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"A successful Silicon Valley executive and consultant shares straight-shooting advice for succeeding at work without losing your sanity in three steps: do better, look better, and connect better"--Provided by publisher.

A Comprehensive Guide with 70+ Examples Get the Kindle version FREE when purchasing the Paperback! The second book in the Step-By-Step Java Series delves further into practical Java programming. We believe the best way to learn programming is through practise and practical application. For this reason, this book is crammed full of examples and code descriptions. This book serves as a teaching guide and also a reference manual to accompany you through this wonderful world of programming. Author Nathan Clark shares his nearly 20 years' experience in this clear, concise and easy to follow guide. What This Book Offers Detailed Descriptions Each topic is broken down into small manageable sections where each concept is explained in detail. We look at the different variations and types available, what the various return values mean and even how to avoid common errors. 79 Practical Examples With each concept, we provide one or

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more example to illustrate the topic in a way that makes it easy to understand. We break examples down into their basic workings, and provide the output for you to compare to your own results. Proper Syntax We focus on the specific syntax in each topic, as well as alternative variations and how each functions. Key Topics Methods Working with Arrays Working with Numbers Working with Strings Classes and Objects Inheritance Polymorphism Inner Classes Anonymous Classes Interfaces File I/O Operations Exception Handling Logging in Java Get Your Copy Today!

Provides information for making all types of dolls, including techniques for drawing and coloring faces, styling the hair, dressmaking, and tips on what type of equipment to use

Offers instructions for creating pop-up and novelty cards with a variety of movable mechanisms and features over one hundred pop-up techniques and projects illustrated by more than one thousand color photographs.

Packed with computer-aided designs, information on new types of fabrics, and specially commissioned photos, this comprehensive guide maintains its original appeal, while enticing a whole new generation of readers.

The essential self-employment survival kit for working mothers furnishes complete, up-to-date information needed to turn skills into a profitable home-

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based business, make a smooth transition from corporate to home office, network from home, and separate "work" time from "mom" time. Reprint. Success seems to come easily for some people. They live in luxurious homes, send their children to the best schools, drive fancy cars, travel around the world, and still have resources available to help their loved ones and contribute to the communities in which they live. They are no brighter or better educated than you. They do not work any harder than you do. They do not sacrifice their lives to earn a living; on the contrary, they earn more than enough to fully enjoy their lives. What is their secret? Welcome to Practical Steps to Think and Grow Rich - The Secret Revealed by Napoleon Hill. The principles and secrets for success are listed in the beginning of each chapter, making the information clear, inviting, and accessible - an approach that reveals the secret to thinking and growing rich without making you search for it.

Outlines a plan for tapping innate intelligence to unleash hidden potential for greater personal and professional success, providing a sequence of exercises designed to help readers identify personal talents and express them in everyday life.

An important resource to help to organise and facilitate the duties that result from a death, this guide sensitively addresses the step-by-step process for making funeral

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arrangements, completing administrative tasks, and settling estates. Feelings of disorientation, exhaustion, and sorrow can often make it difficult to remember who to call, when to cancel credit cards and close bank accounts, and what to do about wills and grieving family members. Pullout checklists are provided at the beginning of each section so that no important detail is overlooked, allowing those in mourning to move toward closure. Also included are ways to help those who are grieving to take care of themselves during this difficult process as well as a resource list for organisations that are skilled in helping people through the death of a loved one.

Evidence-based medicine aims to apply the best available evidence gained from the scientific method to medical decision making. It is a practice that uses statistical analysis of scientific methods and outcomes to drive further experimentation and diagnosis. The profusion of evidence-based medicine in medical practice and clinical research has produced a need for life scientists and clinical researchers to assimilate biostatistics into their work to meet efficacy and practical standards. Practical Biostatistics provides researchers, medical professionals, and students with a friendly, practical guide to biostatistics. With a detailed outline of implementation steps complemented by a review of important topics, this book can be used as a quick reference or a hands-on guide to effectively incorporate biostatistics in clinical trials. Customized presentation for biological investigators with examples taken from current clinical trials in multiple disciplines Clear and concise definitions and examples provide

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a pragmatic guide to bring clarity to the applications of statistics in improving human health Addresses the challenge of assimilation of mathematical concepts to better interpret literature, to build stronger studies, to present research effectively, and to improve communication with supporting biostatisticians

The book offers a visual step-by-step guide to working with wood, with accessible detailed instruction for more than 60 techniques. It covers everything from selecting and using the best tools for each job, and choosing appropriate materials to making perfect joints. All the basic cutting and assembling techniques are described and illustrated step by step, including a guide to making a range of simple and complex joints. More than 650 pictures show beginners and advanced woodworkers alike how to improve skills, develop expertise, and learn from experience. Whatever your level of knowledge, this is a handy reference that you will refer to again and again.

The book is about applying Lean manufacturing principles to industrial maintenance in order to improve the efficiency and be able to do more with the same (or less) resources. By industrial maintenance we mean the maintenance that takes place in factories and industrial facilities. The book is the result of multiple improvement projects carried out by the authors in various industrial settings and sectors in the past 10 years. The approach works and can be applied in any industry. It yields results without investment. The book is a step-by-step guide that takes the reader through the maintenance process, from equipment failure to finished repair. In each step of the

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process, the typical inefficiencies are explained and tools are given to improve the process. The book is meant to be used as a guide in an improvement journey. The improvement approach presented in the book is very close to the shop floor and instructs the reader to engage with all team members in the maintenance department in every step of the process, in order to make the improvements sustainable. If one looks at the main market indexes, between one third and one half of companies on those indexes belong to the industrial sector: automotive, power generation, basic materials, chemicals, consumer goods, et cetera. Those companies spend on average 2 – 5% of plant replacement value per year on maintenance. About one third of this cost is maintenance labor. The maintenance work that gets done every day in factories around the world is typically inefficient, from a Lean perspective: time is wasted, different tasks are not properly coordinated, job durations are overestimated and job plans, when they exist, are thus "inflated" to cover up the inefficiency. All this happens because maintenance tends to be the "forgotten" area of efficiency in industrial companies, as much of the improvements are carried out on the (literally) productive areas of the factories. When companies set out to "improve" maintenance, they typically do it through budget cuts that can risk the reliability of the equipment. The authors believe there is a better way to do more with the same resources through a careful review of the current way of working and the introduction of Lean. With this book , the authors try to bring to maintenance managers and practitioners the tools they need to quickly

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improve efficiency (in a matter of weeks) without any investment.

The acting business can seem extremely daunting, intimidating and honestly it can be very challenging. "Cracking The Acting Code: A Practical Step By Step Guide to Becoming a Professional Actor" provides the answers to your questions about how to break into the Hollywood scene. Learn the necessary steps to go from aspiring to working actor.

A comprehensive and practical guide to drawing cartoons successfully with expert projects and exercises.

Setting up the classroom is a fundamental part of a teacher's job, as a well-planned, aesthetically pleasing environment encourages children to learn and helps with classroom management. However, knowing how to create this environment is not instinctive and teachers are given little guidance, yet are expected to create a stimulating environment that is conducive to learning. The task can often be daunting and time-consuming, and teachers don't know where to begin. Classroom DIY provides teachers with the answer to these problems. A practical, step-by-step guide, written from firsthand experience, Classroom DIY will enable any primary teacher to make a spectacular job of setting up their room using any materials they have available. Guiding teachers through the process of setting up their space from planning to practice, this book includes advice on: laying out the room: what furniture to use and where best to position it organising areas for specific subjects, including maths, literacy,

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science and humanities how to create an inspiring classroom on a budget: recycling items for use in the classroom and the homemade approach how the learning environment can inspire and motivate pupils to learn, taking into account multiple intelligences and routines meeting the expectations of senior management teams. With 'teachers' tales' from a range of individuals in different schools and case studies illustrating solutions to teachers' specific problems with their classrooms, this book is must have for all newly qualified and practising teachers looking to inspire their pupils to learn through their classroom environment.

Written by a well-respected author and practitioner in the field of art therapy, *A Guide to Art Therapy Materials, Methods, and Applications* is an innovative, comprehensive text that guides readers in how to use basic to advanced art materials and methods in a wide range of clinical settings. Through the lens of both developmental stages and assessment, the book offers practical, step-by-step instructions to incorporate these materials and methods into therapeutic work with clients of all ages and populations. In addition to such classic tools as drawing, paints, pastels, and clay, coverage of materials and special topics extends beyond the existing literature to include glass, knitting, quilting, wood burning, felting, digital applications, phototherapy, byproducts, and more. Unlike previous guides, this book specifies population benefits and contraindications for each material and technique. This research-based guide for using art materials in a safe and effective manner will be a welcome resource for students,

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seasoned art therapists, and mental health counselors.

This book, Learn French Step by Step: French Language Practical Guide for Beginners is written for the person that wants to comprehensively study French to become fluent in French. In this book we teach you * A Brief History of the French Language * The Influence of French upon English * French Alphabet * French Pronunciation * Basic Grammar Rules * Gender and Plurals * Cognates * Negative Sentences or Negation * Three Forms of Questions * Basic French Verbs * Formal and Informal French This book will get you through the initial process of understanding the French language, with advanced terminology and vocabulary.

A practical, straightforward, guide to effective teaching! Many new high school English teachers enter the profession with grand expectations, only to realize that, while they have become well-versed in pedagogical theory, they've never actually been taught the basic skills needed to be an effective teacher. Skills like how to structure a unit, how to introduce an essay project, how to conduct in-class discussions, how to schedule book reading, how to grade projects - these are the things that often take years of experimentation, frustration, and trial-and-error to discover. But no more! This book is designed to make this process easier. Inside, you will find a complete, step-by-step guide on how to teach English at the high school level. It is written with new teachers in mind, and is designed to help you work through every aspect of understanding, planning, and teaching English curriculum, from the day you sign your contract to the

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last day of the school year. In this book, you will learn how to: * Prepare for the start of the year * Design language arts curriculum * Teach effective lessons * Plan engaging projects * Grade assignments efficiently * Manage classroom behavior ...And much more! This book covers every topic you need to know, and has been compiled from years of experience in the field. In addition, it includes many resources that can be directly used in the planning and teaching process. These include: * The major types of essays, and how to schedule and teach them. * A list of books to teach at each grade level, and how to structure in-class reading. * Specialized instructions for poetry, short story, and persuasive/debate topics. * Web-based technology resources that every teacher needs to use. * Specific instructions on modifying assignments for special needs accommodations. * Daily lesson openers and closers that create an efficient, focused, classroom. * Procedures for setting up the gradebook and point values for each assignment. * A detailed chart of how much homework your students actually need. * Several in-class discussion activities that engage every student. * The secret to not overloading yourself with assignments to grade. * Before-year preparation tips that most teachers forget. Language arts is a multi-faceted subject with many academic standards, and it takes a great deal of practice to learn how to teach it properly. This book will show you how to become an effective English teacher, and how to manage your time and workload efficiently.

This book explains the origins and philosophy of Iyengar yoga, the most widely

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practised form of yoga, giving advice on how to begin, when to practice and what equipment you will need. The classic asanas are grouped into type for easy reference and graded by difficulty, with modified variations to suit all levels of fitness and flexibility. The chapter on sequences demonstrates a series of routines that will build up into a personalized daily and monthly practice plan. There are also sequences to follow for certain times and conditions of your life that will benefit illnesses and common problems, such as headaches, backache and arthritis.

Previously published as *Rock & Water Gardening*. A step by step guide from planning and construction to plants and planting.

A Wall Street Journal and Publishers Weekly Bestseller Lift your leadership to new heights Doug Conant, Founder of ConantLeadership, former CEO of Campbell Soup Company, and former President of Nabisco Foods, shares transformational insights in his new book, *The Blueprint*. Conant is the only former Fortune 500 CEO who is a New York Times bestselling author, a top 50 Leadership Innovator, a Top 100 Leadership Speaker, and a Top 100 Most Influential Author in the World. Get Unstuck In 1984, Doug Conant was fired without warning and with barely an explanation. He felt hopeless and stuck but, surprisingly, this defeating turn of events turned out to be the best thing that ever happened to him. Doug began to consider what might be holding him back from realizing his potential, fulfilling his dreams, and making a bigger impact on the world around him. Embarking on a journey of self-reflection and discovery, he

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forged a path to revolutionize his leadership and transform his career trajectory. Ultimately, Doug was able to condense his remarkable leadership story into six practical steps. It wasn't until Doug worked through these six steps that he was able to lift his leadership to heights that ultimately brought him career success, joy, and fulfillment. Reach High - Envision Dig Deep - Reflect Lay the Groundwork - Study Design - Plan Build - Practice Reinforce - Improve In The Blueprint, part leadership manifesto, part practical manual, Doug teaches leaders how to work through the same six steps that he used to transform his journey. The six steps are manageable and incremental, designed to fit practically within the pace of busy modern life. Knowing how daunting the prospect of change can be, Doug arms readers with exercises and practices to realistically bring their foundation to life in every situation. Now, today's leaders who feel stuck and overwhelmed finally have a blueprint for lifting their leadership to make meaningful change in their organizations and in the world.

Do you want to learn good coding techniques quickly and easily? Are you looking for a dynamic programming language that will do everything you need? This book provides all the information in one handy place! Since it was first conceived and released in the early 1990's, Python has become a favourite computer programming language that has been used by millions. It was designed to be simple to use and easy for beginners who were looking to get started with their own computer programming journeys and has maintained this philosophy to the present day. Now, with the help of this book, Python

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Programming, you could be programming like a pro in no time and enjoying all the benefits that could bring to your business or personal life, with advantages that include:

- Extensive support libraries-
- Open source and community development-
- An easy to learn language-
- Support for new users-
- User friendly data structures-
- Improved productivity-
- Speed of working that is second to none-
- And more...

Even if you've never looked at a computer program before and had always thought that learning a computer language would be too difficult, this book can help. With its easy to understand and simple language, you could soon be wondering why you never thought about trying computer programming before. Get a copy of Python Programming today and start your new adventure now!

Practical Mindfulness offers an easy way of taking control of your life for the better. Focusing on simple breathing techniques, meditation tips and relaxation methods, this unique book will improve your concentration and help you achieve success. An innovative Q&A approach ensures that the process is personalised to you, enabling you to identify negative patterns of thinking and challenge them using well-respected exercises. Providing expert clarity through step-by-step guidance and visual pointers, the subject material is brought to life. The targeted exercises will help you boost your self-esteem, build better relationships, learn more effectively and distance yourself from damaging emotions using real-life scenarios. Practical Mindfulness is a life-changing programme that will teach you to relax, give you the self-confidence to succeed and rid

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you of the anxiety that holds you back.

An essential guide to activities a child can enjoy with their parents or grandparents. From understanding basic woodworking skills to constructing a kite, the reader will also learn about the science and eco side of invention. Activities are broken down into easy steps and technical information comes alive in bite-size facts. Dare-devils can make stilts, a rope ladder, and even a go-cart! Budding adventurers will learn how to put together a survival bag, campfire and fishing net. Aspiring conservationists can build their own bird nesting box and wormery. Outdoor activities have never been such fun, and if it's raining there are plenty of other fun things to do!

A comprehensive course on all aspects of woodworking, for both the novice and the accomplished woodworking enthusiast featuring extensive sections on hand and power tools and how to use them, making simple and advanced joints, carving and woodturning techniques, and how to finish your work for a professional appearance. Are you feeling discouraged, stuck, or inadequate? Do you feel that you are stuck in a rut and have no idea how to get out of that rut? This book contains practical steps I have used throughout my journey to greatness and that can inspire you to do the same. These realistic, motivational steps will encourage you to thrive and live a more fulfilling life.

A practical guide to learn painting individual people and crowds, with simple exercises and step-by-step demonstrations. Bestselling artist and writer Hazel Soan has distilled

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her art teaching into the things that matter most and can be digested in a short period of time. Learning to paint is one of the life-long aspirations of many of us and the techniques of painting lively crowd scenes or portraits of loved ones can be picked up faster than you think. In this concise book, Hazel Soan explains everything you need to know about figurative painting in an accessible way. She advises on how to paint people in a variety of poses and settings, dealing with the theories of colour and light in a way that beginners will understand and more experienced painters will find invaluable. She also guides you through ways to insert people into your pre-existing painting to bring them to life; scenes like urban streets and on the beach are explored. Subjects like how to paint portraits and getting to grips with body proportion and perspective are also covered. Both media of watercolours and oils are covered, making this the perfect book for any type of artist. Filled with easy-to-follow exercises and demonstrations, this is a practical and helpful guide to learning to paint people very quickly.

More people today are choosing to shun personal comfort when they travel to remote destinations, instead seeking challenges that test their ability to survive in hostile and often extreme environments. Dave Pearce has traveled worldwide, visiting some of the most inhospitable environments. His survival skills are based on having been there and done it. His practical guide for intrepid survivalists offers planned and improvised survival skills for a weekend away in the woods, or for the most extreme environments

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on earth.

After the birth of their son, Jay Sinha and Chantal Plamondon set out on a journey to eliminate plastic baby bottles as the Canadian government banned BPA. When they found it was difficult to procure glass baby bottles, Jay and Chantal made it their mission to not only find glass and metal replacements for plastic, but to make those products accessible to the public as well. Printed on wood-free FSC (sustainable certified) paper and with BPA-free ink, Life Without Plastic strives to create more awareness on the issue of BPA, polycarbonates and other single-use plastics, and provides readers with safe, reusable and affordable alternatives. While plastic has its uses in technology, medical and some products around the home, certain single-use plastics release chemicals when put in contact with food and water. These disposable plastics are also found in produce and cleaning products. Jay and Chantal show readers how to analyze their personal plastic use, find alternatives and create easy replacements in this step-by-step guide. Get your family healthier, spread consciousness and create positive reflection on you for helping the environment by taking action.

Movement is life. The rhythm of the ocean tide. The revolution of the planets. The pulse of the breath in our bodies. When movement is effortless, efficient, smooth and coordinated-like a river flowing unencumbered through a field, it enhances health, well-being and vitality. In our bodies, restricted movement often leads to compensation by

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overusing certain areas while protecting others. This action results in pain, tension, limited range of motion, restrictions, emotional upsets and limiting dysfunctional movement patterns. How can we regain our original movement and recreate an internal environment where healing can take place? Craniosacral Balancing (CST) provides a holding space that enables the natural rhythm of the body to get reestablished. CST is a gentle bodywork modality that removes restrictions throughout the body and releases tension and undue pressure placed on the nervous system. CST comprises a light touch, or compression about the weight of a nickel. This application of light pressure is sufficient in helping to release restrictions, namely to the vital flow and movement of the cerebrospinal fluid. *Essentials of Craniosacral Balancing: A Practical Step-by-Step Visual Guide* is a detailed field guide and "how to" instructional manual to the hands-on application of CST. In addition to detailed, step-by-step instructions for each technique, this book contains over 200 pictures showing anatomical structures, hand placements and technique demonstrations. Both beginning students and seasoned practitioners will benefit.

Have you ever struggled to prepare and preach an effective, biblical sermon? "Preaching Made Practical" is a down-to-earth, easy to follow book that will guide you through the sermon preparation process. From the time that you are asked to preach, to the delivery of the message and beyond, you will learn practical lessons that will prepare you to preach with confidence. Whether you have been preaching for years, or

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are preparing a sermon for the very first time, this book is sure to be a go-to-guide and a must-have for your personal library.

* 55% OFF for Bookstore! Now at \$ 13.49 instead of \$ 29.99! * Your customer will never stop using this awesome book!

This book offers a practical and reliable approach to how an organization can move beyond all of the separate initiatives and hype associated with sustainability. It shows how to build in what is already in place, in order to create a sense of stewardship that protects the environment, creates a sense of social well-being, and shared value within the organization.

It's tough to find a great woodworking project that you can finish in just one weekend. But with the straightforward, step-by-step projects in this book, weekend woodworkers can stay busy for months! Weekend Projects for Woodworkers offers dozens of exciting projects for a range of beautiful contemporary items, from shelves and storage units to birdhouses and bookends. Each project is designed to be simple to make while having a really professional look, and can be made using either hand or power tools. With easy-to-follow instructions and how-to photographs, this book will provide practical advice and inspiration for both amateur and experienced woodworkers. Exploded diagrams and templates ensure precise results, and there's also a practical, illustrated reference section on tools, techniques, and wood choices.

The wedding planner companion to A Practical Wedding, with all the tools, tips, and

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strategies to get the celebration you want, on a budget you can actually afford, from conception to reality

The legal, financial, and business primer to the M&A process Mergers and Acquisitions offers accessible step-by-step guidance through the M&A process to provide the legal and financial background required to navigate these deals successfully. From the initial engagement letter to the final acquisition agreement, this book delves into the mechanics of the process from beginning to end, favoring practical advice and actionable steps over theoretical concepts. Coverage includes deal structure, corporate structuring considerations, tax issues, public companies, leveraged buyouts, troubled businesses and more, with a uniquely solution-oriented approach to the M&A process. This updated second edition features new discussion on cross-border transactions and "pseudo" M&A deals, and the companion websites provides checklists and sample forms to facilitate organization and follow-through. Mergers and acquisitions are complex, and problems can present themselves at each stage of the process; even if the deal doesn't fall through, you may still come out with less than you bargained for. This book is a multi-disciplinary primer for anyone navigating an M&A, providing the legal, financial, and business advice that helps you swing the deal your way.

Understand the legal mechanics of an M&A deal Navigate the process with step-by-step guidance Compare M&A structures, and the rationale behind each Solve common issues and avoid transactional missteps Do you know what action to take when you

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receive an engagement letter, confidentiality agreement, or letter of intent? Do you know when to get the banker involved, and how? Simply assuming the everything will work out well guarantees that it will—for the other side. Don't leave your M&A to chance; get the information and tools you need to get it done right. *Mergers and Acquisitions* guides you through the process step-by-step with expert insight and real-world advice. *The Upholsterer's Step-by-step Handbook* reveals the techniques and tips of the upholstery trade in an easy to understand format. Fully illustrated throughout with informative illustrations and inspiring photography, this book will enable you to confidently create a statement piece of furniture for your home. Learn how to follow a technique-based approach to upholstery, from assessing the work involved and estimating your materials to planning your order of working to get professional results - whatever the size or scale of the project. Further information on the design of chairs and working with chair types enables you to work on any model of chair without limiting you to specific projects. Additional chapters include information on upholstery tools and materials, furnishing fabrics and trimmings. Sections on simple woodworking techniques and on repairs and surface finishes ensure that this is the ultimate one-stop resource for the amateur upholsterer.

In attempting to more effectively communicate the principles of spiritual life to those who sincerely desire a deeper reality in their walk with Christ, I have discovered that most people appreciate practical and straightforward instructions, and this is especially

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true when it involves the mystical nature of spiritual life. Although spiritual life is not meritoriously attained through natural means or human effort, there are several “Practical Steps” that can be taken to help facilitate the practice of spiritual disciplines. The combination of these “Practical Steps” with the spiritual disciplines themselves will work to promote a dynamic life of faith that will effectively bring the believer into a productive and rewarding relationship with God. “Man is an intentional creation of divine wisdom explicitly designed to fulfill a sacred purpose”: “Agape love requires a soul to empty the wealth of its humanity upon the altar of God as a willing sacrifice” “If determination is to live up to its potential in promoting the spiritual life ..., it must be united with some very fundamental practical steps” “Heaven should not be a “culture shock” to the consciousness of the believer; it should be a gradual final step into the glorious reality of a spiritual life whose progress began at conversion” “Divine pleasure must be the goal of human effort, not divine favor” “The genuineness of what we actually believe is nowhere so obviously exposed as in our daily schedules” “It does not take overtly carnal acts to corrupt the days of a man’s life, for inattention and idleness produce the same result as evil actions or wicked intentions” “Liberty must always precede service if either are to be authentic” “It is our great love for the Father, not our initial desire for salvation, that motivates and liberates the sincere believer to live a life of chosen obedience to God”

Learn on-the-go meditation techniques to improve your concentration and memory and

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enhance your self-esteem, using this unique visual guide. Follow the clear, step-by-step instructions anytime, anywhere--at home, on the beach, or on a business trip. Practice meditations sitting on a simple, upright chair; there's no need to fold yourself into uncomfortable positions. Explore a variety of meditation techniques, from mindfulness meditation to tai chi, to find the practices that suit you. Use the short "mini-meditations" to fit meditation into a busy lifestyle, or to sample a variety of different styles. Find out the benefits of meditation on your mind and brain, examining how it works and the scientific evidence behind its effects. Whether you are new to meditation or looking to expand your existing knowledge, this practical guide on how to meditate provides everything you need to start (or continue) your meditative journey. Reviews: Giovanni explores the many different ways to meditate, and also how to apply the benefits of meditation in all areas of our lives. I was blown away by how good Practical Meditation really is. A phenomenal book, from a deep teacher." -Rick Hanson, Phd and bestselling author of Buddha's Brain

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