The Art Of Getting Started

Outsmart your lazy and undisciplined tendencies. Become a productivity machine and achieve your goals quickly. Procrastination is the monster that we are always running from. It lurks around every corner, and can completely sabotage your life. But you can learn to defeat it every time. A blueprint for getting into motion from a complete standstill. Understand and defeat your psychological blocks. The Science of Getting Started is a deep dive into our tendency to push things until the last minute possible. It uncovers the biological and evolutionary science behind procrastination, and how we can beat these instinctual drives to triumph in our career and personal life. A plethora of studies are analyzed and put into illuminating contexts. Best of all, it's a book of scientific solutions boiled down to everyday usefulness. You'll be able to apply insight from this book immediately to slay your procrastination monster and get ahead of the pack. Get started instantly; now; today. Stop saying "I'll do it later..." Patrick King is an internationally bestselling author and entrepreneur. His writing draws of a variety of sources, from scientific research, academic experience, coaching, and real life experience. He has battled the procrastination monster his entire life and brings proven techniques to you. Discover discipline, willpower, and motivation that works for you. Defeat your inner sloth. Channel your inner beast. -A scientific and biological overview of your procrastination habit. -Warning signs to monitor your work ethic. -Psychological tactics to trigger your brain to productivity. -How to structure and schedule your life to safeguard against procrastination. -Simple yet effective tactics to get off your butt and into action. -How to beat analysis paralysis and other causes of mental freezing. Get more done in less time so you can enjoy your life instead of avoiding it.

Fully revised and expanded for the first time in a decade, this is Guy Kawasaki's classic, bestselling guide to launching and making your new product, service, or idea a success. Whether you're an aspiring entrepreneur, small-business owner, intrapreneur, or not-for-profit leader, there's no shortage of advice on topics such as innovating, recruiting, fund raising, and branding. In fact, there are so many books, articles, websites, blogs, webinars, and conferences that many startups get paralyzed, or they focus on the wrong priorities and go broke before they succeed. The Art of the Start 2.0 solves that problem by distilling Guy Kawasaki's decades of experience as one of the most hardworking and irreverent strategists in the business world. Guy has totally overhauled this iconic, essential guide for anyone starting anything. It's 64 percent longer than version 1.0 and features his latest insights and practical advice about social media, crowdfunding, cloud computing, and many other topics. Guy understands the seismic changes in business over the last decade: Once-invulnerable market leaders are struggling. Many of the basics of getting established have become easier, cheaper, and more democratic. Business plans are no longer necessary. Social media has replaced PR and advertising as the key method of promotion. Crowdfunding is now a viable alternative to investors. The cloud makes basic infrastructure affordable for almost any new venture. The Art of the Start 2.0 will show you how to effectively deploy all these new tools. And it will help you master the fundamental challenges that have not changed: building a strong team, creating an awesome product or service, and facing down your competition. As Guy likes to say, "Entrepreneur is a state of mind, not a job title." His book will help you make your crazy ideas stick, through an adventure that's more art than science – the art of the start.

Explains how to draw characters in Japanese comics or manga.

Offers guidance concerning training and an overview of possible careers in theater, film, architecture, art, dance, music, photography, and writing.

This easy-to-learn introduction to the art of pyrography offers fourteen step-by-step projects for making decorative gifts--from coasters and picture frames to bangles, decorative plates, and door hangers--illustrated with clear how-to photographs. Each pyro project can be completed using ready-made materials that are easy to find at your local craft store. Fifty bonus patterns will allow you to unleash your creativity on hundreds of additional woodburning projects.

Teaches beginners how to draw funny cartoons and how to make money selling them.

You don't need to be a genius, you just need to be yourself. That's the message from Austin Kleon, a young writer and artist who knows that creativity is everywhere, creativity is for everyone. A manifesto for the digital age, Steal Like an Artist is a guide whose positive message, graphic look and illustrations, exercises, and examples will put readers directly in touch with their artistic side. When Mr. Kleon was asked to address college students in upstate New York, he shaped his speech around the ten things he wished someone had told him when he was starting out. The talk went viral, and its author dug deeper into his own ideas to create Steal Like an Artist, the book. The result is inspiring, hip, original, practical, and entertaining. And filled with new truths about creativity: Nothing is original, so embrace influence, collect ideas, and remix and re-imagine to discover your own path. Follow your interests wherever they take you. Stay smart, stay out of debt, and risk being boring—the creative you will need to make room to be wild and daring in your imagination.

Master Data Analytics Hands-On by Solving Fascinating Problems You'll Actually Enjoy! Harvard Business Review recently called data science "The Sexiest Job of the 21st Century." It's not just sexy: For millions of managers, analysts, and students who need to solve real business problems, it's indispensable. Unfortunately, there's been nothing easy about learning data science–until now. Getting Started with Data Science takes its inspiration from worldwide best-sellers like Freakonomics and Malcolm Gladwell's Outliers: It teaches through a powerful narrative packed with unforgettable stories. Murtaza Haider offers informative, jargon-free coverage of basic theory and technique, backed with plenty of vivid examples and hands-on practice opportunities. Everything's software and platform agnostic, so you can learn data science whether you work with R, Stata, SPSS, or SAS. Best of all, Haider teaches a crucial skillset most data science books ignore: how to tell powerful stories using graphics and tables. Every chapter is built around

real research challenges, so you'll always know why you're doing what you're doing. You'll master data science by answering fascinating questions, such as: • Are religious individuals more or less likely to have extramarital affairs? • Do attractive professors get better teaching evaluations? • Does the higher price of cigarettes deter smoking? • What determines housing prices more: lot size or the number of bedrooms? • How do teenagers and older people differ in the way they use social media? • Who is more likely to use online dating services? • Why do some purchase iPhones and others Blackberry devices? • Does the presence of children influence a family's spending on alcohol? For each problem, you'll walk through defining your question and the answers you'll need; exploring how others have approached similar challenges; selecting your data and methods; generating your statistics; organizing your report; and telling your story. Throughout, the focus is squarely on what matters most: transforming data into insights that are clear, accurate, and can be acted upon.

User-friendly resource for pharmacy preceptors in any practice setting. Written in a conversational tone and containing examples and illustrated cases, Getting Started as a Pharmacy Preceptor provides the basic information needed to become and succeed as a pharmach preceptor.

Onshape is an exciting, completely cloud based CAD tool. Getting Started with Onshape is a quick paced guide geared towards users who have no experience with 2D or 3D modeling. This edition has been fully updated to match all the recent changes to Onshape. This edition also features new content covering sheet metal features (including flat pattern views), hole tables, parts lists, and using standard content. Because Onshape can be used for free it opens up CAD to anybody who is interested in creating their own models, including members of the bourgeoning Maker community and students who want to learn how to use 3D design tools. Because Onshape is 100% cloud based, there is no software to install, and it is always up to date. New features are available to use as soon as they are ready. The good news is that the tools, as outlined in this book, will continue to work the same way even as Onshape evolves. This book guides you through the very basics of how to create models, make engineering drawings and bill of materials, and finally export to an stl file, which can be used to create a 3D print. Then you can send your stl file to one of many local or online shops that can print out an stl file. When you have completed this book, you will have taken the first step to the Maker Faire journey. In the first chapter of Getting Started with Onshape you will learn how to create an account, explore the workspace, and learn how to share your documents with other people. Chapter two features a project where you are guided, step by step, to design your own singlet ring. Throughout this chapter you will learn many of the basic tools you will need to use in nearly every project you create. The third chapter features a project where you create all the parts of a scooter. This project builds on what you learned previously to create more complex designs while new features of Onshape are introduced. In the remaining chapters you will learn how to import parts from other CAD systems, assemble the parts of your scooter, create a set of engineering drawings for your scooter, add and use apps from the Onshape app store to extend the capabilities of Onshape, and complete several more projects.

Practical tactics to grow your willpower, stop procrastination, focus like a laser, and achieve whatever you set your mind to. Following through and finishing what you start- more valuable skills than you realize. They are a combination of traits that enables you to create the life you want - without having to compromise or wait. The alternative is a status quo that you're stuck in. Is your life a series of unfinished tasks and intentions? That stops now. Finish What You Start is a unique deep dive into the psychology and science of accomplishment, productivity, and getting things done. It takes a thorough look why we are sometimes stuck, and gives detailed, step by step solutions you can start using today. Every phase of finishing and following through is covered, and even productivity pros will be able to learn something new. Above all else, this is a guide to understanding your brain and instincts better for optimal results. Channel massive productivity and mental toughness. Peter Hollins has studied psychology and peak human performance for over a dozen years and is a bestselling author. He has worked with dozens of individuals to unlock their potential and path towards success. His writing draws on his academic, coaching, and research experience. Resist distractions, de-motivation, temptations, laziness, and excuses. •The surprising motivations that push us past obstacles. •How daily rules and a manifesto can help you achieve. •Valuable and insightful mindsets to view productivity from entirely new lights. Seize self-control and finally accomplish your big and small goals. •The science and tactics to beating procrastination easily. •Focus and willpower pitfalls you are probably committing at this very moment. •How to beat distractions, remain focused, stay on task, and get to what matters - consistently. Transform your life through productive habits and avoiding mental traps.

What can you do with the Raspberry Pi, a $35 computer the size of a credit card? All sorts of things! If you're learning how to program, or looking to build new electronic projects, this hands-on guide will show you just how valuable this flexible little platform can be. This book takes you step-by-step through many fun and educational possibilities. Take advantage of several preloaded programming languages. Use the Raspberry Pi with Arduino. Create Internet-connected projects. Play with multimedia. With Raspberry Pi, you can do all of this and more. Get acquainted with hardware features on the Pi's board Learn enough Linux to move around the operating system Pick up the basics of Python and Scratch—and start programming Draw graphics, play sounds, and handle mouse events with the Pygame framework Use the Pi's input and output pins to do some hardware hacking Discover how Arduino and the Raspberry Pi complement each other Integrate USB webcams and other peripherals into your projects Create your own Pi-based web server with Python

Offers a step by step program that is easy to use and easy to understand. Included will be lots of tips on nutrition, staying motivated, building endurance, shoes, stretching and strengthening and much more.

Processing opened up the world of programming to artists, designers, educators, and beginners. The Processing.py Python implementation of Processing reinterprets it for

today's web. This short book gently introduces the core concepts of computer programming and working with Processing. Written by the co-founders of the Processing project, Reas and Fry, along with co-author Allison Parrish, Getting Started with Processing.py is your fast track to using Python's Processing mode.

Offers step-by-step demonstrations of how to create landscapes, still lifes, and portraits, and introduces basic tools and techniques for working with pencil, chalk, and charcoal

What are the essentials you'll need to begin an off-the-grid lifestyle, and how do you get started? This practical how-to guide considers all aspects of remote living, including site selection and the creation of your own utilities. Investment and ongoing costs of backwoods living are evaluated, based on the building-block approach to solar power and other readily-available technologies. This book is designed for those who seek an extensive evaluation of basic remote lifestyles and a realistic approach to getting started.

A new product, a new service, a new company, a new division, a new anything - where there's a will, Kawasaki shows the way with his essential steps to launching one's dreams.

The Art of Getting Lost will illuminate the details of dream trips, and inspiring readers to understand that adventure is not out of reach. Most of us face a couple of obstacles when it comes to living our Walter Mitty-esque adventure dreams: ideas of what to do, and concrete knowledge of how long those ideas will take. It's a long way from talking to some guy at the bar about his Grand Canyon Raft trip to going home and Googling a synopsis of how to make it happen, and then clicking around a guide company's website to find out if it takes three days or 30. But it won't be hard to flip through this book and get inspired.

A new illustrated guide to stocks of the bestselling Getting Started series This popular and easy-to-use guide to understanding and investing in stocks combines basic and non-technical explanations with many other features: illustrations, definitions in context, examples, charts, key points, and valuable resources including online supplemental learning tools. Offers simple and carefully developed building blocks for understanding how to invest in stocks Includes a wealth of visuals that walk you step-by-step through the investing process Also available in an illustrated e-book format With great attention to detail, author Michael Thomsett ensures that Getting Started in Stock Investing and Trading is both highly informative and visually pleasing.

What does it take to win success and influence? Some people think that in today's hyper-competitive world, it's the tough, take-no-prisoners type who comes out on top. But in reality, argues New York Times bestselling author Dave Kerpen, it's actually those with the best people skills who win the day. Those who build the right relationships. Those who truly understand and connect with their colleagues, their customers, their partners. Those who can teach, lead, and inspire. In a world where we are constantly connected, and social media has become the primary way we communicate, the key to getting ahead is being the person others like, respect, and trust. Because no matter who you are or what profession you're in, success is contingent less on what you can do for yourself, but on what other people are willing to do for you. Here, through 53 bite-sized, easy-to-execute, and often counterintuitive tips, you'll learn to master the 11 People Skills that will get you more of what you want at work, at home, and in life. For example, you'll learn: · The single most important question you can ever ask to win attention in a meeting · The one simple key to networking that nobody talks about · How to remain top of mind for thousands of people, everyday · Why it usually pays to be the one to give the bad news · How to blow off the right people · And why, when in doubt, buy him a Bonsai A book best described as "How to Win Friends and Influence People for today's world," The Art of People shows how to charm and win over anyone to be more successful at work and outside of it.

Sixteen-year-old Sloane is given the biggest opportunity of her life—a chance for a film school scholarship—but she only has less than two weeks to produce a video. She also has to work with Isaac Alexander, an irresponsible charmer with whom she shares an uneasy history. Then comes a horrifying discovery: Sloane finds a bald spot on her head. The pink patch, no bigger than a quarter, shouldn't be there. Neither should the bald spots that follow. Horror gives way to devastation when Sloane is diagnosed with alopecia areata. The autoimmune disease has no cause, no cure and no definitive outcome. The spots might grow over tomorrow or they might be there for life. She could become completely bald. No one knows. Determined to produce her video and keep her condition secret, Sloane finds herself turning into the kind of person she has always mocked: someone obsessed with their looks. She's also forced to confront a painful truth: she is as judgmental as anyone else … but she saves the harshest judgments for herself.

Teaches how to use Maya to create three-dimensional animation projects, including focusing on such topics as lighting, modeling, and character skinning.

Getting Started with Google BERT will help you become well-versed with the BERT model from scratch and learn how to create interesting NLP applications. You'll understand several variants of BERT such as ALBERT, RoBERTa, DistilBERT, ELECTRA, VideoBERT, and many others in detail.

You've made the leap and said yes to serving God cross-culturally. You're anticipating your big adventure and prepared to serve whatever the cost. But now the questions and practicalities flood in: How do I make friends quickly? How will I fit into the new culture? Do I have anything of value to offer? (And what if I don't like the food?) Amy Young, viral communicator and veteran of eighteen years in China, guides you through the maze of your first year on the field. With storytelling and research, she offers encouragement, practical tips, and plenty of humor to help you navigate the unexpected cultural, emotional, interpersonal, and spiritual aspects you'll face.Getting Started enables you to glean from those who have gone before you, to stay close to God, and to grow in cultural knowledge-all the while flourishing in fulfilling your call.

Presents an introduction to the open-source electronics prototyping platform.

At ninety, musician and singer Tony Bennett is as vibrant and productive as ever. In addition to his prodigious musical output, including albums, concerts, and personal appearances, this beloved and enduring artist has written his second book. In 2012's Life Is a Gift, Tony reflected on the lessons he has learned over the years. Now, in Just Getting Started, he pays homage to the remarkable people who inspired those lessons. In his warm and inviting voice, Tony talks about who and what have enriched his own life, including Charlie Chaplin, Judy Garland, Dr. Martin Luther King, Jr., Cole Porter, Amy Winehouse, Fred Astaire, Lady Gaga, members of his family, significant places, and more. Just Getting Started chronicles the relationship Tony has enjoyed with each one of these legends, entertainers, humanitarians, and loved ones, and reveals how the lessons and values they imparted have invaluably shaped his life. As enchanting and unforgettable as his music, Just Getting Started is a beautiful compilation of reflections every Bennett fan will treasure, and a perfect introduction for those just getting to know this remarkable star and humanitarian.

Getting Started in ZBrush is a gentle introduction to ZBrush, today's premier digital sculpting program. Beginning with the fundamentals of digital sculpting as well as a thorough introduction to the user

interface, Getting Started in ZBrush will have you creating a variety of professional-level 3D models in no-time. More than just another button-pushing manual, this comprehensive guide is packed with start-to-finish projects that ease you into the workflow of the program, while at the same time providing tips and tricks that will allow you to achieve certain tasks much more quickly. After progressing through the tutorials, you will be shown how to customize brushes, materials, scripts, and the interface so that you can utilize these tools to their full advantage. Special consideration is given to ZBrush's integration plug-ins with Maya and 3ds Max, allowing you to properly import and export your models in all programs. Texturing, painting, mapping, decimation, baking, and topology are also fully covered so your Zbrush creations can come to life without sacrificing that high-resolution look. Ease your way into this complex subject with this straight-forward approach to ZBrush Perfect your technique with step-by-step tutorials that allow you to create high res models from start to finish. Expand your knowledge by visiting the companion website, which features video demonstrations, project files, texture and model files, scripts, customized menus, brushes, and additional resources.

A vibrant and versatile medium, acrylic is ideal for beginning artists. Its quick drying time and intense, brilliant hues allow you to express a world of possibilities! In this book produced by Walter Foster Publishing and Reeves, two renowned acrylic artists guide you through five colorful step-by-step lessons, providing special tips and techniques along the way. This project book teaches you how to paint a variety of inspiring subjects, including florals, landscapes, seascapes, and still lifes. Plus you'll learn about the materials and techniques needed to get started right away. Soon you will be on your way to creating your own brilliant works of art!

The ideal companion for all creative minds - The Art of Getting Started is the long missing piece of the creative puzzle. As a self-professed procrastinator, illustrator Lee Crutchley knows the 'first blank page' all too well and has used his expertise to devise a unique variety of impulsive habits to kick start the brain. Through a series of hand-written tasks and challenges Lee leads the reader through a range of lively prompts to shift the perspective and get those creative juices flowing again in new and surprising ways. Quick fire questions encourage impulsive decisions, tapping instantly into creative instincts, learning the best way to engage the mind into getting that all important start. Be prepared to write, draw, cook and explore as this stimulating, witty and hands-on guide takes readers to inspirational heights and as a capable right-hand-man, it will be tough to be without it. Taking 'back to basics' to a new level, Crutchley wants readers to immerse themselves, creativity in its purest form. In answer to the procrastination nation is a new technique, and creative method: The Art of Getting Started.

This book is a fast-paced, practical guide full of step-by-step examples which are easy to follow and implement.This book is for programmers with a basic grasp of C++. The examples start at a basic level, making few assumptions beyond fundamental C++ concepts. Those without any experience with C++ should be able to follow and construct the examples, although you may need further support to understand the fundamental concepts.

Practical, psychological methods to turn your thoughts into reality, instead of endless avoidance and laziness. Transform from struggling with getting off your butt, to a machine of productivity and self-discipline. Create an action bias in your life -- starting now. How to break inertia, overthinking, paralysis, sloth, and insecurity. Take Rapid Action deconstructs the psychology of laziness and why tomorrow always sounds like a better idea. This book is many things at once: a shot of motivation, a spark of fire, an understanding of your brain, and a list of techniques to get into motion. This is one of the most valuable skills you'll ever gain, because only action matters in life, not good intentions. Gain the ability to get things done and hit your goals, no matter the circumstances. Patrick King is an internationally bestselling author and social skills coach. His writing draws of a variety of sources, from scientific research, academic experience, coaching, and real life experience. Stop saying "I'll do it later/tomorrow..." and overhaul your mindset for productivity and efficiency. -The Premortem Analysis and the Ostrich Theory -- how they can quiet your overthinking. -How comfortable inaction is sabotaging you. -Actionable and applicable rules to get started before you feel 100% ready. How to create motion and take the first step from complete stillness. -How to defeat procrastination by "bundling." -Strategically plan your days to prevent laziness and distraction. -What you think is action, but is actually a waste of time Become a machine of proactive energy and activity. Action and results are the only things that matter in the world. Not your planning, intentions, or nice thoughts. This book puts action at the forefront of your brain and makes it nearly impossible to stay still. That's precisely what will get you ahead in life. Taking that first step is always hard, but it doesn't have to be.

What is neurofeedback? Neurofeedback is founded upon computer technology joined with auxiliary equipment that can measure the metabolic activity of the cerebral cortex. Neurofeedback training combines the principles of complementary medicine with the power of electronics. It is a comprehensive system that promotes growth change at the cellular level of the brain and empowers the client to use his or her mind as a tool for personal healing.Until now, there has not been a single comprehensive yet easy-to-understand guide for clinicians interested in adding neurotherapy to their practice. Getting Started with Neurofeedback is a step-by-step guide for professional health care providers who wish to begin with neurotherapy, as well as experienced clinicians who are looking for a concise treatment guide.This book answers essential questions such as: How does neurotherapy work?, What is the rationale for treatment? When is neurotherapy the treatment of choice? Why should I add it to my already existing healthcare practice? The author also answers questions important to establishing a successful practice such as: What kind of training should clinicians get? What kind of equipment should clinicians buy? How can clinicians add neurofeedback to their existing practice?The first part of the book introduces the reader to the world of neurofeedback, its history and scientific basis. Case studies help clinicians apply what they are learning to their existing practice. Demos takes the mystery out of the assessment process and charts and examples of topographical brain maps (in full color) serve as teaching aids. Later in the book, advanced techniques are explained and demonstrated by additional case studies. The reader is shown how to use biofeedback for the body to augment neurofeedback training as well as being taught to work with the body and acquire a basic knowledge of complementary medicine.The book concludes by offering clinicians practical suggestions on marketing their expanded practice, purchasing equipment, finding appropriate training and supervision, and keeping up with the ever-growing profession of neurofeedback. Research and theory unite to demonstrate the clinical underpinnings for this exciting new modality. Some images in the ebook are not displayed owing to permissions issues.

A step-by-step guide to all the basic-level airbrush techniques used to create a variety of effects.

Provides information on using the MakerBot printer to creat a wide variety of 3D objects.

Discover the Dynamic World of Options Investing Getting Started In Options Seventh Edition Many people fail to capitalize on the potentially lucrative opportunities that options present, simply because they don't fully understand how options work. But with Getting Started in Options, Seventh Edition, author Michael C. Thomsett looks to change this. Written in a straightforward and accessible style, Getting Started in Options, Seventh Edition provides you with a solid foundation in this field, and will help you become fully familiar with one of today's most important investment vehicles. Each page of this informative guide addresses essential options issues, including how to: * Identify your own risk tolerance levels and decide how to effectively incorporate options into your own portfolio * Master options terminology and concepts * Use options in a powerful insurance strategy to protect against losses in stock investments * Perform "paper trades"

before putting real money at risk * Utilize the many new online resources available to you * Understand time values, striking price, and expiration Besides new examples, updated charts, and timely investor tips, this latest edition also includes important new chapters that reflect ongoing innovations within the options market, such as the many uses of options beyond their obvious buying and selling functions, different methods available to calculate returns on options trades, and much more. You don't need to be a financial expert to make it in the world of options, but you do need to be well informed. With Getting Started in Options, Seventh Edition as your guide you'll quickly discover how to make options work for you.

The Art of Getting StartedPenguin

Revered by many, reviled by some, technical analysis is the art and science of deciphering price activity to better understand market behavior and identify trading opportunities. In this accessible guide, Jack Schwager-perhaps the most recognized and respected name in the field-demystifies technical analysis for beginning investors, clearly explaining such basics as trends, trading ranges, chart patterns, stops, entry, and exit and pyramiding approaches. The book's numerous examples and clear, simple explanations provide a solid framework for using technical analysis to make better, more informed investment decisions and as the basis for mechanical trading systems. Along with Schwager's invaluable trading rules and market observations culled from years of real-world trading experience, Getting Started in Technical Analysis offers in-depth coverage of: * Types of charts-bar, close-only, point-and-figure, candlestick. * Chart patterns-one-day, continuation, top and bottom formations, the importance of failed signals. * Trading systems-trend-following, counter-trend, pattern recognition. * Charting and analysis software-price data issues, time frame/trading style considerations, software research. * he planned trading approach-trading philosophy, choosing markets, risk control strategies, establishing a trading routine.

Popular illustrator Lee Crutchley is no stranger to creative blocks. Whether he's working for a corporate client or creating his own art, Crutchley has faced that blank page (and tablet screen) more times than he can count -- and through trial and error and sheer force of will, he's come up with a range of lively prompts, activities, and challenges that help to shift the perspective and get those creative juices flowing again in new and surprising ways. This upbeat, interactive, and very cool book will be any creative person's best friend -- filled with inspiration, humor, wisdom, commiseration, and help whenever the reader needs it most.

The book Lifehack calls "The Bible of business and personal productivity." "A completely revised and updated edition of the blockbuster bestseller from 'the personal productivity guru'"—Fast Company Since it was first published almost fifteen years ago, David Allen's Getting Things Done has become one of the most influential business books of its era, and the ultimate book on personal organization. "GTD" is now shorthand for an entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots. Allen has rewritten the book from start to finish, tweaking his classic text with important perspectives on the new workplace, and adding material that will make the book fresh and relevant for years to come. This new edition of Getting Things Done will be welcomed not only by its hundreds of thousands of existing fans but also by a whole new generation eager to adopt its proven principles.

The first in Denes Agay's famous series of piano tutor books for children teaches the basics step-by-step through a progression of melodic pieces and studies. It introduces easy piano technique and music theory in an accessible and imaginative way, inspiring students to learn and practice. Included are attractive illustrations, colourful stickers and over 70 fun and engaging pieces.

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