

BREATHING SPACE

LIVING & WORKING AT A COMFORTABLE PACE IN A SPED-UP SOCIETY

Guaranteed to Help You:

- Handle the Damage of Information
- Have Greater Control of Your Life
- Feel Better about Each Day

JEFF DAVIDSON
Author of Business Book Pickings
 The Washington Post

alpha books

COMPLETE IDIOT'S GUIDE

Reaching Your Goals

Quick and easy guidance for setting easy-to-reach financial, career, fitness, and family goals

Down-to-earth advice on how to get others to help you reach your goals

Mini-proof steps to chart your progress

Jeff Davidson

Marketing to HOME-BASED Businesses

Jeffrey P. Davidson

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COMPLETE IDIOT'S GUIDE

Getting Things Done

Goal-setting strategies to help you become more effective and efficient at work

Expert advice on working more effectively with others

Organizational techniques that will dramatically increase your productivity

Jeff Davidson, MBA, CMC

THE COMPLETE GUIDE TO PUBLIC SPEAKING

JEFF DAVIDSON

Bestselling Author of *RESELLING 10*

101 INTERNET MARKETING TIPS FOR YOUR BUSINESS

Increase Your Profits and Stay within Your Budget

THE 90 MINUTE GUIDE TO PROJECT MANAGEMENT

alpha books

COMPLETE IDIOT'S GUIDE

Assertiveness

Quick and easy ways to get the attention of others

Mini-proof steps for giving your way without jeopardizing relationships

Down-to-earth advice for making your new way known and heard!

Jeff Davidson, MBA, CMC

AVOIDING THE PITFALLS OF STARTING YOUR OWN BUSINESS

JEFFREY P. DAVIDSON, CMC, MBA

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COMPLETE IDIOT'S GUIDE

Change Management

Smart strategies from renowned gurus for conquering change

Time-tested tips on coping with organizational and personal change

Innovative ideas for motivating your employees to strive and thrive

Jeff Davidson

GETTING NEW CLIENTS

2nd Edition

Dick Cunniff, CMC
 Jeff Davidson, CMC

family guide to

Organizing Your Life

The warm, conversational reference with a Christian family focus.

Learn the basics of why the information works

Get proven with steps to understanding how the information affects you

Get started with comprehensive coverage of the consequences of the information

How often should I do it?

THE 60 SECOND PROCRASTINATOR

Sixty Solid Techniques to Jumpstart Any Project and Get Your Life in Gear!

JEFF DAVIDSON

"The 60 Second Procrastinator is a quick, witty read, packed with nuggets of wisdom that will provide many great moments!" —*Real American Business* (Success.com)

Market YOURSELF and Your CAREER

JEFF DAVIDSON, MBA, CMC

Easy to read and easy to understand, with practical insights on every page. This is a career advisor's dream book!

THE MARKETING SOURCEBOOK FOR SMALL BUSINESS

JEFFREY P. DAVIDSON

Over 1,500 Simple Ways to Make Your Life Easier and Better—At Home and at Work

THE JOY OF SIMPLE LIVING

Eliminate Clutter

Organize Paper Clutter

Organize Your Possessions

Get Out of Debt Fast

Save Office Technology

Streamline Your Work Habits

Find More Leisure Time

Live Smarter

By Jeff Davidson
 President of The Joy of Simple Living, Inc.

POWER AND PROTOCOL FOR GETTING TO THE TOP

THE POWER, THE TIPS, THE SECRETS, THE BUSINESS AND SOCIAL SUCCESS

JEFFREY P. DAVIDSON, C.M.C., M.B.A.

project management

10 MINUTE GUIDE

Master the skills you need in ten minutes or less.

Management Series Volume 1

MARKETING FOR CONSULTING AND PROFESSIONAL SERVICES

Second Edition

Walter Pridemore, CMC

managing your time

10 MINUTE GUIDE

Master the skills you need in ten minutes or less.

Management Series Volume 2

HOW TO HAVE A GOOD YEAR EVERY YEAR

THE YEAR-BUSINESS PLAN FOR MAXIMUM PERFORMANCE

DAVE YOHIO AND JEFFREY P. DAVIDSON

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COMPLETE IDIOT'S GUIDE

Reinventing Yourself

Reinvent your life for a new career

Develop confidence in your ability to change your life

Be able to successfully manage any change in your career

JEFF DAVIDSON

SECOND EDITION

Marketing for the HOME-BASED BUSINESS

JEFF DAVIDSON, MBA, CMC

"This is what the director wanted of your goal is to market your home-based business effectively."
 Warren Irons, author of *Marketing Achievement*

MARKETING ON A SHOESTRING

SECOND EDITION

Low-Cost Marketing Your Products and Services

JEFF DAVIDSON

stress management

10 MINUTE GUIDE

Master the skills you need in ten minutes or less.

Management Series Volume 3

alpha books

COMPLETE IDIOT'S GUIDE

Managing Stress

Second Edition

Quick and easy techniques for handling stress in a dog-eat-dog world

Mini-proof steps for organizing your day to get important things done

Down-to-earth advice on what to do when you're completely frazzled, overwhelmed, and stressed-out!

Jeff Davidson, MBA, CMC

NIBM

How to get TWICE as much done in Half As Much Time

SPECIAL REPORT #754

Checklist Management:

The Eight-Hour Manager

Jeffrey P. Davidson, MBA, CMC

Business 101

THE 90 MINUTE GUIDE TO PROJECT MANAGEMENT

alpha books

COMPLETE IDIOT'S GUIDE

Managing Your Time

THIRD EDITION

Time-saving tips to help you better manage your productivity

Clear and simple steps to schedule your work and personal life

Down-to-earth advice to help you appreciate the value of your time

Jeff Davidson, MBA, CMC

THE 60 SECOND ORGANIZER

Sixty Solid Techniques for Beating Chaos at Home and at Work

JEFF DAVIDSON

Things To Do

- Notes, Memos, To Do Lists, Calendar
- Checklist
- Time Management
- Productivity
- Organization
- Stress Management
- Goal Setting
- Decision Making
- Communication
- Teamwork
- Leadership
- Customer Service
- Marketing
- Sales
- Finance
- Law
- Real Estate
- Travel
- Health
- Education
- Technology
- Energy
- Environment
- Food
- Exercise
- Relationships
- Parenting
- Child Care
- Seniors
- Disability
- Insurance
- Retirement
- Investing
- Real Estate
- Business
- Marketing
- Sales
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- Retirement
- Investing