychology and related disciplines.

The Cosmic Energizer

The Miracle Power of the Universe *Penguin*
One of three classic reissues by the mega-selling author of The Power of Your Subconscious Mind to inaugurate TarcherPerigee's exciting new line, The Joseph Murphy Library of Success! Here is your invitation to command the Eternal Force that will bring vast abundance and goodness in your life. Joseph Murphy's guidebook features all of the ancient prayers, techniques, and meditations for calling upon the Great Power of the Universe--the Eternal Force that will act on your heartfelt desires and lead you into a cosmic view of life.

Small Business Tax Concessions Guide *CCH Australia Limited*
The Small Business Tax Concessions Guide is an informative and practical guide for small business practitioners. Written by a team of highly experienced tax and finance professionals, this title clearly explains complex areas of small business tax concessions, provides many practical insights, and shares useful tips and examples. It also provides the new investment allowance much needed guidance on associated problems and pitfalls.

The Ultimate Female Fan Guide to Pro Football

The Feel Good Guide to Prosperity *Leading Edge Publishers*
As Gregory clearly shows in her fun, accessible book, anyone, regardless of his or her current situation, can practice the principles she lays out in this guide and become more prosperous.

Men's Energizer

The Ultimate Sex Enhancement Pill Used to Treat Erectile Dysfunction, Increase Sex Drive, Boost Libido, Achieve and Sustain Hard Erection for Sweet Sex and Become

Formidable in Bed *Independently Published*

The Ultimate Sex Enhancement Pill Used to Treat Erectile Dysfunction, Increase Sex Drive, Boost Libido, Achieve and Sustain Hard Erection for Sweet Sex and Become Formidable in Bed.Are you troubled because you can't satisfy your wife sexually? Are you suffering from erectile dysfunction? Are you tired of your wife turning you down because you can satisfy her sexually? So, you are depressed, looking for a solution to your problem. Here is a perfect solution to your problem.Viagra is a perfect medication for the treatment of erectile dysfunction, boosting of libido and achieving firm erection for improved sexual performance, and become super active in bed. This book is an explicit guide on how to use pill effectively. Grab your copy now by clicking buy now and become formidable in bed.

The Ultimate Personality Guide *Tarcher*

Combining all the major interpretive tools, including Western astrology, numerology, the Myers-Briggs personality test, and others, this book is a single, comprehensive guide to enable readers to compile a complete personality portrait.

Indianapolis Monthly

Indianapolis Monthly is the Circle City’s essential chronicle and guide, an indispensable authority on what’s new and what’s news. Through coverage of politics, crime, dining, style, business, sports, and arts and entertainment, each issue offers compelling narrative stories and lively, urbane coverage of Indy’s cultural landscape.

Indianapolis Monthly

Indianapolis Monthly is the Circle City’s essential chronicle and guide, an indispensable authority on what’s new and what’s news. Through coverage of politics, crime, dining, style, business, sports, and arts and entertainment, each issue offers compelling narrative stories and lively, urbane coverage of Indy’s cultural landscape.

The Ultimate Sales Training Workshop: A Hands-On Guide for Managers *McGraw Hill Professional*

One hour: that's all the reading time you'll need to master one of the 15 essential sales topics outlined in The Ultimate Sales Training Workshop. Just pick your subject, then read the hands-on guide for that chapter and additional reading materials for salespeople. Next, follow the preparation steps contained in the Sales Manager's Meeting Guide-a one-page checklist of items taking you from preplanning your workshop through set-up, organizing meeting materials, getting participants involved, topics of discussion, role-playing, debriefing sessions, getting feedback, and more. Everything is spelled out: what to do, when to do it, what to say, how to wrap things up. You simply follow the script. Each chapter also provides All the essential sales principles you'll want to cover Sidebars containing sales reps' frequently asked questions Quick tips for preparing your training session or next sales meeting Suggestions for visual materials Time-tested sales tools Being a master seller takes years of experience, but being a master trainer doesn't. With The Ultimate Sales Training Workshop in hand, you can set up and conduct effective training sessions in no time that will boost your team's performance to new heights.

Lithium-Ion Batteries and Applications: A Practical and Comprehensive Guide to Lithium-Ion Batteries and Arrays, from Toys to Towns, Volume 1, Batteries *Artech House*

This comprehensive, two-volume resource provides a thorough introduction to lithium ion (Li-ion) technology. Readers get a hands-on understanding of Li-ion technology, are guided through the design and assembly of a battery, through deployment, configuration and testing. The book covers dozens of applications, with solutions for each application provided. Volume One focuses on the Li-ion cell and its types, formats, and chemistries. Cell arrangements and issues, including series (balance) and parallel (fusing, inrush current) are also discussed. Li-ion Battery Management Systems are explored, focusing on types and topologies, functions, and selection. Battery design, assembly, deployment, troubleshooting and repair are also discussed, along with modular batteries, split batteries and battery arrays. Written by a prominent expert in the field and packed with over 500 illustrations, these volumes contain solutions to practical problems, making it useful for both the novice and experienced practitioners.

The Big Book of Conflict Resolution Games: Quick, Effective Activities to Improve Communication, Trust and Collaboration *McGraw Hill Professional*

Make workplace conflict resolution a game that EVERYBODY wins! Recent studies show that typical managers devote more than a quarter of their time to resolving coworker disputes. The Big Book of Conflict-Resolution Games offers a wealth of activities and exercises for groups of any size that let you manage your business (instead of managing personalities). Part of the acclaimed, bestselling Big Books series, this guide offers step-by-step directions and customizable tools that empower you to heal rifts arising from ineffective communication, cultural/personality clashes, and other specific problem areas—before they affect your organization’s bottom line. Let The Big Book of Conflict-Resolution Games help you to: Build trust Foster morale Improve processes Overcome diversity issues And more Dozens of physical and verbal activities help create a safe environment for teams to explore several common forms of conflict—and their resolution. Inexpensive, easy-to-implement, and proved effective at Fortune 500 corporations and mom-and-pop businesses alike, the exercises in The Big Book of Conflict-Resolution Games delivers everything you need to make your workplace more efficient, effective, and engaged.

The Complete Idiot's Guide to T'ai Chi and Qigong *Penguin*

Yours're no idiot, of course. You know that Trs'ai Chi and QiGong are ancient Chinese practices known to lower stress; slow aging; boost the immune system; help with asthma, arthritis, and migraines; and heal a host of chronic health problems. But when it comes to signing up for a Trs'ai Chi or QiGong class, you feel tied to the sofa. Let The Complete Idiots's Guidereg; to Trs'ai Chi and QiGong, Second Edition, untie your bonds by giving you step-by-step ways to use Trs'ai Chi and QiGong to boost your health and work and expand your life in many ways. In this updated and revised Complete Idiots's Guidereg;, you get: Simple definitions and explanations of Trs'ai Chi jargon and philosophy. Useful tips on bringing the soothing calm of Trs'ai Chi into your daily life to enhance your work and relationships. Important warnings on what can block the full effect of Trs'ai Chi-including a vastly improved instructional chapter. Practical applications for kids, adults, seniors, and people with special physical concerns. An expanded health and medical research reference section and listings of Trs'ai Chi and QiGong contacts throughout the world.

The Desktop Guide to Herbal Medicine

The Ultimate Multidisciplinary Reference to the Amazing Realm of Healing Plants, in a Quick-study, One-stop Guide: Easyread Super Large 18pt Edition *ReadHowYouWant.com*

The Desktop Guide to Herbal Medicine If you're interested in the amazing power of herbs, whether you're a novice or an experienced practitioner, this is the ultimate reference for your collection. Herbal medicine is the most time-tested healing tradition in the world, having evolved over hundreds of thousands of years in disparate regions and diverse cultures. In The Desktop Guide to Herbal Medicine, renowned herbalist Brigitte Mars draws from healing traditions around the world to offer a concise, comprehensive, eclectic guide to the vast array of medicinal herbs commonly available in North America. You'll find detailed monographs of more than 180 herbs, from the commonplace tea and raspberry to the weedy dandelion and goldenrod to the more exotic ho shou wu and zedoary. Each monograph gives a broad range of information about the herb, from its physiological effects and constituents to its energetics, historical and current medicinal uses, edible properties, and natural range - all in a quick-study format that allows you to access the information you need swiftly and simply. When we welcome herbs into our lives and learn to use them safely, effectively, and confidently, we empower ourselves to take charge of our own health. This one-stop reference is an invaluable companion in that pursuit: the study, prescription, and use of herbs to achieve vibrant health, mitigate illness, and correct physiological imbalances. As she does in her many other books, Mars writes with the goal of guiding readers toward the safe and effective use of plants as healing and preventive medicine. Her forthright tone, pragmatic advice, and gentle humor shine here, inviting readers to use The Desktop Guide to Herbal Medicine as both a study aid and a wide-ranging exploration of the plant realm.

David Busch’s Sony Alpha a6100/ILCE-6100 Guide to Digital Photography *Rocky Nook, Inc.*

David Busch’s Sony Alpha a6100/ILCE-6100 Guide to Digital Photography is your essential handbook for learning all the powerful – but easy to use -- features of Sony’s most advanced entry-level APS-C mirrorless camera. Its new LCD swivels to face forward, making the camera excellent for self-portraits, vlogging, and other applications. The a6100 features a 24 megapixel sensor with 425 embedded phase-detect pixels for lightning-fast autofocus at up to 11 frames per second. With an electronic shutter that provides a silent shooting option, stunning 4K/UHD video capabilities, and new time-lapse photography features, the a6100/ILCE-6100 is a versatile digital camera that has simple operation yet boasts all the features you need to take great photos. With this book in hand, you will discover all the capabilities of the Sony Alpha a6100/ILCE-6100 as you explore the world of digital photography, develop your creativity, and capture the best photographs you’ve ever taken. Filled with detailed how-to steps and full-color illustrations, David Busch’s Sony Alpha a6100/ILCE-6100 Guide to Digital Photography describes every feature of this sophisticated camera in depth, from taking your first photos through advanced details of setup, exposure, lens selection, lighting, and more. It relates each feature to specific photographic techniques and situations. Also included is the handy camera “roadmap,” an easy-to-use visual guide to the a6100/ILCE-6100’s features and controls. Learn when to use every option and, more importantly, when not to use them, by following the author’s recommended settings for every menu entry. With best-selling photographer and mentor David Busch as your guide, you’ll quickly have full creative mastery of your camera’s capabilities, whether you’re shooting on the job, taking pictures as an advanced enthusiast pushing the limits of your imagination, or are just out for fun. Start building your knowledge and confidence, while bringing your vision to light with the Sony Alpha a6100/ILCE-6100.

David Busch’s Sony Alpha a6300/ILCE-6300 Guide to Digital Photography

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David Busch’s Sony Alpha a6300/ILCE-6300 Guide to Digital Photography is the most comprehensive reference and guide book available for Sony’s advanced APS-C mirrorless camera. This eagerly-anticipated enthusiast/professional digital camera features a new 24 megapixel sensor with 425 embedded phase-detect pixels for lightning-fast autofocus at up to 11 frames per second. With an electronic shutter that provides a silent shooting option, stunning 4K/UHD video capabilities, and ISO sensitivities up to ISO 51,200, the a6300/ILCE-6300 is a versatile digital camera that’s simple to use, yet boasts features demanded by the most avid photo buff. With this book in hand, you will discover all the capabilities of the Sony Alpha a6300/ILCE-6300 as you explore the world of digital photography, develop your creativity, and capture the best photographs you’ve ever taken. Filled with detailed how-to steps and full-color illustrations, David Busch’s Sony Alpha a6300/ILCE-6300 Guide to Digital Photography describes every feature of this sophisticated camera in depth, from taking your first photos through advanced details of setup, exposure, lens selection, lighting, and more. It relates each feature to specific photographic techniques and situations. Also included is the handy camera “roadmap,” an easy-to-use visual guide to the a6300/ILCE-6300’s features and controls. Learn when to use every option and, more importantly, when not to use them, by following the author’s recommended settings for every menu entry. With best-selling photographer and mentor David Busch as your guide, you’ll quickly have full creative mastery of your camera’s capabilities, whether you’re shooting on the job, taking pictures as an advanced enthusiast pushing the limits of your imagination, or are just out for fun. Start building your knowledge and confidence, while bringing your vision to light with the Sony Alpha a6300/ILCE-6300.

David Busch's Sony Alpha a7C Guide to Digital Photography *Rocky Nook, Inc.*

David Busch's Sony Alpha a7C Guide to Digital Photography is the most comprehensive resource and reference for Sony’s ultra-compact 24-megapixel full frame mirrorless camera. The a7C packs large sensor image quality and low light performance into the world’s smallest full-frame camera with in-body five-axis image stabilization. The perfect companion for travel photography under the most demanding conditions, it’s also fast enough for 10 frames-per-second action photography bursts, and delivers the resolution the most demanding landscape or fine-art photographer require.

With fast, sensor-based 693-point phase detect autofocus (with real-time face and eye tracking), and 4K and full HD video capabilities, the a7C has all the tools needed to take incredible still images and capture compelling movies and video blogs. This book will show you how to master those features as you explore the world of digital photography and hone your creativity with your a7C.

Filled with detailed how-to steps and full-color illustrations, *David Busch's Sony Alpha a7C Guide to Digital Photography* covers every feature of this camera in depth, from taking your first photos through advanced details of setup, exposure, lens selection, lighting, and more, and relates each feature to specific photographic techniques and situations. Also included is the handy camera "roadmap" chapter, an easy-to-use visual guide to the camera's features and controls. Learn when to use every option and, more importantly, when not to use them, by following the author’s recommended settings for each menu entry. With best-selling photographer and mentor David Busch as your guide, you'll quickly have full creative mastery of your camera’s capabilities, whether you're shooting on the job, as an advanced enthusiast exploring full frame photography for the first time, or are just out for fun. Start building your knowledge and confidence, while bringing your vision to light with the Sony a7C.

David Busch's Sony Alpha a7R IV Guide to Digital Photography *Rocky Nook, Inc.*

David Busch's Sony Alpha a7R IV Guide to Digital Photography is the most comprehensive resource

and reference for Sony’s innovative 61-megapixel full frame mirrorless camera. Capable of 10 frame-per-second bursts even at full resolution, the a7R IV is fast enough for action photography, and its 15-stop enhanced dynamic range delivers the image quality that the most demanding landscape or fine-art photographer requires. This camera’s remarkable low-light performance, fast sensor-based 567-point phase detect autofocus (with real-time face and eye tracking in both still and movie modes), and improved 5-axis in-body image stabilization, the a7R IV has all the tools needed to take incredible images. This book will show you how to master those features as you explore the world of digital photography and hone your creativity with your a7R IV. Filled with detailed how-to steps and full-color illustrations, *David Busch's Sony Alpha a7R IV Guide to Digital Photography* covers every feature of this camera in depth, from taking your first photos through advanced details of setup, exposure, lens selection, lighting, and more, and relates each feature to specific photographic techniques and situations. Also included is the handy camera "roadmap" chapter, an easy-to-use visual guide to the camera's features and controls. Learn when to use every option and, more importantly, when not to use them, by following the author’s recommended settings for each menu entry. With best-selling photographer and mentor David Busch as your guide, you'll quickly have full creative mastery of your camera’s capabilities, whether you're shooting on the job, as an advanced enthusiast exploring full frame photography for the first time, or are just out for fun. Start building your knowledge and confidence, while bringing your vision to light with the Sony a7R IV.

David Busch's Sony Alpha a68/ILCA-68 Guide to Digital Photography

Rocky Nook, Inc.

David Busch’s Sony Alpha a7R II/a7 II Guide to Digital Photography *Rocky Nook, Inc.*

Ultimate Energy

How To Get From Tired To Inspired *Teach Yourself*

When your energy's low it can feel like wading through treacle. Living with brain fog can make even the simplest task challenging. But you can overcome fatigue if you follow the simple strategies in this book. It covers everything you need to maximize your energy, strength and vitality in all areas of your life. Discover how nutrition, exercise, mindfulness, resilience, positive inner talk, learning to say 'no' and much more, could help you. By the end you will be able to deal with all of life's challenges more easily and, better still, enjoy the good times more fully.

The Interior Designer's Guide to Pricing, Estimating, and Budgeting *Simon and Schuster*

This second edition is updated throughout and includes additional material on time management and numerous interviews with leading designers. Empowered by the step-by-step guidance in this book, interior designers will be able to establish prices and budgets that make their clients happy and their businesses profitable. Written by a designer and veteran expert on pricing, estimating, and budgeting systems, the book provides practical guidelines on how to value the cost of designing commercial or residential interiors, from the designer's creative input to the pricing of decorating products and procedures. The book shows how to determine a profitable and fair hourly rate, balance the client's budget with his or her wishes and needs, negotiate prices with suppliers and contractors, write realistic estimates and clear proposals, manage budgets for projects of all sizes and types, and position the firm's brand in relation to its practices. Interviews with experienced interior designers, case studies, and sidebars highlight professional pitfalls and how to master them, from daily crisis management and self-organization to finding the perfect office manager.

The Graphic Designer's Guide to Pricing, Estimating, and Budgeting *Simon and Schuster*

This helpful guide provides startup and experienced design business owners with dozens of useful, creative methods for achieving profitability. Updated throughout with additional material on time management, expanded coverage of Web and multimedia pricing, and numerous new interviews with leading designers, this third edition is an invaluable industry guide focusing on these crucial aspects of running a graphic design business. Coverage includes how to set rates, deal with competitors' pricing, use different pricing methods, prepare estimates, draft proposals, establish and manage budgets, negotiate, and position the brand of the firm. Graphic designers will find the clearly written, practical advice indispensable to professional success.

TV Guide

The Official Collectors Guide *Bangzoom Publishers*

A guide to collecting the television magazine which includes fifty years of national and regional covers, a history of television programming, a publication history of the guide, and a table of the current market value for each issue.

A Trainer’s Guide to PowerPoint

Best Practices for Master Presenters *American Society for Training and Development*

Learn the Secrets Needed to Master PowerPoint for Training As a successful facilitator, you know the importance of the resources in your professional toolkit. How you engage your audience and improve learning can be affected by how well you use them. But mastery of PowerPoint evades many. Feedback on presentations can range from “What was the point?” to “That changed my life.” Most, though, fall closer to the former. If you are looking for a guide to the PowerPoint practices that will push your presentations into the latter category, look no further. A Trainer's Guide to PowerPoint: Best Practices for Master Presenters is Mike Parkinson's master class on the art of PowerPoint. While Parkinson wants you to understand how amazing a tool PowerPoint is, he's the

first to tell you that there is no magic button to make awesome slides. There are, however, proven processes and tools that deliver successful PowerPoint content each and every time you use them. In this book he shares them, detailing his award-winning PowerPoint process and guiding you through three phases of presentation development—discover, design, and deliver. What's more, Parkinson is a Microsoft PowerPoint MVP—most valuable professional—an honorific bestowed by Microsoft on those with “very deep knowledge of Microsoft products and services.” He shares not only his tips and best practices for presentation success, but also those from several of his fellow MVPs. Parkinson invites you to master PowerPoint as a tool—just like a paintbrush and paint—and to realize that the tool doesn't make the art, you do.

Poster Art of the Disney Parks (Introduction by Tony Baxter) *Disney Editions*

Anyone who has ever walked through the gates at a Disney Park knows that there is a magical experience waiting to be had on the other side. All of the telltale signs are there: the sound of joyful music pipes across the promenade; the smells of popcorn and cookies waft through the air; and the colorful attraction posters depict all the wonderful rides and shows created for Guests by the Imagineers. Poster Art of the Disney Parks is a tribute to those posters, which begin telling the story of each attraction even before Guests have entered the queue area. Disney attraction posters have been an important means of communication since Disneyland began displaying them in 1956. Not only are they eye-catching pieces of artwork that adorn the Parks with flair and style, they are also displayed to build excitement and disseminate information about the newest additions to the Disney landscape. When the first attraction posters made their debut at Disneyland, one such piece of art proclaimed that Guests could have a “true-life adventure” on the Jungle Cruise. And in 2012 at Disney California Adventure, a poster announced the grand opening of Cars Land—the newest thrill-filled destination at the Disneyland Resort. Both of those posters are reproduced within this book, along with posters from every decade in between. As evidenced by the evolution of the attraction posters, art styles and design techniques have certainly changed over the years. These characteristics also differ from continent to continent. Posters from Tokyo Disneyland, Disneyland Paris, and Hong Kong Disneyland exhibit the nuances in presentation that give each Park’s pantheon of posters its signature look. But while artistic interpretations and color palettes may vary from Park to Park and from year to year, the spirit of Disney storytelling is a constant that ties them all together.

The Complete Idiot's Guide to Taoism *Penguin*

You're no idiot, of course. You know Taoism is one of the world's oldest religions, based on simplicity and balance. However, you may not know it has important parallels with modern Western faith; health, ecology, even in pop culture icons as Luke Skywalker and The Beatles. But you don't have to sit at the feet of a Taoist master to learn how the Taoist tradition has enlightened seekers throughout the centuries! 'The Complete Idiot's Guide to Taoism' will show you exactly why Taoist principles appeal to people from every walk of life! in this 'Complete Idiot's Guide', you get: -The history of the Daode Jing, the world's shortest core religious text, and Laozi, it's mysterious author. - The teachings of Zhuangzi, the often-overlooked master sage of Taoism. -An explanation of ying-yang and what it represents. -Taoism's relationship to Zen Buddhism.

Bedtime, the Ultimate Battle

A Parent's Sleep Guide for Infants and Toddlers *Simon and Schuster*

"Is your baby sleeping through the night?" This is the worst question you could ever ask a parent. Seriously. And news flash! Even if your child is sleeping through the night this week, that doesn't mean they will be for much longer. Every other week, babies are teething, experiencing a growth spurt, or entering a dreaded sleep regression. Bedtime, the Ultimate Battle is a concise and humorous tool that even the most sleep-deprived parents will love. It contains the meat and potatoes of sleep solutions for your baby that you can digest easily in the middle of the night, without worrying about heartburn. Sleep is something all humans need, but at a point in every baby’s life, they will refuse to sleep like it’s their job. That leads to very exhausted parents and caregivers. Bedtime, the Ultimate Battle is written from the realistic perspective of a mom in the trenches—just like you. (And you, too, Dad.) It will provide you with dozens of easy, budget-friendly ways to help get your baby to sleep, gathered from the most recommended parenting books, blogs, and viral posts. Melissa has done the research so you don't have to spend precious time desperately Googling during your next 3 a.m. wake-up call. Bedtime, the Ultimate Battle includes more than ninety tips and tricks and discusses common nighttime hurdles such as: Sleep training Getting baby to nap when they don't want to Weaning babies who breastfeed to sleep Handling sleep regressions like a champ and more!

The Ultimate Bar Book

The Comprehensive Guide to Over 1,000 Cocktails *Chronicle Books*

The Ultimate Bar Book — The bartender's bible and a James Beard nominee for the best Wine and Spirit book, 2008 The cocktail book for your home: The Ultimate Bar Book is an indispensable guide to classic cocktails and new drink recipes. Loaded with essential-to-know topics such as barware, tools, and mixing tips. Classic cocktails and new drinks: As the mistress of mixology, the author Mittie Hellmich has the classics down for the Martini, the Bloody Mary—and the many variations such as the Dirty Martini and the Virgin Mary. And then there are all the creative new elixirs the author brings to the table, like the Tasmanian Twister Cocktail or the Citron Sparkler. Illustrated secrets of classic cocktails and more: Illustrations show precisely what type of glass should be used for each drink. With dozens of recipes for garnishes, rims, infusions, and syrups; punches, gelatin shooters, hot drinks, and non-alcoholic beverages; and let's not forget an essential selection of hangover remedies, The Ultimate Bar Book is nothing short of top-shelf. If you liked PTD Cocktail Book, 12 Bottle Bar and The Joy of Mixology, you'll love The Ultimate Bar Book