

Delivered The No Nonsense Guide To Successful Email Marketing

This book could save your life! The No-Nonsense Guide To Earthquake Safety (Enhanced Edition) is re-edited edition of the original guide designed to provide a comprehensive source for the latest research related to earthquake safety. Now in a larger size, re-edited, and additional appendices, the subjects covered include: a basic survey-level understanding of earthquakes; addressing long-held earthquake myths; how to be proactive in preparing for an earthquake; advice by government and professionals in the geological sciences on the best courses of action during an earthquake; the best shelter/courses of action during an earthquake; and how to remain safe after an earthquake has occurred. The Enhanced Edition also contains updated appendices that include a listing of government and charitable resources (for those affected by earthquakes), and the latest research regarding animal behavior & earthquakes, as well as the latest advancements toward creating earthquake detection systems.

'I now feel safe in the knowledge that I'm armed with the latest science-backed information about how to care for my skin' Chloe Brotheridge, author of The Anxiety Solution We all know that taking good care of our skin is the key to any effective health and beauty regime. But with so much conflicting information out there, the path to

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healthy skin can seem far from clear. Dr Anjali Mahto is one of the UK's leading consultant dermatologists. Equipped with years of expertise and the most up-to-date evidence, she sets out to cut through the noise and distinguish the nuggets from the nonsense. Chia seeds won't make your skin glow and lilac water is never going to reduce acne scarring. And, when it comes to the best products, high price doesn't necessarily mean high quality. Tackling common complaints such as acne and dryness, rosacea and aging, The Skincare Bible is your definitive companion to your body's biggest organ. Clear, concise and packed full of tips on the best products and routines, it will help you discover what works for you and find confidence in your own skin. This is your expert guide to great skin - pure and simple. 'A refreshing, fad-free guide to glowing skin. A must read for anyone struggling with their skin health' Dr Megan Rossi

The No-Nonsense Guide to World Food New Edition New Internationalist

Straight-talking advice from the Skincare Queen Caroline Hirons is the authority in skincare - and for the first time, she's sharing her knowledge with the world. With over 100 million views of her blog and over 13 million views of her YouTube videos, she cuts out the jargon, tells you what you do and don't need, and is finally going to get the nation off face wipes for good! Skincare is the go-to book for people of all ages and skin types who want to feel and look fantastic. It explains the facts, the myths and the best way to get good skin - on any budget. With everything from Caroline's signature cheat sheets, simple tips and tricks to glow (inside and out!) understanding ingredients lists,

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and advice on how to choose the products that are right for you, this is the ultimate guide to healthier, brighter skin.

When it comes to money, you've been told you're a dummy. Banks are great at subliminally telling you that only they know how to manage your money and you have no clue. Others also have no shame in telling you to your face you're not smart - ever see those "How to.....for Dummies" books? Or "The Idiot's Guide to..."? You're not a dummy and you're not an idiot. This book is about telling it like it is. This book has short chapters that are written in simple language using analogies, pictures and graphs that everyone can relate to. Learn secret signals to know when to buy and when to sell and a lot more. This book is aimed at anyone who feels intimidated by investing money. If you're a teenager or starting your career, or if you're middle-aged with kids in school or empty-nesters, this book is for you. Even if you decide to give your money to a company to manage, you should still keep this book as a reference so that you can converse with confidence with your money manager. Trading can be easy. And you CAN do it. The overriding theme in this book is that you are smart, capable and have it in you to take care of your personal finances. Trust yourself by investing in yourself. A wide-ranging exploration of why inequality persists and what can be done about it. This book offers a comprehensive, entry-level guide for librarians and archivists who have found themselves managing or are planning to manage born-digital content. Libraries and archives of all sizes are collecting and managing an increasing proportion

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of digital content. Within this body of digital content is a growing pool of 'born-digital' content: content that has been created and has often existed solely in digital form. The No-nonsense Guide to Born-digital Content explains step by step processes for developing and implementing born-digital content workflows in library and archive settings of all sizes and includes a range of case studies collected from small, medium and large institutions internationally. Coverage includes: the wide range of digital storage media and the various sources of born-digital content a guide to digital information basics selection, acquisition, accessioning and ingest description, preservation and access methods for designing & implementing workflows for born-digital collection processing a comprehensive glossary of common technical terms strategies and philosophies to move forward as technologies change. This book will be useful reading for LIS and archival students and professionals who are working with, or plan to work with, born digital content. It will also be of interest to museum professionals, data managers, data scientists, and records managers.

This invaluable guide is excellent for students, peace groups and activists. With tables, maps, case studies and quotes it looks at how conflict escalates and ways it can be prevented. It examines the changing types of war, including the War on Terror and ethnic conflict such as in Rwanda; the role of diplomacy and the UN and what steps ordinary people are taking to re-build communities. It also offers ideas and inspiration for creating lasting peace.

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Are you ready for a Christian single's book that promises to deliver the no-nonsense advice that you have been looking for as a single woman of God? This book is not just any Christian self-help book for single women. This book goes beyond being a Christian book about being single regurgitating the same information that you have read in other single Christian self-help books. Fix It, Jesus! For Single Women Only. The Straightforward No-Nonsense Guide To Dating, Relationships, and Self Improvement is not just a Christian book about being single. It is a book that offers straight talk to single Christian women delivered in a way that is understandable and in a way that you need to hear it. How many times have you told yourself, "I want to get married?" How many times have you imagined that when you get married, it would be the perfection that you have always longed for and your life will be complete? How many of you are just sitting there wishing, hoping, thinking, and praying until that day comes? With each day that passes and it does not happen, you sink deeper and deeper into disappointment. Sadly, this is the story of so many Christian single women. You are lonely, you want to get married, you keep dating losers, you keep getting dumped, you keep getting cheated on, he won't marry you, or there are just those days in which you feel that God has forgotten about you and you are going to be single forever. If this is even just some of your story then surely you have come

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to the right place because sista GIRL I want to help you out! I want to bring you out of an area of depression, desperation, loneliness, and hopelessness. The following paragraph is just a small excerpt from my book to show you that I know you and I used to be you. Excerpt: I remember there was a time where I was where you might be today. Dating some guy who was a complete and utter JERK. But I was so convinced that I loved him, that he was going to marry me, and that he was my future husband. So I prayed about it. All the time, night and day - "God, please open up his eyes and make him see me. Make him see that I am his wife. Make him see how wonderful I am. PLEASE, GOD, PLEASE!" I wanted you to read this excerpt to show you that I was once you. To show you how far I have come and to show you that you do not need to settle for men who do not want you. The topics that are going covered in this book are. Dating Keys for Christian Singles Sex and the Single Christian woman Christian dating simplified and broken down Being equally yoked Preparing for your husband Praying for your future husband Trusting God and His timing Biblical Lessons from Ruth and Esther How to stay celibate Choosing the right partner for marriage How to forgive yourself for mistakes in a relationship God's promises to singles Tidbits on the finding a godly husband Becoming a godly woman Biblical dating advice And so much more. This book has 30 full chapters and will be your

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ultimate resource as a single Christian woman. It is so full of information that you can even use it for a single women's devotional choosing to read one chapter each day. Single woman of God, let me ask you, don't you want God's best? Not just God's best husband for you but God's best life for you. If the answer is yes, then I am going to take you on a journey through this book and teach you just that. Through 30 amazing chapters, each handcrafted and specific to what you face as a single Christian woman. And who am I you may ask? I am Dr. Sophia Reed, the author of the amazing Christian Lifestyle blog for women www.sophie-sticatedmom.com. I have a master's degree in marriage and family therapy, I am a National Certified Counselor (NCC), and I have Ph.D. in human behavior. Oh yes, and I am a single woman that is happy and living the best life God has for me. So give this book a try I know you won't be disappointed.

This guide unravels the global migration paradoxes, explaining the economic and social issues behind the flows of humans

This book provides a straight forward and pragmatic guide to leadership, management and team working in contemporary library and information services. Contemporary managers and leaders in library and information services are working in a challenging context; dealing with multiple demands on their time, expertise and resources. This book translates theories in team work,

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management and leadership into practical guidance backed up with examples and case studies from current library and information workers globally. There is a focus on attitudes, values and practices that make for good leadership and management. The book covers: -analysing your environment, understanding culture and developing strategies -working in the senior team and making an impact -confident leadership and management, decision making, problem solving and managing crises -leading, managing and supervising your team, establishing working practices and conflict management -delegation, dealing with overload and evaluating outcomes -managing large and small projects and the people side of projects -innovation and management of the change process -communications, managing e-mails and text messages and effective use of social media -recruitment and selection and performance management -managing and leading complex teams including collaborative, multi-professional, partnership and virtual teams -budgeting, managing finances, tendering, crowdfunding and taking part in audits -managing work/life balance, coaching and mentoring, emotional intelligence, resilience and mindfulness. The No-Nonsense Guide to Leadership, Management and Teamwork is a book that a new or aspiring manager or team leader will use to guide them through the first few years in their new role. It will also provide guidance and support to new or

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aspiring directors of library services and help them to navigate their way through decision making and problem solving at senior levels. In addition, individual practitioners who are struggling to understand the management and leadership practices that they are experiencing may find that it helps them to make sense of their current environment.

Kelowna, BC is sometimes referred to as the "Palm Springs" of Canada, and the Okanagan Valley is often referred to as the "Napa Valley of the North." If you have ever wondered what it would actually be like to live in Kelowna, or anywhere in the Okanagan for that matter, then this book is your gateway to that reality. Moving To Kelowna is not a tourist guide, although certain portions could certainly be considered as such. Relocating to a new city can sometimes be a traumatic experience. Our goal is to provide newcomers with the objective information they will need so that their transition to Kelowna can be made with confidence. We do this by providing facts, and a few experienced opinions, about why so many people want to live here. Being armed with no-nonsense, well-researched information will make any newcomer's transition a more stress-free, fun and enjoyable one. Cities everywhere have their pros and cons, however it is rare to have the cons exposed in order to fully enlighten potential newcomers. We include not only the benefits of moving to Kelowna, but also the challenges

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because we believe that being honestly informed before relocating, will not only allow for a smooth transition, but will also produce happier citizens. Get Unbiased Answers to These, and Many More Important Questions: - Is it true that Kelowna has a Sunshine Tax? - How do the local schools rank? - Will I be able to find a job? - Will my family be safe? - Is the weather really as good as they say? - Give me a break, what are the challenges to living in Kelowna? - Is there available and affordable daycare for my children? - Will I be able to access good healthcare when I need it? - How does the rental market compare to other cities in Canada? - Is Kelowna business friendly? - What are 'the' best things to do for fun in the area? We have analyzed research from hundreds of reliable sources to create this one-of-a-kind. . . no-nonsense guide. There is no other single source of information that tackles all of these questions on the minds of potential newcomers. The authors are two enthusiastic but realistic residents who have enjoyed life in Kelowna for more than 25 years. We have raised our families here, operated our businesses here, and we plan to retire here. We close our publication with the best business referrals that we could muster. These are trusted business people that will help you settle in once you arrive; and, they will give you a discount, to boot If you want to make the most informed decision you can before relocating to Kelowna, then Moving To Kelowna is arguably the most

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convenient and valuable investment you can make.

Green issues and politics are no longer separate entities, and as environmental issues will only become more pertinent in the future, it will dominate the political spectrum. From climate chaos to consumerism, the crisis facing human civilisation is clear. Yet the response from politicians at present is still inadequate and environmental activists focus on single campaigns rather than electoral politics. The new addition to the No-Nonsense Guides measures the rising tide of eco-activism and awareness and explains why it heralds a new political era worldwide.

Demystifies all the colors of the sexual rainbow, tracking the campaigns for rights and equality worldwide.

Rights are universal - that's the theory. How can this be transformed into reality for all?

This book is aimed at helping experienced trainers, as well as those who are still developing their skills, and provides guidance on the design and delivery of effective training courses with topics including: the people side of training; use of technologies to support training practices; different approaches to learning and teaching; planning and designing training; delivering training: face-to-face and blended learning; evaluation of training events and continuous improvement; and

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learning and development in the workplace. This guide uses case studies and examples of best practice from public, school, academic, special, and government libraries.

Just Ask the Universe is not a book of New Age gobbledegook filled with empty promises. Angels won't fly from above and touch you while you're reading. You will not be asked to practice unusual or tedious rituals. There will be no preaching or sage advice and there will most certainly be no channeling of your inner chakras or dressing like Friar Tuck. Just Ask the Universe is a realistic guide to personal development. By creating a blueprint for self-growth and commanding your subconscious mind, the Universe will manifest all your dreams. For over two decades, Michael Samuels has studied and methodically tested hundreds of books on self-improvement, spirituality, and the metaphysical. Just Ask the Universe accumulates the wisdom from "thought teachers" like: Wallace Wattles, Anthony Robbins, Rhonda Byrne, Joseph Murphy, Robert Collier, and Napoleon Hill, and compiles it under one unified lesson: if your thoughts are clear and in harmony with your mind and the truth of your surroundings, your life can be filled with all the richness the Universe has to offer. As a culmination from these teachings, Michael will show you how to use simple and fun techniques to create a more desirable future. This approach, coupled with real-life stories, will teach

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you how to achieve personal power to overcome any barrier. Regardless of what your present circumstances might be, by following the principles in this book, you will be able to gain power over your destiny. The Universe is listening. All you have to do is just ask.

Discover Everything You Need To Know About Diverticulitis Have you recently been diagnosed with Diverticulosis or Diverticulitis? Are you looking to learn about the most common colon disorder affecting over 50% of people aged 50 and older? Or are you looking for recent preventative measures backed up by scientific research? If you're interested in learning more about this poorly understood problem, you've come to the right place. The purpose of this book is to crunch hundreds of pages worth of, sometimes conflicting, information into a jargon-free, easy-to-digest (no pun intended) 105-page manual. Every medical statement is linked to a scientific study, journal or article and are all fully referenced in the last chapter, allowing you to read the studies in full. Be warned, this book does not contain any miracle cures, just concrete information from the most up-to-date sources. The truth is, thousands of people worldwide are suffering from Diverticulitis and are unable to overcome it. Most sufferers take a doctor's word to be law and prescribe a simple concoction of painkillers and fibre, but is this enough? This book teaches you everything you need to know about

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Diverticulitis so you can arm yourself with the knowledge to defeat it. It also goes into a step-by-step strategy that will ease your suffering and allow you to take control of your life once again. Now With A Diet For Diverticulosis This second edition contains a list of molecules that affect diverticular disease, both positively and negatively. The ingredients with the highest concentration of these molecules are explained in simple terms, so you know exactly what to add to your shopping cart and what to avoid. 50 recipes are included, allowing a bespoke diet for diverticulitis, each containing large quantities of these beneficial molecules. If there's an ingredient not to your fancy, we've got you covered, feel free to look into the "Ingredients Analysis" section and swap it out for an equivalent item. Here Is A Preview Of What You'll Learn... * How The Gut Works To Maximise Your Health*How To Recognize Diverticulitis*How To Avoid The Causes Of Diverticulitis*How To Spot The Symptoms*Self And Professional Diagnosis*How To Ease Your Problem Once And For All*Molecules & Ingredients Defined By How They Affect Diverticular Disease*50 Recipes Individually Categorised By How They Prevent Diverticulitis AttacksTake action right away to overcome your Diverticulitis by downloading this book, "The No-Nonsense Guide To Diverticulosis and Diverticulitis".Become more knowledgeable today!

The prevailing model of endless economic growth is unsustainable. This book

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unpicks the idea of degrowth and explores alternative visions.

The author is a dermatologist and has intended The Skincare Bible to be your definitive companion to your skin. Clear, concise and packed full of tips on the best products and routines, it will help you discover what works for you and find confidence in your own skin.

The world food system is put under the microscope in this updated edition of "The No-Nonsense Guide to World Food."

A highly accessible history of terrorism looking at core examples from the Middle East, instances of state terrorism and terrorist fringes of political movements. Covers the theories justifying and guiding terrorist acts and the battle of images that accompanies them, including: the proliferation of terrorist activities over recent years and international hotspots, the 'war on terror', terrorist acts carried out by states and the constraints on democracy and political and civil liberties that so often characterise the response to terrorism.

Put simply, email marketing is the single most effective way of reaching a large number of people in a short space of time. Nothing else compares to it, and that's what makes it so successful for so many businesses who are using it in the right way. This comprehensive guide is packed with practical advice, and shows you exactly how to use it to deliver more leads, more sales, and more profit for your

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business. - How to lay the foundations with a good, solid email marketing system. - How to build and service a high quality community that gets you results. - How to set up profitable and measurable campaigns. - How to craft the perfect subject line that will skyrocket your open rates. - How to write compelling, persuasive copy that gets you sales. - How to avoid those dreaded spam filters. It gives you a clear, step-by-step process that's easy to follow no matter what your experience or technical expertise. With free online videos and resources.

Globalisation has become one of the most used and encompassing words over the past decade, of undeniable influence in economics, politics and activism.

Globalisation is literally all around; every aspect of life is affected by a global structure of communication and economy. This fully revised and updated guide condenses this complex subject into clear, concise commentary. It examines the debt trap, the acceleration of neoliberalism, competition for energy resources, the links between the war on terror, the arms trade and the alternatives to corporate control.

In this No-Nonsense Guide, Pamela Nowicka explores the third biggest industry in the world (after oil and narcotics). Taking the reader on a trip through the early days of travel, up to the first package tours and today's mass tourism, she argues that we in the West could help more by travelling less and being more aware and discerning when we

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do travel. This book will show you the hidden impacts of tourism.

"Horst Schulze created a culture of service that should be a role model for all of us. By committing to the highest standards of professionalism - and creating the right systems to achieve them - he inspired thousands of people to embrace and embody the core ideal of sheer unadulterated excellence. With this profoundly useful book, Schulze now shares his story, and his methods, so that the rest of us can be uplifted and taught by the master himself." -Jim Collins, author of Good to Great, co-author of Built to Last

"Horst Schulze's influence on my family and our business is undeniable. His approach to customer service revolutionized the hotel industry and set a high bar for all of us. His new book, Excellence Wins, weaves Horst's personal story with the practical wisdom he's gleaned from an incredible career of servant leadership. It's a must read for leaders and anyone passionate about serving people." -Dan Cathy, chairman and CEO, Chick-fil-A *** CEOs. Leaders without titles. Startups. Corporations. For-profits.

Nonprofits. It doesn't matter who you are or what you do - you want to become the best. You want to win, every time. Horst Schulze knows how to win. In Excellence Wins, Schulze, in his absolute no-nonsense approach, shares the visionary and disruptive principles that have produced immense global successes over the course of his still-prolific fifty-year career. As the co-founder and former president of Ritz-Carlton Hotel Co., Schulze fearlessly led the company to unprecedented multi-billion dollar growth, setting the business vision and people-focused standards that made the Ritz-Carlton

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brand globally elite. Schulze's principles are both versatile and utterly practical to leaders of every age, career stage, and industry. You don't need a powerful title or a line of direct reports - you have everything you need to use them right now. If you're searching for the blueprint to beating the competition and out-performing everyone around you, look no further than Excellence Wins. Schulze pulls no punches as a masterful guide to becoming the very best in a world of routine compromise. Unleash the disruptive power of your true potential, own your career trajectory, and experience the game-changing proof firsthand: Excellence Wins.

Examines the advances that have been made towards ensuring the rights of women. It looks below the surface to find out what the reality is for women all around the world and shows how, in this 'post-feminist' age, women's rights are still very much an issue. Contains a brief history of women's rights, from 900BC to the present day and numerous text boxes with case studies, charts and graphs to illustrate points clearly. Nikki van der Gaag is the former editorial director and co-editor of New Internationalist magazine.

Anxiety is a crafty shapeshifter that can take on many forms: the tiger that sinks its claws in with physical symptoms and distressing thoughts, the cruel and belittling bully creating insecurity and self-doubt and, worst of all, the frenemy rewarding avoidance of social situations with no physical symptoms, no cruel thoughts... and no life beyond your sofa! This no-nonsense guide to beating social anxiety covers everything from

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surviving university and the workplace, through to social media and making it through parties and dates (whilst actually enjoying them!) With honest insights about her own social anxiety and a healthy dose of humour, award-winning blogger Claire Eastham describes what social anxiety is, why it happens, and how you can lessen its effects with lifestyle choices, talking therapies or even a hug from your favourite canine friend! Based entirely upon two-dice probability theory, a veteran entertainment attorney/MBA reveals the secrets of winning at casino craps with the betting conventions and money management tools of his trademarked Table Time Plus strategy. Along the way, he exposes some of the game's most popular myths and misconceptions. Original.

How much has life really changed for women during the last decade? Has the womens movement affected women all over the world? Has it changed womens relationships with men? Nikki van der Gaag answers these questions with hard, sometimes disturbing, evidence. Many women have made huge leaps forward in legal rights, political representation, employment, education, health but beneath the surface the statistics are shocking. Vivid testimonies from women and men around the world explain why, especially in this post-feminist age, womens rights are still very much an issue for men and women alike. "She has made a special effort to correct many of the misconceptions and biases related to the feminist movement, to link the liberation of women who constitute half of society to the liberation of men and to the dispossessed majority living on earth." from the introduction by Nawal El Saadawi

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INTERNATIONAL BESTSELLER 'Steven Laureys' book opens up exciting perspectives.' – Matthieu Ricard, Buddhist monk & translator of the Dalai Lama 'Clear, lively, rigorous and authentic... [The] book we have been waiting for.' - Dr Ilios Kotsou, mindfulness and wellbeing expert 'Not reading this book is self-defeating' - Paul Witteman Rigorously researched and deeply illuminating, world-leading neurologist Dr Steven Laureys works with celebrated meditators to scientifically prove the positive impact meditation has on our brains. Dr Steven Laureys has conducted groundbreaking research into human consciousness for more than 20 years. For this bestselling book, Steven to explores the effect of meditation on the brain. He uses hard science to explain the benefits of a practice that was once thought of as purely spiritual. The result is a highly accessible, scientifically questioning guide to meditation, designed to open the practice to a broader audience. A mix of fascinating science, inspiring anecdote and practical exercises, this accessible book offers scientific evidence that meditation can have a positive impact on all our lives.

This practical how-to-do-it guide is ideal for professionals involved in the management of archives and records, especially if they are just starting out or without formal training. The book covers all aspects of recordkeeping and archives management. It follows the records' journey from creation, through the application of classification and access techniques, evaluation for business, legal and historical value and finally to destruction or preservation and access in the archive. Based on the internationally renowned

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training days run by the author and her business partner, The No-nonsense Guide to Archives and Recordkeeping deals with records and archives in all formats. It utilizes checklists, practical exercises, sample documentation, case studies and helpful diagrams to ensure a very accessible and pragmatic approach, allowing anyone to get to grips with the basics quickly. The book is divided into four main work areas: - current records: including creation, filing, classification and security - records management: including aims, risks, planning, preparation and delivery - archives management: including collecting policies, intellectual property rights, appraisal, digitization and outreach - archival preservation: including policy, disaster prevention and repositories. This one-stop-shop will be essential for a wide readership including archives and records assistants, librarians, information managers and IT professionals responsible for archives and records and managers of archives staff.

Shows why the promotion and protection of animal rights is more critical than ever.

50 HABITS OF THIN PEOPLE GENERIC DIET PLANS DON'T WORK! Long-lasting weight loss can be achieved only by changing the way you eat. To reach your ideal weight, you must move away from diets to eating right. Move away from fads to healthy habits. Thin people stay thin because these habits are embedded in their subconscious and are a part of their daily routine. Don't Diet

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will help you identify 50 STAY-THIN habits – spread across MIND, BODY and LIFESTYLE – and give you workable cues to adopt them easily. With the help of these cues, you too can stay fit and happy. And of course, thin. DON'T WAIT. BEGIN NOW! Kavita Devgan has many avatars: she is a writer, nutritionist and weight management consultant who has transformed the lives of hundreds of clients seeking weight loss. She is a feted speaker and a popular health columnist with premier media groups. She has been writing extensively and sharing her ideas with lakhs of people for the last 15 years.

Incorporating the most recent studies on hormone therapy, Seaman--a legendary figure in the women's health movement--and co-author Eldridge present an invaluable guide for women in need of information on menopause.

OpenBSD's stateful packet filter, PF, is the heart of the OpenBSD firewall and a necessity for any admin working in a BSD environment. With a little effort and this book, you'll gain the insight needed to unlock PF's full potential. This second edition of The Book of PF has been completely updated and revised. Based on Peter N.M. Hansteen's popular PF website and conference tutorials, this no-nonsense guide covers NAT and redirection, wireless networking, spam fighting, failover provisioning, logging, and more. Throughout the book, Hansteen emphasizes the importance of staying in control with a written network

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specification, keeping rule sets readable using macros, and performing rigid testing when loading new rules. The Book of PF tackles a broad range of topics that will stimulate your mind and pad your resume, including how to: – Create rule sets for all kinds of network traffic, whether it's crossing a simple LAN, hiding behind NAT, traversing DMZs, or spanning bridges or wider networks – Create wireless networks with access points, and lock them down with authpf and special access restrictions – Maximize flexibility and service availability via CARP, relayd, and redirection – Create adaptive firewalls to proactively defend against would-be attackers and spammers – Implement traffic shaping and queues with ALTQ (priq, cbq, or hfc) to keep your network responsive – Master your logs with monitoring and visualization tools (including NetFlow) The Book of PF is for BSD enthusiasts and network administrators at any skill level. With more and more services placing high demands on bandwidth and an increasingly hostile Internet environment, you can't afford to be without PF expertise. Own your screw ups, get inspired and create the life you want. Sick of chasing the perfect relationship, career or bank balance? Tired of feeling like you're never quite 'enough'? You're not alone. And it's time to do something about it. Smart Girls Screw Up Too, is THE no-nonsense guide for a generation of women who secretly muse about what might be possible in their careers, health and

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relationships but don't know where to start or are too afraid to. When a clusterf**k of screw ups found author Bella Zanesco burnt out, depressed and with a broken soul, she knew something – perhaps everything – had to change. But what? Her first ports of call were the usual Band-Aids: Tinder, work and shopping. But soon, she realised those weren't going to work. If she wanted to fix this thing, she was going to need to take extreme measures. And so she began the journey that would transform her from 'Sad Girl' to 'Smart Girl'; a journey that meant taking up all the things that she'd been told were good for her but she had always been too afraid, too 'busy', or too lazy to try. Cue everything from green juices to setting boundaries to quitting her job to culling her friends. Delivered with no-holds-barred honesty, humour and compassion, *Smart Girls Screw Up Too* brings together: the latest research into gut science, neuroscience and epigenetics; ancient tribal wisdom; interviews with global game changers; and insights from the author's own two-year study of over 2000 women. Paired with a Personal Life Audit, you will get immediate clarity about where to start when seeking purpose, vitality and love. And, together with Bella – the wise but ass-kicking bestie you wish you'd known earlier – you'll embark on a series of simple daily challenges that will not only get you to the root causes of why you think, feel and behave as you do, but see you making changes that stick. No

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matter what your starting point, you are capable of creating the life you want NOW.

Chase Your Passions is the ultimate guide to help you chase your passions and live your life to the max. If you feel overwhelmed, stressed or unhappy then Chase your Passions to help regain balance and joy! This quick read is designed to be used to help you discover, create, and push yourself to live the life you want to live. Author Spencer Jones walks you through different sections of creating a personal roadmap to success so you can live your life to the max. He shares personal stories and gives you step-by-step instructions so you can take the action you need to take. Start creating and living the life you want to live and use the Chase Your Passions book as your guide! In these pages you'll find stories and descriptions of the following subjects: How to Find Your Passion, Creating and Crushing Goals, Achieving Work, Life, Passion Balance, Time Management and Scheduling, Dealing with Stress, Priorities of Practice, and many more! Start chasing your passions and living your life to the max today with the help and guidance of Chase Your Passions!

This book provides a 'no-nonsense' guide to project management which will enable library and information professionals to lead or take part in a wide range of projects from large-scale multi-organization complex projects through to

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relatively simple local ones. Barbara Allan has fully revised and updated her classic 2004 title, *Project Management*, to incorporate considerable developments during the past decade, including: the development and wide-scale acceptance of formal project management methodologies; the use of social media to communicate and disseminate information about projects and the large shift in the types of project library and information workers may be involved in. The text is supported by practical case studies drawn from a wide range of LIS organizations at local, regional, national and international levels. These examples provide an insight into good practice for the practitioner, from an individual working in a voluntary organization on an extremely limited budget, to someone involved in an international project. Content covered includes: an introduction to project management, project workers and the library and information profession different approaches to project management, the project cycle, the people side of projects and management of change discussion of project methodologies, project management software, open source software, collaborative working software and use of social media project initiation, communication, analysis and project briefs developing project infra-structure, scheduling, working out the finances and carrying out a detailed risk analysis working in partnerships, in diverse and virtual teams, and managing

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change. If you are an LIS professional involved in project work of any kind, whether on a managerial, practical, academic or research level, this is an invaluable resource for you.

Tested and proven, no-nonsense advice on how to navigate risk and succeed in all phases of business ownership—written by Tom Golisano, self-made billionaire and founder of Paychex "Tom Golisano understands what it takes grow and thrive as a business owner at all levels, and Built, Not Born is full of practical insights for those who have made or are considering making the leap to starting a new business." - Tom Monaghan, founder, Domino's Pizza Tom Golisano understands the fears, risks, and challenges small-business owners face every day—he's lived it. He has launched and grown his own highly successful businesses and mentored dozens of entrepreneurs, helping them build their own successful companies. Built, Not Born shows readers: How going against the grain can be a great strategy for finding business opportunities and why it pays to question conventional wisdom. Why the pregnant pause can be an effective weapon in negotiations and when interviewing potential employees. Why a prenuptial or even a postnuptial agreement is critical to any business owner. What potential buyers and funding sources look for, and the best way to present a business plan. And finally, the key growth and leadership strategies that have

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helped Paychex sustain its incredible level of growth and profitability.

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