

## Practical Made Easy Guide To Building Office And Home Automation Systems

A streamlined introduction to record keeping, accounting, and more, *Bookkeeping Made Simple* takes the mystery out of financial jargon for small-business owners and students. Completely up to date, this comprehensive edition now covers the complete accounting cycle, making it easier than ever to master the math of commerce. Topics covered include: \* assets and equities \* individual accounts \* the journal \* adjustments to accounts \* preparing statements \* merchandising accounts \* control of cash \* petty cash \* payroll \* partnership \* closing the books

Making statistics—and statistical software—accessible and rewarding This book provides readers with step-by-step guidance on running a wide variety of statistical analyses in IBM® SPSS® Statistics, Stata, and other programs. Author David Kremelberg begins his user-friendly text by covering charts and graphs through regression, time-series analysis, and factor analysis. He provides a background of the method, then explains how to run these tests in IBM SPSS and Stata. He then progresses to more advanced kinds of statistics such as HLM and SEM, where he describes the tests and explains how to run these tests in

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their appropriate software including HLM and AMOS. This is an invaluable guide for upper-level undergraduate and graduate students across the social and behavioral sciences who need assistance in understanding the various statistical packages.

Increasingly, nurses and other health professionals are required to teach doctors, trainees and medical students. This book also helps to contextualise learning and provide practical tips for teaching in the clinical context for all health professionals. The book will be useful for clinical teachers at whichever stage of career as it covers all areas of health professions' education in an easy to follow style. It provides a theoretical basis to how clinical teaching and learning might be carried out and draws on the experience of well-regarded clinical teachers to highlight practice points. All aspects of clinical teaching and learning, appraisal, supervision and career development are included. This book is written in an easy to follow format with short chapters, sections, diagrams and practice points. The theory is always related to teaching practice in the clinical context.

You can become an excellent manager when you manage yourself first. If you're like most managers, you've never seen management excellence. You are not alone. Modern management requires we first manage ourselves—and that might be the most challenging part of management. Based on research and backed up

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by personal stories, you'll see how you can manage yourself. Through questions, stories, and proven options, learn how you can: Move from expert to coach. Recognize and avoid micromanagement. Support the people doing the work to solve more of their problems. Make time to think so you can be your best self. Trust the people you lead and serve. And, much more. With its question and myth, each chapter offers you options to rethink how you manage yourself. Become a modern manager. Learn to manage yourself so you and the people you lead and serve can deliver the results everyone needs.

A down-to-earth guide about the message of the stars. For astrology to be useful there's no need to have a crystal ball, incense, meditation, or faith. Learn the practical language of astrology in this clear, easy-to-understand exploration that goes way beyond daily horoscopes and zodiac. With it, the reader will be able to calculate and read their own and others' birth charts; tell signs and planets from houses; create daily, weekly, monthly, and yearly planners- even make predictions for the future. With a glossary and further resources, this guide explores: ? Why horoscopes and descriptions of "sun signs" are usually wrong. ? Why many astrologers use the "wrong" zodiac. ? The several different houses system. ? All the planetary aspects that go beyond the sun and moon. ? The many cycles that determine an astrological forecast.

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You're a competent professional. You excel at the technical side of your work. But so far no-one has taught you how to handle difficult people or toxic team dynamics. That's where this book comes in. *Difficult People Made Easy* explains how you need to think and speak when faced with a difficult colleague. Then it reveals specific words and actions you can use.

If you're one of the 25 to 45 million Americans living with IBS, finding an accurate diagnosis, treatment, and ultimately good health can feel like an impossible mystery. *SIBO Made Simple* brings you answers. Small Intestinal Bacterial Overgrowth (SIBO) is a common cause of unwanted bloating, abdominal pain, weight fluctuations, and GI distress. In this guide for achieving long-term healing, health advocate, chef, and SIBO sufferer Phoebe Lapine covers everything you need to know about SIBO and how to thrive in spite of it. Lapine answers all your questions, from what SIBO is (and what it isn't) to related conditions (Hashimoto's thyroiditis, Celiac disease, and more) to practical strategies for on-going prevention. With expert medical advice from dozens of top SIBO practitioners, *SIBO Made Simple* provides resources for all phases of treatment, offering a clear culinary road map that can be customized to fit a large variety of gut-healing diets, such as the Bi-Phasic Diet, GAPS, SCD, SIBO Specific Food Guide, and more. With 90 delicious, easy, low FODMAP recipes

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that make a notoriously tough diet doable and delicious, SIBO Made Simple is a one-of-a-kind toolkit for learning about your condition and tailoring your diet toward healing. Every recipe adds anti-inflammatory ammunition to your diet, while offering suggestions for how to add problematic ingredients back in as you diversify your plate. Getting healthy and feeling great doesn't have to be punitive. SIBO Made Simple offers a clear path forward, from someone who's been there. This is the 2nd edition of the book Practical Orthopedic Examination Made Easy. The text is comprehensive, updated and fully revised as per the present day requirements in the subject of orthopedics. In this edition of book cases on malunited distal radius fracture, intertrochanteric fracture, cut tendon injuries, carpal tunnel syndrome are included. The book has 12 chapters. The first chapter deals with how to approach for history taking and examination in orthopaedic patient. Chapter two and three provides a comprehensive description of examination of hip and knee joints respectively. Chapter. Every day we're bombarded with information on world events that are almost too much to process. Add marketing that's designed to make us want more - more and better - and you have a recipe for free-floating stress, anxiety and debt. But, if you're like author Aaron Soltys, you realize one day that there has to be more to life than constant consumerism and always looking out for "Number 1." Inner Peace Made Easy will help you arrive at a place where you can consistently think about things from a positive and empowering perspective. It will help you approach life with focus and purpose so you

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can live your best life and find the inner peace that eludes so many. Inner Peace Made Easy is a powerful mental health primer for simplifying your life, your thinking and finding and maintaining a calm center. It focuses on minimalism, creating a Zen home environment, showing compassion, feeling gratitude, respecting life (yours and others) and so much more. This easygoing, straightforward book presents concepts that can be practiced by anyone, anywhere, regardless of religious or spiritual beliefs and values. Inner Peace Made Easy will help you change how you look at yourself and the world around you - almost immediately....

Do you want to take your knowledge of Linux to the next level by learning everything there is to know about Linux command line, so you can "talk directly to your system" and stop relying only on the GUI? And are you looking for a book that is beginner friendly to ensure you don't feel so lost in the examples/illustrations but can follow every everything to actually do the stuff that's mostly reserved for pros that know what they are doing? If you've answered YES, keep reading... You Are About To Enter Into A Path Less Traveled - Linux Command Guide And Become Great At It, Even If You Are A Complete Beginner! Over time, Linux has undergone many changes and has evolved to be the world's most used platform for internet servers. For instance, Amazon and Google run on Linux. As more and more servers and people opt for Linux, it gives rise to the need for most of the tech community to be fluent with it. Fluency with the powerful operating system however means that you have to shun the use of the

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graphical user interface - what most of the other popular operating systems are based on and switch to the command-line interface. This is the only way to have full control of Linux. This guide will help you learn everything there is to know about the Linux command line and help you familiarize yourself with a wide array of useful commands - all without assuming that you have prior experience with Linux. Based on the fact that you are reading this, it is clear that you too have been caught up with the bug of going mouse-less and you've probably heard of the potential that the Linux Command prompt holds, and you are probably wondering.... Which Linux version/distro is best for a beginner? How do I launch Linux Command Line and how do I get started with it? What commands can I run on Linux Command Line and what do they do? What can I do with Linux command line? How do I perfect my craft? If my guess is right, and these are some of the questions preventing you from getting started with Linux Command Line, then this book is what you have to get as it answers the all in a straightforward and beginner-friendly language to allow you to get the most out of Linux Command-Line. With fully explained examples created using the latest and most beginner friendly distribution, you can bet that you will soon have a good grasp of the practical application of commands in automating many of the tasks that you do so often! Whether you are a beginner or an intermediate, you will find this book very useful. Here is what you should expect to find in the book: How to choose a Linux distribution, download it and install it on different operating systems The ins and outs of the Linux

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Command, Terminal, and Shell and some of the basic commands to get you started  
How to navigate and understand the Linux Filesystem, including powerful tips you should keep in mind  
The ins and outs of file and directory manipulation on Linux, including copying, moving, deleting, renaming and much more using Linux commands  
How to master commands for working with commands  
How to create custom commands to automate tasks  
How to set permissions and run the Linux Command Line as an administrator  
How to change passwords for user accounts  
And much more...  
Even if you've never had any interactions with Linux before, this book will have you wishing you knew what Linux could do earlier! Scroll up and click Buy Now With 1-Click or Buy Now to get started!

This book gives plant operators and students of wastewater a simple and math-based introduction to all major unit processes in the modern wastewater treatment plant. Written with plant personnel in mind, the book furnishes easy-to-understand explanations of each step in treating wastewater—from screening, through sedimentation and settling, to activated sludge. The work is designed for operators and managers to run plants and to advance their careers by passing state licensure exams. Sample questions and problems in the text have been selected to prepare for operator examinations. Each chapter of the book is devoted to fully clarifying a unit process, and includes sample questions and problems. The book opens with a review of math, as this is applied to wastewater calculations. Many sample problems throughout give the



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reader an opportunity to practice and apply math formulas in realistic wastewater situations. Step-by-step descriptions of math problems show the reader how to arrive at the correct answer. The Chapter lineup has been preserved in this edition. Many practical tips and sample quizzes are furnished to help operators studying on their own and in courses. Written in a readable, non-technical style, this text is designed to explain wastewater technologies using down-to-earth approaches comprehensible to students. At the same time, it provides complete definitions of the key technical terms a wastewater operator needs to know.

It's been known for years that usability testing can dramatically improve products. But with a typical price tag of \$5,000 to \$10,000 for a usability consultant to conduct each round of tests, it rarely happens. In this how-to companion to *Don't Make Me Think: A Common Sense Approach to Web Usability*, Steve Krug spells out a streamlined approach to usability testing that anyone can easily apply to their own Web site, application, or other product. (As he said in *Don't Make Me Think*, "It's not rocket surgery".) Using practical advice, plenty of illustrations, and his trademark humor, Steve explains how to: Test any design, from a sketch on a napkin to a fully-functioning Web site or application Keep your focus on finding the most important problems (because no one has the time or resources to fix them all) Fix the problems that you find, using his "The least you can do" approach By paring the process of testing and fixing products down to its essentials ("A morning a month, that's all we ask"), *Rocket Surgery* makes it

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realistic for teams to test early and often, catching problems while it's still easy to fix them. Rocket Surgery Made Easy adds demonstration videos to the proven mix of clear writing, before-and-after examples, witty illustrations, and practical advice that made Don't Make Me Think so popular.

Make this book your first stop when shopping for a mortgage! Whether you are considering making your first home purchase or are about to refinance a mortgage, there is lots of good news. Mortgage interest rates are stable and the competition among lenders is fierce. They want your business. So, how do you determine the best deal for your own individual circumstances? How do you make sense of the fine print that comes with different mortgage products? Mortgages Made Easy is a step-by-step guide to help you better understand the current real estate market, financing options, how to qualify for a mortgage, and the legal aspects of purchasing a home and having a mortgage. Among the key topics discussed are: Types and sources of mortgages Mortgages and your RRSP How to renew, refinance, or prepay a mortgage How to invest in mortgages Creative financing techniques Government assistance Special options for seniors Pitfalls to avoid And much, much more, including a glossary, checklists, forms, and helpful websites. Written by one of Canada's most respected real estate experts, let Mortgages Made Easy help you obtain the financing that's right for your home or investment property.

The authors explain the underlying software development principles behind theRUP,

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and guide readers in its application in their organization.

Following the success of her first book, *Simple Soldering*, Kate Ferrant Richbourg walks kitchen table metalsmiths through the basics and into new territory! In addition to teaching the essentials of soldering, *Metalsmithing Made Easy* demystifies rotary tools and introduces different kinds of hotter small-space torches. In her signature friendly, easy-to-follow style, Kate lays out a lesson plan of techniques to help readers gain familiarity with soldering tools and methods. In the chapter "The Field Guide to the Rotary Tool" you will learn how to quickly and efficiently, with a simple handheld tool and a few select bits, add professional-quality surface effects and finishing to your jewelry designs. A practice sampler of metal tiles, to be worked on step by step, helps to hone skills in surface manipulation, stone setting, cold connections, and more. Once these skills are mastered in the sampler, you can undertake any (or all) of fifteen gorgeous projects included, such as a locket, bail with set stone, prong-set pendant, and much more.

An excellent introduction to the remarkable rat, written by the world-famous Rat Lady, Debbie Ducumum, *Rats* offers expert advice to all keepers of these popular fancy pets. Held in high regard in Ancient Egypt, major Asian societies, and discriminating homes in America, rats are the most intelligent rodent on the planet and enjoy playing games with their keepers. As with all editions in the *Complete Care Made Easy* series, *Rats* offers readers information about selecting the right pets from good sources and acquiring all of the home essentials (for rats: cage, toys, bedding, and furnishings). The book discusses food options and the importance of feeding a rat a healthy, low-cal, low-fat diet based on fruits, veggies, and legumes plus recipes and menu tips. The author also covers the important considerations of rat proofing the home

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for keepers who opt to give their pets free run of their dwellings. The chapter "Beginning Your Friendship" discusses rat socialization, handling, grooming, cleaning, and interactions with children and other pets. The health of a pet rat is covered in the "Health Care" chapter that includes choosing a veterinarian, the first vet visit, spaying/neutering, the weekly health exam, plus handling common rat maladies and dealing parasites and emergencies. The real f-u-n begins in chapter seven, "Fun Activities," in which the reader can learn how to train his or her rat to walk on a leash, enrich his rat's life with entertaining games, and learn party tricks to impress visitors to the rat's home. True rat lovers will enjoy taking their rats to shows; just like dog shows; to show off their rat's conformation and natural beauty. The chapter "Show Time" offers advice on preparing for shows, classes at shows, and competing for ribbons. The final chapter on breeding offers rat enthusiasts advice about reproduction, the birthing process, and handling pups. Glossary, appendices, and index included.

Digital Preservation Made Easy outlines simple steps for accomplishing practical digital preservation projects for those with little experience, time, or resources. Following a general introduction, step-by-step guides for completing commonplace digital preservation projects are covered.

This book guides you through what it takes to run a successful estate sale. With a thorough exploration of the legal, financial, familial and business issues, this guide provides everything you need to know from an experienced manager who has seen it all.

This book provides in-depth practical advice and examples of public and academic library programming activities. Included in this volume are methods for identifying target audiences, activities and ways to find and generate even more ideas, tools for assessment and budgeting,

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and tips on planning programs from inception to execution.

Created for smart, aspiring young women, *The REAL SIMPLE Guide to Real Life* offers REAL SIMPLE's clever solutions for navigating adulthood with ease, confidence, and style. This essential handbook helps to simplify (and demystify) landing a job, finding an apartment, decorating on the cheap, cooking for one, dressing for work, organizing a small space, picking a mentor, writing a thank-you note (yes, they're still a thing)-plus all the know-how you need to deal with 401(k)s, kitchen fails, epic hangovers, messy roommates, and even messier breakups. Packed with useful 'Life 101' tips, the book also features essays from bestselling writers (including Cristina Henriquez and J. Courtney Sullivan) and advice from relatable and successful women (like Jessica Alba and Emmy Rossum) about what they wish they had known when they were starting out. *The REAL SIMPLE Guide to Real Life* is full of wit, wisdom, and practical information--a trusted, must-have resource for making every crazy, colorful day easier. Gift it to a recent graduate or young woman who aspires to have it all or keep for yourself as a reference to help you thrive in the real world.

A practical and inspiring introductory guide to communicating with pets and wild animals. Your step-by-step guide to forming a deeper connection with animals. Do you love animals but wish you could understand what they're trying to tell you? Do some of their behaviours leave you baffled? In this book, world-renowned animal communicator Pea Horsley teaches you the essentials of animal communication to enable you to communicate intuitively with the animals you love. Pea leads you through grounding preparation processes to calm your body and release your mind, and then her effective five-step method to create a deep, spiritual connection with your animal. Drawing on her many years of experience teaching people to

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communicate with both wild and domesticated creatures, Pea's unique blend of exercises, affirmations and meditations will empower you to connect with all living beings. Communicating with animals is fun, profound and healing. It's the best thing you can do for both yourself and your animals, and will transform how you experience life.

This book advises and supports novice researchers in taking their first steps into the world of scientific research. Through practical tips and tricks presented in a clear, concise and step-wise manner, the book describes the entire research process from idea to publication. It also gives the reader insight into the vast opportunities a research career can provide. The books target demographic is aspiring researchers within the biomedical professions, be it medical students, young doctors, nurses, engineers, physiotherapists etc. The book will help aspirational inexperienced researchers turn their intentions into actions, providing crucial guidance for successful entry into the field of biomedical research.

Once a classic drawing instruction manual that was used to teach countless children and young adults how to draw, *Drawing Made Easy* by E. G. Lutz is now back in print after many years absence. Hallmarks of his approach are simplifying complex shapes as well as working from big to small. These concepts, outlined in *Drawing Made Easy*, are simple enough for children to understand and yet the same principles are evident in many Old Master drawings. Also contained within this reprinted volume are selections from Lutz's earlier book, *Practical Drawing*.

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Resume Writing Made Easy A Practical Guide to Resume Preparation and Job Search Gorsuch Scarisbrick Pub

The tools and technique used in Statistical Process Control have been used around the world to monitor and measure process variation and allow real positive changes to be made. The majority of engineers and scientists have had some exposure to this important technique but in many cases this has been badly taught and they fail to see the usefulness of it properly applied. This book has been written with the authors 30 years experience in practical Statistical Process Control and is aimed squarely at practising engineers and scientists rather than statisticians and mathematicians. Practical Statistical Process Control takes a graphical approach using a software tool called Minitab. The author concentrates on each step of using the technique with explanations along the way of each decision point. Readers will find this guide both practical and useful, with copious screenshots of the software in use and clear precise explanations. The emphasis is on understanding the technique and being able to use it in real world applications. Key points: \* Provides tools and techniques for practical business and process improvement. \* Introduces screenshots and explanations for each step of SPC including the importance of assessing the measurement system and constructing control charts. \* A worked example, using Minitab sample data with clear explanations of the variables and analyses. This book will be extremely useful to engineers and scientists who want to solve quality, process and manufacturing

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problems quickly and easily.

“A gentle, knowledgeable guide to a fate we all share” (The Washington Post): the first and only all-encompassing action plan for the end of life. “There is nothing wrong with you for dying,” hospice physician B.J. Miller and journalist and caregiver Shoshana Berger write in *A Beginner’s Guide to the End*. “Our ultimate purpose here isn’t so much to help you die as it is to free up as much life as possible until you do.” Theirs is a clear-eyed and big-hearted action plan for approaching the end of life, written to help readers feel more in control of an experience that so often seems anything but controllable. Their book offers everything from step-by-step instructions for how to do your paperwork and navigate the healthcare system to answers to questions you might be afraid to ask your doctor, like whether or not sex is still okay when you’re sick. Get advice for how to break the news to your employer, whether to share old secrets with your family, how to face friends who might not be as empathetic as you’d hoped, and how to talk to your children about your will. (Don’t worry: if anyone gets snippy, it’ll likely be their spouses, not them.) There are also lessons for survivors, like how to shut down a loved one’s social media accounts, clean out the house, and write a great eulogy. An honest, surprising, and detail-oriented guide to the most universal of all experiences, *A Beginner’s Guide to the End* is “a book that every family should have, the equivalent of Dr. Spock but for this other phase of life” (New York Times bestselling author Dr. Abraham Verghese).



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This title is a fundamental guide to routinely performed laboratory procedure in a transfusion service for dogs and cats. The goal of this title is to provide easily accessible, clinical information regarding the collection, storage, and use of blood and blood products in the small animal patient. It includes step-by-step procedures for the separation of whole blood into blood components along with a “how to” for establishing a community based Blood Bank for dogs and cats. This essential guide provides a clear presentation of the immunologic and genetic principles of direct interest to the practitioners and laboratorian who handle blood and blood products for the treatment of selected cancers and bleeding disorders in small animals. A practical section is included in the book that discusses the guidelines for Biosafety and Quality Assurance for a transfusion service. The presentation follows the concise and highly visual format of our Made Easy Series and is an excellent resource for in-service training of office personnel at any level. Published by Teton New Media in the USA and distributed by Manson Publishing outside of North America.

Chinese Grammar Made Easy presents instructors with innovative and classroom-tested techniques for teaching Chinese grammar. Its communicative, meaning-based approach helps teachers to engage students by bringing grammar into a practical, real-life context. As a reference for daily teaching, this book discusses 150 of the most fundamental and frequently used grammar points that students need to learn in order to communicate successfully. Each grammar point is accompanied by various learning

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activities to engage students and provide structured practice. Based on research conducted by a team of 25 experienced language teachers, Chinese Grammar Made Easy also offers: Clear and concise explanations of grammar concepts, Step-by-step teaching instructions, A range of exercises to reinforce each grammar point. By providing pedagogical strategies, this book allows teachers to reflect on the effectiveness of their grammar instruction and to implement methods which fit the needs and interests of language learners.

The tools and technique used in the Design of Experiments (DOE) have been used around the world to solve seemingly impossible problems in science and engineering. The majority of engineers and scientists have had little exposure to this important technique and this book has been written with the authors 30 years experience in practical design of experiments aimed squarely at practising engineers and scientists rather than statisticians and mathematicians. Practical Design of Experiments takes a graphical approach using a software tool called Minitab. The author concentrates on each step of using the technique with explanations along the way of each decision point. Readers will find this guide both practical and useful, with copious screenshots of the software in use and clear precise explanations. The emphasis is on quantifying the effects of a number of variables before optimising them. Key points: \* Provides tools and

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techniques for practical business and process improvement. \* Introduces screenshots and explanations for each step of designing an experiment, carrying out an experiment and then analysing the results. \* A worked example, again explained step by step with advice from the author at each step. This book will be extremely useful to engineers and scientists who want to solve quality, process and manufacturing problems quickly and easily. About the Author Colin Hardwick is the leading expert in the practical use of Design of Experiments in the UK. He holds a Masters Degree in Manufacturing Systems from Warwick University and a Bachelors Degree in Mechanical Engineering from Sheffield. He has trained people extensively in Design of Experiments and is currently Engineering & Quality Director at Chemring PLC. A qualified Master Black Belt in Lean Six Sigma, he has also worked for other major companies such as Rolls-Royce and GEC.

The facilitator's task of opening up discussion, getting ideas into the open and setting broad future direction is essential if a group is to reach consensus on a particular outcome and it is now one of the key techniques used in meetings and workshops. Facilitation Made Easy provides a practical introduction to the essential skills needed and will help readers develop a facilitation style that is unbiased and enables control without being overpowering. With detailed

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examples, proven tips for success, checklists and a self assessment guide to help readers test their own personal approach to facilitation, the book will help readers to:

- Understand the facilitator's role
- Develop the ideal structure for workshops and meetings
- Control agendas and help to focus the outcome of meetings
- Deal with difficulties.

This third edition also includes a new chapter on facilitating virtual meetings, explaining the mechanics of virtual teams, the pros and cons of virtual meetings, use of technology and tips on setting up, facilitating and participating in virtual meetings

Discover how you can use the spiritual teachings of the Tree of Life to improve your life on Earth. An accessible introduction to the profound teachings of the Tree of Life and how you can use them to improve your experience on Earth. Qabalah is a Western non-religious mystic tradition containing a body of magical knowledge and practices. It offers teachings on the creation, origin and fate of the soul, the nature of divinity and the role of human beings on Earth, and includes meditative, devotional and mystical practices, such as astrology, tarot and magic. David Wells has been studying Qabalah for over 25 years and in this book shares his knowledge of this fascinating philosophy. He breaks down the concepts of Qabalah into an easy-to-follow path and shows how you can use them effectively in your life. The book is full of practical exercises, simple rituals

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and safe practices that will allow you to experience the power of Qabalah for yourself. You will discover: - the role of the Tree of Life - the central organizational system of Qabalah - the 10 Sephiroth (spheres) of the Tree and what they mean - meditations and exercises for each Sephira - how to create a personal sigil (symbol) to represent your highest values - how to use Qabalistic prayer and work with the four great Archangels for daily support and protection This book was previously published under the title Qabalah (Hay House Basics series).

Today many companies are employing a user-centered design (UCD) process, but for most companies, usability begins and ends with the usability test. Although usability testing is a critical part of an effective user-centered life cycle, it is only one component of the UCD process. This book is focused on the requirements gathering stage, which often receives less attention than usability testing, but is equally as important. Understanding user requirements is critical to the development of a successful product. Understanding Your Users is an easy to read, easy to implement, how-to guide on usability in the real world. It focuses on the "user requirements gathering" stage of product development and it provides a variety of techniques, many of which may be new to usability professionals. For each technique, readers will learn how to prepare for and

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conduct the activity, as well as analyze and present the data—all in a practical and hands-on way. In addition, each method presented provides different information about the user and their requirements (e.g., functional requirements, information architecture, task flows). The techniques can be used together to form a complete picture of the users' requirements or they can be used separately to address specific product questions. These techniques have helped product teams understand the value of user requirements gathering by providing insight into how users work and what they need to be successful at their tasks. Case studies from industry-leading companies demonstrate each method in action. In addition, readers are provided with the foundation to conduct any usability activity (e.g., getting buy-in from management, legal and ethical considerations, setting up your facilities, recruiting, moderating activities) and to ensure the incorporation of the results into their products. ·Covers all of the significant requirements gathering methods in a readable, practical way ·Presents the foundation readers need to prepare for any requirements gathering activity and ensure that the results are incorporated into their products ·Includes invaluable worksheet and template appendices ·Includes a case study for each method from industry leaders ·Written by experienced authors who teach conference courses on this subject to usability professionals and new product

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designers alike

Offering step-by-step advice for putting a resume together, including groundwork, format, rough drafts, refinements, and final production, a comprehensive guide also features new information on the "electronic resume"

This simple guide about golf rules is an invaluable guide to the most common rules a golfer is likely to encounter on the golf course. This easy guide give you an entertaining and practical reference source to the rules as laid down by the Royal and ancient golf club of St Andrews and also acts as a guide to any infringements and penalties that might occur. Aimed at both the beginner and the regular golfer, the book follows the progress of two players of differing ability and different situations, which they experience over nine holes of a course. The implications of each rule they encounter are explored before the players move onto the next hole. This guide is a must for any player who wants to save time and arguments on the most trying aspects of the game.

Explains the principles of food combining, suggests meals and menus, explains how to migrate to the Hay diet, and offers advice on food-related ailments

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