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Over 5 million web meetings take place each day, but companies often don't use this medium to its full potential. This book outlines the wide breadth of opportunities for presenting online and shows how to use these capabilities to best fill your business need. It details how to design and deliver an impactful and effective web presentation and reveals why to present online, how to choose your platform, and how to engage your audience. Improve the quality, efficiency, and profitability of the services you offer your clients. In today's marketplace, leveraging technology and cloud-based solutions to automate data processing and other low-value work is essential to running an efficient and profitable CPA practice. Given the pace of change, it's also too easy to feel overwhelmed by the abundance of choices and make bad decisions that cost you time and money. 10 Steps to a Digital Practice in the Cloud will help you clear a path for your firm's success. This popular how-to guide is your roadmap to building your successful practice in the cloud in just 10 steps. You'll get practical, comprehensive information with step-by-step instructions, covering areas such as: Infrastructure Scanning Solutions Document Management Client Portals Workflow Management Cloud-based Client Accounting Systems Security Disaster Recovery And more! Authors John Higgins and Bryan Smith guide you through each step, helping you implement best practices in each area, select the right solutions for your firm, and better serve your clients. They also include several real-world CPA firm case studies to illustrate how other firms have saved time and money while making their firms run more efficiently by moving to a digital practice model. This second edition is updated to reflect the current state of the market and the technology solutions available for cloud-based server infrastructure, personal computers and software, mobile computing, scanning, client portals, document management, workflow, cloud accounting and more. Use it to develop your technology plan and make a valuable investment in your firm's future. Hit-songwriter/educator Andrea Stolpe shares her ten-step songwriting process that will help you craft lyrics that communicate heart to heart with your audience. She advises on how to: streamline and accelerate your writing process; use lyric structures and techniques at the heart of countless hit songs; write even when you're not inspired; and more. The definitive guide to writing an amazing essay and mastering the college applications process. Writing a memorable personal statement can seem like an overwhelming project for a young college applicant, but college essay coach Alan Gelb's organized and encouraging step-by-step instructions take the intimidation out of the process, enabling applicants to craft a meaningful and polished college admissions essay. Gelb teaches students to identify an engaging topic and use creative writing techniques to compose a vivid statement that will reflect their individuality. A consistent top-seller in the college prep category, Conquering the College Admissions Essay in 10 Easy Steps has been revised to include extra information on supplemental and waitlist essays. This much-needed handbook will help applicants win over the admissions dean, while preparing them to write better papers once they've been accepted. For more, visit the author's website at www.conquerthecollegeessay.com. Project management is not easy--it is a complicated, multilayered matter, whether you manage projects for your entire company, for a department or just your own projects. And using a management software program isn't enough, as many project managers painfully learn. This book takes you through 10 steps that, if you follow them correctly, will lead to successful project management. This title takes a practical approach to working in teams since everyone knows that the importance of teams is a cliché of business success. Written for all team members - leaders and players, this new title from ASTD provides insights and guidance in short, to-the-point messages, with easy-to-use tools and assessments that will get teams up and running quickly and effectively. From identifying team strengths to developing strong, trusting relationships, author McClay applies her expertise and background with sales teams propelling you and your team to maximum performance. About The Book: If you want your child to settle into school, to listen to you and adults, to cooperate with others and deal effectively with problems, DEVELOPING YOUR CHILD'S EMOTIONAL INTELLIGENCE is the book for you. Reading this simple yet invaluable book can help you feel assured that if your child is snubbed at school confronted with any number of potentially problematic situations, he/she is will be able to deal with it in an adaptive manner. Yes, in a society in which children kill other children and many grow up failing to control their innate aggression and selfishness, you can teach your child to develop self-control in 10 simple steps. DEVELOPING YOUR CHILD'S EMOTIONAL INTELLIGENCE can help you give your child a tool bag full of emotional skills that allows him or her to use his mind, to cope, to curb frustration, to talk with others, to work out problems and go on living healthfully in the face of an emotional crisis. This book teaches you how to develop self-control in your child by the time of age three. "There is an enormous need for this book during these times of turbulent change...our youngsters, in particular, need to have parents and teachers who have this material in hand and in mind." Gustavo Ruiz, MD Associate Professor of Psychiatry, UCLA Medical School Authors: Margaret Altman, LCSW, is the Associate Director of the Department of Social Services at Olive View-UCLA Medical Center. She has worked with normal and disturbed children for over 25 years. She currently lives in Los Angeles, CA. Rebecca Reyes, M.D. is a psychiatrist and director of the inpatient ward at Vista Del Mar Hospital in Ventura, California. She has received training and experience in both child and adult psychiatry. Avi Bitton. M.S. is a computer analyst and is completing his Ph.D. in Artificial Intelligence at UCLA. Defining business alignment as the process of "ensuring that a new project, program, or process is connected directly to business impact measures, usually expressed in terms such as output, quality, cost, or time," 10 Steps to Successful Business Alignment offers concrete, detailed input, suggestions and now-how on how to plan for,

implement, create, and maintain effective alignment for projects of nearly every size and scope. This book covers the full spectrum of issues related to alignment, including planning the alignment with clients; determining payoff, business, performance, and preference needs; addressing high-level objectives; measuring impact; reporting the results of the alignment; and more. Some of the topics on which this volume drills down into useful detail include: ? How and when to discuss alignment with clients ? Which projects are (and which projects aren't) appropriate for applying alignment ? A detailed, highly objective review of how to measure the impact of alignment ? The most effective ways to report and communicate your results Truly a comprehensive resource on alignment, *10 Steps to Successful Business Alignment* delivers practical insight on every step of the process A guide to crafting a meaningful and polished college admissions essay that gets students into the school of their dreams by expressing their unique personality, strengths, and goals. Stand out from the crowd with a memorable, meaningful personal statement that will capture the attention of college admissions officers. Writing a college admissions essay is no easy task—but with college essay coach and New York Times contributor Alan Gelb's accessible and encouraging step-by-step instructions, you'll be able to write an honest, one-of-a-kind essay that really shines. Gelb's ten-step approach has garnered great results for the students who have tried it, many of whom were accepted into their dream schools (Harvard, Brown, Yale, and more). This to-the-point handbook shows you how to identify an engaging essay topic, and then teaches you how to use creative writing techniques to craft a narrative that expresses your unique personality, strengths, and goals. Whether you're an A-student looking for an extra boost or a less-confident writer who needs more intensive help, Gelb's reassuring and concise guidance will help you every step of the way, from your initial draft to final revision. In the end, you will have a well-polished, powerful, and profound personal statement that you can feel proud of—a college essay that doesn't feel "pre-fab," but is a real reflection of your own individuality. Project management is not easy--it is a complicated, multilayered matter, whether you manage projects for your entire company, for a department or just your own projects. And using a management software program isn't enough, as many project managers painfully learn. This book takes you through 10 steps that, if you follow them correctly, will lead to successful project management. "10 Steps to Successful Meetings presents strategies to create and conduct fruitful, impactful meetings. Successfully set meeting goals and agendas, boost participant involvement, and conduct timely, effective evaluation and follow-up."--Publisher's website. *Build Your Coaching Skills to Develop Others* Coaching has the power to enhance individual, team, and organizational performance. Its interactive process helps individuals set and act upon goals, make better decisions, and produce results. *10 Steps to Successful Coaching* offers meaningful advice to help you embrace and elevate your existing coaching skills, drawing upon your strengths as a leader, colleague, or employee to bring out the strengths of others. This book is an entry point for anyone who wants—or has been asked—to do some formal or informal coaching. It's also for anyone who wants to infuse day-to-day interactions in the workplace with a powerful new skill: development through coaching. With coaching skills quickly becoming essential for anyone who wants to help others develop in the workplace, use this book as your road map to being an effective coach who is ready to listen, encourage, and challenge others to greater achievement. Your coachees will enjoy greater job satisfaction and confidence, and your organization will benefit from this cost-effective way of developing employees and improving productivity. You, as a coach, will discover growth in your working relationships and gain a tremendous sense of accomplishment. This second edition addresses coaching in terms of the broader organization; creating a coaching culture; the impact of technology on the coaching relationship; and goal and accountability setting; overcoming obstacles to good listening; and ending the coaching process. You'll find a diverse array of tools to help you along the way. Examples include: • a development plan to highlight existing coaching skills and areas of opportunity • sample questions to ask during sessions • forms to secure commitment to coaching • an assessment to evaluate your organization's coaching culture. *Overcome Your Fear of Presenting* Are you afraid of public speaking? Do you feel anxious before presenting? Are you worried about making mistakes in front of others and being judged? If so, you are not alone—public speaking and presenting are among the things people fear the most. Conquer your phobia of public speaking with *10 Steps to Successful Presentations*. In this second edition, the Association for Talent Development provides an updated 10-step guide to delivering first-rate presentations whether you have several months or just one day to prepare. Discover how to develop a dynamic, engaging presentation and deliver it flawlessly. Learn strategies to reduce stress and become a think-on-your-feet presenter. Master your openings and closings (including the question-and-answer session) and captivate your audience from start to finish. Updated tools offer guidance and reassurance along the way. New content covers: • leading virtual presentations • telling interesting stories and relatable examples • using mindfulness to recover in the moment • asking questions to involve the audience. Does the stress of your mounting debt keep you up at night? If you dread opening your monthly credit card statements, *Money Girl's 10 Steps to a Debt Free Life* is for you. Laura Adams, host of the top-rated *Money Girl's Quick and Dirty Tips for a Richer Life* podcast, takes you step-by-step through exactly what you need to do get out of debt and stay there. Laura's 10 steps will give you the guidance you need to deal with all kinds of debt, from credit card and medical bills, to mortgages and car loans. She'll help you assess your current financial situation and create a personalized plan you can live with. You'll learn which debts to pay off first and will get tips on negotiating with creditors and paying off bills faster. Laura's advice on boosting your credit score, cutting costs, and saving money will help you lay the groundwork for a debt-free, happier life. You'll be surprised at how easy it is to make simple changes that will have a big impact on your financial health. Laura Adams explains everything in the informative, practical voice that her legions of followers have come to appreciate in the *Money Girl* podcast. Her *Money Girl's 10 Steps to a Debt Free Life* will give you the knowledge you need to take control of your finances and create a more secure financial future. You will owe less, own more, and rest easier. Advanced praise for *10 Steps to Success*- ".outstanding, insightful and very timely for the newer agent. It also serves as a reminder to the veteran agent as well. Your ideas are easily understood and should be accepted by those who read the book. This should help many " -David Carter, sales director, Midland East American Family Insurance Group Learn how to be a successful insurance agent with the simple techniques in *10 Steps to Success*. Author Daniel S. Fowler utilizes his thirty years of experience in the insurance business to illustrate how to work smarter rather than harder toward building a successful insurance agency. Fowler's unique information applies to almost any business and will give you the tips you need to achieve your goals, including: Building relationships Marketing and business plans Listening to yourself and your clients The importance of good employees With *10 Steps to Success*, Fowler shows you how to provide not only the service people expect, but also the service people don't expect. The quick-read, step-by-step guide to hiring outstanding teachers! Whether you are new to teacher hiring or ready for a fresh approach, this invaluable guide helps you select the best possible candidates. Mary Clement, a nationally-awarded expert on teacher hiring, presents proven strategies for identifying high-performing teachers. Readers will learn: Ten best practices that address every stage of hiring, from recruitment through interviewing to final negotiations Key techniques and sample questions for Behavior-Based Interviewing—the interviewing approach that predicts on-the-job performance Guidance on legally-sensitive interview questions How to involve teacher peers in interviewing and mentoring new hires Whether they're the result of a mandate from on high, a crisis that needs addressing, or simply a desire for improvement, change initiatives are a constant in most every school. In this book, veteran teacher, administrator, and consultant Jeffrey Benson provides educators with a proven, practical, and broadly applicable system for implementing new practices methodically and effectively. Topics include * Identifying and communicating a clear and understandable vision of change; * Ensuring that all voices in the school are heard and respected during the change process; *

Thoroughly and thoughtfully collecting, classifying, and analyzing data related to the change initiative; and * Delegating responsibilities among staff and stakeholders. Replete with checklists, surveys, and worksheets, 10 Steps to Managing Change in Schools is a practical guide for educators determined to seamlessly weave new practices or procedures into the fabric of the school. The 10 Steps series is designed specifically for today's fast-paced, need-it-yesterday business environment and for the thousands of workers who find themselves faced with new assignments, responsibilities, and requirements and too little time to learn what they must know. Book jacket. Twelve Steps to recovery. 'The A List Shaman' - The Times Magazine 'A must-read packed full of aha moments.' - Naomie Harris OBE, Actor 'It's interesting, fun and it's relevant to all of us ... Perhaps the key thing for me is the feeling that Jo is talking from her heart rather than writing from her brain ... It's important.' - Sarah Stacey, Victoria Health Jo Bowlby is a world-renowned Shaman, coach and mentor. This very special book is filled with insights and practices which for centuries were only known by spiritual teachers and their devotees, but which Jo Bowlby has used to underpin her powerful work as a Shaman, coach and mentor. With a focus on resilience and finding balance, Jo turns ancient teachings into life-changing practices that will provide you with a skillset designed to help you navigate life's ups and downs. Whether you seek stillness, want to reclaim your freedom from a mental struggle, or simply inject some wonder into your world, this inspirational book will help guide you on the way. 'Really enjoying this. Not your usual self-help book. It's succinct, very well written and not selling nonsense. Highly recommended.' - Levison Wood Economics, finance, business and industry. If life with your teen has become a battleground, it's time to take action. This empathic book shows how. Trusted psychologists who have worked with thousands of families give you the tools you need to overcome defiance and get teen behavior back on track. By following the authors' clinically proven 10-step program, learn how you can: *Reestablish your authority while building trust. *Identify and enforce nonnegotiable rules. *Use rewards and incentives that work. *Communicate and problem-solve effectively--even in the heat of the moment. *Restore positive feelings in your relationship. *Develop your teen's skills for becoming a successful adult. Vivid stories and answers to frequently asked questions help you put the techniques into action. The updated second edition incorporates new scientific research on why some teens have more problems with self-control than others. Practical forms and worksheets can be downloaded and printed in a convenient 8 1/2" x 11" size. Mental health professionals, see also the authors' Defiant Teens, Second Edition: A Clinician's Manual for Assessment and Family Intervention. For a focus on younger children, see also Dr. Barkley's Defiant Children, Third Edition (for professionals), and Your Defiant Child, Second Edition (for parents). A how-to guide for successful group facilitation to champion learning, encourage interaction, and promote the spread of ideas. 10 Steps to Successful Facilitation explains how to address the different learning styles to be a more effective facilitator. Learn how to construct questions to stimulate conversations, the importance of keeping on topic, and the characteristics of an environment that encourages interaction. Strategies for resolving difficult situations and handling difficult participants are included. Part of the ASTD 10 STEPS series. The basic text for Alcoholics Anonymous. Throughout our lives we have encountered different situations making us question ourselves about who we are, what path to follow, and how to achieve happiness. Although it seems somewhat complex to solve, we do not really realize within ourselves are the answers to those questions. You will realize after reading this book, how following these simple steps will enable you to find a path to help you view your life in a positive way, to achieve all your goals and purposes, and thus from inside you finding the answers to those questions that somehow have not allowed you to lead a full and happy life. Do not be afraid to accept yourself as you are, to change, to trust in yourself, to open the doors to a better life with an inner transformation, dare to be happy. What would you think if I told you internally lies the key to change your life? What if I also said that you can be who you've always wanted to be and get everything you want? Surely internally answering these questions you have visualized what you have always wanted to have, what you have always wanted to be, right? What are you waiting for? It is your time to ACT AS IF. If I can, if I have goals, if I get what I want, if I am fully happy, etcetera. ... Break your chains, overcome your fears and let me accompany you in the discovery of changing your current "I" for the successful "I"... I already am, and you? GROW BEAUTIFUL ROSES IN 10 SIMPLE STEPS! The rose has inspired artists, writers, and composers for centuries. Now you can join the ranks of those inspired gardeners who cultivate roses in their home gardens. Whether you're a novice gardener wanting to know the basics or a seasoned horticulturalist looking up tips on improving your blooms, Maggie Oster's expert advice offers all the know-how you'll need. Her ten simple steps ensure beautiful, fragrant roses with minimum fuss and maximum yield. Maggie Oster is a freelance author, photographer, and horticulturalist. She is the author of several books, including The Herbal Palate Cookbook and Herbal Vinegar. Every parent will tell you it is no easy task raising a child in today's society and many would love to have a manual available to look up a solution to the problems that arise each day. 10 Steps to Almost Perfect Parenting offers a path that parents can take that will help guide them through the formative parenting years offering up the details of how to navigate through parenthood while preparing your childhood for adulthood. There are only 1% or 2% of the world population actually living the life they want to live. They are driving the car they want to drive, living in the house they want to live in, travelling to the places they want to visit, loving the work they do, and doing the things they want to do. They have the personal, financial, professional and social life of their choice. - What separates them from the rest? - What do they do differently? - What kind of mindset do they possess? - What special skills and abilities do they possess? We all get 24 hours a day. Then what makes them so successful from the rest of the world in every area of their lives? In this book, you will learn those key differences which isolate the successful from the unknown. You will master how to acquire that mindset and how to change your conditioning permanently. The author is committed to change you physically, mentally, emotionally and psychologically to create success and wealth naturally and consequently. • The author has talked about why everyone must follow his/her passion, how to discover your passion through a formula, how we can transmute our negative emotions, why we need to master ourselves first, and how we can master ourselves to accomplish our real dreams and desires. • He has talked about how to take effective and consistent actions, how to increase your efficiency, productivity and concentration, and how we can achieve our desires in minimum possible time through a principle. • He talked about the role and importance of our decisions, how to make the right decisions, how to take risks in decisions, and what is the role of persistency, patience and failures in our lives. "We may not be able to prevent stressful events from happening, but we can change our lifestyles to handle stressful situations. [Here, the authors] outline a program that will help you identify what is causing your stress, teach you calming techniques, and provide you with a realistic approach to reducing stress." --Back cover. Psychiatrist, professor, and award-winning author Eve Wood trusts in your capacity to heal—to clear the way to a natural state of hope, harmony, and well-being. The insights and tools she shares in this book will enable you to identify and resolve your issues. Dr. Christiane Northrup says this book is "one of the best books I've ever seen on how to achieve emotional balance and happiness. It's practical, real world and very readable. Dr. Wood is my kind of doctor." Dr. Wood makes healing a simple process that anyone can understand. She walks you through ten steps that encompass examples, stories, exercises, and guidance. You'll take stock of where you are and discover what you can do to transform your life. You'll learn to address your negative thoughts and beliefs, make life choices that fit your nature, and develop strategies to support your innate capacity to heal. Whether you suspect that you're suffering from a known condition or you simply want to understand yourself better, this insightful book is a path, a promise, and a prayer for that truly transformative way of healing to begin. In this short and easy to understand guide you'll learn all about atheism and how you should be atheistic. I'll discuss the 10 basic rules of atheistic and how to follow them properly, as well as the reasoning behind these rules. Many of them may seem silly, however these

steps have been around for many generations and following them is the only way to be a "true atheist". Reach New Heights as a Mentor Broaden people's perspectives. Sustain momentum for development. Drive significant career growth. It doesn't take a workplace superhero to accomplish all of this. You can do it—when you become a masterful mentor. While mentoring resources typically center on the mentee or the program, 10 Steps to Successful Mentoring is devoted explicitly to helping you excel in the role of mentor. In this book, Wendy Axelrod helps you stretch your mentoring abilities to yield substantial rewards for you and your mentee. Drawing on more than 20 years of work with mentors, she delves into proven approaches to use in your ongoing meetings, such as elevating the power of questions, leveraging experience for learning, and expanding growth using everyday psychology. Come away inspired to take on a fresh challenge. Whether mentoring is a calling or a choice, you're new to it or a seasoned veteran, or you're in a formal program or on your own, 10 Steps to Successful Mentoring is the resource you'll return to again and again. It's filled with real-life examples and 40 tools to help you master the nuances that drive deliberate development. Woven throughout are Wendy's seven guiding principles that distinguish the most successful mentors (hint: "Start where your mentee is, not where you think they should be"). Become the best possible mentor, and deliver memorable experiences to your mentees and create a lasting legacy for yourself. Passionate about writing, the well-being of each one, strong of her practice of yoga and meditation for 25 years, Laurence Smits offers you 10 accessible steps in this guide to help you to know yourself better to understand yourself better. To evolve or change in your life, you need to understand yourself. It is a big challenge to take on, but worth experiencing. A strategic plan is central to a company's ability to make critical business decisions and develop a mission and vision that will inspire and excite employees, customers, partners, and shareholders. Part of the 10 Steps series, this book offers a process to help you overcome your fear and get your organization on the path to planned success. There's no available information at this time. Author will provide once information is available. Sacha Black's book, 10 Steps To Hero - How To Craft A Kickass Protagonist, showed writers how to create their ultimate hero in an easy and humorous, step-by-step guide. This workbook puts those lessons to use by building on each chapter in 10 Steps To Hero and guiding you through the development of your indisputable hero. It's time to cut through the charm, get to the core of your character, and supersize that hero. Inside the workbook you'll find hundreds of thought-provoking questions, exercises, and creativity boosting prompts. This resource will help you to: + Develop a killer character arc + Weave your web of story connectivity seamlessly through your book + Design page turning tension and conflict + Build market knowledge to help you create a hero that sells Craft your characters through easy-to-digest exercises that empower you to master your heroes. Read the 10 Steps To Hero Workbook today and start creating kickass protagonists. Facilitate Groups That Deliver Results Every professional businessperson needs a complete portfolio of skills, yet one area is often taken for granted: the art of facilitation. This book takes the guesswork out of this essential skill and gives you a step-by-step process for becoming an accomplished and successful facilitator. As a facilitator, your job is to remain neutral while helping others achieve common objectives. To do this, you need tools and techniques to deal with a wide variety of group meeting situations. In 10 Steps to Successful Facilitation, you'll find everything you need, including • A wealth of methods and ideas to engage participants • Strategies for handling conflict and creating a collaborative climate • Tips for using media and technology effectively This second edition features updates to each step, reorganized to align with the problems facilitators face today, such as the increasing prevalence of virtual meetings. You'll have the help you need to act as a catalyst for progress, enabling others to focus on key issues, arrive at appropriate solutions, and build sustainable agreements. With this book as your roadmap, you can be thoroughly prepared for the role of facilitator, ready to cultivate cooperation and understanding among individuals and assist your organization in developing shared solutions to its challenges.

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