Book 1

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LIVELY LESSONS FOR BEGINNERS

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Freedom Technique is a simple and increasingly popular self development therapy used to treat a wide range of physical and emotional issues Popularised by figures including Paul McKenna EFT is based on the theory that negative emotions are caused by disturbances in the body s energy Often referred to as acupuncture without needles EFT involves locating and tapping on meridian points in the body while thinking of a negative emotion and using positive suggestion and thoughts to alter the body's energy flow restore balance and reprogram thought processes. This no nonsense guide introduces readers to the theories and methods behind the technique and shows them how to use it to reduce the physical and emotional impact of a wide range of issues including depression fears phobias anger addictions sleeplessness and pain It s simple safe anyone can practice it at home and with EFT For Dummies readers can banish bad habits for good Includes information on The path to emotional freedom explaining EFT Understanding your emotions Basic EFT tapping routines Improving emotional health with EFT Practising EFT on yourself and others Helena Fone is a registered EFT practitioner and trainer and an advanced hypnotherapist She has a diploma in advanced holistic hypnotherapy and practices CBT and NLP Find out more about Helena at www EFTRegister com Reading the Financial Pages For Dummies Michael Wilson, 2012-02-27 The British financial pages are a minefield of jargon and impenetrable terminology they are also your key to having a true understanding of how the financial markets work and taking full control of your investments This plain English guide to the financial pages demystifies the tables charts and analysis so you can keep on top of the latest developments in the City and have confidence that you are maximising your investment returns Reading the Financial Pages For Dummies includes The Financial Pages What the Financial Pages Are How the Financial Pages Work How the Financial Pages Relate to the Stock Market How You Can Use the Pages to Work for You Using the Financial Pages to Make Basic Investments Investing in Shares Investing in Bonds Investing in Cash Investments Delving Deeper Into the Financial Pages Sharpening Your Understanding Watching Out For the Pitfalls Using Charts To Monitor The Market's Psychology Using the Pages for More Advanced Investments Going International Delving into Derivatives Making Money from Commodities Investing in Trusts and Funds Discovering More Ways to Use Managed Funds Other Places to Go for Financial Information Using the Alternatives Company Accounts Part of Tens Ten Things to Know About a Share Ten Ways to Get Your Asset Allocation Right Ten Warning Signs that a Company Might be on the Ropes Ten Red Hot Clues to an Opportunity **Business NLP For Dummies** Lynne Cooper,2010-11-05 Achieve business success with Neuro linguistic Programming People around the globe use NLP to improve their communication skills build rapport make positive changes and accomplish their goals When used in a business context NLP techniques can transform both your own and your team's performances This practical guide to NLP at work will help you increase your flexibility become more influential and achieve professional success whatever your career Use NLP techniques in the workplace overcome barriers to success and develop a winning mindset Build effective working relationships improve your communication skills and create rapport with your colleagues Lead people to perform enhance your ability to inspire

peak performance Make changes that drive success set and achieve ambitious goals Positive Psychology For Dummies Averil Leimon, Gladeana McMahon, 2011-01-19 Why do some people achieve greater success and happiness than others The key is positive psychology For most of its history psychology has focused mainly on the darker side of human behaviour depression anxiety psychosis and psychopathic behaviour In 1998 Martin Seligman became president of the American Psychological Association and inspired a movement to focus on the positives in human behaviour Positive Psychology For Dummies Taps into the burgeoning media focus on happiness and positive mental attitude Provides key information on the origins theory methods practitioners and results of positive psychology Demonstrates how to understand what makes you tick how to hone positive emotions and how to use positive philosophy for success in both your personal and working lives Is perfect for a wide audience from those wanting to get more out of their life to psychology students or counsellors About the author Gladeana McMahon is co author of Performance Coaching For Dummies She is regarded as one of the UK s top ten coaches Averil Leimon is co author of Performance Coaching For Dummies She is a business psychologist and a leading UK **Spanish Made Easy for Kids** Casey O. Jordan, 2025-10-30 Make Spanish fun simple and unforgettable leadership coach for your little language learner Whether your child is starting school traveling or just loves languages Spanish Made Easy for Kids is the perfect beginner friendly guide to learning basic Spanish in a fun and practical way With vibrant vocabulary real world phrases and engaging activities this book is designed to spark curiosity and confidence in young learners ages 3 to 8 Perfect for homeschoolers classrooms and bilingual families this guide transforms Spanish into an adventure filled with colors animals songs and games Inside your child will discover Essential Spanish vocabulary for everyday topics like numbers colors animals family food and weather Fun phrases and short sentences to talk about themselves their feelings and their surroundings Easy pronunciation guides so parents and children can learn together even without prior Spanish experience Interactive activities like drawing singing scavenger hunts and fill in the blank games to build confidence and memory Bonus bilingual content such as stories chants and bedtime poems to reinforce learning with rhythm and rhyme They ll say more than just hola they ll start speaking full phrases in no time Unlike other phrasebooks that rely on lists or rote memorization Spanish Made Easy for Kids uses a child friendly teaching method rooted in repetition imagination and real life application From the very first page learners begin forming their own sentences and building confidence in speaking Spanish naturally Great for Ages 3 8 Parents teachers and caregivers ESL bilingual classrooms Travel preparation and cultural learning First time language learners Give your child the gift of bilingual communication and open the door to a world of opportunities Work-Life Balance For Dummies Jeni Mumford, Katherine Lockett, 2012-02-27 A recent survey starting today conducted by Universum Communication found that work life balance is No 1 on the list of short term career goals amongst professionals But while work life balance is an increasingly popular term many of us are still unsure about how to achieve it or lack the confidence to approach employers to negotiate flexible working hours Work Life Balance for Dummies will offer

readers advice and simple strategies to achieve more balance whatever their situation Discover how to Work out your priorities Put off procrastination and improve your time management Move your boss towards work life balance Cast your net wider and change jobs and employers Plan a relocation About the author Jeni Mumford is the author of Life Coaching For Dummies She is a personal life coach who works with both individuals and organisations on personal development She runs holistic coaching events in the UK and Italy and is an accredited NLP practitioner Low-Cholesterol Cookbook For <u>Dummies</u> Dr. Sarah Brewer, Molly Siple, 2009-02-24 In the UK 7 out of 10 people over the age of 45 have high cholesterol levels Bupa 2007 Although there are no clear symptoms high cholesterol levels have been associated with heart disease and stroke two of Britain's biggest killers There are several factors that can cause high cholesterol an unhealthy diet being overweight and a lack of exercise are three of the main contenders As a result some of the best ways to control and reduce cholesterol levels are losing weight eating a heart healthy diet and taking regular exercise Although eating healthily may sound simple it s often difficult to know which foods to avoid when trying to lower cholesterol Fully adapted for the UK market Low Cholesterol Cookbook For Dummies reveals which food you should eat and helps readers make small changes to their diet to achieve big results Low Cholesterol Cookbook For Dummies includes The latest dietary and medical information on cholesterol and how to control it Over 90 delicious recipes as well as low fat cooking techniques and ways to lower cholesterol on a daily basis Sensible advice on finding the right foods when shopping planning menus and adapting recipes to suit family and friends **Sorting Out Your Finances For Dummies** Melanie Bien, 2011-02-15 Being good with money is about getting into good habits and understanding the choices you make Fully updated to cover the latest financial trends and developments this book gives you the confidence to plot where your money goes to know your limits and to choose the right financial products for a wealthier future It will help you learn how to analyse your financial situation isolate problem areas properly structure your debt investments and retirement plans and adopt good money habits whatever your age or financial situation Once you ve sorted out your finances you ll get much more pleasure from the money you spend and the money you save Discover how to Make your salary go further Set financial goals and reach them Get out of debt Start an investment The Ancient Greeks For Dummies Stephen Batchelor, 2011-02-15 The civilisation of portfolio Prepare for the unexpected the Ancient Greeks has been immensely influential on the language politics educational systems philosophy science and arts of Western culture As well as instigating itself as the birthplace of the Olympics Ancient Greece is famous for its literature philosophy mythology and the beautiful architecture to which thousands of tourists flock every year This entertaining guide introduces readers to the amazing world of the Ancient Greeks It offers a complete rundown of Greek history alongside fascinating insights into daily life in Ancient Greece and a captivating overview of Greek mythology Readers will discover how this ancient culture came to be the cornerstone of Western civilisation and the enormous influence it has had on our language politics education philosophy science arts and sport The history of Ancient Greece remains a wide topic of interest

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Philosophy For Dummies Martin Cohen, 2012-01-24 Confused by metaphysics In a muddle with aesthetics Intimidated by Kant Then look no further Philosophy For Dummies UK Edition is a complete crash course in philosophical thought covering key philosophers philosophical history and theory and the big questions that affect us today Tying in with standard UK curricula and including core topics such as logic ethics and political philosophy this impartial expert guide cuts through the jargon to give you the facts Whether you re a philosophy student or a complete beginner Philosophy For Dummies UK Edition will get you thinking and talking about philosophy in no time and with maximum confidence McGraw Hill's Complete Medical Spanish, Premium Fourth Edition Joanna Rios, José Fernández Torres, Tamara Ríos, 2021-03-26 Build Your Competence and Confidence to Communicate Effectively with Your Spanish speaking Patients McGraw Hill's Complete Medical Spanish goes far beyond a phrasebook or dictionary This time tested resource provides you with the skills and confidence to interact with Spanish speaking patients and their families and deliver the high quality of care they deserve Through sample dialogs numerous exercises and more than 200 illustrations this program will help you Master a Spanish vocabulary of more than 3 000 key terms Confidently interview patients take histories conduct physical exams prescribe medication and give follow up instructions in Spanish Become culturally competent and more aware of major differences between Latino and Anglo American cultures and how they impact healthcare decisions New to this edition Sections on musculoskeletal exam physical therapy speech therapy mental health women s health children s behavioral problems pandemics Questionnaires for GAD7 OASIS Assessments for OASIS CAGE MoCA Test This bestselling guide is supported by bonus content in McGraw Hill's Language Lab app Audio recordings of 40 dialogs and monologs to help improve your pronunciation and fluency 2 000 flashcards to help memorize key vocabulary Ideal for physicians nurse practitioners physician assistants nurses including NPs LVNs LPNs MAs hospital technicians physical therapists and medical administrators with little or no Spanish language experience Recording for the Blind & Dyslexic, ... Catalog of Books An Introduction to Medical Spanish Robert O. Chase, Clarisa B. Medina de Chase, 2018-10-23 The updated fifth ,1996 edition of the widely used introductory Spanish textbook designed specifically for health care professionals Nurses doctors dentists and other health care professionals increasingly need to communicate with patients in Spanish Formerly titled An Introduction to Spanish for Health Care Workers the fifth edition of this popular textbook is designed for students with little or no formal background in Spanish It uses text audio video classroom activities and electronic exercises to teach basic

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