

# BOOK-KEEPING



# **Teach Yourself Keeping Teach Yourself**

**S Ben Porath** 

#### **Teach Yourself Keeping Teach Yourself:**

Teach Yourself with Open Learning Derek Rowntree, 1993 This practical guide offers advice on what learners should expect from an open learning course The author suggests ways in which readers can choose the best programme to suit their needs get maximum support from tutors develop skills and get the best possible examination results The NLP Workbook: Teach Yourself Judy Bartkowiak, 2015-06-18 Do you want to use the power of NLP to supercharge every aspect of your life Do you want to understand how to create instant rapport with anyone Do you want to be able to effectively emulate the skills of the people you respect the most This new Teach Yourself Workbook doesn t just tell you how to use NLP It accompanies you every step of the way with diagnostic tools goal setting charts practical exercises and many more features ideal for people who want a more active style of learning The book starts by helping you identify your own preferred styles of learning and communication It then helps you set specific goals to improve on as you progress through the book you will be able to keep checking your progress against these goals Specially created exercises using the tools and techniques of NLP will help you boost your skills and communication so that you can reach your potential in any situation Set Up A Successful Small Business: Teach Yourself Vera Hughes, David Weller, 2010-01-29 Teach Yourself Set Up a Successful Small Business will help you to get your business venture off the ground and turning a profit Arming you with a strategy for success the book will support you through the entire process from getting to grips with business finance to effective marketing Written by small business owners who have been through it all themselves you ll also receive insider tips to help give your business the edge NOT GOT MUCH TIME One and five minute introductions to key principles to get you started AUTHOR INSIGHTS Lots of instant help with common problems and quick tips for success based on the authors many years of experience TEST YOURSELF Tests in the book and online to keep track of your progress EXTEND YOUR KNOWLEDGE Extra online articles at www teachyourself com to give you a richer understanding of setting up your own small business THINGS TO REMEMBER Quick refreshers at the end of each chapter to help you remember the key facts TRY THIS Innovative exercises illustrate what you ve learnt and how to use it Live a Life of No Regrets: Teach Yourself eBook ePub - The proven action plan for finding fulfilment Suzie Hayman, 2014-01-31 No one has ever said on their deathbed I wish I d spent more time at the office But we all have regrets losing touch with people not spending enough time with our family things that seem insignificant at the time but actually make a huge impact on our wellbeing and other peoples lives In this book trusted counsellor and agony aunt Suzie Hayman sets out a 7 step action plan for living a life free from regrets and toxic decisions From making more time for your children to keeping in touch with friends this book is a roadmap you can follow on both a daily basis and in the long term making small changes that will dramatically improve the way you feel about your life

**Take Better Photos: Teach Yourself** Lee Frost, 2010-10-29 Take Better Photos Teach Yourself is your complete guide to all the practical know how technical information and creative insight that will turn you into a confident user of your

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