

10 Steps To Learn Anything Quickly

What if it's possible to learn the basics of any new skill in 20 hours or less? Research suggests it takes 10,000 hours to master a new skill, and the earliest hours are always the most frustrating. That's why it's so difficult to learn a new language, play an instrument, hit a golf ball, or shoot great photos. Josh Kaufman offers a better way. His systematic approach to rapid skill acquisition shows you how to deconstruct complex skills, maximize productive practice, and remove common learning barriers. By completing just 20 hours of focused, deliberate practice you can pick up the basics in record time... and have more fun along the way.

(From Back Cover) In **10 STEPS TO SUCCESS** pro skater, legendary Soap Shoes icon, master pick-up artist, gangsta rapper, executive producer, director, best-selling author, tattoo artist, black-belt martial-arts master, YouTube sensation, & world-renowned lifestyle, dating, relationship, & self-help guru—the virtuoso himself—Ryan Jaunzemis, presents us with ten of his most **PERSONALLY RECOMMENDED**, and most **HIGHLY-EFFECTIVE STRATEGIES & TECHNIQUES** to help **YOU** achieve more **REAL SUCCESS**, out there in **REAL LIFE!** Now, in just ten **EASY TO READ, STRAIGHTFORWARD- STEPS**, Jaunzemis delivers a **PROVEN SUCCESS-FORMULA** specifically designed to assist **ANYONE** out there wishing to **strive-for/reach their HIGHEST POTENTIAL!** **LEARN HOW-TO: - MAKE MORE MONEY - EXPERIENCE ULTIMATE HEALTH & WELLNESS - INCREASE WORKFLOW & PRODUCTIVITY - ATTRACT MORE FULFILLING RELATIONSHIPS - ENJOY A MORE FUN, WHOLESOME, AMAZING, BLISSFUL, & EXHILARATING LIFESTYLE - AND MUCH, MUCH MORE!**

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.

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.

A multi-purpose guide on how to turn every institution into a vital contributor to all its stakeholders. Peter Kline and Bernard Saunders have demystified the learning organization and translated its abstract and fuzzy notions into an extremely practical competitive strategy.

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.

Exodus 20:1-17 for children 0-570-07557-

For most software developers, coding is the fun part. The hard bits are dealing with clients, peers, and managers and staying productive, achieving financial security, keeping yourself in shape, and finding true love. This book is here to help. **Soft Skills: The Software Developer's Life Manual** is a guide to a well-rounded, satisfying life as a technology professional. In it, developer and life coach John Sonmez offers advice to developers on important subjects like career and productivity, personal finance and investing, and even fitness and relationships. Arranged as a collection of 71 short chapters, this fun listen invites you to dip in wherever you like. A "Taking Action" section at the end of each chapter tells you how to get quick results. **Soft Skills** will help make you a better programmer, a more valuable employee, and a happier, healthier person.

We all want to learn new skills but, in this fast-paced world, how can any of us find the time? In *How to Learn (Almost) Anything in 48 Hours*, three-time Australian Memory Champion Taneli Ali reveals the secret to learning new skills fast - memory techniques. Whether you'd like to study for exams efficiently, learn a foreign language, confidently make a speech, learn to play a new musical instrument, or improve your general knowledge, memory-training expert Taneli will show you how to do it quickly and effectively with the aid of a few memory tricks. Packed with practical exercises to help you hone your memory and train your brain to learn well and learn fast, this is the ultimate book for anyone ready to sharpen their mind and expand their knowledge.

Directional Thinking is not just another self-help book that strokes the ego of the reader. It's real life practical advice that the author used to change not only his thinking, but his life. The brain is your greatest asset and yet did not cost a dime to acquire it. Learn how to unlock the power of positive thinking in your life today. *Directional Thinking – What's The Point?* Directional Thinking is Forward Thinking in Action • Gain insight into controlling the influences in your life • Enrich your mind with positive thoughts • Learn how to Map Goals through Mental Goal Mapping • Be proactive instead of reactive to life This book is a step-by-step guide to thinking positive daily • Conquer bad thinking habits • Free your mind from all clutter and issues • Direct Focus onto what is Good • Free yourself from negative influences that hold you back “Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.” – Thomas A. Edison Q & A Do you see and feel that people in the world are full of negativity? Do you want to disengage from those talks about the down economy? Do you want to live a life that has a sense of purpose and direction? Do you want to learn how to be proactive instead of reactive to situations? Do you want to have the confidence to press forward through the difficulties while keeping a smile on your face? If you answered "Yes" to some or all of these questions, you are going to enjoy this book. People like you and myself need positive thinking and influences in our life. It's not only healthy, but helps us stay productive and moving forward. Positive thinking is a key component in steering your life where you want to take it.

Written in a typically practical and straightforward style, this popular book shows how to develop a truly positive outlook. These ten steps outline skills to help people to take control, be flexible, accept reality, develop self-acceptance, accept change and improve relationships. Steps may be followed in order, or taken individually as required. The book has been updated in line with current therapeutic thinking, with particular emphasis on the concepts of resilience and mindfulness.

Ten Steps to Complex Learning presents a path from a training problem to a training solution in a way that students, practitioners (both instructional designers and teachers), and researchers can understand and easily use. Practitioners can use this book as a reference guide to support their design of courses, materials, or environments for complex learning. Students in the field of instructional design can use this book to broaden their knowledge of the design of training programs for complex learning. Now fully revised to incorporate the most current research in the field, this second edition of *Ten Steps to Complex Learning* includes user-friendly examples and case studies, and demonstrates the application of the ten steps in relation to the design of serious games, learning networks, social media, and new developments in educational neuroscience.

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.

Forget the 10,000 hour rule— what if it's possible to learn the basics of any new skill in 20 hours or less? Take a moment to consider how many things you want to learn to do. What's on your list? What's holding you back from getting started? Are you worried about the time and effort it takes to acquire new skills—time you don't have and effort you can't spare? Research suggests it takes 10,000 hours to develop a new skill. In this nonstop world when will you ever find that much time and energy? To make matters worse, the early hours of practicing something new are always the most frustrating. That's why it's difficult to learn how to speak a new language, play an instrument, hit a golf ball, or shoot great photos. It's so much easier to watch TV or surf the web . . . In *The First 20 Hours*, Josh Kaufman offers a systematic approach to rapid skill acquisition— how to learn any new skill as quickly as possible. His method shows you how to deconstruct complex skills, maximize productive practice, and remove common learning barriers. By completing just 20 hours of focused, deliberate practice you'll go from knowing absolutely nothing to performing noticeably well. Kaufman personally field-tested the methods in this book. You'll have a front row seat as he develops a personal yoga practice, writes his own web-based computer programs, teaches himself to touch type on a nonstandard keyboard, explores the oldest and most complex board game in history, picks up the ukulele, and learns how to windsurf. Here are a few of the simple techniques he teaches: Define your target performance level: Figure out what your desired level of skill looks like, what you're trying to achieve, and what you'll be able to do when you're done. The more specific, the better. Deconstruct the skill: Most of the things we think of as skills are actually bundles of smaller subskills. If you break down the subcomponents, it's easier to figure out which ones are most important and practice those first. Eliminate barriers to practice: Removing common distractions and unnecessary effort makes it much easier to sit down and focus on deliberate practice. Create fast feedback loops: Getting accurate, real-time information about how well you're performing during practice makes it much easier to improve. Whether you want to paint a portrait, launch a start-up, fly an airplane, or juggle flaming chainsaws, *The First 20 Hours* will help you pick up the basics of any skill in record time . . . and have more fun along the way.

· '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.

Economics, finance, business and industry.

First time in book form! A successful program for teaching 3,500 vocabulary words that successful people need to know, based on America's #1 bestselling audio vocabulary series. "People judge you by the words you use." Millions of

Americans know this phrase from radio and print advertising for the Verbal Advantage audio series, which has sold over 100,000 copies. Now this bestselling information is available for the first time in book form, in an easy-to-follow, graduated vocabulary building program that teaches an outstanding vocabulary in just ten steps. Unlike other vocabulary books, Verbal Advantage provides a complete learning experience, with clear explanations of meanings, word histories, usages, pronunciation, and more. Far more than a cram session for a standardized test, the book is designed as a lifetime vocabulary builder, teaching a vocabulary shared by only the top percentage of Americans, with a proven method that helps the knowledge last. A 10-step vocabulary program teaches 500 key words and 3,000 synonyms. Lively, accessible writing from an expert author and radio personality. From the Trade Paperback edition.

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. Yet, many organizations shy away from strategic planning due to pitfalls that range from overwhelming complexity to fears that such planning is a waste of time in an ever-changing marketplace. "10 Steps to Successful Strategic Planning", the first book in a new ASTD Press "10-Step" series, offers a process as simple as it sounds to help you overcome your fear and get your organization on the path to planned success. Loaded with worksheets, exercises, tips, tools, checklists, and other easy-to-use and interactive learning aids, this book walks you through the process from beginning to end. Along the way, you will see how other organizations have planned their way to success in the many Case Study sidebars that enhance the easy-to-follow text.

As a young woman Pat Ballard almost died trying to starve her body into a societally approved size. In 10 Steps to Loving Your Body (No Matter What Size You Are) she shares the steps she created and took to heal the damage of years of dieting. Join her in celebrating size diversity, self esteem, positive body image, and health and happiness at every size. "A writer of romance novels who struggled for years with a cycle of vicious diets, Ballard recounts her own journey to acceptance and a positive self image," says Selfhelp.fam, which lists 10 Steps to Loving Your Body as one of the Top 100 Best Self-Help Books of All Time. "She shares her secrets here with worksheets, advice and 10 steps that will help you focus on the positive aspects of your body, then begin rebuilding your image of yourself from the bottom up." Liz at Healthbolt.net describes 10 Steps to Loving Your Body as "a mixture of personal coach and cheerleader for anyone looking to discover how to accept their body as it is, not as you want it to be." "10 Steps is your body's best friend in pocket form," says Susan Schulherr, author of Eating Disorders for Dummies. "I'm delighted to have it on hand to recommend -- personally and professionally -- to anyone struggling with body image and the inkling that it's better to embrace than fight the one-and-only body you have."

"Leaders at all levels will benefit from Marcia Conner's amazing book of strategies, exercises, and stories to maximize learning. This book is a must for your reading list this year."--Ken Blanchard, Chief Spiritual Officer, Ken Blanchard Companies "A road map to reawakening the natural process of integrating learning into our daily lives."--Kathy O'Driscoll, Human Resources Director, Microsoft "Finally a publication that genuinely respects learner diversity as much as it offers tangible ideas for dealing with it....Marcia L. Conner is a true learning champion."--Gunnar Bruckner, former Chief Learning Officer, United Nations Development Programme We're all born with a vast capacity to explore and learn. Unfortunately, many of us never discover what we're truly capable of. What if you could reclaim your birthright and tap into your full potential for learning? Imagine how much you could accomplish--how much you could become. Here's your chance to find out. Through her innovative learning programs, Marcia Conner has helped thousands of people unleash the power of their intuition to rediscover the joy of learning and to expand their personal and professional productivity. In Learn More Now, she distills her renowned learning solutions into an easy-to-use ten-step program that will help you: * Learn better, smarter, and faster * Identify your learning style and your motivational style * Synthesize your experiences, perspectives, thoughts, and actions * Develop new pathways in your brain to increase your opportunities * Absorb facts on the fly and overcome information overload * Optimize your environment for concentrating and learning Packed with fun, easy-to-do action steps and exercises, Learn More Now will help you discover how to be more focused and aware, work in step with your natural rhythms, be improvisational in your approach, and transform your life into a learning adventure.

Step-by-Step for everyone who has dream and wants to change it become goal of life. This 10 steps can make it come true easily.

An instant New York Times bestseller and #1 Wall Street Journal bestseller. JIM KWIK, the world's #1 brain coach, has written the owner's manual for mental expansion and brain fitness. Limitless gives people the ability to accomplish more--more productivity, more transformation, more personal success and business achievement--by changing their Mindset, Motivation, and Methods. These "3 M's" live in the pages of Limitless along with practical techniques that unlock the superpowers of your brain and change your habits. For over 25 years, Jim Kwik has worked closely with successful men and women who are at the top in their fields as actors, athletes, CEOs, and business leaders from all walks of life to unlock their true potential. In this groundbreaking book, he reveals the science-based practices and field-tested tips to accelerate self learning, communication, memory, focus, recall, and speed reading, to create fast, hard results. Learn how to: FLIP YOUR MINDSET Your brain is like a supercomputer and your thoughts program it to run. That's why the Kwik Brain process starts with unmasking assumptions, habits, and procrastinations that stifle you, redrawing the borders and boundaries of what you think is possible. It teaches you how to identify what you want in every aspect of your life, so you can move from negative thinking to positive possibilities. IGNITE YOUR MOTIVATION Uncovering what motivates you is the key that opens up limitless mental capacity. This is where Passion + Purpose + Energy meet to move you closer to your goals, while staying focused and clear. Your personal excitement will be sustainable with self-renewing inspirations. Your mind starts strong, stays strong, and drives further exponentially faster.

MASTER THE METHOD We've applied the latest neuroscience for accelerated learning. Our process, programs, podcasts, and products unleash your brain's own superpowers. Finish a book 3x faster through speed reading (and remember every part of it), learn a new language in record time, and master new skills with ease. These are just a few of the life-changing self-help benefits. With Kwik Brain, you'll get brain-fit and level-up your mental performance. With the best Mindset, Motivation and Method, your powers become truly limitless.

If you want to write a book that makes a difference, you need 2 things. First, you need to have a message you know will change people's lives. Second, you need a book that is in people's hands, not in a box in your basement or sitting behind an unclicked link on Amazon. Enter Angela Lauria and The DIFFERENCE Process. In her book you'll learn: 'The truth about why you have been procrastinating in getting your book done (Note: It's probably not what you think and it's actually good news!)' 'How to make \$20,000 from a single sale of your book. 'The reason most books fail miserably!' 'The difference between people who are ready to write but just scared, and those who have no business writing a book.' 'How to guarantee you will have all the time you need to write your book without ever stressing about it again.' And much, much more.

Don't know how to get started with a new skill? Can't find time for a side project? Ever quit in frustration after beginning something new? We all want to expand on our existing knowledge. But sometimes it's impossible to stay consistent with a new skill or habit. It's easy to fall into the trap where you focus only on learning and never get around to implementing the information. The truth is: You can learn anything... without spending lots of money... without dedicating thousands of hours to the process... and often without leaving the comfort of your home. Anyone can develop a talent with the right mix of practice, motivation, and coaching. And that's what you'll learn in Novice to Expert. **DOWNLOAD::** Novice to Expert -- 6 Steps to Learn Anything, Increase Your Knowledge, and Master New Skills. Written by Wall Street Journal bestselling author S.J. Scott, Novice to Expert will show you how to: Set a goal to learn a new skill Fully immerse yourself in this world Meet others who share a similar passion Identify the "right things" to practice daily Master a skill so you can teach others about it Many people don't believe they can teach themselves. We live in an age of abundant information, yet there is a common myth that the only way to learn is through a formal educational environment or by hiring an expensive coach. That's why you'll discover: 6 Proven Resources to Teach Yourself a Skill The #1 Technique for Taking Actionable Notes 13 Questions to Ask Yourself Before Picking a Skill Two "Must-Have" Apps to Manage a Knowledge-Based Project 8 Steps to Deliberately Practice a New Skill 6 Habit-Learning Challenges (and How to Overcome Them) Plus... You will get access to the free download, 147 Websites to Learn Something New. Throughout Novice to Expert, you will discover how to work at a skill during your spare time so it doesn't interfere with your busy life. The trick here is to self-educate and implement what you learn during those small pockets of time that happen throughout the day. Would You Like To Know More? Download now to learn anything and master that next skill. Scroll to the top of the page and select the Pre-Order button.

Becoming a more effective learner and boosting your productivity will help you earn better grades - but it'll also cut down on your study time. This is a short, meaty book that will guide you through ten steps to achieving those goals: Pay better attention in class, Take more effective notes, Get more out of your textbooks, Plan like a general, Build a better study environment, Fight entropy and stay organized, Defeat Procrastination, Study smarter, Write better papers, Make group projects suck less, Whether you're in college or high school, this book will probably help you. But not if you're a raccoon. I want to be very clear about that; if you're a raccoon, please buy a different book. This one will do absolutely nothing for you. How did you even learn to read, anyway?

Managing change is a vital skill in any forward-thinking organization. 10 Steps to Successful Change Management outlines a 10 step approach to handle any type of change. This book will help you understand why change happens, assess the different impact scenarios, assemble the right change management team, put a strategy in place, measure success, and more.

Another fantastic addition to the "10 Steps" series Ian Sidaway turns novices into adept artists in just one painting. This unique course guides beginners through the individual elements of a still-life until they've mastered all the necessary techniques for working with oils. Students are virtually taken by the hand and led step-by-step-from laying a solid tonal foundation to adding exquisite finishing touches-through abundant illustrations and concise instructions. And they'll also learn blending, glazing, impasto, and other essential skills. After a close look at composition and three painting projects, emerging artists will be quickly on their way to creating their own masterpieces. "

In this book, you will learn a simple method that can be used by anyone to learn languages alone and in the comfort of his home. The method is based on an extensive research with hundreds of language students from different countries and on the most advanced techniques on the field of learning, and in particular, self-learning. For the purpose of this book, the Portuguese language will be used as a reference, even though this method can be followed with any other European language.

Have you been worrying that your memory may be slipping? Or are you envious of your classmate's apparent ability to memorize large amounts of information with ease? Perhaps you are heading towards the "golden years" and you just want to make sure you keep your memory sharp. Or you are about to start school after a long sabbatical and you want to be sure your study skills are up to par. If any of these describe you, or as the title suggests, you just want to develop a photographic memory for the fun of it, then Photographic Memory: 10 Steps to Remember Anything Superfast is the guide for you This informative book covers everything you need to know for boosting your brain health to optimize your powers of recall. From nutrition to sleep to meditation, you'll learn how to harness your brain's natural potential and impress yourself with your memory abilities. Did you know that tapping into your creative abilities can improve your ability to remember experiences? Or that a healthy awareness and acceptance of your emotions is critical to strengthening your

memory? In this revolutionary age of health care, we can all benefit from learning how to keep our minds sharp as we age. Not only will you learn how to improve your memory to its maximum, but you'll also learn the best ways to guard against the memory loss that can sometimes come with growing older. You'll also learn tips and tricks of true memory champions. From techniques that will help you remember grocery lists with ease of learning how to memorize the first 100 digits of pi, this memorization book has it all. Inside you'll find ? How to eat for better brain health and memory. ? The optimal level of sleep for your memory powers. ? The secrets to meditation and mindfulness to improve your recall ability. How to keep your mind active and memory sharp in retirement. How to harness your creativity to improve your memory. How to keep your emotions from mastering you and impeding your memory. How to memorize an entire randomly shuffled deck of cards in under two minutes And much more...

"How to Be a Grown Up should be required reading for anyone wishing to be (or trying to raise) an emotionally-fit, responsible adult in the modern world. In clear and simple language this book provides everything you need to know to have a successful life." — Arielle Ford, author of *The Soulmate Secret* In *How to Be a Grown Up*, Stacy Kaiser, the renowned psychotherapist from *Celebrity Fit Club* and *The Lifetime Channel's DietTribe*, reveals the ten critical areas that impact our success, happiness, and fulfillment. In the vein of the books of Dr. Laura, Cheryl Richardson, and Dr. Phil, *How to Be a Grown Up* is an effective blueprint for realizing your own best potential.

Inside *Skilled Success*, you'll discover proven, research-backed strategies you can use to learn anything faster, train like the best & become extraordinary at anything. It reveals a proven path anyone can use to become extraordinary at anything.

Ten Steps to Complex Learning presents a path from an educational problem to a solution in a way that students, practitioners, and researchers can understand and easily use. Students in the field of instructional design can use this book to broaden their knowledge of the design of training programs for complex learning. Practitioners can use this book as a reference guide to support their design of courses, curricula, or environments for complex learning. Now fully revised to incorporate the most current research in the field, this third edition of *Ten Steps to Complex Learning* includes many references to recent research as well as two new chapters. One new chapter deals with the training of 21st-century skills in educational programs based on the Ten Steps. The other deals with the design of assessment programs that are fully aligned with the Ten Steps. In the closing chapter, new directions for the further development of the Ten Steps are discussed.

There's no available information at this time. Author will provide once information is available.

Moore's workbook has 10 Steps to converting a static site to a dynamic site using ColdFusion MX, with reusable real-world examples and exercises that make this book easy to use and the concepts easy to incorporate. This book sorts through the technical detail to present professional users with just the information they need to get started.

A guide to successful business writing offers a ten-step way to improve communications describing how to organize material, construct clear sentences, choose the right tone, and edit and refine writing.

In *Learn to Draw (Almost) Anything in 6 Easy Steps*, artist Rich Davis breaks down 100 sketches into six simple steps, showing you how to draw all sorts of fun things, from animals and flowers to robots and cars. What can you draw in 6 steps? You can create a world of fun! Send a rocket to the moon. Make a robot and name it something silly like Gorgonzola. Turn your dog into a cartoon character. A fun drawing adventure for anyone interested in learning how to draw, doodle, and cartoon, *Learn to Draw (Almost) Anything in 6 Easy Steps* is ideal for boosting confidence in beginners. Whether you're 5 or 95, can learn to draw!

The thought of giving a presentation often ranks at the top of the list of what people fear the most. "'10 Steps to Successful Presentations'" provides readers with a proven 10-step process for developing and delivering an effective presentation based on real-world experience as well as observations of presentations that either wowed the audience or fell short of motivating participants.

Going beyond simply managing time, this book posits what would happen if you managed time effectively and in line with your priorities. The goal of the book is not to save time, after all, that can't be done. However, the techniques and steps presented in the book will allow you to spend your time wisely on the things that matter to you, instead of wasting time on everything else that gets in the way. |Going beyond simply managing time, this book posits what would happen if you managed time effectively and in line with your priorities. The goal of the book is not to save time, after all, that can't be done. However, the techniques and steps presented in the book will allow you to spend your time wisely on the things that matter to you, instead of wasting time on everything else that gets in the way.

A comprehensive guide to help writers, independent publishers and small publishers successfully navigate the path and avoid the pitfalls of print and digital book publishing. --

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