

Fabjob Guide To Become A Business Consultant

Provides exercise tips and fitness facts for individuals of all fitness levels, combined with inspirational advice and anecdotes from fitness gurus.

"Discover how to start your own business helping people, homes and offices get organized."--Cover.

The guide covers topics of vital importance to anyone who wants to become an etiquette consultant. Insider advice is offered by more than a dozen industry professionals.

This complete guide to life coaching reveals what life coaching IS, how to coach yourself and others effectively and how to create and sustain a successful coaching practice. Leading you through a comprehensive programme of Advanced Life Coaching Skill The Life Coaching Handbook is the essential guide for life coaches, and a key sourcebook for NLP practitioners, human resources managers, training professionals, counsellors and the curious. Curly Martin is a professional life coach, author, trainer and internationally qualified NLP Master Practitioner. Coaching for more than twenty years, her clients include celebrities, CEOs, directors and doctors.

Written by a former Times Crème PA of the Year, this new edition of The Definitive Personal Assistant and Secretarial Handbook is the ultimate guide for all management assistants, PAs, secretaries and executive assistants. Administrative personnel in

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today's workplace hold an immense influence, not only on their bosses' performance, but also on the running of the whole organisation. This best-selling book is the only resource needed to excel in one's role as an assistant, outshine bosses' expectations and go up the ladder. Placing special emphasis on career development and learning, it provides help and advice on the skills necessary to progress in your career. Along with a chapter to share with your boss for a more fruitful working relationship, it includes help with time management, networking, relationship management, communication and confidence. Now with a new chapter on how to use neuroscience tools to coach yourself through your weaknesses and primed behavioural traits, it also contains even more practical help with minute taking, telephone and mobile communication etiquette and presentation skills. With free downloadable online resources to aid the day-to-day running of your office, this comprehensive and accessible guide will help you keep your finger on the pulse and maintain your professional image.

Accompanied by CD-ROM in plastic pocket on p. [3] of cover.

This fabulous book explains how to break into a career in event planning. It gives step-by-step advice on how to plan a party, conference, or other event. Job opportunities with corporations, convention centers, country clubs, and other employers are covered, with advice on finding job openings, preparing a portfolio and resume, and interview skills. It also explains how to start an event planning business, including finding clients, preparing proposals, and pricing. Includes CD-

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ROM.

From estimating start-up costs and finding clients to how to stay profitable even in slow economic climates, this book takes you through every aspect of setting up and running a thriving home-based professional organizing business. Whether you're just starting to explore your options for a home-based business or are an organizing wizard looking to be your own boss, each chapter will guide you on how to build your own successful organizing business. Look for useful charts and worksheets throughout the book, including: Start-Up Costs Checklist Client Intake Form Assessment Visit/Working Agreement Sample Invoice Marketing Plan Worksheet

This book offers an examination of the Roaring Twenties in the United States, focusing on the vibrant icon of the newly liberated woman—the flapper—that came to embody the Jazz Age. * Primary documents allow readers to see how contemporaries viewed flappers, follow the trial of a famous comedian charged with a horrific crime, and read what proponents of Prohibition really thought about wicked liquor * The glossary allows readers to enter into the spirit of the times, when people could express their delight using phrases such as "bee's knees," and "cat's meow"; pass along the word about illegal booze with colorful terms such as "hooch," "bathtub gin," and "bootleg"; and describe relentless dancers as

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"floorflushers," women using too much face makeup as "flour lovers," and pilots as "fly boys."

This fabulous book explains how to become a floral designer or start a flower shop. It describes commonly used flowers and plants, covers principals of floral design, and gives step-by-step instructions for creating flower arrangements. It offers advice on getting a job as a floral designer and covers how to start a flower shop, including: choosing a location, creating displays, setting prices, finding suppliers, working with wire services, hiring employees, and getting customers. Includes CD-ROM.

Doulas and midwives are increasingly popular options for childbirth; this book answers questions for those considering the help of a doula or midwife at birth. Take Control of Your Childbirth Experience New moms are spreading the word to pregnant women just like you: Doulas make pregnancy and childbirth the celebratory experience it is meant to be! Doulas are professionally trained women who provide support before, during, and after delivery. Research has shown that doulas help women have positive birth experiences, decrease the need for pain medication, improve breastfeeding success, and reduce the need for cesarean sections and other invasive procedures. Author Rachel Gurevich interviewed more than 235 women and birth professionals to bring you this best-

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kept pregnancy secret. Inside, you'll find real mothers' stories and discover how doulas make a joyful difference in childbirth. You'll learn: ·The many ways doulas provide labor support, whether you plan a "natural" or medicated birth · How to find, hire, and choose the right doula ·How specialized doulas can help you before or after the baby's birth ·How doulas help the dad-to-be ·And more!
Foreword by Mayer Eisenstein, M.D., medical director, Homefirst Health Services
Praise for The Doula Advantage : "Doulas really do make a difference in having a safe and satisfying birth, as you will learn in this book." — William Sears, M.D., coauthor, The Baby Book "Comprehensive, thought-provoking, and highly moving. . . . A must read for any woman thinking of using the services of a doula." — Ann Douglas, author, The Mother of All Pregnancy Books and The Mother of All Baby Books

FabJob Guide to Become a Book EditorFabjobFabJob Guide to Become a Boutique OwnerFabjob

"In this FabJob guide you will discover: information about different types of bookstores you can open, with information about how to buy an existing bookstore or open a new bookstore; how to create a business plan and get financing; how to design your bookstore to maximize sales; where to get books and other products for your store plus how to set your prices; [and] essential

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advice for managing your store, plus how to market your bookstore and attract customers."--Back cover.

Imagine having a career where you can see the results of your caring and creative efforts every day. As a daycare owner you can hear the joy of children's laughter and be someone children love, trust, and learn from. In this FabJob guide you will discover...

Revision of: Third edition, by Entrepreneur Press and Ciree Linsenmann, 2011.

Discover how to start and run a coffee house business without spending a fortune.

The easy, trusted way to develop a birth plan As an expectant mother and parent, navigating all of the information and options for labor and delivery can be cumbersome and confusing. Birth Plans For Dummies, is the ultimate resource guide to help you understand, develop, and implement a plan for the birth of your baby. A birth plan is a communication tool for expectant mothers and those involved in the delivery of a child. The plan explains the mother's preferences for labor and delivery and eliminates any confusion. There are a wide variety of methods, strategies, and techniques available to pregnant women preparing for delivery—and this hands-on, friendly guide covers them all. Covers choosing the setting and method that best fits the mothers needs and wishes Informs expectant parents about the numerous pain management and labor intervention options Provides instruction on developing and writing a birth plan and putting it into action If you are an expectant mother or parent looking for a guide to help

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develop a plan for the birth of your child, then *Birth Plans For Dummies* is the perfect book for you.

It's show time! Home staging transforms rooms from that everyday lived-in look to ready-to-be sold for top dollar. This step-by-step guide offers the tactics used by home stagers - from de-cluttering and cleaning up to arranging and remodeling - that will often yield a quicker sale and higher selling price. --Decorating tips to make a house appeal to the widest range of buyers --Cost-effective techniques to highlight the home's selling points, whether it's the floor plan, the high ceilings, or a newly renovated bathroom --Suggestions on how to downplay or eliminate features that might be considered negatives. such as smaller rooms, minimal storage space, or ghastly wall colors

The FabJob Guide to Become a Spa Owner shows how you can successfully start a day spa business. The authors share their own experiences plus expert business advice from more than two dozen spa business owners and other spa industry experts. A career guide that rethinks the golden years, this handbook offers 50+ income models for creating flexible, fulfilling, and profitable work during the encore stage of one's career. **RETHINK YOUR RETIREMENT** For many people, retirement is no longer a trifecta of golf, grandkids, and gardening—it's an opportunity for new pursuits that involve both earning income and exploring personal passions. If you're planning for retirement or already at "retirement age" but want to continue working—whether to supplement your income or to stay mentally and physically active—veteran career coach

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Nancy Collamer shows how to identify your favorite interests and expertise and repackage them into more than fifty ways to earn income. These second acts range from the traditional (part-time employment, consulting) to newer Internet-based options (teaching online, writing a blog). With a prescriptive approach to securing second-act careers that are flexible, fulfilling, and fun, this book offers a wide variety of income-generating examples as well as exercises to clarify your lifestyle goals and help you plan for your next move. Second-Act Careers shows how to create a profitable and meaningful semi-retirement on your own terms and in your own way.

"This book will help you have your dream career ... ; ... if you know what your dream career is ; ... if you are having difficulty choosing among several careers, or ; ... if you have no idea which career you should choose. You will identify a career that's ideal for you through fun and insightful exercises, quizzes, and advice. You will discover 101+ dream careers that are rarely advertised and get specific strategies to help you break in. You will learn how to make your application stand out, how to find a job through word of mouth, and even how to create your dream job. You will also get helpful advice on goal-setting and motivating yourself to take action"--Publisher website (September 2007).

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