

Read PDF Nice Girls Don't Get The Corner Office: Unconscious Mistakes Women Make That Sabotage Their Careers

Nice Girls Don't Get The Corner Office: Unconscious Mistakes Women Make That Sabotage Their Careers

An honest and practical handbook that reveals important insights into relationships between men and women and work, *Play Like a Man, Win Like a Woman*, is a must-read for every woman who wants to leverage her power in the workplace. Women make up almost half of today's labor force, but in corporate America they don't share half of the power. Only four of the Fortune 500 company CEOs are women, and it's only been in the last few years that even half of the Fortune 500 companies have more than one female officer. A major reason for this? Most women were never taught how to play the game of business. Throughout her career in the super-competitive, male-dominated media industry, Gail Evans, one of the country's most powerful executives, has met innumerable women who tell her that they feel lost in the workplace, almost as if they were playing a game without knowing the directions. In this book, she reveals the secrets to the playbook of success and teaches women at all levels of the organization--from assistant to vice president--how to play the game of

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business to their advantage. Men know the rules because they wrote them, but women often feel shut out of the process because they don't know when to speak up, when to ask for responsibility, what to say at an interview, and a lot of other key moves that can make or break a career. Sharing with humor and candor her years of lessons from corporate life, Gail Evans gives readers practical tools for making the right decisions at work. Among the rules you will learn are:

- How to Keep Score at Work
- When to Take a Risk
- How to Deal with the Imposter Syndrome
- Ten Vocabulary Words That Mean Different Things to Men and Women
- Why Men Can be Ugly, and You Can't
- When to Quit Your Job

"I want to let you women in on a secret I've learned through my years in the corporate world: There is a set of unwritten rules in business and, while you may not choose to follow all of them, if you don't know what they are, you might as well be playing the game with both hands tied behind your back." --Gail Evans

Discover the "must-listen for every smart, capable woman who wants to succeed"-a guide on how to communicate with maximum impact in the workplace that's the new book in the New York Times bestselling Nice Girls Don't series (Anne Fisher, Fortune.com). How many times have you asked yourself why you didn't speak up in a meeting? Or pushed for the raise you deserved? Or agreed to take on someone else's task because you didn't

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want to rock the boat? Whether the answer is once or ten times or more, the reason is the same: It's because you're a nice girl who goes along to get along. But staying quiet and being ignored are not paths to achievement. Now, in *Nice Girls Don't Speak Up or Stand Out*, Dr. Lois Frankel shows you how to be an effective communicator and advocate for yourself. From the basics of speaking up to navigating sticky situations and mastering the art of influencing others, this audiobook provides step-by-step advice using real-life examples and powerful tools such as: Be a broken record Choose powerful word Never say no Enlist advocates And many more -- in bonus materials for extra tools in your pocket Dr. Frankel chose the format of this new audio-first work carefully, with the mission of creating an interactive and impactful listen, interweaved with actionable recommendations, real-life anecdotes, and concrete examples of not only what to say in various scenarios, but how to say it. *Nice Girls Don't Speak Up or Stand Out* dives deeply into nearly one hundred everyday challenges women face related to communication. With Dr. Lois Frankel as your guide, you can learn how to express yourself confidently, courageously, and clearly -- and start taking charge of your career.

By the bestselling author of *What Got You Here Won't Get You There* Do you hesitate about putting forward ideas? Are

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you reluctant to claim credit for your achievements? Do you find it difficult to get the support you need from your boss or the recognition you deserve from your colleagues? If your answer to any of these is 'Yes', How Women Rise will help get you back on track. Inspiring and practical by turns, it identifies 12 common habits that can prove an obstacle to future success and tells you how to overcome them. In the process, it points the way to a career that will satisfy your ambitions and help you make the difference you want to make in the world. _____ 'Guidance on

the habits you fall into that aren't helping you achieve the success you deserve. It's fascinating.' Sunday Times 'How Women Rise is a great read.'

Lois P. Frankel, author of Nice Girls Don't Get the Corner Office 'A great resource to discover the 12 habits that hold women back and how to overcome them.' Forbes

Fifty biographies of groundbreaking, outspoken, odds-defying Jewish women serve as inspiration and roadmap for the next generation.

Conquering the clutter with style

Unconscious Mistakes Women Make That Sabotage Their Careers

Volcanic Momentum: Get Things Done by Setting Destiny Goals, Mastering the Energy Code, and Never Losing Steam

Stories of Recovery

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The Internationally Bestselling Richard & Judy Book Club Pick
Gaff Goddess

Over 100 Simple, Budget Recipes

The groundbreaking classic that explores how women can and should negotiate for parity in their workplaces, homes, and beyond When Linda Babcock wanted to know why male graduate students were teaching their own courses while female students were always assigned as assistants, her dean said: "More men ask. The women just don't ask." Drawing on psychology, sociology, economics, and organizational behavior as well as dozens of interviews with men and women in different fields and at all stages in their careers, Women Don't Ask explores how our institutions, child-rearing practices, and implicit assumptions discourage women from asking for the opportunities and resources that they have earned and deserve—perpetuating inequalities that are fundamentally unfair and economically unsound. Women Don't Ask tells women how to ask, and why they should.

Award-winning cookery writer and anti-poverty campaigner Jack Monroe is back with Cooking on a Bootstrap: a creative and accessible cookbook packed with affordable, delicious recipes,

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most of which are vegetarian. Winner of the Observer Food Monthly Best Food Personality Readers' Award 2018. Jack Monroe is a campaigner, food writer and activist, her first cookbook A Girl Called Jack, was a runaway bestseller. The sequel Cooking on a Bootstrap makes budget food fun and delicious, with 118 incredible recipes including Fluffy Berry Pancakes, Self-Love Stew, Marmite Mac 'n' Cheese and Hot Sardines with Herby Sauce. Chapters include Bread, Breakfasts, A Bag of Pasta and a Packet of Rice, Spuds and Eat More Veg. There are vegan, sweet and what Jack calls 'contraband' dishes here, as well as nifty money-saving tips. With her trademark humour and wit, Jack shows us that affordable, authentic and creative recipes aren't just for those with fancy gadgets or premium ingredients. Initially launching this book as a very limited black and white edition on Kickstarter, Jack reached the funding target in just one day. This beautiful edition contains illustrations and original full-colour photographs to really make your mouth water. Before you were told to "Lean In," Dr. Lois Frankel told you how to get that corner office. The New York Times bestseller, is now completely revised and updated. In this edition, internationally

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recognized executive coach Lois P. Frankel reveals a distinctive set of behaviors--over 130 in all--that women learn in girlhood that ultimately sabotage them as adults. She teaches you how to eliminate these unconscious mistakes that could be holding you back and offers invaluable coaching tips that can easily be incorporated into your social and business skills. Stop making "nice girl" errors that can become career pitfalls, such as: Mistake #13: Avoiding office politics. If you don't play the game, you can't possibly win. Mistake #21: Multi-tasking. Just because you can do something, doesn't mean you should do it. Mistake #54: Failure to negotiate. Don't equate negotiation with confrontation. Mistake #70: Inappropriate use of social media. Once it's out there, it's hard to put the toothpaste back in the tube. Mistake #82: Asking permission. Children, not adults, ask for approval. Be direct, be confident. The first in the Half-Moon Hollow series is "wry, delicious fun" (Susan Andersen, New York Times bestselling author) as it follows a librarian whose life is turned upside down by a tempestuous and sexy vampire. Maybe it was the Shenanigans gift certificate that put her over the edge. When children's

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librarian and self-professed nice girl Jane Jameson is fired by her beastly boss and handed twenty-five dollars in potato skins instead of a severance check, she goes on a bender that's sure to become Half Moon Hollow legend. On her way home, she's mistaken for a deer, shot, and left for dead. And thanks to the mysterious stranger she met while chugging neon-colored cocktails, she wakes up with a decidedly unladylike thirst for blood. Jane is now the latest recipient of a gift basket from the Newly Undead Welcoming Committee, and her life-after-lifestyle is taking some getting used to. Her recently deceased favorite aunt is now her ghostly roommate. She has to fake breathing and endure daytime hours to avoid coming out of the coffin to her family. She's forced to forgo her favorite down-home Southern cooking for bags of 0 negative. Her relationship with her sexy, mercurial vampire sire keeps running hot and cold. And if all that wasn't enough, it looks like someone in Half Moon Hollow is trying to frame her for a series of vampire murders. What's a nice undead girl to do?

"Nice" Jewish Girls

The Power of Knowing What You Don't Know

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Eat Your Peas

Ask a Manager

Nice Girls Don't Date Dead Men

Nice Girls Don't Change the World

Nice Girls Don't Bite Their Neighbors

More than anything Devi Sharma wants to win the upcoming BollyOz competition for her mum. Then she'll be on her way to becoming Bollywood's first ever Australian half-Indian, sort of Kiwi, quarter Scottish, Vaisnavi vegan superstar! Then Devi starts AFL lessons at school and she's surprised to find she has talent...and a feeling she hasn't had in a long time. Can Devi convince her family to let her play AFL when 'nice girls don't play this football' and her mum thinks it will risk her winning BollyOz? With the help of her best friend in the whole entire universe, Josie, Devi needs to come up with a plan so she can play footy like she wants and light the fire in her belly once again

Tired of being at the mercy of the economy? Have you been downsized or are you keeping your head down, hoping that things will get better? This book will help you:

Transfer your current skills into a new careerTransition from employee to entrepreneur-even if you don't know where to start***Gain control over your life and have more financial freedom***Discover your purpose, follow your dreams and live a fulfilled life***Start over after a job at any age or stage in your career**

Then We Came to the End is your life and my life. It is how we spend our days and too many of our nights. It is about being away from friends and family, about sharing a

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stretch of stained tiled carpet with a group of strangers we call colleagues. It is about sitting all morning next to someone you deliberately cross the road to avoid at lunchtime. Joshua Ferris's brilliant first novel follows a group of white-collar workers as they struggle to go about their lives amidst the constant fear of who will be next to 'walk Spanish down the hall'.

'(Gaff Goddess) should be taught in schools. It's genuinely, hands-on empowering! After four paragraphs I am fully convinced I could build my own house and go on Grand Designs!' - Marian Keyes

Laura de Barra is quite simply a Gaff Goddess. Expanding on her popular online home hacks, Laura will teach you how to handle the problems we all encounter in our homes. Straight-talking and hilarious and packed with Laura's stunning illustrations, her step-by-step guides will prepare you to handle the most common household emergencies with style. From dripping taps to hanging a frame, how best to look after your white goods, how to treat moths, mould and everything in between, and with invaluable design ideas to improve the living spaces in your home, this book is for everyone who has ever wanted to tackle a bit of She-ly without really knowing how. Ingenious and sure to be an instant household must-have, Gaff Goddess will empower you to make those repairs and rediscover your space saving you time, money and stress in the process.

Count Down

Nice Girls Don't Play Footy

Nice Girls Don't

The debut book from Florence Given

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Break the 12 Habits Holding You Back

Bridgerton

Women, Anger & Depression

'Kristin Hannah is a classic storyteller and The Four Winds sees her at the top of her game' - Matt Haig 'Powerful and compelling' – Delia Owens, author of Where the Crawdads Sing 'A story of love, family, unbreakable bonds, bravery and hope. I loved this book so much!' - Christy Lefteri, author of The Beekeeper of Aleppo She will discover the best of herself in the worst of times . . . Texas, 1934. Elsa Martinelli had finally found the life she'd yearned for. A family, a home and a livelihood on a farm on the Great Plains. But when drought threatens all she and her community hold dear, Elsa's world is shattered to the winds. Fearful of the future, when Elsa wakes to find her husband has fled, she is forced to make the most agonizing decision of her life. Fight for the land she loves or take her beloved children, Loreda and Ant, west to California in search of a better life. Will it be the land of milk and honey? Or will their experience challenge every ounce of strength they possess? From the overriding love of a mother for her child, the value of female friendship and the ability to love again – against all odds – Elsa's incredible journey is a story of survival, hope and what we do for the ones we love. The Four Winds is a deeply moving, powerful story about the strength and resilience of women and the bond between mother and daughter, by the multi-million-copy number one bestselling author of The Nightingale, Kristin Hannah. Praise for Kristin Hannah: 'A rich, compelling novel of love, sacrifice and survival' – Kate Morton 'A masterclass' – Karen Swan ** What readers LOVE about The Four**

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Winds: 'Everyone should read this book. This is the new American classic' 'It will break your heart and bring you to tears. It will also be one of the best books you read all year!' 'This is historical fiction at its best: compelling, compassionate, enraging and courageous. I absolutely loved this book!' 'Gripping and captivating . . . heartbreaking and inspiring' 'We fall in love with a warrior who finds her power and strength, surrounded by love. Beautiful' 'BRAVO to the author, this is her best work yet'

This very impressive Handbook takes established research topics about women in management and treats them in fresh and novel ways. The chapters are intellectually interesting, sound, and provocative, and meet the editors aspiration to stimulate high quality research on women s experiences in work organizations. I recommend it highly.

Jean M. Bartunek, Boston College, US This comprehensive Handbook presents specially commissioned original essays on the societal roles and contexts facing women in business and management, the specific career and work life issues of women in these fields, organizational processes affecting women, and the role of women as leaders in business and management. The essays shed light on the extant structures and practices of society and organizations that constrain or facilitate women s representation, treatment, quality of life, and success. Despite decades of ongoing inquiry and increasing interest, research on women in business and management remains a specialized field without mainstream acceptance within business and management disciplines. The Handbook presents the current state of knowledge about women in business and management and specifies the directions for future research likely to be most constructive for advancing the representation, treatment, quality of

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life, and success of women who work in these fields. It provides the foundations for improved societal and organizational structures, policies, and relational practices affecting all in business and management. Thus, by enhancing the knowledge base that improves the work and life situations of women, it suggests ways to elevate the societal and organizational systems for all. The Handbook will be an essential reference source for recent advances in research and theory, informing both scholars of organization studies, gender, diversity, and feminism; human resource specialists; and educators of and consultants to business organizations and management.

Want to Crush Your Goals? Get Momentum And Win Stop dreaming about “someday” and let **Volcanic Momentum** show you how to tap into unlimited energy and reach your goals now, not later. In his latest work, authorpreneur Jordan Ring shares how you can build a solid foundation for lifelong success with nine powerful momentum strategies. Using these tools, you will never again lose motivation, inspiration, and the drive needed to meet your goals once and for all! Whether it’s those pesky last ten pounds, the remaining twenty pages of your thesis, or the kite-making side-hustle that you know will one day make oodles of money— getting a copy of **Volcanic Momentum** in your hands will give you superpowers. With **Destiny Goals**, your God-given potential will be reached, and your purpose on this earth made clear to you. Your divine purpose is ready to revealed and unleashed upon the world, what are you waiting for? In this book you will learn: How to find your ultimate life purpose by setting and achieving **Destiny Goals**. Momentum strategies to keep moving the needle forward regardless of what life throws at you. Tips to leave boredom behind you and cultivate massive

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personal growth by becoming what you were created to be. And much more... Volcanic Momentum is not just another feel good self-help book, it won't tell you that the journey will be without its challenges, and it's definitely not a guide to having an easy life. But if you're looking for an encouraging and realistic take on everyday struggles, you need this book. With self-deprecating humor and a vulnerable writing style, Jordan shares actionable tips and strategies you can use in your daily life to achieve your full potential. By the end, you will have all the tools you need to change the world and still have fun doing it. What are you waiting for? Scroll up, buy now, and pick up this game-changing new read!

Women can empower themselves to fulfill their needs and aspirations without being strapped down by feelings that society has taught them to ignore. Finding the source of your anger can help you lose your depression.

How Our Modern World Is Threatening Sperm Counts, Altering Male and Female Reproductive Development, and Imperiling the Future of the Human Race

How to Make Your Voice Heard, Your Point Known, and Your Presence Felt

Nice Girls Don't Have Fangs

9 Essential Skills for New Female Leaders in Business and the Workplace. How to Influence Teams Effectively and Combat Imposter Syndrome

Nice Girls Don't Drink

Think Like an Entrepreneur

Women Don't Ask

Offering indispensable strategies and tactics for how to become happier and more suc

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in every aspect of your life. By the time you've finished reading this book, you'll be transformed from a nice girl to a winning woman – forever. Have you ever felt invisible? Taken advantage of? Reluctant or unable to articulate what you really want? If so, join the nice girls club. The nice girls club. Nice girls are those who behave the way others want them to be, sacrificing their own needs. Winning women, on the other hand, aren't afraid to stand up for themselves, set appropriate boundaries, and consider their own needs as well as those of others. Which would you rather be? In 2004, Lois P. Frankel's bestselling book, *Nice Girls Don't Get the Corner Office* blew the lid off our long-held ideas about gender and success. Now Lois has teamed up with negotiation expert Carol Frohlinger to take this advice beyond the boundaries of the workplace and provide a broader set of knowledge and skills that every woman can use with anyone, anywhere, at any time. By the time you've finished reading *Nice Girls Just Don't Get It*, you'll have learned how to:

- * Get your family to do their share of housework
- * Send back a meal that isn't prepared the way you ordered it
- * Politely decline when asked to do an unreasonably large favour
- * Confront a colleague who is shirking responsibility or taking credit for your work

And much more...

Offering the same brand of practical, no-holds-barred, expert advice that made *Nice Girls Don't Get the Corner Office* an international million-copy bestseller, *Nice Girls Just Don't Get It* teaches us the skills we need to turn from a nice girl into a winning woman, not just in our careers but in our relationships, families, and everyday lives. Have you ever felt invisible? Taken advantage of? Reluctant (or unable) to articulate what you really want? If so, join

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club. The nice girls club. Nice girls—that's right, girls—are those more concerned with others than with addressing their own needs and haven't yet learned how to overcome childhood messages cultural stereotypes keeping them from getting their voices heard needs met, and the lives they want. This book will turn those nice girls into winning women. That is, women who factor their own needs in with those of others, confront those who mistreat them disrespectfully, maintain healthy and mutually beneficial relationships with appropriate boundaries—and as a result, are happier and more successful in every area of their lives. In 2004, Lois Frankel blew the lid off so many of our long-held ideas about gender and success with her bestselling *Nice Girls Don't Get the Corner Office*, which went on to become a huge phenomenon, the term "nice girls" has secured a place in our cultural lexicon. Here Lois Frankel teams up with negotiation expert Carol Frohlinger to bring this bestselling advice to the workplace and provide a broader set of skills that any woman—whether a CEO or an at-home mom—can use to win anywhere, with anyone. Presented in the straightforward, digestible format that helped make *Nice Girl's Don't Get the Corner Office* an instant hit, Frankel and Frohlinger outline seven practical strategies and 99 supporting tactics that every winning woman should know. By the time you've finished reading this book, you'll be able to:

- Get your husband to do his half of the household chores—without being made to feel like a nag.
- Stop overextending yourself by taking on all the unpleasant tasks no one on your volunteer board, or your team at work will go near.
- Win an argument with your mother-in-law about who will be hosting Christmas dinner.
- Have the courage to send back a memo

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isn't prepared the way you'd ordered it. • Confront a colleague who is shirking responsibility or taking credit for your work. • Convince a sales person to reduce a fee, waive a surcharge, or honor a store credit. • Question a doctor's course or treatment or request a second opinion, instead of simply going along in order to be a "good" patient. • Firmly but politely bow out of an extravagant vacation to celebrate a friend's birthday that you simply can't afford—without feeling guilty about it. And so much more. A must-read for anyone who has ever felt taken advantage of by a friend or family member, unappreciated by a spouse or partner, or exploited by a vindictive neighbor or co-worker, *Nice Girls Just Don't Get It* offers women the indispensable knowledge and skills to get the things they want, the respect they've earned, and the success they deserve. From the Hardcover edition.

While dealing with wedding preparations and the cantankerous ghost of her grandmother, Jane is ordered by the Council to babysit a newborn vampire until he can control his transformation, which causes her fiancée to become insanely jealous.

Tory Travis is determined to battle the school board until they provide the same support for girl's sports as they do for boy's.

99 Ways to Win the Respect You Deserve, the Success You've Earned, and the Life You Want

She Thinks Like a Boss : Leadership

The Home Edit

Play Like a Man, Win Like a Woman

Women Don't Owe You Pretty

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Nice Girls Just Don't Get It

Nice Girls Don't Get Raped

Mom offers increasingly fantastic bribes to get Daisy to eat her peas, but what Daisy actually wants is quite simple.

Following *Nice Girls Don't Have Fangs*, the second in a hilarious, smart, sexy romantic series about an out-of-work librarian who is turned into a vampire. With her best friend Zeb's Titanic-themed wedding looming ahead, new vampire Jane Jameson struggles to develop her budding relationship with her enigmatic sire, Gabriel. It seems unfair that she's expected to master undead dating while dealing with a groom heading for a nuptial nervous breakdown, his hostile werewolf in-laws, and the ugliest bridesmaid dress in the history of marriage. Meanwhile, the passing of Jane's future step-grandpa puts Grandma Ruthie back on the market. Her new fiancé, Wilbur, has his own history of suspiciously dead spouses, and he may or may not have died ten years ago. Half-Moon Hollow's own Black Widow has finally met her match. Should Jane warn her grandmother of Wilbur's marital habits or let things run their course? Will Jane always be an undead bridesmaid, never the undead bride? Combining Mary Janice Davidson's sass and the charm of Charlaine Harris's *Sookie Stackhouse* novels, this is an incredibly satisfying read for fans of paranormal romantic

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comedy.

Instant #1 New York Times Bestseller Discover the critical art of rethinking: how questioning your opinions can position you for excellence at work and wisdom in life Intelligence is usually seen as the ability to think and learn, but in a rapidly changing world, the most crucial skill may be the ability to rethink and unlearn. Recent global and political changes have forced many of us to re-evaluate our opinions and decisions. Yet we often still favour the comfort of conviction over the discomfort of doubt, and prefer opinions that make us feel good, instead of ideas that make us think hard. Intelligence is no cure, and can even be a curse. The brighter we are, the blinder we can become to our own limitations. Adam Grant - Wharton's top-rated professor and #1 bestselling author - offers bold ideas and rigorous evidence to show how we can embrace the joy of being wrong, encourage others to rethink topics as wide-ranging as abortion and climate change, and build schools, workplaces, and communities of lifelong learners. You'll learn how an international debate champion wins arguments, a Black musician persuades white supremacists to abandon hate, and how a vaccine whisperer convinces anti-vaxxers to immunize their children. Think Again is an invitation to let go of stale opinions and prize mental flexibility, humility, and curiosity over foolish consistency. If

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knowledge is power, knowing what you don't know is wisdom.

In this erotically charged novella by the New York Times bestselling author of *Call on Me*, *Nothing Between Us*, and *Not Until You* two strangers take an asphalt-burning ride into the wildest night of their lives... Natalie Bourne thinks she has the perfect night planned for her twenty-first birthday. But when her car breaks down and her boyfriend bails on her, she's left stranded in an auto shop dealing with a way too cocky, way too hot mechanic, who seems to be intent on pushing every button she has. Monroe Hawkins knows he shouldn't be messing with a girl from the uppity private college. Especially when he can tell she sees him as the help. But he's having trouble resisting the redhead with the smart mouth and the killer legs. So when Natalie's night goes from bad to worse, there's no way he's letting her spend her birthday alone. He makes her a deal—he'll take her home but not until the sun comes up. Ten hours, one motorcycle, and the city of Austin at their fingertips...things are about to take a major detour. And soon, there may be no U-turn in sight. Includes a preview of Roni Loren's *Call on Me* Praise for Roni Loren and her novels "Hot and romantic, with an edge of suspense."—Shayla Black, New York Times bestselling author "Revved up and red-hot sexy."—Lorelei James, New York Times bestselling author "Sure to have readers begging for more!"—Jo

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Davis, national bestselling author Roni Loren is the New York Times bestselling author of the Loving on the Edge novels which include Nothing Between Us, Not Until You, Need You Tonight, Fall into You, Melt into You, and Crash into You. She lives in Dallas with her husband and son. If she's not working on her latest sexy story, you can find her reading, watching reality television, or indulging in her unhealthy addiction to rockstars, er, rock concerts—yeah, that's it.

How to Navigate Clueless Colleagues, Lunch-Stealing Bosses and Other Tricky Situations at Work

How to Own the Room

75 Avoidable Mistakes Women Make with Money

Nice Girls Don't Get Rich

How Women Rise

Nice Girls Don't Live Forever

Good Girls Don't Get Fat

'THE BEAUTY MYTH' FOR THE INSTAGRAM GENERATION Women Don't Owe You Pretty is the ultimate book for anyone who wants to challenge the out-dated narratives supplied to us by the patriarchy. Through Florence's story you will learn how to protect your energy, discover that you are the love of your own life, and realise that today is a wonderful day to dump them. Florence Given is here to remind you that you

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owe men nothing, least of all pretty. WARNING: CONTAINS EXPLICIT CONTENT (AND A LOAD OF UNCOMFORTABLE TRUTHS). THE FEMINIST BOOK EVERYONE IS TALKING ABOUT. 'An incredible mouthpiece for modern intersectional feminism.' - Glamour 'A fearless book.' - Cosmopolitan 'A hugely influential young woman.' - Woman's Hour 'Rallying, radical and pitched perfectly for her generation.' - Evening Standard

'I'm a HUGE fan of Alison Green's "Ask a Manager" column. This book is even better' Robert Sutton, author of The No Asshole Rule and The Asshole Survival Guide 'Ask A Manager is the book I wish I'd had in my desk drawer when I was starting out (or even, let's be honest, fifteen years in)' - Sarah Knight, New York Times bestselling author of The Life-Changing Magic of Not Giving a F*ck A witty, practical guide to navigating 200 difficult professional conversations Ten years as a workplace advice columnist has taught Alison Green that people avoid awkward conversations in the office because they don't know what to say. Thankfully, Alison does. In this incredibly helpful book, she takes on the tough discussions you may need to have during your career. You'll learn what to say when: · colleagues push their work on you - then take credit for it · you accidentally trash-talk someone in an email and hit 'reply all' · you're being micromanaged - or not being managed at all · your boss seems unhappy with your work · you got too drunk at the Christmas party With sharp, sage advice and candid letters from

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real-life readers, Ask a Manager will help you successfully navigate the stormy seas of office life.

A powerful little book about what happens when women find their voice. INCLUDES A NEW BONUS CHAPTER ON 'HOW TO OWN THE ZOOM' 'Full of helpful concepts... I'm finding it very useful.' Philippa Perry 'Plenty of tips and tricks.' Sunday Times

_____ Most books about public speaking don't tell you what to do when you open your mouth and nothing comes out. And they don't tell you how to get over the anxiety about performance that most people naturally have. They don't tell you what to do in the moments when you are made, as a woman, to feel small. They don't tell you how to own the room. This book does. From the way Michelle Obama projects 'happy high status', and the power of J.K. Rowling's understated speaking style, to Virginia Woolf's leisurely pacing and Oprah Winfrey's mastery of inner conviction, what is it that our heroines do to make us sit up and listen - really listen - to their every word? And how can you achieve that impact in your own life? Here's how. _____ ***** 'Easy to grasp practical tips... all served up with lightness and generosity.' ***** 'It has made me realize I don't even need to be good, but I can be brave.' ***** 'Brilliant, engaging, honest, vulnerable, often damn funny.'

Based on Dr. Robyn Silverman's groundbreaking research at Tufts University, and filled with searingly honest young voices, Good Girls Don't Get Fat: □ Decodes the ripple

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effects of actions that damage our girls—and provides tools to help stop them. — Shines light on the positive influence of women who embrace body types of any size—and explains how to model the right behavior. — Shows how girls, whatever their size, can own their strengths, trust their power and accomplish amazing things.

The Male Factor

Children Under Fire

Cooking on a Bootstrap

Nice Girls Don't Speak Up or Stand Out

Nice Girls Don't Wear Cha-cha Heels!

Then We Came to the End

Nice Girls Don't Ride

Listless debutantes, long-suffering mothers, ruthless social climbers, and women in bras staggering through motel rooms swigging booze straight from the bottle are celebrated alongside Bible heroines mouthing the most staggeringly awful dialogue ever to issue forth from the minds of Hollywood screenwriters in this celebration of the best, worst, and campiest lines from Hollywood's past and present. Get ready to cringe in horror, howl with laughter, and gasp in astonishment at the most memorable collection of movie lines ever assembled.

A New York Times Bestseller From #1 New York Times bestselling author Julia

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Quinn comes the story of Colin Bridgerton and Penelope Featherington, in the fourth of her beloved Regency-set novels featuring the charming, powerful Bridgerton family, now a series created by Shondaland for Netflix. COLIN AND PENELOPE'S STORY Penelope Featherington has secretly adored her best friend's brother for . . . well, it feels like forever. After half a lifetime of watching Colin Bridgerton from afar, she thinks she knows everything about him, until she stumbles across his deepest secret . . . and fears she doesn't know him at all. Colin Bridgerton is tired of being thought of as nothing but an empty-headed charmer, tired of the notorious gossip columnist Lady Whistledown, who can't seem to publish an edition without mentioning him. But when Colin returns to London from a trip abroad, he discovers nothing in his life is quite the same—especially Penelope Featherington! The girl who was always simply there is suddenly the girl haunting his dreams. When he discovers that Penelope has secrets of her own, this elusive bachelor must decide . . . is she his biggest threat— or his promise of a happy ending?

Based on a nationwide survey and confidential interviews with more than three thousand men, bestselling author of For Women Only, Shaunti Feldhahn, has written a startling and unprecedented exploration of how men in the workplace tend to think, which even the most astute women might otherwise miss. In The

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Male Factor, Feldhahn investigates and quantifies the private thoughts that men almost never publicly reveal or admit to, but that every woman will want to know. Never before has an author gotten inside the hearts and minds of men in the workplace—from CEOs to managers, from lawyers to factory workers—to get a comprehensive and confidential picture of what men commonly think about their female colleagues, how they view flextime and equal compensation, what their expected “rules” of the workplace are, what managing emotion means, and how that lowcut top is perceived. Because the men in the surveys and interviews were guaranteed anonymity, they talk in a candid and uncensored way about their daily interactions with women bosses, employees, and colleagues, as well as what they see as the most common forces of friction and misunderstanding between men and women at work. Among the subjects The Male Factor tackles are: • how men, with rare exception, view almost any emotional display as a sign that the person can no longer think clearly—as well as what they perceive to be “emotion” in the first place (it’s not just crying) • why certain trendy clothes that women wear may create a career-sabotaging land mine in terms of how male colleagues perceive them • the unintentional signals that can change a man’s perception of a woman from “assertive and competent” to “difficult” Women will likely be surprised, even shocked, by these revelations. Some may find them

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challenging. Yet what they will gain is an invaluable understanding of how their male bosses, colleagues, subordinates, and customers react to a host of situations—as well as the ability to correct common misperceptions. The Male Factor offers a unique road map to what men in the workplace are thinking, allowing women the opportunity to decide for themselves how to use the insights Feldhahn reveals.

A New York Times, Newsweek, BuzzFeed, and Publishers Weekly Most Anticipated Book of the Year Based on the acclaimed series--a finalist for the Pulitzer Prize--an intimate account of the devastating effects of gun violence on our nation's children, and a call to action for a new way forward In 2017, seven-year-old Ava in South Carolina wrote a letter to Tyshaun, an eight-year-old boy from Washington, DC. She asked him to be her pen pal; Ava thought they could help each other. The kids had a tragic connection--both were traumatized by gun violence. Ava's best friend had been killed in a campus shooting at her elementary school, and Tyshaun's father had been shot to death outside of the boy's elementary school. Ava's and Tyshaun's stories are extraordinary, but not unique. In the past decade, 15,000 children have been killed from gunfire, though that number does not account for the kids who weren't shot and aren't considered victims but have nevertheless been irreparably harmed by gun violence. In

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Children Under Fire, John Woodrow Cox investigates the effectiveness of gun safety reforms as well as efforts to manage children's trauma in the wake of neighborhood shootings and campus massacres, from Columbine to Marjory Stoneman Douglas. Through deep reporting, Cox addresses how we can effect change now, and help children like Ava and Tyshaun. He explores their stories and more, including a couple in South Carolina whose eleven-year-old son shot himself, a Republican politician fighting for gun safety laws, and the charlatans infiltrating the school safety business. In a moment when the country is desperate to better understand and address gun violence, Children Under Fire offers a way to do just that, weaving wrenching personal stories into a critical call for the United States to embrace practical reforms that would save thousands of young lives.

Negotiation and the Gender Divide

What Men Know About Success that Women Need to Learn

An American Crisis

The Unwritten Rules, Misperceptions, and Secret Beliefs of Men in the Workplace

Women and the Art of Brilliant Speaking

The Four Winds

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Margaret Mead said: "Never doubt that a small group of thoughtful, committed citizens can change the world." My version of that quote is: "Never doubt that a community of thoughtful, committed women, filled with the power and love of God, using gifts they have identified and developed, and pursuing passions planted in them by God—never doubt that these women can change the world."—Lynne Hybels

Nice Girls are taught early that serving God means earning God's love and sacrificing oneself to meet the needs of others. Unfortunately, after living a life she thought was what God demanded, her husband wanted, her kids needed, and her church expected, Lynne Hybels felt utterly lost—both to herself and to God. In this wise and tender book, Hybels tells of her struggle to stop living someone else's life and to reclaim the unique gifts, strengths, and passions God gave her. And she reveals how turning away from her false view of God as a harsh and demanding taskmaster enabled her to rest at last in God's sustaining love. As she explains, it's never too late to discover that who you really are is exactly what delights God and what the world needs.

With the same frank advice and empowering information that made

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Nice Girls Don't Get the Comer Office a New York Times bestseller, Lois Frankel tackles the 75 financial mistakes that keep women from having the wealth they deserve. If you have outstanding balances on your credit cards...don't have assets in your own name...are saving instead of investing, then chances are you're not rich and not living the life you want. Without your awareness, behaviors learned as a girl are preventing you from becoming a woman who is financially independent and free to follow her dreams. Lois Frankel isolates the messages about money given to little girls that little boys never hear. Then she helps you discover the financial thinking that is keeping you stuck in old patterns, dependent relationships, and jobs where you earn less than you deserve. Once you get to the root of the problem, Frankel helps you solve it—with fabulous results. Her coaching tips help you take control of your finances and make more money than you ever thought possible. Do you make these "nice girl" mistakes? Mistake #4: Not playing to win. Being polite, quiet, and fair to a fault is playing the financial game "like a girl." Mistake #10: Choosing to remain financially illiterate. Knowledge is power. Learn to manage your

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major purchases, investments, and banking. Mistake #20: Spending as an emotional crutch. Understand your emotions; don't make purchases just to lift your spirits. Mistake #45: Saving instead of investing. Fear can keep your funds in low-interest accounts. Get educated about investing. Get wealthy. Frankel gives you the financial savvy to change negative behaviors, make smart money choices, and embrace the life you want sooner than you think. In the tradition of *Silent Spring* and *The Sixth Extinction*, an urgent, meticulously researched, and groundbreaking book about the ways in which chemicals in the modern environment are changing—and endangering—human sexuality and fertility on the grandest scale, from renowned epidemiologist Shanna Swan. In 2017, author Shanna Swan and her team of researchers completed a major study. They found that over the past four decades, sperm levels among men in Western countries have dropped by more than 50 percent. They came to this conclusion after examining 185 studies involving close to 45,000 healthy men. The result sent shockwaves around the globe—but the story didn't end there. It turns out our sexual development is changing in broader ways, for both men and women and even other species, and that the

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modern world is on pace to become an infertile one. How and why could this happen? What is hijacking our fertility and our health? Count Down unpacks these questions, revealing what Swan and other researchers have learned about how both lifestyle and chemical exposures are affecting our fertility, sexual development—potentially including the increase in gender fluidity—and general health as a species. Engagingly explaining the science and repercussions of these worldwide threats and providing simple and practical guidelines for effectively avoiding chemical goods (from water bottles to shaving cream) both as individuals and societies, Count Down is at once an urgent wake-up call, an illuminating read, and a vital tool for the protection of our future.

UNEXPECTED UNDEAD BREAK-UP Nothing sucks the romance out of world travel like a boyfriend who may or may not have broken up with you in a hotel room in Brussels. Jane Jameson's sexy sire Gabriel has always been unpredictable, but the seductive, anonymous notes that await him at each stop of their international vacation, coupled with his evasive behavior over the past few months, finally push Jane onto the next flight home

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to Half Moon Hollow -- alone, upset, and unsure whether Gabriel just ended their relationship without actually telling her. Now the children's-librarian-turned-vampire is reviving with plenty of Faux Type O, some TLC from her colorful friends and family, and her plans for a Brave New Jane. Step One: Get her newly renovated occult bookstore off the ground. Step Two: Support her best friend, Zeb, and his werewolf bride as they prepare for the impending birth of their baby...or litter. Step Three: Figure out who's been sending her threatening letters, and how her hostile pen pal is tied to Gabriel. Because for this nice girl, surviving a broken heart is suddenly becoming a matter of life and undeath....

Romancing Mister Bridgerton

Think Again

Simple Tips and Tricks to Help You Run Your Home

Handbook on Women in Business and Management

99 ways to win the respect you deserve, the success you've earned and the life you want

Nice Girls Don't Get the Corner Office

The New York Times Bestseller A Netflix Original Series. What if you could conquer the

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clutter, make your home pretty and keep it that way? 'Move over, Marie Kondo - Clea Shearer and Joanna Teplin are the professional organisers the A-list now let rifle through their drawers.' - Sunday Times Style 'Professional organizers Clea Shearer and Joanna Teplin are in high demand in Hollywood, having organized everything from pantries to play rooms for stars like Gwyneth Paltrow, Rachel Zoe, Lauren Conrad and Mandy Moore. While the Nashville-based founders of The Home Edit (and its celeb-followed Instagram) may not be able to give you Rachel Zoe's enviable shoe collection, they can give you the tools to get your own into similarly immaculate order - and hey, that's a step in the right direction.' - People Believe this: every single space in your house has the potential to function efficiently and look great. The mishmash of summer and winter clothes in the closet? Yep. Even the dreaded junk drawer? Consider it done. And the best news: it's not hard to do-in fact, it's a lot of fun. From Clea Shearer and Joanna Teplin, the Instagram-famous home organizers who made their orderly eye candy the method that everyone swears by, comes a signature approach to decluttering. The Home Edit walks you through paring down your belongings in every room, arranging them in a stunning and easy-to-find way (hello, labels!), and maintaining the system so you don't need another do-over in six months. When you're done, you'll not only know exactly where to find things, but you'll also love the way it looks. A master class and lookbook in one, The Home Edit is filled with bright photographs and detailed tips, from placing plastic dishware in a drawer where little hands can reach to categorizing pantry items by color (there's nothing like a little ROYGBIV to soothe the soul). Above all, it's like having your best friends at your side to help you turn the chaos into calm. Nice Girls Don't Get the Corner Office Unconscious Mistakes Women Make That Sabotage

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Their Careers Hachette UK

Eighteen women relate their struggles against alcoholism and drug abuse, recounting the early influences that led to their addiction and the crucial turning points that enabled them to begin the recovery process

Discover how to become an effective woman in leadership -- even if you're shy, avoid conflict at all costs, or lack confidence. Are you tired of seeing men at work get promoted, be given better assignments, and enjoy pay raises even though you know your skills and results are just as good, if not better? Do you find it difficult to express yourself during work meetings without being hostile or apologetic? Perhaps you're tired of coming home feeling frustrated because you didn't speak up at the meeting, or maybe you feel as though, no matter what you try, people just walk all over you. You know that there must be another way. And you're right. But don't worry: help is at hand. In an incredibly male-dominated world, it's crucial -- now more than ever -- to develop the necessary skills to become an effective leader and start demanding what you deserve. Luckily, it's easier than you think. You don't have to buy into the self-help industry, which wastes your time, resources and energy on costly and often condescending life coaches and counselling sessions. All you need are easy, proven skills and traits that will help you gradually develop your self-esteem, sharpen your trust, and hone your boundary-setting and communication skills. If you're someone who:

- Is new into leadership
- Wants to know how to manage a team more effectively
- Finds it difficult to deal with employees
- Doesn't feel worthy of their leadership position (or doesn't know how to reach one)
- Lacks self-confidence
- Wants to know the secrets to improving communication

then Ava Clarke can help you. Many people don't

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understand that there's a lot more to being a leader than just managing people. The first step to thinking like a boss is having the insight and understanding that pioneering successful women have -- and using it to take constructive action. In *She Thinks Like a Boss*, here's just a fraction of what you will discover: What successful women in leadership are doing -- and how you can copy them What 'imposter syndrome' is, and how to FINALLY defeat it Essential strategies for overcoming the fears that are holding you back Why having a great team is the foundation to every business success (and how to build yours) A blueprint for optimizing your team and the outstanding results it can produce The 4-step communication model for setting strong boundaries The rules of negotiation -- and how to use them to get what you deserve And much more. Even if you feel uncomfortable or scared to face the issues that being a great leader brings, the key is to dive straight in. In *She Thinks Like a Boss*, you will be given specific and practical techniques to help you gradually overcome the problems you're facing. You're on a personal journey, but there are key steps you can take to set you on the path to live the life you dream of and be an inspiration to other women in business. Become an inspirational female leader today: scroll up, and click the "Add to Cart" button right now.