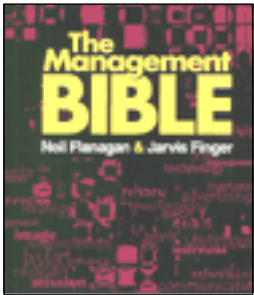


MANAGEMENT:



MANAGEMENT BIBLE by Neil Flanagan and Jarvis Finger. Price A\$65.95 hb. 📖
First there was *Management in a Minute* (1989), the pioneering book that provided immediate access to essential management know-how

and became a bestseller. Then there was *Just About Everything a Manager Needs to Know* which also became a bestseller and won a Management Book of the Year award. Now, with *The Management Bible*, Flanagan and Finger take the concept of immediate access to essential management know-how to an even higher level. Every double-page spread becomes an absorbing read in itself. In addition to each of the 300-plus step-by-step solutions to common management challenges and issues and the handy cross-references there are complementary quotable quotes, humour, anecdotes, suggested readings, bright ideas, viewpoints, valuable reminders, and other items of interest.

This is a beautifully presented 623 page, easy-to-read, easy-to-navigate hardback book, that provides suggested solutions to all your management challenges—at your fingertips.

"In my career as a management educator, I get to see a wide variety of books and other resources designed to give busy people access to essential management information.

***The Management Bible* is one of the most comprehensive collections of hands-on management advice I have seen.** —Professor Michael Vitale, Dean and Director, Australian Graduate School of Management, University of New South Wales and University of Sydney.

THOUGHT OF THE DAY:

The miracle is this--the more we share, the more we have.

—Leonard Nimoy

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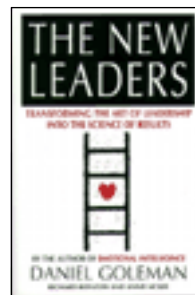
SELF-IMPROVEMENT



WHY MEN CAN ONLY DO ONE THING AT A TIME AND WOMEN NEVER STOP TALKING by Allan and Barbara Pease. Price A\$14.95 hbs. 📖
Bestselling Australian and international authors Allan and Barbara Pease take a light-hearted look at the differences

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LEADERSHIP



This very popular book is now in paperback

NEW LEADERS: Transforming the Art of Leadership into the Science of Results by Daniel Goleman, Richard Boyatzis and Annie McKee. Price A\$24.95 pb. Daniel Goleman's international

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SELF-IMPROVEMENT:



LIFE BRANDING! How to Maximise Your Potential with the Abundance Lifestyle Coaching System™ by Jon-Michail.

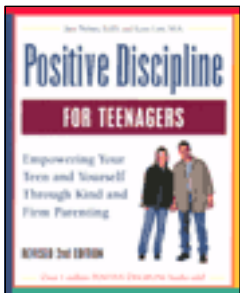
Price A\$29.95 pb. 📖

A book whose time has come...

Everything happens for a reason and at a time when the world is

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This revised edition shows how to break the destructive cycle of guilt and blame and work toward greater understanding and communication with your adolescents. Over the years millions of parents just like you have come to trust Jane Nelsen's *Positive Discipline* series.

WHO IS A HERO?

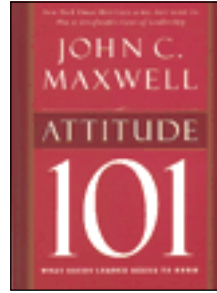
Heroes come in every shape and size,
Making special sacrifices for others in their lives,
No one gives them medals,
The world don't know their names,
But in someone's eyes they're heroes just the same.

—Paul Overstreet

More New Titles

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SELF-IMPROVEMENT/LEADERSHIP:



ATTITUDE 101: What Every Leader Needs to Know by John C Maxwell.

Price A\$14.95 hbs.

Attitude Can Make or Break You and the People You Lead

With this concise and reader-friendly guidebook, you can

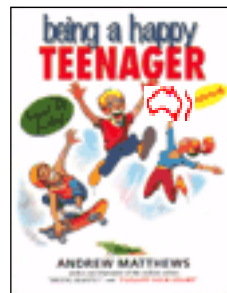
master attitude issues. Learn to:

- Recognise how individuals' attitudes impact their performance
- Pinpoint problem feelings, behaviours, and thinking in yourself and others
- Identify six common attitude problems that undermine teamwork
- Discover the secret to changing a bad attitude
- Create new definitions of failure and success that will improve performance
- Adopt the attitude that helps a leader keep going to the next level

Attitude is Contagious

You want to make sure your team is catching the right one!

FAMILY ISSUES:



BEING A HAPPY TEENAGER

by Andrew Matthews. 📖

Price A\$21.95 pbl.

Do you ever wish:

- You were older?
- You had more money?
- You looked different?
- You had different parents?

Do you ever feel, "No one

understands me!" Do you ever wonder, "Will I ever fall in love?" Do you ever ask, "Am I normal?" If you answered "yes" to half of the above, you sound perfectly normal. It is relevant, well researched, easy to read, and beautifully laid out, and real teenagers made an important contribution to the structure and presentation of the book. The cartoons, not only add interest, but are uniquely designed to make sure you understand the important messages..



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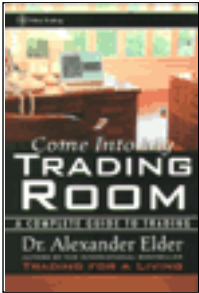
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INVESTMENT/TRADING:



COME INTO MY TRADING ROOM: A Complete Guide to Trading

by Alexander Elder.

Price A\$99.95 hb.

This book takes you beyond the three M's (Mind, Method, Money) of his international bestseller *Trading for a Living* (A\$115.95).

He teaches you to manage your money and time, as well as strategy, so that you can enter the markets with confidence and exit with profits. This essential book educates the novice and gives more power to the professional through expert advice, proven trading methods, and something entirely unique—a visit to Dr Elder's own trading room. You get to follow him through several actual trades, whose entries and exits illustrate many of the key concepts of this book.

Come Into My Trading Room offers:

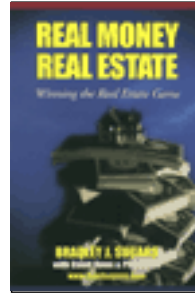
- A complete introduction to trading essentials
- An overview of trading psychology, both individual and mass psychology of the markets
- A practical overview of technical analysis, including new indicators and systems
- A step-by-step guide to risk control and money management
- Exact instructions for keeping records and organising your time
- A visit to Dr Elder's trading room, reviewing several of his recent trades

It will help you master a new way of trading stocks, futures, options, and currencies. Be sure to work your way through the companion volume to this book—*Study Guide for Come Into My Trading Room*—before you risk a dollar in the markets. The Study Guide features 100 questions and answers and almost 50 charts to test your knowledge. Grade yourself to make sure you know enough about the nine key areas of trading. Case histories, select entry and exit points, and find out how well you understand what needs to be done.

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INVESTMENT:



REAL MONEY REAL ESTATE: Winning the Real Estate Game

by Bradley J Sugars.

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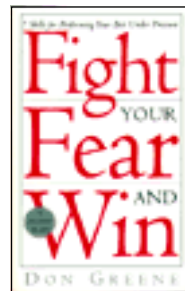
Want to know how to buy property without outlaying any of your own cash?

Can't be done? Not possible? Out of the question in a BOOM market?

If this is what you believe, then you're for a HUGE surprise! There are ways to buy property without using any cash. These strategies have generated us massive riches.

In this book we will show you how to use then step-by-step. The book shows you the secrets to becoming financially free FAST. It shows you how to retire young and rich.

SELF-IMPROVEMENT/STRESS:



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We've all been there: that make-it-or-break-it moment of our careers—on the brink of a deal,

poised at the starting gate, under the spotlight waiting to speak or perform in front of our peers. At this point, where everything appears to be on the line, most of us experience one overriding reaction—fear—and this fear can have negative physical, mental and emotional consequences on how well we do our job. Don Greene, sports psychologist and 'stress' coach to top executives and entertainers, has spent decades studying fear and its effect on performance. In this groundbreaking book, Dr Greene shares the proven techniques he has used with Olympic athletes, Grand Prix drivers, the New World Symphony and Merrill Lynch traders to help them perform their best under pressure. The book begins with a self-assessment performance survey on you! Then it leads you forward.



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