

Kobelco Operators Manual Sk60 Mark Iii Uemallore

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Essential Manager's Manual - Robert Heller 2008

Improve your management skills and take control of your career with the new edition of this bestselling one-stop-shop for every manager. Pick up tips and advice on 12 core management skills: from communicating and motivating to conducting a company presentation. Explore all your options and put them into action with the aid of charts and diagrams. Plus, discover how to handle work issues whatever your level, with over 1,200 essential power tips. Follow as a complete management course or dip in and out of topics for quick and easy reference. Take it wherever life takes you!

The Widow Waltz - Sally Koslow 2013-06-13

"This heartfelt, witty addition to women's fiction will appeal to fans of Elizabeth Berg and Anna Quindlen." (Booklist) Georgia Waltz has things many people only dream of: a plush Manhattan apartment overlooking Central Park, a Hamptons beach house, valuable jewels and art, two bright daughters, and a husband she adores, even after decades of marriage. It's only when Ben suddenly drops dead from a massive coronary while training for the New York City Marathon that Georgia discovers her husband—a successful lawyer—has left them nearly penniless. Their wonderland was built on lies. As the family attorney scours emptied bank accounts, Georgia must not only look for a way to support her family, she needs to face the revelation that Ben was not the perfect husband he appeared to be, just as her daughters—now ensconced back at home with secrets of their own—have to accept that they may not be returning to their lives in Paris and at Stanford subsidized by the Bank of Mom and Dad. As she uncovers hidden resilience, Georgia's sudden midlife shift forces her to consider who she is and what she truly values. That Georgia may also find new love in the land of Spanx and stretch marks surprises everyone—most of all, her. Sally Koslow's fourth novel is deftly told through the alternating viewpoints of her remarkable female protagonists as they plumb for the grit required to reinvent their lives. Inspiring, funny, and deeply satisfying, *The Widow Waltz* explores in a profound way the bonds between mothers and daughters, belligerent siblings, skittish lovers, and bitter rivals as they discover the power of forgiveness, and healing, all while asking, "What is family, really?"

The Descendants Complete Series (Books 1, 1.5, 2, 3) - L.D. Hall 2019-10-04

A Discovery of Witches meets Twilight in this mesmerizing paranormal romance... Naomi Feldman has never understood the strange energy that hums beneath her senses. But when she comes across an ancient artifact that seems to beckon to her, she may finally find the answers she's been seeking. Alaric, a centuries-old vampire, lives a solitary life by choice. When he's assigned to protect Naomi, long dormant emotions stir to life. Pursued by a dangerous enemy and battling their growing attraction, Naomi and Alaric follow the mystery of the artifact from the museums of Athens, the streets of London, toward a confrontation that will decide the fate of two worlds... Fans of Charlaine Harris, Deborah Harkness, and Karen Marie Moning will love the Descendants series, where urban fantasy and paranormal romance collide. For a limited time, grab your copy of this series bundle deal at a discount compared to purchasing the individual books.

Twisted Travels - Jessica Zafra 2007

In the Tycoon's Debt (Mills & Boon Modern) - Emily McKay 2010-01-01

Runaway bride - back in his bed!

Airbus A320: An Advanced Systems Guide - Ben Riecken 2019-06-13

This iPad interactive book is an indispensable tool for pilots seeking the Airbus A320 type rating. This study guide offers an in-depth systems knowledge with pictures, videos and schematics not found in other publications. It is packed with detailed and useful information to prepare any candidate for command and responsibility of the A320 equipped with IAE or CFM engines.

Death Waits in the Dark - Mark Edward Langley 2020-08-04

It took all of thirty seconds for two shots to bring the world of Margaret Tabaaha crashing down around her. After losing her husband in Afghanistan during the first year of Operation Enduring Freedom, her two sons were all she had left. Now they had been taken from her violently, deliberately, plunging her into a whiskey bottle and stripping away her reason for living. When Arthur Nakai receives a call from his first love, Margaret, her voice pleading for his help, it comes as he is attending a wake for one of the men he considered a brother from his days in the Marines 6th LAR Wolf Pack Battalion. Feeling a deep and responsible obligation to help her, Arthur soon finds himself involved in the multi-billion-dollar world of the oil and gas industry and coming face-to-face with an old adversary, Elias Dayton. Their paths had crossed when Arthur was a member of the Shadow Wolves, an elite tactical unit within US Customs and Border Protection. Now Dayton runs Patriot Security, a Blackwater-type firm that keeps the oil rigs, gas wells, and man camps secure from the Water Protectors, protesters pushing to stop the fracking and poisoning of Native lands. As Arthur works through the case from his end, Navajo police chief Jake Bilagody tackles it from another angle, looking into the strained relationship between the oil company and the Navajo people, all while searching for a missing Navajo man that may have become an unwilling piece on the reservation checkerboard. But when Arthur learns the identity of the boys' killer, he struggles to make sense of it. Because if the clues are right, he will be forced to make a decision that will haunt him for the rest of his life.

Castle on the Rise - Kristy Cambron 2019-02-05

Spanning more than two centuries in Ireland, *Castle on the Rise* unites the legacy of three women who must risk mending their broken places for life, love, and the belief that even through the depths of our pain, a masterpiece of a story can emerge. When Laine Forrester travels overseas to attend her best friend's vineyard wedding, she expects to find the bride on the brink of a fairy-tale life. But after a series of unforeseen setbacks, it seems the storybook lives they'd imagined are suddenly ripping apart. With hopes of resurrecting a happy ending, Laine agrees to accompany the newlyweds to the groom's home in Ireland—never expecting she'd be the one drawn in by its wide-open moors, backroads bordering the Irish Sea, and a mysterious castle that dares to keep its secrets hidden. From the storied streets of Dublin to the shores of the Emerald Isle, Laine is drawn in to the land and its rich history. The castle ruins whisper stories of Issy—a photojournalist battling through the 1916 Easter Rising, and Maeve—the castle's lady of legend, fighting for survival through the 1798 rebellion that started it all. Praise for *Castle on the Rise*: "Enchanting and mesmerizing!" —PATTI CALLAHAN, New York Times bestselling author of *Becoming Mrs. Lewis* "Castle on the Rise perfectly showcases rising star Kristy Cambron's amazing talent! Perfect pacing, lovely prose, and an intricate plot blend together in a delightful novel I couldn't put down. Highly

recommended!" —Colleen Coble, USA TODAY bestselling author of Secrets at Cedar Cabin and the Rock Harbor series "Cambron's latest is one of her best. Gripping and epic, this intricately woven tale of three generations seeking truth and justice will stay with you long after the last page." —Rachel Hauck, New York Times bestselling author Second in the Lost Castle series (The Lost Castle, Castle on the Rise, The Painted Castle) Can be read as a stand-alone, but best if read in order Sweet romance set in three time periods: present day, World War I/Easter Rising, and late 1700s Full-length novel (over 110,000 words) [Kabbalah for Beginners: An Introduction to Jewish Mysticism](#) - Theo Lalvani 2021-08-19

The Kabbalah has long languished in darkness, unknown outside the confines of Jewish Mysticism and the communities who practiced it. But today, the Kabbalah is well-known but often misunderstood. The story of Kabbalah is as old as Judaism itself, with many of the ideas present in the Hebrew Scriptures interpreted in the canon of Kabbalah. Applying Jewish theological premises and Neo-Platonist cosmology, the Kabbalists created a systematic interpretation of familiar Creation Narrative in the Book of Genesis, which today illuminates and serves Judaism. At the same time, Kabbalistic concepts have entered mainstream consciousness with great interest expressed in mainstream Christianity and even in modern science. *The Aussie Next Door* - Stefanie London 2019-07-30

How to Lose a Guy in Ten Days meets Accidentally on Purpose by Jill Shalvis in this head-over-heels romantic comedy.

Caught in the Storm - Rachael Brownell 2019-03-31

Love can be blinding and by the time the truth shines through, it's too late to escape.

Fame.Fortune.Success.Is that too much to ask?All I need is to catch a break. To snag the attention of someone important. Someone who can help make my career everything I want it to be.Joseph was that man. Until the night the lights went out and I left with someone else. Someone who stole my breath and made me want for things I'd never considered before. I should have known better than to trust a stranger. Especially one of his stature and class. Money means power and power means control.Over my heart.My career.My entire life.My dreams died the moment I agreed to his terms and a new chapter in my life began. I was blinded by my love for him and thought nothing would ever change the way I felt.Then I uncovered the truth about him. About the kind of man he really was and the secrets he paid good money to keep hidden from everyone.Now I'm trapped, with no way out. Book 1 of 2 in the Storm Series.

Digital Workplace Strategy & Design - Oscar Berg 2018-08-21

Why do most digital work environments slow employees down? Many organizations have lost control of the digital workplace to uncoordinated organic growth. If you're looking for tools to get back in the driver's seat and maximize value creation, then Digital Workplace Strategy & Design is just what the doctor ordered. With its ready-to-use templates and real-world examples, you will be primed to master the digital workplace and unlock the enormous potential of a holistic, iterative, and user-centered approach based on design thinking. The time and money your organization will save and the hassle your employees will be spared are just the tip of the iceberg. Imagine how much value your employees will create when they are empowered to work smarter together. Your step-by-step guide to - Identifying key problems and digital opportunities. - Adopting a new and smarter approach to the digital workplace. - Maximizing value creation with the help of service orientation. - Crafting a powerful digital workplace strategy rooted in hands-on experience and proven methodology. - Learning how to design winning digital services with actionable tools. What sets this book apart What distinguishes this book from others on digitalization, digital transformation, and the digital workplace is how extensively it is used in practice. This is because authors Oscar Berg and Henrik Gustafsson draw from a wealth of hands-on experience and apply these same steps in multinational companies from a variety of industries. Join the community Grab this book today and join a growing community of digital workplace and digitalization changemakers.

The Winter Garden - Heidi Swain 2020-10-01

The sparkling Christmas novel from the Sunday Times bestselling author Heidi Swain! Will love bloom this winter? Freya Fuller is living her dream, working as a live-in gardener on a beautiful Suffolk estate. But when the owner dies, Freya finds herself forced out of her job and her home with nowhere to go. However, with luck on her side, she's soon moving to Nightingale Square and helping to create a beautiful winter garden that will be open to the public in time for Christmas. There's a warm welcome from all in

Nightingale Square, except from local artist Finn. No matter how hard the pair try, they just can't get along, and working together to bring the winter garden to life quickly becomes a struggle for them both. Will Freya and Finn be able to put their differences aside in time for Christmas? Or will the arrival of a face from Freya's past send them all spiralling? The Winter Garden is the perfect read this Christmas, promising snowfall, warm fires and breath-taking seasonal romance. Perfect for fans of Carole Matthews, Cathy Bramley and Sarah Morgan. Praise for HEIDI SWAIN: 'The queen of feel-good' Woman & Home 'Full of Heidi's trademark gentle charm. Lock the door, pour some mulled wine and settle into this wonderful Christmas treat!' Milly Johnson 'More Christmassy than a week in Lapland - we loved it!' heat 'Sprinkled with Christmas sparkle' Trisha Ashley 'Give yourself a Christmas treat and curl up with this magical book!' Sue Moorcroft, author of The Little Village Christmas 'A real Christmas cracker of a read!' Penny Parkes, author of Practice Makes Perfect 'Cosy, Christmassy and deeply satisfying! Another wonderful read!' Mandy Baggot, author of One Christmas Kiss in Notting Hill

The Cottage of Curiosities (Pengelly Series, Book 2) - Celia Anderson 2020-09-17

Come home to 59 Memory Lane with a new novel from the top Kindle and USA Today bestselling author Celia Anderson!

Shades of Lovers - Catarine Hancock 2020-08-18

love comes in many colors. this is a story of breaking and healing, of forgiving but not forgetting, of understanding and balance. it is not only something to enjoy, but something to learn from. here are the things i did right, and the many things i did wrong. i give them to you, so that when love comes knocking, you will have a sense of what to do when you open the door. Explore the experience of six different relationships in this moving collection that dives into the highs and lows of love.

Coco du Ciel - Elise Noble 2021-06-30

Could you solve your own murder? When Rhys Evans agrees to house-sit for his uncle, the last thing he expects is to find a strange girl hiding in the greenhouse. A girl with no memory of her past and no chance at a future unless he helps her. A freak of nature has given Coco a second chance at life, but before she can live it, she needs to find out who she is and where she came from. The answers aren't quite what either of them were expecting... Coco du Ciel is a standalone romantic suspense novel with magical realism elements - no cliffhanger! Keywords: Amateur sleuth, amnesia, British, contemporary, justice, magic realism, murder, mystery, paranormal, pregnancy, revenge, romantic suspense, secret identity, supernatural, suspense, The Planes, vigilante

[Honky Tonk Christmas](#) - Carolyn Brown 2010-10-01

One cowboy, one bar, one hell of a holiday! Praise for Carolyn Brown's country music romances: "You won't want to miss this boot scootin' contemporary full of sexy cowboys and sassy women."-The Romance Studio (My Give a Damn's Busted) She means business... Sharlene Waverly is determined to have the "new and improved" Honky Tonk up and running before the holiday. For that, she'll need Holt Jackson, the best darn carpenter in the state. But his warm, whisky-colored eyes make her insides melt, and before she knows it, she's sharing her darkest secrets and talking about the nightmares... He's determined to keep things professional... Holt Jackson needs the job at the Honky Tonk, but is completely unprepared to handle the beautiful new bar owner he's working for. Sharlene and Holt try like crazy to deny the sparks flying between them, but their love may just be the best Christmas present either one of them ever got. Praise for I Love This Bar: "Heart...sass...a lot of sparks and romance...country music. What more can I say? I really had fun with this book."-Red-Headed Book Child "Guaranteed to leave you countrified and satisfied!"-Love Romance Passion

Miss Julia Delivers the Goods - Ann B. Ross 2009

Learning that Hazel Marie is pregnant with twins and that the father, private investigator J. D. Pickens, has left town, Miss Julia summons the wayward man to solve a local theft in the hopes of reuniting the couple. By the author of Miss Julia Paints the Town.

[The Formidable Earl](#) - Sophie Barnes 2020-11-17

He's breaking the rules for one woman, and coming dangerously close to falling in love... Simon Nugent, Earl of Fielding, knows he's flawed. He's arrogant, possessive, and haunted by a terrible choice he made long ago. So when a former friend's daughter gives him the chance to do a good deed, he grabs it. Except

he'd like to grab her as well and teach her a thing or two about kissing. If only she weren't so damn stubborn. Ida Strong wants one thing - justice on behalf of her father. She has no room for anything else, in spite of her growing and (at times) inexplicable attraction toward a certain earl. But for a woman who knows what betrayal tastes like, placing her trust in others is hard. Risking her heart, would be downright foolish. Until it's the only thing that seems to make sense.

A Deal with the Devil - Amelia Wilde 2021-03-30

A man can only have one great love, and mine was the sea. Until I pulled a half-drowned heiress out of the water. Until I kept her as mine. Until I hurt her to prove I didn't love her. Now we're surrounded.

Dangerous pirates want to use her for their own purposes. I won't give her up that easy. I have a lifetime of treasure to protect. But with the ship going down, there's only one thing I want to save. Her. A Deal with the Devil is book two in the Devil trilogy by USA Today bestselling author Amelia Wilde. The Devil and the Deep Blue Sea must be read first.

To My Arrogant Boss - J. S. Cooper 2021-01-01

To Mr. Tate Howard, You are quite possibly the most infuriating, annoying and grumpy man I've ever met in my life. I know you think that you're God's gift to women, but I have a secret to let you in on: you're not. You're God's gift to yourself. Get over your wanna-be cool surfer self and grow up. I thought it was time that someone addressed your big head and told you straight to your face that you're not all that. Just because you have an Ivy league education doesn't mean you're the smartest man in the world. In fact, I'm not even sure if you would have gotten in if you didn't have rich parents. Yes, I went there. Every woman doesn't want to sleep with you and I'm sure you're not even good in bed. And I'm someone that would know. From, Your Secret Not Admirer

My Dangerous Duke - Gaelen Foley 2010-06-29

New York Times and USA Today bestselling author Gaelen Foley invites you to reenter London's infamous, scandalous Inferno Club in My Dangerous Duke—the story of a haunted aristocrat sworn to a secret, noble cause and the abducted beauty who thaws his icy heart. Historical romance superstar Julia Quinn calls Gaelen Foley, “Always fabulous,” and My Dangerous Duke once again proves it so.

Big Badd Wolf - Jasinda Wilder 2018-02-15

The Button Man - Mark Pryor 2014-09-02

In this prequel to The Bookseller, former FBI profiler Hugo Marston has just become head of security at the US Embassy in London. He's asked to protect a famous movie-star couple, Dayton Harper and Ginny Ferro, who, while filming a movie in rural England, killed a local man in a hit and run. The task turns from routine to disastrous almost immediately. Before Hugo even meets them, he finds out that Ferro has disappeared, and her body has been found hanging from an oak tree in a London cemetery. Hours later a distraught Harper gives Hugo the slip, and Hugo has no idea where he's run off to. Taking cues from a secretive young lady named Merlyn, and with a Member of Parliament along for the chase, Hugo's search leads to a quaint English village. There, instead of finding Harper, more bodies turn up. Teaming with local detectives and then venturing dangerously out on his own, Hugo struggles to find connections between the victims. Is this the work of a serial killer—or something else entirely? Knowing he's being tailed, the killer prepares for the final, public act of his murderous plan, and Hugo arrives just in time to play his part. . . . From the Trade Paperback edition.

DK Essential Managers: How to Delegate - Robert Heller 1999-04-26

Learn all you need to know about delegation, from deciding which tasks to delegate and selecting an appropriate candidate to ensuring the brief is clear and the task is completed. How to Delegate shows you how to free your time and motivate your staff, plus it provides practical techniques to try when delegating. Power tips help you handle real-life situations and develop first-class delegation skills that will dramatically improve results and relationships. The Essential Manager have sold more than 1.9 million copies worldwide! Experienced and novice managers alike can benefit from these compact guides. The topics are relevant to every work environment, from large corporations to small businesses. Concise treatments of dozens of business techniques, skills, methods, and problems are presented with hundreds of photos, charts, and diagrams. It is the most exciting and accessible approach to business and self-improvement

available.

One Hot Holiday - Cynthia Eden 2019-11-19

She's running for her life. He's the safe haven she never expected to find. The holiday season is about to get HOT. Hiding out for the holiday season in the heart of the South? Not something that Haley Quick ever expected to have on her to-do list but then...she never expected her ex to want her dead, either. Turns out, life is full of surprises. Time to deal. Haley has ditched New York for a crazy little dot on the map known as Point Hope, Alabama. It's a town gone extra crazy for the holidays, and Haley is sticking out like a sore thumb with her very much Grinch-self. But enter sexy sheriff Spencer Lane...Tall, muscled, and made with an extra dose of sex appeal, he is exactly the kind of man that Haley should be avoiding. He's charming, he looks way too good in a Santa hat, and, oh, yes, he's her new landlord. The hits just keep coming. She can't afford to let Spencer learn all of her secrets, a tough job since she is living with the man. No sex, though. It's purely a business relationship. Except...the holidays in the South sure do get HOT. Or maybe that's just sexy Spencer. Usually, Haley falls for the bad guy. It's the whole reason she's running for her life. She can't help but wonder...What would it be like to fall for a man like Spencer? He just got his Christmas wish. Sheriff Spencer Lane can't believe his luck. The most beautiful, fascinating woman he's ever seen has just dropped into his life like a gift from, well, the big guy in red. Only the problem is that Haley seems to think Spencer is some by-the-book, nice guy. Probably because of the badge. And if she wants him to be the hero, that's a role that he's happy to play for her. But the truth is, Spencer has plenty of darkness inside, too. An ex Navy SEAL, he knows how to get sh—um, stuff done. He also knows how to be very, very naughty. When danger threatens his Haley, all bets are off. No one is going to hurt her. No one is going to threaten her. Not in his town. Not on his watch. The nice guy will show Haley just how bad he can be. Fake snow, a parade of wild elves, and a stalker ex don't make for the merriest of times, but in Point Hope, anything can happen—and it usually does. Ready for a steamy story that will get you in the ho-ho-ho spirit? Settle back, curl up with Spencer, and have yourself a jolly old time.

The Duke and the Lady - Jessie Clever 2020-11-19

Lady Louisa Darby blames herself for her mother's death when the Darby sisters were still so young and has dedicated her life to ensuring her sisters' happiness. So when she's lured into a compromising situation that will endanger her youngest sister's chance at a happy marriage, Louisa will do whatever is necessary to protect her family's reputation and save her sister's chance at the future she deserves. Even if it means marrying the Beastly Duke. Sebastian Fielding, the Duke of Waverly, has spent years cultivating his reputation as the Beastly Duke to ensure he'll never make the mistake of falling in love and repeating his father's fatal mistake. But when honor calls on him to marry Lady Louisa Darby, his best intentions may not be good enough. For not even a beast can withstand the charms of the belle of the ball. The Duke and the Lady is the second book in the steamy, heart-stopping historical romance series, The Unwanted Dukes. If you love sexy, spellbinding romance and heartwarming humor, don't miss this captivating series from bestselling author Jessie Clever. Discover adventure and romance when you download The Duke and the Lady today.

Outrage on Gallows Hill - George Bellairs 2017-05-01

The war is over and blackouts are a thing of the past, except in the village of Melchester, where the local council has refused to sully its streets with unsightly lamps. The night is pitch black, but hardly quiet. Young lovers are rendezvousing, a police constable is helping himself to a few of his neighbor's partridges, and a poet is going to visit his beloved, a new verse on his lips. She will never hear it, sadly, for the young man is stopped along his way - stopped forever, by the tight grip of the garrote. The local constabulary wastes no time reaching out to Scotland Yard, which sends its best man: the easygoing detective-inspector Littlejohn. In Melchester he will find unspeakable secrets - and one citizen whose soul is as dark as the village night.

The Bad Boy Series Collection - S. E. Lund

The Bad Boy Series Collection I've been in love with Hunter Saint my entire life. He was my first love and the one I could never forget. Then Fate intervened and we became enemies. Now, I must go to Hunter on my hands and knees to beg him to save my brother's life. I'll pay any price to save him. I'll do anything Hunter wants. Anything... The Bad Boy Series by S. E. Lund's is a sexy new novella series, featuring a bad

boy with a heart of gold and a heroine who can't get him out of her life or her heart. When Fate forces them back together again, can they deny what has long simmered between them?

Their Haunted Nights - Allyson Jeleyne 2017-04-13

Sordid - Nikki Sloane 2019-01-27

It took me years to find the courage to speak to Luka. He seemed exactly like me. Intelligent. Focused. Serious. But he's not the man I imagined. His reality is cruel and dark. He traps me in his web, his power twisting tighter the more I struggle, until it's hopeless. I can't break free. As he drags me unwillingly into his filthy world, I can't ignore the terrifying idea circling my mind. What if I belong here with him?

The Past Revealed - WL Knightly 2021-05-05

As the hunt for the Ghost heats up, Detective Silas Warren and Madison Corman do their best to leave no stone unturned, but when Captain Fletcher tells the media the crimes are being committed by a copycat, the duo thinks his lies might have scared their killer away. Is he in hiding or is he meticulously planning his next kill?

The Highlander's Surrender - Eliza Knight 2019-09-10

Eliza Knight's bestselling Scottish historical romance series, The Stolen Bride Series, is back with another amazing tale of adventure, passion and love! Ceana Montgomery had notions of marrying for love after her first disastrous marriage ended in widowhood. But now Robert the Bruce has ordered her to marry a stranger, securing a strong alliance and ending a decades-old feud. Already used as a pawn once in marriage, she is devastated that she will once more have to give up her happiness in order to please the edicts of men. And while the braw warrior standing before her might incite feelings inside her she thought long since buried, desire is a far cry from love. The rivalry between Brochan Lamont and his twin brother, John, began in the womb, and only grew worse from there. They were pitted against each other in childhood, and their father left them with a legacy that was a race to the finish-whoever has an heir first inherits the lands. The only problem is that Brochan has given his loyalty to the Scots, and his brother to the English. In order to keep the lands and ships under Scottish control, Robert the Bruce demands Brochan marry to break the iron-clad will. His new bride harbors a fiery temperament that lures Brochan into stoking her passions instead of her ire. Aligned to strengthen the Scottish claims on the realm, Brochan and Ceana must work together to overcome the obstacles that bind them. But perhaps seeing their duties through does not have to be as painful as they both predicted. Is it possible that love can be forged from a union born in alliance? Maybe Fate knew all along just who was meant for who...

Then He Happened - Claudia Burgoa 2020-05-06

Jason is a cynical rich playboy. He doesn't take life seriously, He doesn't believe in settling down. Eileen's thirtieth birthday is almost here. But as always she's her parent's afterthought. Her family is too busy planning a shotgun wedding for her older sister—and she has to help. It's just another year where she's overlooked. But the best man is smoking hot and actually notices her and makes her feel special. Jason doesn't believe in commitment, but Eileen intrigues him. She's not the kind of girl he usually hooks up with. She doesn't even fall for his charm. He's made it his task to convince her that he's not the shallow man she thinks he is. But can Jason give up his playboy lifestyle to become what Eileen needs?

DK Essential Managers: Manage Your Time - Tim Hindle 1999-04-26

The most finite resource any manager has is time. This handbook teaches readers how to save and preserve their time by first understanding its limitations, and then showing them how to guard it. Practical guidance includes ways of limiting interaction with subordinates ("Don't sit down if you are followed into your office." "Place your chair out of view if your door is open."), the benefits of keeping a time log, and how to choose the best time planner. The book also takes full advantage of modern technology by explaining how to maximize e-mail, voicemail and other tools available to save precious time. The Essential Manager have sold more than 1.9 million copies worldwide! Experienced and novice managers alike can benefit from these compact guides. The topics are relevant to every work environment, from large corporations to small businesses. Concise treatments of dozens of business techniques, skills, methods, and problems are presented with hundreds of photos, charts, and diagrams. It is the most exciting and accessible approach to business and self-improvement available. Indispensable tips for managing that most precious commodity -- time.

A Rogue's Reputation - Lana Williams 2020-05-23

Will Christmas magic and mistletoe unite this unlikely pair? As the new Earl of Granger, Benjamin Wright is determined to put an end to his family's reputation of roguish behavior, beginning with his own. When he arrives in London to claim his inheritance, he quickly realizes his plan will not be as simple as he expected. Lady Louisa Felton is appalled to learn her mother wrote love letters to the recently deceased earl. Fearing another scandal will cast her mother from Society, leaving her crushed along with Louisa's hopes for a future, Louisa attempts to retrieve the letters before the new heir finds them. Discovering a lady dressed in lad's clothing attempting to steal from him is a surprise to Benjamin, but not as much as his attraction to the reckless lady. Though he vows to keep his distance, the lovely Louisa refuses to stay out of his life. One kiss is all it takes to know she has the power to make him forget his plan to reform. Benjamin is the exact type of man Louisa's mother would fall for, making him the sort Louisa intends to avoid. If only she can convince her willful heart of that. Fate refuses to cooperate with their plans, and what happens at Christmas will change this rogue's reputation forever. Note - This Regency romance novella was originally published in the USA Today Bestselling Winter Wishes Anthology Although this book can easily be read as a stand-alone, most readers prefer to read the series in order, which includes: Romancing the Rogue, Book 1 A Rogue's Reputation, Book 2 A Rogue No More, Book 3 A Rogue to the Rescue, Book 4 A Rogue and Some Mistletoe, Book 5 To Dare A Rogue, Book 6 A Rogue Meets His Match, Book 7

Teaching Abby - Becca Jameson 2020-02-25

It's a summer internship. Never mind that the owners are hot. Never mind that there are three of them. Never mind that they are twice her age. Never mind that they have a secret "play" room in the basement. Never mind that she's never been more intrigued in her life. She only has three months. No matter how deeply she gets involved, she can't stay...

A Gateway to Spirituality - Wing Commander Santosh Sharma 2017-10-27

The first book in the world, which talks about de-hypnosis and explains spiritual dimensions of hypnosis in an eastern way. Hypnosis is spiritual in the sense that in hypnosis, illusion is created to destroy illusion. It applies the principle of similia similibus curentur: let like be cured by like. In this book, there are two parts. The first part of this book will wake you up from maya and de-hypnotize you by creating awareness using traditional gyana. The second part of the book teaches some time-tested, verified, and effective modern hypnosis methods to de-hypnotize and integrate you. It is said, "to take out a nail, use another nail." Hypnosis uses illusion to remove illusions and delusions of your perceptions about yourself, your guilt, fears, phobias, anxiety, and hatred, etc. Sounds strange though, when I tell you to use hypnosis for de-hypnosis. However, that is the quickest way to get out of mental illusions and delusions.

Whispers of the Runes - Christina Courtenay 2021-06-24

'I would recommend this to readers of Barbara Erskine and if you enjoyed the TV series Vikings' 5 ⭐ reader review 'Once again, Christina Courtenay takes us to the heart of the Viking world with an epic romantic tale of love and adventure' NICOLA CORNICK Christina's stunning and evocative new dual-time standalone epic novel, Hidden in the Mists, is available to preorder now! Brimming with romance, adventure and vivid historical detail, Christina Courtenay does for the Vikings what Diana Gabaldon's Outlander and Clanlans does for Scottish history. Time is no barrier for a love that is destined to be. When jewellery designer Sara Mattsson is propelled back to the ninth century, after cutting herself on a Viking knife she uncovers at an archaeological dig, she is quick to accept what has happened to her. For this is not the first Sara has heard of time travel. Although acutely aware of the danger she faces when she loses the knife - and with it her way to return to her own time - this is also the opportunity of a lifetime. What better way to add authenticity to the Viking and Anglo-Saxon motifs used in her designs? As luck has it, the first person Sara encounters is Rurik Eskilsson, a fellow silversmith, who is also no stranger to the concept of time travel. Agreeing that Sara can accompany him to Jorvik, they embark on a journey even more perilous than one through time. But Fate has brought these two kindred spirits together across the ages for a reason... Just some of the rich praise for Christina Courtenay: 'Whispers of the Runes is the best Christina Courtenay book yet. It held me captive as I read and stayed in my mind whenever I had to put it down' SUE MOORCROFT 'A wonderful dual timeline story with captivating characters and full of vivid historical detail

bringing the Viking world alive, I didn't want it to end!' CLARE MARCHANT 'I love how the historical detail is sure and authentic but never at the expense of a rollicking-good story and romance. If you like beautifully written timeslip, this is definitely one for you. Oh, and did I mention hot Vikings? What's not to like!' GEORGIA HILL 'This epic romance is sure to sweep you off your feet!' TAKE A BREAK 'An absorbing story, fast-paced and vividly imagined, which really brought the Viking world to life' PAMELA HARTSHORNE 'A love story and an adventure, all rolled up inside a huge amount of intricately-detailed, well-researched history. Thoroughly enjoyable' KATHLEEN MCGURL 'Prepare to be swept along in this treasure of an adventure! With a smart, courageous heroine and hunky, honourable hero at the helm, what's not to like?' KATE RYDER 'Seals Christina Courtenay's crown as the Queen of Viking Romance' CATHERINE MILLER *The Daddy and The Dom* - Julia Sykes 2019-09-01

MfM ménage romance from USA Today bestselling author Julia Sykes Two darkly domineering alpha males. They say I don't have to choose. They both want me. Together. The three of us. I was meant to be theirs: Joseph, my sweet first love, and Marco, his sternly intimidating best friend. I know they're dangerous men, but being with them doesn't feel wrong. When they hold me in their arms, I feel safe, cherished. I'm still their captive, but I'm no longer certain if I want to be free of them. They swear they only kidnapped me for my own protection, and after a terrifying attack by one of their enemies, I'm starting to believe them. If I give myself to them, can my alluring criminal captors protect me? Or is their world too dangerous for even their strong arms to shield me from harm? Keywords: MfM ménage, Daddy romance, mafia romance, kidnapping, romantic suspense, new adult