

Ten Powerful Phrases For Positive People Rich Devos

Translated into 15 languages with more than 7 million copies sold, *The Power of Positive Thinking* is unparalleled in its extraordinary capacity for restoring the faltering faith of millions. This book will show you how you can deal more effectively with tough situations and difficult people, and dramatically improve your performance and confidence. You will learn:

- How to eliminate that most devastating handicap—self doubt
- How to free yourself from worry, stress and resentment
- How to climb above problems to visualize solutions and then attain them

With inspiring examples and anecdotes, the book successfully delivers stimulating ideas and practical techniques to adopt optimism and live a victorious life. *The Power of Positive Thinking* is a phenomenal bestseller that has inspired millions of people across the world.

No one wants to go into a tenuous situation blind and fumbling for words. Rather than shy away from a difficult situation or conversation, *The Conflict Resolution Phrase Book*, is the ideal resource to help anyone prepare for and prevail in these situations. Some situations are unpredictable, and you can't plan for every conversation--but having the right words on hand empowers you to stand up to conflict rather than run from it. The more you practice confronting and even embracing conflict, the stronger that habit will become and the less likely you will feel like fleeing from a difficult situation. *The Conflict Resolution Phrase Book* is a great resource that everyone should have at their fingertips to approach any difficult situation with the assurance that the words will come out right! You will learn:

- Positive things to say when you're initiating or responding to a difficult conversation.
- How to find and craft language to start a conversation.
- The right words for you to positively influence the situation.

The Conflict Resolution Phrase Book is a natural complement to the authors' previous best-seller, *The Essential Workplace Conflict Handbook*.

The hauntingly prophetic classic novel set in a not-too-distant future where books are burned by a special task force of firemen. 'Another indispensable classic' *The Times* "Ray Bradbury's gift for storytelling reshaped our culture and expanded our world" Barack Obama Guy Montag is a fireman. His job is to burn books, which are forbidden, being the source of all discord and unhappiness. Even so, Montag is unhappy; there is discord in his marriage. Are books hidden in his house? The Mechanical Hound of the Fire Department, armed with a lethal hypodermic, escorted by helicopters, is ready to track down those dissidents who defy society to preserve and read books. The classic dystopian novel of a post-literate future, *Fahrenheit 451* stands alongside Orwell's *1984* and Huxley's *Brave New World* as a prophetic account of Western civilization's enslavement by the media, drugs and conformity. Bradbury's powerful and poetic prose combines with uncanny insight into the potential of technology to create a novel which, decades on from first publication, still has the power to dazzle and shock.

As *The Giving Tree* turns fifty, this timeless classic is available for the first time ever in ebook format. This digital edition allows young readers and lifelong fans to continue the legacy and love of a household classic that will now reach an even wider audience. Never before have Shel Silverstein's children's books appeared in a format other than hardcover. Since it was first published fifty years ago, Shel Silverstein's poignant picture book for readers of all ages has offered a touching interpretation of the gift of giving and a serene acceptance of another's capacity to love in return. Shel Silverstein's incomparable career as a bestselling children's book author and illustrator began with *Lafcadio, the Lion Who Shot Back*. He is also the creator of picture books including *A Giraffe and a Half*, *Who Wants a Cheap Rhinoceros?*, *The Missing Piece*, *The Missing Piece Meets the Big O*, and the perennial favorite *The Giving Tree*, and of classic poetry collections such as *Where the Sidewalk Ends*, *A Light in the Attic*, *Falling Up*, *Every Thing On It*, *Don't Bump the Glump!*, and *Runny Babbit*. And don't miss these other Shel Silverstein ebooks, *Where the Sidewalk Ends*, and *A Light in the Attic!*

The #1 New York Times bestseller. Over 3 million copies sold! *Tiny Changes, Remarkable Results* No matter your goals, *Atomic Habits* offers a proven framework for improving--every day. James Clear, one of the world's leading experts on habit formation, reveals practical strategies that will teach you exactly how to form good habits, break bad ones, and master the tiny behaviors that lead to remarkable results. If you're having trouble changing your habits, the problem isn't you. The problem is your system. Bad habits repeat themselves again and again not because you don't want to change, but because you have the wrong system for change. You do not rise to the level of your goals. You fall to the level of your systems. Here, you'll get a proven system that can take you to new heights. Clear is known for his ability to distill complex topics into simple behaviors that can be easily applied to daily life and work. Here, he draws on the most proven ideas from biology, psychology, and neuroscience to create an easy-to-understand guide for making good habits inevitable and bad habits impossible. Along the way, readers will be inspired and entertained with true stories from Olympic gold medalists, award-winning artists, business leaders, life-saving physicians, and star comedians who have used the science of small habits to master their craft and vault to the top of their field. Learn how to:

- make time for new habits (even when life gets crazy);
- overcome a lack of motivation and willpower;
- design your environment to make success easier;
- get back on track when you fall off course;

...and much more. *Atomic Habits* will reshape the way you think about progress and success, and give you the tools and strategies you need to transform your habits--whether you are a team looking to win a championship, an organization hoping to redefine an industry, or simply an individual who wishes to quit smoking, lose weight, reduce stress, or achieve any other goal.

The tenth-anniversary edition of the book that changed lives in profound ways, now with a new foreword and afterword. In 2006, a groundbreaking feature-length film revealed the great mystery of the universe—*The Secret*—and, later that year, Rhonda Byrne followed with a book that became a worldwide bestseller. Fragments of a Great Secret have been found in the oral traditions, in literature, in religions and philosophies throughout the centuries. For the first time, all the pieces of *The Secret* come together in an incredible

revelation that will be life-transforming for all who experience it. In this book, you'll learn how to use The Secret in every aspect of your life—money, health, relationships, happiness, and in every interaction you have in the world. You'll begin to understand the hidden, untapped power that's within you, and this revelation can bring joy to every aspect of your life. The Secret contains wisdom from modern-day teachers—men and women who have used it to achieve health, wealth, and happiness. By applying the knowledge of The Secret, they bring to light compelling stories of eradicating disease, acquiring massive wealth, overcoming obstacles, and achieving what many would regard as impossible.

In this national bestseller, the co-founder of Amway blends his own amazing story with an inspiring, proven plan for establishing businesses that are both highly profitable and compassionate. "A terrific book".--Larry King.

#1 NEW YORK TIMES BESTSELLER • A special 20th anniversary edition of the beloved book that changed millions of lives—with a new afterword by the author Maybe it was a grandparent, or a teacher, or a colleague. Someone older, patient and wise, who understood you when you were young and searching, helped you see the world as a more profound place, gave you sound advice to help you make your way through it. For Mitch Albom, that person was Morrie Schwartz, his college professor from nearly twenty years ago. Maybe, like Mitch, you lost track of this mentor as you made your way, and the insights faded, and the world seemed colder. Wouldn't you like to see that person again, ask the bigger questions that still haunt you, receive wisdom for your busy life today the way you once did when you were younger? Mitch Albom had that second chance. He rediscovered Morrie in the last months of the older man's life. Knowing he was dying, Morrie visited with Mitch in his study every Tuesday, just as they used to back in college. Their rekindled relationship turned into one final “class”: lessons in how to live. Tuesdays with Morrie is a magical chronicle of their time together, through which Mitch shares Morrie's lasting gift with the world.

With the help of industrialist Andrew Carnegie, the author of this remarkable book spent two decades interviewing hundreds of people renowned for their wealth and achievement. Napoleon Hill's all-time bestseller in the personal success field offers priceless advice on positive thinking and overcoming adversity by distilling the collective wisdom of Henry Ford, Thomas Edison, John D. Rockefeller, and other successful figures from the worlds of finance, industry, and the arts. Growing rich, Hill explains, is about far more than just making money. "Whatever the mind can conceive and believe," he asserts, "it can achieve with positive mental attitude." Hill outlines 13 principles of success involving goal setting, developing entrepreneurial thinking, and exercising effective leadership. A must for any reader of The Secret, this guide will transform the way you think about time, money, and relationships, setting your feet on the path to financial freedom.

In this candid autobiography, Amway cofounder Rich DeVos reflects on work, faith, family, and the core values he's held on to, from his humble Christian upbringing through his enormous success running one of the world's largest businesses. Few people embody the American entrepreneurial spirit as plainly as Rich DeVos. A prominent businessman, self-made billionaire, philanthropist, worldwide speaker, bestselling author, family man, and devout Christian, DeVos not only helped create Amway, one of the world's biggest companies, but he did it from the ground up with his deep faith in God guiding the way and keeping his hopes alive. Now after the success of his bestselling books in business, DeVos reveals his personal story. Born to poor Dutch immigrants in rural Michigan during the Depression, DeVos learned about the importance of leadership and partnership. His grandfather, father, and teachers taught him valuable lessons and key principles about faith, optimism, and perseverance that would guide his entire life. In high school, he befriended Jay Van Andel, who later became his business partner. Together, they created a whole new way to sell products and established one of the largest, most successful companies in the world. DeVos also talks about his marriage and family, his experiences as a motivational speaker, his ownership of the NBA basketball team Orlando Magic, and his philanthropic, religious, and political endeavors. Inspiring, fascinating, and full of heart, *Simply Rich: Life and Lessons from the Cofounder of Amway* is the astonishing rags-to-riches story that few can tell. Through his amazing accomplishments as both a businessman and generous soul, DeVos reveals the true meaning of success and how his deep faith helped him become a true American icon.

Living in a "perfect" world without social ills, a boy approaches the time when he will receive a life assignment from the Elders, but his selection leads him to a mysterious man known as the Giver, who reveals the dark secrets behind the utopian facade.

Alice in Wonderland (also known as *Alice's Adventures in Wonderland*), from 1865, is the peculiar and imaginative tale of a girl who falls down a rabbit-hole into a bizarre world of eccentric and unusual creatures. Lewis Carroll's prominent example of the genre of "literary nonsense" has endured in popularity with its clever way of playing with logic and a narrative structure that has influenced generations of fiction writing.

Successful businessman, philanthropist, and motivational speaker Rich DeVos has learned the value of maintaining a positive attitude and offering encouragement to others. Now, with the knowledge and wisdom he has gained from his experiences and the influential people he has met DeVos offers you the key he has discovered in unlocking the powerful potential of ten ordinary yet life-changing phrases. Simply by adding these phrases into your daily conversations you can help motivate achievement, instill confidence, and change attitudes in your work and family life. Beyond these practical but profound phrases, DeVos delivers an inspiring message of building hope that resonates in the heart of every human being. Your decision to live with a positive attitude can change your life, your community, even the world. Start today with one small phrase: You can do it.

Aspiring to be the fastest sprinter on his elite middle school's track team, gifted runner Ghost finds his goal challenged by a tragic past with a violent father.

Tells the story of Julian's Grandmère's childhood as she, a Jewish girl, was hidden by a family in a Nazi-occupied French village during World War II and how the boy she once shunned became her savior and best friend.

The Great Gatsby (1925) is a novel by F. Scott Fitzgerald. Published at the height of Fitzgerald's career as a leading writer of American fiction, *The Great Gatsby* was reviewed poorly by contemporary critics, but has since been recognized as a groundbreaking work for its vision of American decadence and decay. Adapted into several influential films and adored by generations of readers and writers, *The Great Gatsby* is not only Fitzgerald's crowning achievement, but one of the finest novels ever written. Nick Carraway is a young veteran and Yale graduate who moves to New York in search of work. He rents a bungalow on Long Island next door to the extravagant mansion of Jay Gatsby, a magnanimous millionaire with a mysterious past. There, he reconnects with his distant cousin Daisy and her husband Tom Buchanan, a flagrant philanderer who brings Nick to the city in order to spend time with Myrtle, his impoverished mistress. Soon, he receives an invitation to a party at the Gatsby mansion, where he gets

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terribly drunk and meets his neighbor, who swears they served together in the Great War. As time goes by, the two begin a tenuous friendship bolstered by stories of the war and a mutual fondness for alcohol. When Nick discovers that Gatsby and Daisy have a complicated history with one another, he starts to question not only the nature of his neighbor's kindness, but his own desire to make it big in New York. The Great Gatsby is a tragic tale of ambition and romance set in the Roaring Twenties, a decade born from war and lost to economic disaster. With a beautifully designed cover and professionally typeset manuscript, this new edition of F. Scott Fitzgerald's *The Great Gatsby* is a classic work of American literature reimagined for modern readers.

"Now a major motion picture! Includes full-color movie photos and exclusive content!"--Dust jacket.

The first edition introduced the newly emerging field called Positive Organizational Scholarship. Rather than focusing on organizational dysfunction, Positive Organizational Scholarship looks at organizations that are functioning at an unusually high level. Learning from such successful groups about what they did right forms the backbone of the strategy, because strategies that capitalize on the positive tend to produce life-giving, flourishing outcomes in organizations. The four strategies discussed in the first edition included the cultivation of positive climate, positive relationships, positive communication, and positive meaning. Each strategy is explained and illustrated. In this revised edition, the author will add the following materials: Chapter 1: Outlining three outcomes associated with positive leadership and one more example. Chapter 2: Adding some empirical findings linking attributes of climate with physiological benefits. Chapter 3: A brief discussion of temporary encounters with positive or negative outcomes. Chapter 4: Additional research on the results of the positive-to-negative-communication-ratio. Chapter 5: Elaboration on the issue of meaningfulness in work. Chapter 6: More ideas for implementation Make your everyday interactions with children intentional and purposeful with these steps: Be Present, Connect, and Extend Learning.

The acclaimed first volume in feminist icon bell hooks' "Love Song to the Nation," *All About Love* is a revelation about what causes a polarized society and how to heal the divisions that cause suffering. Here is the truth about love, and inspiration to help us instill caring, compassion, and strength in our homes, schools, and workplaces. "The word 'love' is most often defined as a noun, yet we would all love better if we used it as a verb," writes bell hooks as she comes out fighting and on fire in *All About Love*. Here, at her most provocative and intensely personal, renowned scholar, cultural critic and feminist bell hooks offers a proactive new ethic for a society bereft with lovelessness--not the lack of romance, but the lack of care, compassion, and unity. People are divided, she declares, by society's failure to provide a model for learning to love. As bell hooks uses her incisive mind to explore the question "What is love?" her answers strike at both the mind and heart. Razing the cultural paradigm that the ideal love is infused with sex and desire, she provides a new path to love that is sacred, redemptive, and healing for individuals and for a nation. The *Utne Reader* declared bell hooks one of the "100 Visionaries Who Can Change Your Life." *All About Love* is a powerful, timely affirmation of just how profoundly her revelations can change hearts and minds for the better.

#1 New York Times Bestseller Over 1 million copies sold In this generation-defining self-help guide, a superstar blogger cuts through the crap to show us how to stop trying to be "positive" all the time so that we can truly become better, happier people. For decades, we've been told that positive thinking is the key to a happy, rich life. "F**k positivity," Mark Manson says. "Let's be honest, shit is f**ked and we have to live with it." In his wildly popular Internet blog, Manson doesn't sugarcoat or equivocate. He tells it like it is—a dose of raw, refreshing, honest truth that is sorely lacking today. *The Subtle Art of Not Giving a F**k* is his antidote to the coddling, let's-all-feel-good mindset that has infected American society and spoiled a generation, rewarding them with gold medals just for showing up. Manson makes the argument, backed both by academic research and well-timed poop jokes, that improving our lives hinges not on our ability to turn lemons into lemonade, but on learning to stomach lemons better. Human beings are flawed and limited—"not everybody can be extraordinary, there are winners and losers in society, and some of it is not fair or your fault." Manson advises us to get to know our limitations and accept them. Once we embrace our fears, faults, and uncertainties, once we stop running and avoiding and start confronting painful truths, we can begin to find the courage, perseverance, honesty, responsibility, curiosity, and forgiveness we seek. There are only so many things we can give a f**k about so we need to figure out which ones really matter, Manson makes clear. While money is nice, caring about what you do with your life is better, because true wealth is about experience. A much-needed grab-you-by-the-shoulders-and-look-you-in-the-eye moment of real-talk, filled with entertaining stories and profane, ruthless humor, *The Subtle Art of Not Giving a F**k* is a refreshing slap for a generation to help them lead contented, grounded lives.

The *Leader Phrase Book* contains more than 3,000 dynamic phrases that will enable you to prevail in virtually all of life's important situations. You will be in command of your words and always stay ahead of the game. With this passport to success, you will begin a new journey on which you are among the charismatic, the untouchable...the elite. This easy-to-use reference book will give you a new image you can take pride in helping you to quickly reach your full leadership potential. You will have all the weapons to effectively succeed whenever vibrant, forceful language is required. It works like magic! The *Leader Phrase Book* will teach you how to: Speak like a leader Master all conversations Attain a charismatic presence Gain the respect of others Achieve a lightning-fast rhetoric Find the right phrases instantly Argue effectively Be the envy of all you meet The *Leader Phrase Book* is the culmination of ten years of Patrick's personal research on how leaders communicate. It is the summation of his efforts to share one of the most invaluable skills in life: "how to put yourself in command."

Based on a Navy SEAL's inspiring graduation speech, this #1 New York Times bestseller of powerful life lessons "should be read by every leader in America" (*Wall Street Journal*). If you want to change the world, start off by making your bed. On May 17, 2014, Admiral William H. McRaven addressed the graduating class of the University of Texas at Austin on their Commencement day. Taking inspiration from the university's slogan, "What starts here changes the world," he shared the ten principles he learned during Navy Seal training that helped him overcome challenges not only in his training and long Naval career, but also throughout his life; and he explained how anyone can use these basic lessons to change themselves-and the world-for the better. Admiral McRaven's original speech went viral with over 10 million views. Building on the core tenets laid out in his speech, McRaven now recounts tales from his own life and from those of people he encountered during his military service who dealt with hardship and made tough decisions with determination, compassion, honor, and courage. Told with great humility and optimism, this timeless book provides simple wisdom, practical advice, and words of encouragement that will inspire readers to achieve more, even in life's darkest moments. "Powerful." --USA Today "Full of captivating personal anecdotes from inside the national security vault." --Washington Post "Superb, smart, and succinct." --Forbes

Enjoy the ride of your life with the *Wall Street Journal* bestseller *None of us can expect to get through life without any challenges*. Life isn't always a constant daydream of unbridled pleasure and happiness. But that doesn't mean you can't approach everything with some zing – a big dose of positive energy is what you need to feel great, be successful and love life! And the international bestselling *The Energy Bus* can help you live your life in a positive, forward-thinking way. Learn the 10 secrets that will help you overcome adversity and harness the power of positive, infectious energy, so that you can create your own success. International bestselling author Jon Gordon draws on his experience of working with thousands of leaders and teams to provide insights, actionable strategies and positive energy. *The Energy Bus*: Shows you how to ditch negativity and infuse your life with positive energy Provides tools to build a positive team and culture Contains insights from working with some of the world's largest companies Foreword by Ken Blanchard, co-author of *The One-Minute Manager*

The key to a harmonious, highly effective work environment is not by ensuring you work among carbon-copies of yourself whose personalities never clash with one another or with you. That pipe dream could

not ever happen, nor would it result in a successful team collaboration even if it could. Instead, most of us are going to work today with individuals who at times come across as incompetent, lazy, spotlight-hugging, whiny, or backstabbing. And then tomorrow we go to work with them again . . . and again . . . and again. Like it or not, the bulk of our waking hours are spent with people at work--people who can grate on our nerves. Therefore, learning to interact effectively with difficult employees, colleagues, and bosses is an absolute essential for our success. With *Powerful Phrases for Dealing with Difficult People*, anyone can learn how to confront head-on the difficult situations that can arise when dealing with these personalities, before they fester and spread. Helpful features inside this practical and easy-to-use book include:

- Thirty common personality traits, behaviors, and workplace scenarios along with the phrases that work best with each
- Nonverbal communication skills to back up your words
- Sample dialogues that demonstrate how phrasing improves interactions
- A five-step process for moving from conflict to resolution
- “Why This Works” sections that provide detailed explanations

Button-pushing situations are going to come up today at work--and tomorrow too. Don't let them rent space inside of you and turning everything to mold. Instead, choose to deploy simple phrases to regain control and resolve conflicts. When you do, you, your colleagues, and your company will be all the better for it!

Have you ever needed to express yourself but did not because you could not find the right words? Have you ever walked away from a situation and thought of the perfect thing to say AFTER it was too late? Have you ever given a long explanation and wondered-is there a faster, more effective way to communicate? *PowerPhrases!* is the answer to those problems and questions. *PowerPhrases!* provides a toolbox of the perfect expressions to get your point across clearly and confidently. This book provides powerful words when you need them most. You will learn the exact words to assure common understanding, clear up conflict, establish a connection, get what you want and refuse what you don't want. Knowing what to say results in increased confidence, enhanced self-esteem, refinement and professionalism and the ability to slide out of sticky situations with grace and ease. *PowerPhrases(tm)!* tells you exactly what to say.

The *Diary of a Young Girl*, also known as *The Diary of Anne Frank*, is a book of the writings from the Dutch language diary kept by Anne Frank while In 1942, with zis occupying Holland, a thirteen-year-old Jewish girl and her family fled their home in Amsterdam and went into hiding. The family was apprehended in 1944, and Anne Frank died of typhus in the Bergen-Belsen concentration camp in 1945. In her diary Anne Frank recorded vivid impressions of her experiences during this period. By turns thoughtful, moving, and amusing, her account offers a fasciting commentary on human courage and frailty and a compelling self-portrait of a sensitive and spirited young woman whose promise was tragically cut short. The diary was retrieved by Miep Gies, who gave it to Anne's father, Otto Frank, the family's only known survivor, just after the war was over. The diary has since been published in more than 60 languages.

Escapades of a lucky little girl who lives with a horse and a monkey - but without any parents - at the edge of a Swedish village.

The New York Times bestselling graphic memoir from actor/author/activist George Takei returns in a deluxe edition with 16 pages of bonus material! Experience the forces that shaped an American icon -- and America itself -- in this gripping tale of courage, country, loyalty, and love. George Takei has captured hearts and minds worldwide with his magnetic performances, sharp wit, and outspoken commitment to equal rights. But long before he braved new frontiers in STAR TREK, he woke up as a four-year-old boy to find his own birth country at war with his father's -- and their entire family forced from their home into an uncertain future. In 1942, at the order of President Franklin D. Roosevelt, every person of Japanese descent on the west coast was rounded up and shipped to one of ten "relocation centers," hundreds or thousands of miles from home, where they would be held for years under armed guard. *THEY CALLED US ENEMY* is Takei's firsthand account of those years behind barbed wire, the terrors and small joys of childhood in the shadow of legalized racism, his mother's hard choices, his father's tested faith in democracy, and the way those experiences planted the seeds for his astonishing future. What does it mean to be American? Who gets to decide? George Takei joins cowriters Justin Eisinger & Steven Scott and artist Harmony Becker for the journey of a lifetime.

Strange as it may seem, other people are not nearly as committed to our happiness as we are. In fact, sometimes they seem like they're on a mission to make us miserable! There's always that one person. The one who hijacks your emotions and makes you crazy. The one who seems to thrive on drama. If you could just "fix" that person, everything would be better. But we can't fix other people--we can only make choices about ourselves. In this cut-to-the-chase book, communication expert Mike Bechtle shows readers that they don't have to be victims of other people's craziness. With commonsense wisdom and practical advice that can be implemented immediately, Bechtle gives readers a proven strategy to handle crazy people. More than just offering a set of techniques, Bechtle offers a new perspective that will change readers' lives as they deal with those difficult people who just won't go away.

Considered by many to be mentally retarded, a brilliant, impatient fifth-grader with cerebral palsy discovers a technological device that will allow her to speak for the first time.

The critically acclaimed, award-winning, modern classic *Speak* is now a stunning graphic novel. "Speak up for yourself—we want to know what you have to say." From the first moment of her freshman year at Merryweather High, Melinda knows this is a big fat lie, part of the nonsense of high school. She is friendless—an outcast—because she busted an end-of-summer party by calling the cops, so now nobody will talk to her, let alone listen to her. Through her work on an art project, she is finally able to face what really happened that night: She was raped by an upperclassman, a guy who still attends Merryweather and is still a threat to her. With powerful illustrations by Emily Carroll, Laurie Halse Anderson's *Speak: The Graphic Novel* comes alive for new audiences and fans of the classic novel. This title has Common Core connections.

This is the second edition of Paul Axtell's award-winning book that helps parents use the power of conversation to create remarkable relationships with their kids. New sections on technology, self-esteem, and human hardwiring incorporate the latest research with how it impacts families.

#1 NEW YORK TIMES BESTSELLER • ONE OF TIME MAGAZINE'S 100 BEST YA BOOKS OF ALL TIME The extraordinary, beloved novel about the ability of books to feed the soul even in the darkest of times. When Death has a story to tell, you listen. It is 1939. Nazi Germany. The country is holding its breath. Death has never been busier, and will become busier still. Liesel Meminger is a foster girl living outside of Munich, who scratches out a meager existence for herself by stealing when she encounters something she can't resist—books. With the help of her accordion-playing foster father, she learns to read and shares her stolen books with her neighbors during bombing raids as well as with the Jewish man hidden in her basement. In superbly crafted writing that burns with intensity, award-winning author Markus Zusak, author of *I Am the Messenger*, has given us one of the most enduring stories of our time. “The kind of book that can be life-changing.” —The New York Times “Deserves a place on the same shelf with *The Diary of a Young Girl* by Anne Frank.” —USA Today **DON'T MISS BRIDGE OF CLAY, MARKUS ZUSAK'S FIRST NOVEL SINCE THE BOOK THIEF.**

A comprehensive yet accessible handbook for writing and conducting meaningful, effective performance reviews, geared toward managers of all levels, from the author of *How to Write It*. Performance reviews are one of the best tools managers have to shape company talent and culture, develop strong channels of communication with employees, and

create systemic change. However, the stress and struggle to find just the right words is often what managers and HR professionals dislike most about conducting employee evaluations. In this pithy, user-friendly handbook, author and writing teacher Sandra E. Lamb lays out the best methods and proven tactics to administer productive evaluations that benefit both parties—and the company. Lamb teaches managers how to design scoring systems for employees that track progress with hard data, how to best prepare for and conduct both in-person and written reviews, and the key words to use. Covering hard and soft skills, *3000 Power Words and Phrases for Effective Performance Reviews* includes lists of powerful phrases and words that clearly describe performance—both positive and negative—including sections targeted to specific industries and jobs. This guide empowers managers at all levels to master the art of performance reviews that achieve results.

"Amway cofounder Rich DeVos inspires and motivates business leaders with simple but life-changing practical lessons rooted in his real-life experiences."--Provided by the publisher.

"The simple act of offering a kind word or two can have power to change lives in positive and profound ways. In *TEN POWERFUL PHRASES FOR POSITIVE PEOPLE*, DeVos focuses each chapter on one key phrase, such as "'I'm Proud of You,'" or "'I Believe in You,'" that he has found to help individuals overcome differences, build relationships, instill confidence, change attitudes, and generally make us feel positive about ourselves and about helping others. Each phrase is illustrated through anecdotes from DeVos's experiences and about people whose lives have been touched either by saying or hearing one of the small but powerful phrases. Anyone with the ability to offer a kind word to a friend, family member, or coworker will benefit from this book's positive, practical wisdom.

The perfect bedside companion, with 200 affirmations that will help you get to sleep—and stay asleep—and wake up refreshed. One out of three American adults have trouble getting to sleep each night—chances are you've spent some nights either tossing and turning, or waking up in the middle of the night and not being able to get back to sleep. This book helps you get into the best mindset for sleep, allowing you to enjoy deeper, more restful sleep through the power of 200 short affirmations, easily accessible in a flip-through format. These soothing messages will encourage you to leave the stressors of the day behind—and get ready to embrace the possibilities of tomorrow.

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