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The YOURecovery Daily Journal is a companion piece to The User's Guide to Not Using - An Expert Guide to Recovery from Addiction, and offers a daily guide to creating a successful recovery program. "Carol is the perfect mix of what you look for in an event planner: she is knowledgeable, accessible, and attentive. She knows her audience as well as the resources at her command; shake (not stir) liberally with some outside-the-box thinking, and you have the makings for a near-perfect event."-Kim and Danny Adlerman, authors of Africa Calling and How Much Wood Could a Woodchuck Chuck? Writing a book requires technique and skill, but reaching and captivating an audience is another skill altogether-one that does not come naturally to most authors. In The Author's Guide to Planning Book Events, award-winning author and accomplished book-event coordinator Carol Hoenig provides the know-how to show authors how to Find and choose the perfect venue Plan an event for optimum results Build on each success to reach more readers Hoenig has worked with hundreds of successful authors and book publicists and shares the best of her stories and theirs. She explains why nontraditional venue functions can be much more lucrative than traditional events at a local bookstore. And she provides step-by-step instructions for planning, organizing-and enjoying-publication and book-signing events. The result is a must-have resource for every author's bookshelf. From executive skills experts Peg Dawson and Richard Guare, this large-format academic planner is specially designed for students in grades 6-12. It provides a system for keeping track of assignments and due dates while developing the crucial executive skills needed to succeed in school and beyond. Students are guided to build a daily study plan, manage their time, set short- and long-term goals, study for tests, and record their successes. They also get tools for evaluating their own executive skills in order to target their weaknesses and capitalize on strengths. Let's face the reality. Most events are boring. But they don't have to be. This highly actionable, fast-reading guide is chock-full of unconventional, un-borifying tools, ideas and strategies to help you design more captivating and unmissable events for less money and in less time. This guide will help you to effectively plan your activities. Record down the activities you would like to do, things to buy /order and also who to invite. This comprehensive resource covers all the angles from the little details to the big details to make sure your business meetings and special events come off without a hitch! GET THE BOOK NOW!!!! The book is designed to teach planners and schedulers in any industry how setup and use the software in a project environment. It explains plain English and in a logical sequence the steps required to create and maintain a schedule. It has a chapter dedicated to the new functions available in Version 3.0 and covers some of the more advanced features of the software such as resource levelling and Project Groups. It highlights

the sources of information and methods that should be employed to produce a realistic and useful project schedule. It draws on the author's practical experience in using SureTrak in a wide variety of industries. It presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software and import data. It includes exercises, a large number of screen dumps, numerous tips and an index. For Assistance in Using TheraScribe(r) 4.0 1. Check this User's Guide 2. Consult TheraScribe(r)'s Online Help reference by pressing the button on your screen 3. Contact Wiley Technical Support (8:30 A.M. - 6:30 P.M. EST) Phone:212-850-6753 Fax: 212-850-6800 (attn: technical support) Web site/e-mail form: www.wiley.com/techsupport (or press the technical support link on your TheraScribe(r) homepage) New Product and Ordering Information To inquire about the latest additions to the TheraScribe(r) suite of products or to increase the number of licensed users for your system, contact John Wiley & Sons: 1. Toll-free TheraScribe(r) product information hotline: 1-866-888-5158 2. Visit the TheraScribe(r) Web site at www.therascribe.wiley.com (or press the TheraScribe(r) Web site hotlink on your TheraScribe(r) homepage) Written for anyone who suffers from "time famine", this essential handbook provides simple, effective methods for successfully taking control of one's hours--and one's life. Smith shows how, by managing time better, anyone can lead a happier, more confident and fulfilled life. Plan a rewarding retirement with guidance and worksheets on finances, time management, health, self-care, family, hobbies, volunteering, and more. Retirement is a new season, a new opportunity, to live purposefully. You may have quit a job, but you haven't quit life! This book is a practical tool that helps you take that bucket list and get started, from a nationally renowned expert on using time wisely. Using this mindful method, you can take full advantage of the decades ahead with advice and worksheets covering: Retirement financial planning Health management and exercise advice Finding purpose in your post-career years The importance of clubs, volunteering, and social groups, and much more You finally have the time—and the freedom to use it the way you want. Discover simple time management and mindful planning guidance for a joyful and meaningful retirement, so you can love your new life. This report serves as a front-end user's guide to the RAND schoolhouse model, developed to inform policy decisions regarding technical training pipeline issues within the Air Education and Training Command (AETC). It provides front-end users with a reference for collecting and implementing data and briefly describes the simulation model and its uses. This IBM® Redbooks® publication is a study guide for IBM Tivoli® Storage Productivity Center Version 4.1. It is targeted for professionals who want to obtain certification as an IBM Certified Deployment Professional - Tivoli Storage Productivity Center V4.1. This Certification, offered through the Professional Certification Program from IBM, is designed to validate the skills required of technical professionals who perform installation, configuration, administration, and problem determination of IBM Tivoli Storage Productivity Center V4.1, and demonstrates the features and functions of this product to the end user. This book provides a combination of theory and practical experience necessary for a general understanding of the subject matter. It also provides links to questions that can help in the evaluation of personal progress and provide familiarity with the types of questions that will be encountered in the exam. This book does not replace practical experience, nor is it designed to be a stand-alone guide for any subject. Instead, it is an effective tool that, when combined with educational activities and experience, can be a useful preparation guide for the exam. This book may be used for learning Primavera Project Planner P3 Version 3.1 software as either: a self teach book, or a userguide, or a training manual for a three day training course. The book is aimed at: project management companies in industries such as building, construction, oil & gas, software development, government and defence, who wish to run their own software training courses or provide their employees with an alternative text to the vendor supplied user manual; training organizations who require a training manual to run their own training courses; and people who wish learn the software, however are unable to attend a training course and find the software reference manual hard going. This is a user guide written for project managers and planners in any industry including Building, Construction, Oil & Gas and Software Development. It is written by an experienced scheduler, who has used the software at the sharp end of projects and not a techo. The book is designed to teach planners and schedulers in any industry how to setup and use the software in a project environment. create and maintain an unresourced and resourced schedule. It has a chapter dedicated to the new functions available in Version 3.1 and covers some of the more advanced features of the software such as resource levelling and Project Groups. It highlights the sources of information and the methods that should be employed to produce a

realistic and useful project schedule. This book draws on the author's practical experience in using the software in a wide variety of industries. It presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software and import data. It includes exercises, a large number of screen dumps, numerous tips and an index. The book has been written to be used as the basis for a two-day training course and includes exercises for the students to complete at the end of each chapter. After the course, the book may be used by the students as a reference book.

understanding of how the software operates and explains how the software differs from SureTrak and Microsoft Project, thus making it ideal for people who wish to convert from these products. The book may also be used as a reference manual, but with the understanding that it mainly covers the planning and scheduling aspects of the product. Training organisations or companies who wish to conduct their own training may have the book tailored to suit their requirements. This may be achieved by removing, reordering or adding content to the book and by writing their own exercises. Please contact the author to discuss this service. As a project controls consultant I have used a number of planning and scheduling software packages for the management of a range of project types and sizes. The first books I published were user guides/training manuals for Primavera SureTrak, P3 and Microsoft Project users. These were well received by professional project managers and schedulers, so I decided to turn my attention to Primavera Enterprise. This book follows the same proven layout of my previous books. Enterprise on your projects. #1 Amazon New Release! _ A Guide to Wealth, Health, Relationships, and Purpose During Retirement Includes Worksheets on Finances, Time Management, Health, Self-care, Family, Relationships, Hobbies, Volunteering and much more! Make plans for the happiest time: Retirement is a new season, a new opportunity, to live purposefully. It_s not an end. You may have quit a job, but you don_t have to quit at life. This is your time to do something meaningful. And this time you get to choose exactly what YOU want to do. Now is the time because now you actually have time. Let_s take that bucket list and get started! Time-management for retirement: Hyrum Smith, nationally-renowned "Father of Time Management" and co-creator of The Franklin Planner System, is the preeminent expert for using time wisely. The author of the bestselling Purposeful Retirement, Smith_s new book lays out what is essentially a guide to making sure we all take full advantage of the decades we get to enjoy after full-time work. Everything from money and exercise to hobbies and clubs: Smith sheds light on what he calls the _gifts of retirement,_ the opportunity to reclaim your time and spend it exactly the way you want to. This practical handbook covers: Retirement financial planning Health management and exercise advice The importance of clubs, volunteering and social groups in maintaining friendships, relationships, and a social life once you stop going to work every day And much more! Mindfulness for your later years: How often do you get personal advice from one of the top time management gurus in the world? Here's your chance! Hyrum Smith_s guide to the good life of retirement is invaluable for anyone looking at the post-career years as well as retirees looking for insight into how to manage their retirement years, so that they are joyful and fulfilling. Hyrum Smith_s one-of-a-kind expertise and wise counsel in The Purposeful Retirement Workbook will take you from apprehension to living life and loving it! Discover simple time management and mindful planning guidance for a joyful and meaningful retirement. TRB's Airport Cooperative Research Program (ACRP) Report 25, Airport Passenger Terminal Planning and Design comprises a guidebook, spreadsheet models, and a user's guide in two volumes and a CD-ROM intended to provide guidance in planning and developing airport passenger terminals and to assist users in analyzing common issues related to airport terminal planning and design. Volume 1 of ACRP Report 25 explores the passenger terminal planning process and provides, in a single reference document, the important criteria and requirements needed to help address emerging trends and develop potential solutions for airport passenger terminals. Volume 1 addresses the airside, terminal building, and landside components of the terminal complex. Volume 2 of ACRP Report 25 consists of a CD-ROM containing 11 spreadsheet models, which include practical learning exercises and several airport-specific sample data sets to assist users in determining appropriate model inputs for their situations, and a user's guide to assist the user in the correct use of each model. The models on the CD-ROM include such aspects of terminal planning as design hour determination, gate demand, check-in and passenger and baggage screening, which require complex analyses to support planning decisions. The CD-ROM is also available for download from TRB's website as an ISO image. "How Can I Use Oracle Hyperion Planning to plan, budget and forecast?" Oracle Hyperion Planning is the market leading budgeting and forecasting solution that provides powerful

planning capabilities over the web and in Microsoft Excel. You want to plan faster and more accurately and you are sure Oracle Hyperion Planning is the answer. This book is your key to unlocking the world of Planning from an end user perspective, guiding you through the ins and outs of Planning on your quest to a better budgeting and forecasting process which in turn leads to better enterprise performance. You will learn: * What is Oracle Hyperion Planning and how to connect * All of the Planning end user features like supporting detail, comments, document attachments, adjusting, grid spreader and more * How to plan and build models in Microsoft Excel with Smart View * How to perform adhoc analysis over the web and in Excel * Steps to review and approve budgets through the approval process * What's new in 11.1.2.2 and 11.1.2.3 Deb Bell's insights which crafted the homeschool classic, The Ultimate Guide to Homeschooling, have now applied to helping moms plan. Count your blessings while charting your family's progress with this 48-week planner designed to help you document God's faithfulness and activity during your homeschool journey. Features include: Unique Lord's Day planning grid, Flexibility to help you prioritize and plan for up to six children, Customized daily, weekly, monthly, and yearly planning forms, Forms for setting goals, journaling activities, and tracking reading lists, Year-end review pages, Sturdy construction with convenient pockets and coated covers. Now available in two different cover styles to coordinate with the colors of your life. This is a user guide written for project planners in any industry including building, construction, oil and gas, and software development. My Fuel Treatment Planner (MyFTP) is a tool for calculating and displaying the financial costs and potential revenues associated with forest fuel reduction treatments. It was designed for fuel treatment planners including those with little or no background in economics, forest management, or timber sales. This guide provides the information needed to acquire, load, and begin to use MyFTP. For a Better Life, Close the Gaps! We all want to make a difference. But just as you need to put on your own oxygen mask before helping other passengers on an airplane, getting your own life together is the first step to making a positive impact in the world. Franklin Covey cofounder Hyrum Smith shows that what stops us are gaps between where we are and where we want to be. The first is the Beliefs Gap, between what we believe to be true and what is actually true. The second is the Values Gap, between what we value most in life and what we actually spend our life doing. The third is the Time Gap, between what we plan to do each day and what we actually get done. Smith offers a practical blueprint that we all can use to recognize and close each of these three gaps and illustrates how it can be done through inspiring true stories. The 3 Gaps provides the concepts and the tools needed to establish a solid foundation from which you can help make the world a better place. Flavorful, nutritious meals that can be prepared quickly, easily, and economically 7-Day Menu Planner For Dummies is the perfect book for any family looking for a structured, nutritional approach to daily meal planning. It contains over a year's worth of weekly dinner ideas and recipes that take an average of thirty minutes to prepare, contain an average of thirty percent calories from fat, and use common ingredients to save time and money. Features budget-friendly family meals that are both quick and healthy Dinner for each week of the night is associated with a theme—for example: Family Sunday, Kids Monday, Express Tuesday, Budget Wednesday, Heat and Eat Thursday, Meatless Friday, and Easy Entertaining Saturday In this time of budget, time, and health consciousness, 7-Day Menu Planner For Dummies gives families just what they need to easily plan the right meals! Become An Event Planner The Essential User Guide To Begin Your Career And Become An Event Planning Pro! The event planning industry is booming. If you like arranging parties for your friends, you could get in on this exciting and satisfying industry. It's an excellent industry for people who are outgoing, creative, and organized, and can be an exciting and fun way to make money at home doing something you love. There are a lot of details that go into planning any successful event, and it's a job that's best learned through experience. By combining the information in this book with some hands-on learning with your first few events, you'll soon be on your way to building a successful event planning business. Here is a preview of what you'll learn: The basics of setting up an event planning business The types of events and how to organize them Dealing with vendors, venues, and other aspects of the event How much to charge your clients and how to arrange fees Designing your master plan and proposal How Can I Use Oracle Hyperion Planning to plan, budget and forecast? Oracle Hyperion Planning is the market leading budgeting and forecasting solution that provides powerful planning capabilities over the web and in Microsoft Excel. This book is your key to unlocking the world of Planning from an end user perspective, guiding you through the ins and outs of Planning on your quest to a better budgeting and forecasting process which in

turn leads to better enterprise performance. You will learn: What is Oracle Hyperion Planning and how to connect; How to plan over the web; How to plan and build models in Microsoft Excel with Smart View; All of the Planning end user features like supporting detail, cell text, document attachments, adjusting, grid spreader and more; How to perform adhoc analysis and create reports using Smart Slices and Report Designer from Planning data forms; Steps to review and approve budgets through process management Content covers both Planning 9.3.1 and 11.1.1 versions. Best practices from around the world have proven that holistic Energy Master Planning can be the key to identifying cost-effective solutions for energy systems that depend on climate zone, density of energy users, and local resources. Energy Master Planning can be applied to various scales of communities, e.g., to a group of buildings, a campus, a city, a region, or even an entire nation. Although the integration of the energy master planning into the community master planning process may be a challenging task, it also provides significant opportunities to support energy efficiency and community resilience by increasing budgets for investments derived from energy savings, by providing more resilient and cost-effective systems, by increasing comfort and quality of life, and by stimulating local production, which boosts local economies. The Guide is designed to provide a valuable information resource for those involved in community planning: energy systems engineers, architects, energy managers, and building operators. Specifically, this Guide was developed to support the application of the Energy Master Planning process through the lens of best practices and lessons learned from case studies from around the globe. The Guide introduces concepts and metrics for energy system resilience methodologies, and discusses business and financial models for Energy Master Plans implementation. This information can help planners to establish objectives and constraints for energy planning and to select and apply available technologies and energy system architectures applicable to their diverse local energy supply and demand situations. This Guide is a result of research conducted under the International Energy Agency (IEA) Energy in Buildings and Communities (EBC) Program Annex 73 and the US Department of Defense Environmental Security Technology Certification Program (ESTCP) project EW18-5281 to support the planning of Low Energy Resilient Public Communities process that is easy to understand and execute. Change Your Beliefs, Change Your Life We all have times in our lives when the results of our behavior don't seem to be meeting our needs. In this new book, Hyrum Smith does two things that are invaluable to people who wish to make their lives less painful. First, he reveals, through a clear and simple model, how we get to the point where our behaviors cause these kinds of problems. Then, with a simplicity that is impressive in itself, he describes the steps we must take to identify and rectify the beliefs leading to our painful behavior. The result is a powerful process for transforming your habits and relationships and achieving lasting personal and career success.

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