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KEY=YOUR - ERIN LANE

MAKE IT YOU(TM)-YOUR SPACE

SEW WITH STYLE EASY STEP-BY-STEP INSTRUCTIONS UNIQUELY YOU

C&T Publishing Inc Use fabric and simple sewing to transform the space you live in with projects ranging from bedroom ensembles to wall treatments to coordinating accessories.

POPULAR MECHANICS

Popular Mechanics inspires, instructs and influences readers to help them master the modern world. Whether it's practical DIY home-improvement tips, gadgets and digital technology, information on the newest cars or the latest breakthroughs in science -- PM is the ultimate guide to our high-tech lifestyle.

POPULAR SCIENCE

Popular Science gives our readers the information and tools to improve their technology and their world. The core belief that Popular Science and our readers share: The future is going to be better, and science and technology are the driving forces that will help make it better.

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PROFESSIONAL TELE-MARKETING SKILLS-THE MASTER GUIDE TO SELLING ON PHONE

Gerard Assey **Professional Tele-Marketing Skills-The Master Guide to Selling on Phone** has been uniquely designed, to help transform you into a Master Tele-Marketer by helping you discover the secrets that drive the world's top tele-sales professionals. It will help you or your team create the habits and lasting changes by enabling you replace current unacceptable patterns that are costing your company sales with new ones, that will now help you achieve your sales goals faster and more consistently. Written at a time when the COVID pandemic has undoubtedly pushed organizations into rethinking ways and means to continue to operate their businesses especially with the restrictions on safe distancing. The world over is adjusting to COVID, with social distancing orders having compelled people to find alternatives to face-to-face meetings, by working from homes or remote locations. As a result, telemarketing solutions have never been more popular than this time, as in order to conduct business without disruption, professionals and businesses have now turned more than ever before to tele-calling to stay connected with their team members and customers. The entire book has been split into several step by step, easy and digestible modules, to help you take back and put to practice each step into a real life situation. That way these skills that you will learn will stay with you, enabling you to become more professional and successful in a sales role using the phone, that will help 'win and keep customers for life'! You will be able to: · Derive the benefits from the effectiveness of consultative selling and how different it is from the traditional sales approach · Learn how to guide prospects through the buying process · Proven behaviors that make you stand out as a telesales professional · A thorough understanding of the attributes and activities of a professional telesales person · Effectively prepare for any telesales call · Make cold calls in a professional manner, right from handling gate-keepers and getting through to the right decision-makers · Be able to manage your data and lists much better · Build rapport and trust with a customer right during the approaching stage itself. · Effectively uncover a customer's needs, problems and opportunities and be able to demonstrate how your product features can help a customer meet a need/solve a problem (proving value). · Overcome objections, cope with turn-downs, rejection or call reluctance · Be able to recommend an appropriate solution (recommending) and close business deals effectively after showing a customer how specific business objectives can be met and benefit by using your recommended product or service (closing) · Effectively and professionally sell to B2B/ Key Accounts using a structured approach · Implement the entire consultative selling process into your daily work · And...most importantly, in every chapter or topic that is covered, there are several exercises for you to work on and put the new skills to immediate use. With no gimmicks, no jargon, just emphasis on relationship building, I believe that this is a well structured course on 100% building value and long lasting partnerships with your customer!

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STRATEGIC PLANNING MADE EASY

A PRACTICAL GUIDE TO GROWTH AND PROFITABILITY

M3 Planning, Inc

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EMPOWERING INTRANETS TO IMPLEMENT STRATEGY, BUILD TEAMWORK, AND MANAGE CHANGE

Greenwood Publishing Group Denton explains how to use the Intranet as a tool for strategic decision making, team building, and managing change.

8 SIMPLE KEYS TO UNLOCKING YOUR UNIQUE GREATNESS

Xulon Press Jones offers eight simple keys to unlocking ones unique greatness and exploring what God has deposited within. Take a chance at experiencing a life truly worth living--a uniquely great life. (Practical Life)

CALLED

Christian Faith Publishing, Inc. Called is not about chasing. It's about following. It's not about going. It's about staying. It's not about us. It's about Him. It's not a "how to." It's a "who through." It doesn't say, "I can do this." It says, "He'll get me through this." It's not about shining bright. It's about reflecting His light. It's not about aiming to please. It's about pleasing the King. When these six little verbs take root in our heart, that's when we are able to start living set apart: need, be, see, know, grow, and sow These six little verbs are stepping stones into the places God is calling each of us. Unique paths paved by the same six words""paths that are both practical and purposeful. This Bible study is for the woman wanting more but tired of dream chasing and fear facing only to discover she's still rat racing. King Solomon in Ecclesiastes mentions this chasing after the wind, but in John, King Jesus reminds us that is all about abiding in Him. Called simplifies our role and magnifies His role in purposeful living. This Bible study is topical in nature but draws out timeless truths from the Old and New Testament to bridge the gap between truth and grace in our own hearts, equipping and empowering us to answer the call He has on each of our lives.

STRATEGIC PLANNING MADE EASY FOR NONPROFIT ORGANIZATIONS

A PRACTICAL GUIDE

M3 Planning, Inc

THE COMPLETE BOOK OF RESUMES

SIMPLE STEPS FOR WRITING A POWERFUL RESUME

Sourcebooks, Inc. Crafting the perfect resume is the first step for job seekers. And these days, employers have tons of different filters to weed out candidates and narrow their hiring pool. The Complete Book of Resumes is packed full of information on crafting a resumes and the kind of structure and language that will get an employer's immediate attention as well as tons of samples for readers to use as a guideline for success. The Complete Book of Resumes includes information on: --How to begin if you're starting from scratch --The profile, or the most important part of your resume --Work experience, or "What have I been doing all these years?" --Punching it up--how to make a good resume great --The career transition resume chapter for brave souls --You're just starting out --Big leaps--positioning yourself for jobs above your current level Including more than 300 resumes, The Complete Book of Resumes is perfect for recent graduates or seasoned candidates with years of experience.

HOW TO READ YOUR HOROSCOPE IN 5 EASY STEPS

STOP READING BOOKS AND START READING CHARTS

John Hunt Publishing Have you ever tried to learn astrology but been put off by the symbols, squiggles and unpronounceable jargon? Have you got so far but given up because of the increasing complexity? Chrissie Blaze, astrologer, author, broadcaster and international speaker, has spent twenty-five years teaching complex subjects in an easily-understandable

way. This practical workbook shows you how to stop reading books (except this one) and start reading charts. It will navigate you through the complexity of the cosmos to understanding your own birth chart in five easy steps.

CREATE YOUR OWN TAROT CARDS

A STEP-BY-STEP GUIDE TO DESIGNING A UNIQUE AND PERSONALIZED TAROT DECK

Walter Foster Create Your Own Tarot Cards introduces the art of tarot card reading, and then offers step-by-step instruction for painting your own colorful deck with the included blank cards.

TALKING WITH YOUR HANDS, LISTENING WITH YOUR EYES

A COMPLETE PHOTOGRAPHIC GUIDE TO AMERICAN SIGN LANGUAGE

Square One Publishers, Inc. Uses almost 1,400 photographs to present a comprehensive guide to the techniques, words, and phrases used in American Sign Language.

POPULAR MECHANICS

YOGA JOURNAL

For more than 30 years, Yoga Journal has been helping readers achieve the balance and well-being they seek in their everyday lives. With every issue, Yoga Journal strives to inform and empower readers to make lifestyle choices that are healthy for their bodies and minds. We are dedicated to providing in-depth, thoughtful editorial on topics such as yoga, food, nutrition, fitness, wellness, travel, and fashion and beauty.

BEGINNING DB2

FROM NOVICE TO PROFESSIONAL

Apress IBM's DB2 Express Edition is one of the most capable of the free database platforms available in today's marketplace. In Beginning DB2, author Grant Allen gets you started using DB2 Express Edition for web sites, desktop applications, and more. The author covers the basics of DB2 for developers and database administrators, shows you how to manage data in both XML and relational form, and includes numerous code examples so that you are never in doubt as to how things work. In this book, you'll find: A friendly introduction to DB2 Express Edition, an industrial-strength, relational database from IBM Dozens of examples so that you are never in doubt as to how things work Coverage of important language interfaces, such as from PHP, Ruby, C#, Python, and more The book is aimed at developers who want a robust database to back their applications.

PERSONAL COMPUTING

COGNITIVE BEHAVIORAL THERAPY MADE SIMPLE

REWIRE YOUR BRAIN WITH 8 CBT MINDFULNESS TECHNIQUES TO OVERCOME SOCIAL ANXIETY, DEPRESSION AND INSOMNIA THROUGH POSITIVE THINKING AND SELF-DISCIPLINE

Theresa Williams Do you constantly wake up during the night due to anxiety? Are you tired of unnecessarily spending money on expensive therapy? Would you like to discover step by step techniques to rid yourself of panic attacks and fears for good in a short span of time? Then keep reading ... Every day I come into contact with people who suffer from anxiety and depression, alongside constant panic attacks or low self-esteem. For the most part, when these emotional states come into play, I realize that the right treatment for them is CBT. Cognitive Behavioral Therapy is one of the most effective treatment methods; it is scientifically tested and above all, non-invasive !! Why should you spend money on chemicals that are bad for your body, like psychiatric drugs, when you can get the same benefits with CBT? It is never recommended to make drastic decisions too quickly... I am sure that your

problem can be solved in a natural way. What you will find in this book: - Understanding of what this fantastic method is and how it works; - A step by step guide on how to solve your anxiety and panic problems in the best way possible; - You will learn to use the power of positive thinking to your advantage; - You will be able to better manage your emotions; - You will learn powerful techniques to strengthen your self-esteem; - You will finally be able to free yourself from anxiety, insomnia, phobias, panic attacks, general obsessive disorders, depression and many other psychological problems; - **BONUS CHAPTER: 9 simple daily habits that will change your life for the better (Number 9 will surprise you).** - And much much more... What are you waiting for? Do you want to keep wasting your days living with anxiety and negative thoughts? If not, click on the "Add to Cart" button and give your life a twist for good!

1 & 2 CORINTHIANS

FINDING YOUR UNIQUE PLACE IN GOD'S PLAN

Harvest House Publishers Combining the biblical content of a commentary with the life applications of a Bible study, bestselling authors Bruce Bickel and Stan Jantz distill important Bible truths into user-friendly portions and communicate them with amazing clarity. This enlightening study highlights Paul's helpful responses to issues that faced the Corinthian church--and continue to challenge the church today: How can the church maintain unity? What is true spiritual leadership? How should believers deal with immorality? Bruce and Stan also guide readers through the apostolic teaching on such important topics as spiritual gifts, our future in heaven, and supernatural strength for difficult situations. The up-to-date style, thought-provoking discussion questions, and easy-to-follow format make this a perfect study for individual or group use.

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POPULAR SCIENCE

STARTUP... JUST STARTUP

A STEP BY STEP GUIDE ON HOW TO BECOME A SUCCESSFUL ENTREPRENEUR

Notion Press You can work from wherever you want, on whatever you want - Just Startup! You can follow your passion and still make a lot of money - Just Startup! You can have ownership, freedom and excitement - Just Startup! A traditional "Job" isn't secure anymore. You don't need to be part of the rat race and can Start-up on your own. No experience, No degree or diploma, No huge investments - just the right set of tools. "Startup... Just Startup" is a step-by-step guide for you to build your own Start-up from scratch - Idea to Implementation to Money! A Serial Entrepreneur, Angel Investor, Educator, Mentor and Linguist, Gaurav Vasishta has put the essence of his 22 years of experience and learning into this comprehensive, systematic formula for success for first-time and recurring Entrepreneurs to Startup... Just Startup. Bonus: Includes a utilitarian Tool-set for all Entrepreneurs for reference.

YOGA JOURNAL

For more than 30 years, Yoga Journal has been helping readers achieve the balance and well-being they seek in their everyday lives. With every issue, Yoga Journal strives to inform and empower readers to make lifestyle choices that are healthy for their bodies and minds. We are dedicated to providing in-depth, thoughtful editorial on topics such as yoga, food, nutrition, fitness, wellness, travel, and fashion and beauty.

SPECIAL EDITION USING ADOBE GOLIVE 6

Que Publishing CD-ROM contains: evaluation versions of Lasso Professional 5, Lasso Studio, Evocative's ProCart Live, eCatalogBuilders' CatalogIntegrator Cart Lite, and a coupon for digital.forest.

BYTE

PC/COMPUTING

JOURNEY OF THE WHITE BEAR

PATH TO THE CENTER OF YOUR SHAMAN'S HEART

Llewellyn Worldwide "Through teachings and practices held sacred by indigenous cultures for thousands of years, *Journey of the White Bear: A Path to the Shaman's Heart* guides readers around the Universal Medicine Wheel to present the wheels within the Seven Sacred Directions, including the Wheel of Relationships, the Wheel of Ceremonies, and the Wheel of the Ancestors. This book presents an experiential study of contemporary shamanic practices that explores the concept of spiritual adulthood and how to channel your unique gifts to be of greater service to humanity, the planet, and All Our Relations. In this time of huge transition, people are sensing an urgency for change. This book is a cogent and timely toolset that readers need now and for the transformational times to come"--

ORACLE 11G ADMINISTRATION IN SIMPLE STEPS

Dreamtech Press This book contains the step by step information about the Oracle 11g database Administration. This book is for you if you are familiar with SQL and are looking for a book that effectively explains the concepts of the Oracle 11g database Administration. It gives the core information about administrating the Oracle 11g database using the new and improved Enterprise Manager GUI. The book contains lots of examples and helps you to perform the Oracle 11g administration in an easier way. You will also find information about the Grid Architecture in this book.

BLENDABLE CURVES

STACK, SLICE & SEW UNIQUE QUILTS IN A WEEKEND

C&T Publishing Inc **Stack, Slice & Sew Unique Quilts in a Weekend.** Big, easy blocks + free-form curves = gorgeous, low-stress quilts. 10 quilt projects with complete instructions. No seams or points to match, no pinning needed! Chapters on quilting tips and mitered binding. Quilts you can piece without worrying about matching seams or corners...Curves you can sew without pinning or hash marks...A quilt that looks good enough to hang in a gallery, but you put it together in a single weekend. You can do it all with Peggy's new Blendable Curves technique. Just stack, slice, and sew! 10 complete projects start simple and build to more complex techniques. Perfect for anyone with basic quilting skills.

BACK IN CONTROL

HOW TO STAY SANE, PRODUCTIVE, AND INSPIRED IN YOUR CAREER TRANSITION

Sentient Publications **With over fifteen years of experience Diane Wilson shows that you can manage the mental and emotional underpinnings of transition to your benefit. She puts you back in control with actions that increase emotional balance, confidence, intuition, energy, and productivity. After reading this book, you'll view transition as an opportunity instead of a formidable chore.**

AUTHENTICITY

LIVING A SPIRITUALLY HEALTHY LIFE

HarperChristian Resources **What does it take to build character? How do you instill godly qualities inside yourself that are displayed consistently through words, actions, and attitudes that reflect what Jesus himself is like? Building Character Together takes you and your small group inside the Bible to learn character-building lessons from some of its most compelling figures. In six enjoyable, interactive sessions, each volume in this six-volume series helps you deeply explore the complex issues of developing Christian character. Combining study, discussion, and shared experiences, here is a pathway to growth both individually and as a group. Explore the lives of David, Mary Magdalene, Jacob, and other**

men and women of the Bible. Learn lessons from their successes and failures and from their relationships with God and other people that you can readily link to yourself and your own life circumstances. Enjoy frank discussions that draw you and other group members deeper into each others' lives. And put it all into action in a one-day group retreat, a service project, a mini-mission work, and other experiences that help you make the leap from good words to good works.

THE DIY WEDDING

CELEBRATE YOUR DAY YOUR WAY

Chronicle Books Goodbye, caterers. So long, wedding coordinators. Here is the bride's guide to thinking outside that robin's egg blue wedding-industry box. In this, the only comprehensive do-it-yourself wedding book, you'll find everything you need to pull off a personalized celebration. No cookie-cutter weddings here! With how-to info on flowers, invites, food, the ceremony, and more, *The DIY Wedding* makes it easy to spend less and create an event that is entirely original. Inspiring ideas, countless resources, budgeting tips, contract templates, plus start-to-finish projects ease the planning pressure.

PSYCHIC PSYCHOLOGY

ENERGY SKILLS FOR LIFE AND RELATIONSHIPS

North Atlantic Books This useful guide from two of America's preeminent psychics is unique in its focus on individual psychology and interpersonal relationships. It begins with simple meditations during which practitioners learn how to recognize their own psychic energy—and also determine if that energy is constrained. *Psychic Psychology* shows how to free energy through such tools as grounding, clearing psychic enmeshment, and finding the space from which to respond most openly, resourcefully, and generously to life. An entire chapter is devoted to exploring the specific energies men and women have based on their biological differences and helping them to deal with their own energy and that of the other sex. Friedlander and Hemsher present the everyday usefulness of clairvoyant skills within a big picture where they explain that we create our reality, but do not control it; and that the personality—like the soul—is eternal and always growing. The final section describes how psychic skills can be applied in real-world contexts, which are often ambiguous and contradictory. The book explores common issues such as dealing with self-doubt without jumping to unwarranted, blind confidence and how to communicate effectively, with clear boundaries.