

Takin' Care of Business:

Unabridged Audiobooks at the Inglewood Public Library



Under a grant from the California State Library, the Inglewood Public Library has purchased several audiobook titles dealing with small business.

Authors include Scott Adams, creator of *Dilbert*; Mark McCormack, founder and chairman of IMG, a sports marketing company; Deepak Chopra, inspirational speaker; and Zig Ziglar, motivational speaker.

These recordings on compact disc are available at the Audio-Visual Division, Inglewood Public Library, 101 West Manchester Boulevard, Third Floor.

- PN6231.72.A33** **Adams, Scott.** *Dilbert and the way of the weasel.* New York : HarperCollins; Prince Frederick, Md. : distributed by Recorded Books, p2002. In this book, Adams takes a look into the Weasel Zone, the giant gray area between good moral behavior and outright felonious activities.
- BF698.35.C45.A43** **Alessandra, Tony.** *Ten qualities of charismatic people.* [Niles, III.] : Nightingale-Conant Corp. ; Prince Frederick, Md. : Distributed by Recorded Books, p2000. With this informative program, you'll learn about or improve the following: silent messages, your ability to speak well, your listening skills, your persuasive talent, and flexibility.
- BF637.T5.A46** **Allen, David.** *Ready for anything : 52 productivity principles for work and life.* Prince Frederick, Md. : Recorded Books, p2004. Allen outlines his plan for working better, not harder. Included are tips for fostering creativity, focusing attention, structuring time wisely, and taking action to get things done.
- HG221.A45** **Allen, Robert G.** *Multiple streams of income : how to generate a lifetime of unlimited wealth.* [Niles, III.] : Nightingale-Conant/Simon & Schuster ; Prince Frederick, Md. : distributed by Recorded Books, p1998. Allen explains how to create multiple streams of cash flow, offering ten new methods for generating money on a part-time basis, working from home, using little or none of one's own money.
- BJ1597.A53** **Andrews, Andy.** *Traveler's gift : seven decisions that determine personal success.* Prince Frederick, Md. : Recorded Books, p2003. Andrews combines his seven key resolutions to succeeding in life with an inspiring tale about a man who makes a spiritual journey to visit seven famous historical figures who deliver words of wisdom
- BF698.35.S47.A76** **Aron, Elaine.** *Highly sensitive person : how to thrive when the world overwhelms you.* Prince Frederick, Md. : Recorded Books, p2004. Through self-assessment tests and techniques, Aron shows listeners how to identify their own personality traits. This exceptional book can lead to remarkable results for many who suffer from constant stress and anxiety
- HD9930.5.B425** **Beckwith, Harry.** *Selling the invisible : a field guide to modern marketing.* Prince Frederick, Md. : Recorded Books, p2002. Gives listeners new

marketing strategies for selling services that apply equally well to businesses or individual careers.

- HD31.B527** **Blanchard, Ken. *One minute manager.*** [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p1994. You can listen and learn the strategies of one-minute management to save time and increase your productivity whether it be in your business, your home or even managing your children.
- HD31.B5282** **Blanchard, Ken. *Putting the one minute manager to work*** [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p1995. An inside look at how you can make the most of your management skills.
- HF5382.7.B64** **Bolles, Richard N. *What color is your parachute? : a practical handbook for job-hunters and career changers.*** Prince Frederick, Md. : Recorded Books, p2002. Richard Nelson Bolles offers the latest advice for helping people find meaningful, satisfying employment. All the current trends and attitudes of the marketplace are examined, and Bolles even provides tips for handling modern interviews.
- RZ401.B7325** **Borysenko, Jan. *Power of the mind to heal : renewing body, mind, and spirit.*** [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p1993. Dr. Borysenko reveals that healing is the simplest of matters, and can be accomplished with her practical, pragmatic approach.
- HG4521.B658** **Brennan, Jack. *Straight talk on investing : what you need to know.*** Prince Frederick, Md. : Recorded Books, p2003. This book will show you how to reduce investment risk by diversifying and balancing your portfolio. With Brennan's proven tools and techniques, you'll be on the road to profit in no time at all with a finely tuned mutual fund portfolio.
- HM132.B745** **Brooks, Michael. *Instant rapport.*** [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p1994. Author Brooks shares the same Neurolinguistic Programming (NLP) techniques he has taught to Fortune 500 executives in his renowned seminars.
- BF481.B76** **Bstan-'dzin-rgya-mtsho, Dalai Lama XIV. *Art of happiness at work.*** Prince Frederick, Md. : Recorded Books, p2004. During his humanitarian missions across the globe, the Dalai Lama has affected the lives of millions of people. In *The Art of Happiness at Work* he describes methods for achieving happiness, while eliminating suffering, in the work place.
- HD38.2.B83** **Buckingham, Marcus. *First break all the rules : what the world's greatest managers do differently.*** Prince Frederick, Md. : Recorded Books, p2001. Company managers reveal revolutionary insights about successful managerial behavior.
- UB210.C25** **Cannon, Jeff. *Leadership lessons of the Nave SEALS.*** Prince Frederick, Md. : Recorded Books, p2003. The Cannon brothers provide a comprehensive

handbook on how to triumph in the business environment.

- HG179.C4** **Chilton, David. *Wealthy barber : everyone's commonsense guide to becoming financially independent.*** Prince Frederick, Md. : Recorded Books, p2001. Relying on his fictional assistant, Roy the barber, and healthy dollops of humor, Chilton shows how you can take charge of your money now and achieve future financial freedom.
- BF637.C46** **Chopra, Deepak. *Higher self.*** [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p1993. Dr. Chopra combines modern science and ancient spirituality to show you how to reach your higher self and its empowering source of intelligence.
- R733.C4882** **Chopra, Deepak. *Journey to the boundless : exploring the intimate connection between your mind, body, and spirit.*** Niles, III. : Nightingale-Conant Corp. ; Prince Frederick, Md. : Distributed by Recorded Books, p1996. Dr. Chopra helps listeners to break free of conceptual boundaries and step into the boundless, which is pure potentiality, pure creativity, pure freedom, and pure joy.
- BF161.C46** **Chopra, Deepak. *Magical mind, magical body : mastering the mind/body connection for perfect health and total well-being.*** New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p1990. Dr. Chopra helps listeners uncover the healing power of the mind and use the power of quantum healing to gain a perfect balance of mind, body and spirit.
- BF1031.C52** **Choquette, Sonia. *Your psychic pathway : listening to the guiding wisdom of your soul.*** [Niles, III.] : Nightingale-Conant Corp. ; [New York : Simon & Schuster Audio] ; Prince Frederick, Md. : Distributed by Recorded Books, p1998. Clear, inspiring, and practical guidelines for tapping the psychic powers within you.
- HD59.C493** **Christiensen, Clayton M. *Innovator's solution : creating and sustaining successful growth.*** Prince Frederick, Md. : Recorded Books, p2004. The authors outline an innovative plan that urges businesses to create disruption rather than fleeing from it.
- HD57.7.C865** **Collins, James C. *Built to last : successful habits of visionary companies.*** Prince Frederick, Md. : Recorded Books, p2001. Visionary companies are built by visionary leaders, whose ideas live on long after their death. This book examines 18 world class companies and the reasons for their success.
- HF5386.C735** **Collins, James C. *Good to great : why some companies make the leap - and others don't.*** Prince Frederick, Md. : Recorded Books, p2001. Attempts to show how a "good" company can become a "great" company. It looks at the type of leadership required, the one thing a company must focus on, the correct uses of technology, and how to make productive changes last.
- BF575.H27.C85** **Csikszentmihalyi, Mihaly. *Flow : the psychology of optimal experience.*** [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, c1994. An esteemed psychologist reveals how you can achieve a euphoric state of concentration and complete involvement at will -- and turn everyday experience into a moment by

moment opportunity for joy and self-fulfillment.

- BF575.H27.C85** **Csikszentmihalyi, Mihaly.** *Good business : leadership, flow, and the making of meaning.* New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p2003. The author reveals how business leaders, managers, and employees can find their "flow" and contribute not only to their own happiness, but also to a just and evolving society.
- HG179.C85** **Cummuta, John M.** *Turn your debt into wealth : a proven system for REAL financial independence.* [Niles, III.] : Nightingale-Conant ; Simon & Schuster Audio ; Prince Frederick, Md. : distributed by Recorded Books, p2001. This audio selection proposes ways for each of us to attain real financial freedom.
- GV481.D36** **Dannhauser, Carol Leonetti.** *Getting in shape.* Prince Frederick, Md. : Recorded Books, p2003. With this guide, you will be able to determine your fitness goals, establish the proper exercise and eating habits, and maintain the motivation necessary to achieve success.
- HC106.82.D46** **Dent, Harry S.** *Roaring 2000s wealth finder : building the wealth and lifestyle you desire in the greatest boom in history.* New York : Simon & Schuster Audio/Nightingale-Conant ; Prince Frederick, Md. : distributed by Recorded Books, p2000. Based on solid historical information and research, Dent offers detailed investment strategies to help you exploit the coming boom.
- HD31.D77337** **Drucker, Peter.** *Managing in a time of great change.* Prince Frederick, Md. : Recorded Books, p2002. Drucker examines current management trends and rates their effectiveness. He also discusses the changing relationship between business and government, and the shifting balance of power between management and labor.
- BF637.54.D94** **Dyer, Wayne.** *How to be a no-limit person.* [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p1994. Dr. Dyer teaches you how to greet each day with high expectations and a clear sense of direction -- not just for the moment, but for an entire lifetime.
- BF637.S8,D94** **Dyer, Wayne.** *Secrets to manifesting your destiny.* [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : distributed by Recorded Books, p1996. Dr. Dyer's transformational program promises to teach you how to overcome your conditioning and know that manifesting your desires is possible.
- BL65.S84.D94** **Dyer, Wayne.** *Wayne W. Dyer CD audio collection : The awakened life, Secrets of the universe, Transformation.* [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p2002. One of the most widely known and respected people in the field of self-empowerment urges us to rejoice, love ourselves, and open ourselves to excellence and joy.
- HQ1063.2.U6.E33** **Egan, Hope.** *Retiring.* Prince Frederick, Md. : Recorded Books, p2003. Here, in plain language, free from financial jargon or complicated formulas, is what everyone needs to know about the most important retirement issues.

- HQ7758.F3** **Faber, Adele. *How to talk so kids will listen and listen so kids will talk.*** New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p1987. The authors use real-life situations to show how you can respect and respond to your child's feelings and satisfy your own needs.
- RC523.2.F68** **Fotuhi, Majid. *Memory cure : how to protect your brain against memory loss and Alzheimer's disease.*** Prince Frederick, Md. : Recorded Books, p2004. In this essential and easy-to-understand book, Dr. Fotuhi draws on the latest research on memory loss to explain how the brain ages and outlines a plan to protect memory through life.
- HF5382.7.G31** **Garber, Janet. *Getting a job.*** Prince Frederick, Md. : Recorded Books, p2003. The perfect guide for anyone looking to make a big splash into the workforce, change careers, or discover the secret to finding a great job in today's competitive market.
- BF161.G33** **Geffen, Jeremy. *Seven levels of healing.*** [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p2001. Geffen offers clear guidance on how to navigate with skill and insight through any illness or life challenge.
- HM1106.G56** **Glover, Robert A. *No more Mr. nice guy : a proven plan for getting what you want in love, sex, and life.*** Prince Frederick, Md. : Recorded Books, p2004. Dr. Robert A. Glover presents a guide to creating a healthy and satisfying life. He believes there are men who suffer from what he calls the "Nice Guy Syndrome," and here he offers advice on how to take back control.
- HG172.B84.H34** **Hagstrom, Robert G. *Warren Buffett way : investment strategies of the world's greatest investor.*** Prince Frederick, Md. : Recorded Books, p2001. Hagstrom gives an in-depth look at the innovative investment and business strategies behind the success of living legend Warren Buffett.
- RC394.A85.H34** **Hallowell, Edward M. *Driven to distraction : recognizing and coping with attention deficit disorder from childhood through adulthood.*** Prince Frederick, MD : Recorded Books, p2002. Through examples and personal experiences, the authors paint a clear picture of attention-deficit disorder, and proper treatment that can help handle the neurological problem.
- BF637.S8.H26** **Hansen, Mark Victor. *Dreams don't have deadlines : living your dream life no matter what your age.*** [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p2002. Hansen encourages people in their 50s to reach for the stars, because society can't afford to have these people just go fishing. Here, he shares his techniques, strategies, and tactics for finding true success in life.
- HF5438.25.H655** **Hopkins, Tom. *Certifiable salesperson.*** Prince Frederick, Md. : Recorded Books, p2003. This book focuses on critical selling techniques, from handshakes and clothing to networking and presentations. This handbook helps individuals turn fear of rejection into confidence.
- BF575.F2.J44** **Jeffers, Susan. *Feel the fear and do it anyway.*** New York : Simon & Schuster Audio ; Prince Frederick, Md. : distributed by Recorded Books, [2001]. Jeffers teaches compassionate concepts and highly effective exercises that help

one unravel the complexities and reverse the effects of fear.

- BF637.M42.K23** **Kabat-Zin, Jon. *Mindfulness meditation : cultivating the wisdom of your body and mind.*** New York : Simon & Schuster Audio ; Prince Frederick, Md. : distributed by Recorded Books, [2002]. Kabat-Zinn offers an inside look at how you can raise your awareness level for maximum personal and professional achievement.
- HB3732.K56** **Kindleberger, Charles P. *Manias, panics, and crashes : [a history of financial crises]* ; 4th ed.** Prince Frederick, Md. : Recorded Books, p2003. Kindleberger presents an intriguing study of the major financial upheavals of history.
- HG170.K562** **Kiyosaki, Robert. *Rich dad, poor dad.*** Prince Frederick, Md. : Recorded Books, p2001. Kiyosaki explodes the myth that you need to earn a high income to be rich; challenges the belief that your house is an asset; shows parents why they can't rely on schools to teach their children about money; and more.
- UB210.K73** **Krames, Jeffrey. *Rumsfeld way : leadership wisdom of a battle-hardened maverick.*** Prince Frederick, Md. : Recorded Books, p2002. Krames examines the life and leadership style of Secretary of Defense Donald Rumsfeld and distills his strategies into a guidebook for success.
- HD38.25.U6.K.7** **Krames, Jeffrey. *What the best CEOs know.*** Prince Frederick, Md. : Recorded Books, p2003. This no-nonsense guide highlights the specific skills that help seven of the top business leaders beat the competition and keep their companies on top.
- HG4572.L4** **Lefevre, Edwin. *Reminiscences of a stock operator.*** Prince Frederick, Md. : Recorded Books, p2004. This fictional biography of Jesse Livermore, one of the greatest market speculators ever, is widely regarded as one of best investment books of all time
- LB1032.6.L49** **Levine, Mel. *Mind at a time : America's top learning expert shows how every child can succeed.*** New York : Simon & Schuster Audio ; Prince Frederick, Md. : distributed by Recorded Books, p2002. Renowned learning expert Dr. Mel Levine shows parents how they can observe and understand their children's minds
- LB1062.6.L49** **Levine, Mel. *Myth of laziness.*** Prince Frederick, Md. : Recorded Books, p2004. Dr. Levine identifies seven forms of dysfunction that obstruct output and shows how identification of the problem can make all the difference, leading to a course of corrective action rather than to accusations of laziness and moral failure.
- BF637.S8.L573** **Loehr, Jim. *Power of full engagement.*** Prince Frederick, Md. : Recorded Books, p2003. Loehr and Schwartz provide the program that has since helped thousands of business people at work and at home manage stress and sustain high performance despite crushing workloads and 24/7 demands on their time.
- HG179.L573** **Loos, Barbara. *Saving money.*** Prince Frederick, Md. : Recorded Books, p2003. Loos gets straight to the facts about everyday money concerns, including debt management, retirement planning, investing, insurance, and tax relief.

- HD69.S8M33** **Mackay, Harvey. *How to build a network of power relationships.*** [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p1995. The renowned producer of personal development and motivational audio programs brings you the skills for building the relationships that will help you to be your best.
- HF5718.M353** **McCormack, Mark H. *On communicating.*** Prince Frederick, Md. : Recorded Books, p2001. McCormack, founder and chairman of the world's leading sports marketing and athlete/performer management organization, IMG, shares his tried-and-true formulas for succeeding in business.
- HD31.M3367** **McCormack, Mark H. *On managing.*** Prince Frederick, Md. : Recorded Books, p2001. Mark H. McCormack shares the personal principles for success that he has developed over the course of many years. He details some of the finer points that managers must master as they ascend the corporate pyramid.
- HD58.6.M32** **McCormack, Mark H. *On negotiating.*** Prince Frederick, Md. : Recorded Books, p2002. McCormack provides easy-to-follow explanations and illustrations of techniques that are often beyond the grasp of even experienced negotiators
- HF5438.25.M3957** **McCormack, Mark H. *On selling.*** Prince Frederick, Md. : Recorded Books, p2001. McCormack provides a candid and engaging investigation of his business philosophy and the three tenets of salesmanship -- how to identify customers, how to reach them and how to persuade them to buy.
- HD2721.M45** **Micklethwait, John. *Company.*** Prince Frederick, Md. : Recorded Books, p2003. In *The Company*, the largely unknown history of the joint-stock company is presented by the editors of *The Economist*
- E457.2.P54** **Phillips, Donald T. *Lincoln on leadership : executive strategies for tough times.*** Prince Frederick, Md. : Recorded Books, p1999. By examining Lincoln's effective leadership style and exploring the President's diverse management skills, the author demonstrates how you can succeed with them in today's complex world.
- BF657.S8.P57** **Pitino, Rick. *Success is a choice : ten steps to overachieving in business and life.*** Prince Frederick, Md. : Recorded Books, p1997. A successful basketball coach and motivational speaker presents a practical and entertaining guide to achieving success and happiness, in one's personal life and professional career.
- BF538.65.R4** **Reardon, Kathleen Kelly. *Secret handshake : mastering the politics of the business inner circle.*** Prince Frederick, Md. : Recorded Books, p2001. Draws on the insights of some of America's leading executives to offer advice on how to break into the powerful corporate inner circle, discussing such important skills as networking and the decision-making process.
- BF637.S8.R555** **Robbins, Anthony. *Lessons in mastery : how to use your personal power to create an extraordinary life!*** New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p1998. Anthony Robbins offers advice on how to break with the mistakes in your past and achieve your dreams in the future
- BF637.S8.R5552** **Robbins, Anthony. *Live with passion.*** [S.I. : Robbins Research International,

Inc.] ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p1998. How to: increase your desire for living; use the power of paradox to launch your plans with confidence and certainty; replace dormant resources with new assets that will improve the quality of your life; and infuse your life with meaning and purpose.

- BF575.H27.S45** **Seligman, Martin E.P. *Authentic happiness : Using the new positive psychology to realize your potential for lasting fulfillment.*** Using the new positive psychology to realize your potential for lasting fulfillment. A groundbreaking look at the nature of happiness from the author of the national bestseller *Learned Optimism*.
- BJ1496.S7** **St. James, Elaine. *Simplify your life : ways to free yourself to enjoy the things that really matter to you.*** New York : Simon & Schuster Audio/Nightingale-Conant ; Prince Frederick, Md. : distributed by Recorded Books, [2001]. A practical program for creating a peaceful existence by ridding your life of chaos and confusion.
- HC110.S3.S73** **Stanley, Thomas J. *Millionaire next door.*** New York : Simon & Schuster Audio ; Prince Frederick, Md. : distributed by Recorded Books, p2000. Stanley and Danko reveal surprising secrets about America's millionaires--and provide a valuable blueprint for improving anyone's financial health.
- HF5415.S786** **Stevens, Mark. *Your marketing sucks.*** Prince Frederick, Md. : Recorded Books, p2003. Stevens attacks conventional marketing strategies with infectious zeal, making it crystal clear that most companies might as well throw their money away.
- BX2170.C55.T48** **Teresa, Mother. *Thirsting for God : the spiritual lessons of Mother Teresa.*** New York : Simon & Schuster Audio ; Niles, Ill. : Nightingale-Conant Corp. ; Prince Frederick, Md. : distributed by Recorded Books, p2001. An inspiring audiobook containing the actual recordings of Mother Teresa.
- E903.3.T46** **Thompson, Carolyn B. *Leadership genius of George W. Bush : 10 commonsense lessons from the commander-in-chief.*** Prince Frederick, Md. : Recorded Books, p2003. A practical guide that focuses on the skills George W. Bush has used throughout his career and in the White House. From identifying core values to getting results, this clearly-written guide is filled with timeless and time-tested advice.
- BF637.C5.T484** **Thomson, Peter. *Best kept secrets of great communicators : nine secret weapons to shine socially, uncover opportunities, and be perceived as smarter, sharper, and savvier.*** [Niles, Ill.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p2002. Peter Thomson helps make the unconscious aspects of communication conscious and maximizes our persuasive powers so that we can become more charismatic and influential communicators.
- HG17.T42** **Tracy, Brian. *Million dollar habits : 12 power practices to double and triple your income.*** [Niles, Ill.] : Nightingale-Conant Corp. ; [New York : Simon & Schuster Audio] ; Prince Frederick, Md. : Distributed by Recorded Books, p1999. Tracy's book is designed to help readers develop a complete strategic plan for getting everything they need and want from their lives and careers.

- BF563.7.S9.T63** **Tracy, Brian. *Psychology of achievement : develop the top achiever's mindset.*** [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p1994. Phoenix seminar developer/leader Brian Tracy presents techniques and modes to channel the mind, including conquering fear, doing things considered impossible, and making all the right moves.
- HF5438.P75.T73** **Tracy, Brian. *Psychology of selling : the art of closing the sale.*** [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p1995. Tracy shares practical, day-to-day techniques for increasing confidence in one's sales abilities and boosting profits, including the two major motivating factors in closing a sale.
- BF385.T78** **Trudeau, Kevin. *Mega memory.*** [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, c1993. Trudeau teaches listeners how to train their minds to release that perfect "instant recall" memory and stimulate the neurotransmitters in their brains.
- HD57.7.U527** **Underwood, Jim. *More than a pink Cadillac.*** Prince Frederick, Md. : Recorded Books, p2003. Starting with \$5,000, founder Mary Kay Ash built a multi-billion dollar company and global phenomenon from scratch. Of the many secrets to her success as a leader, a simple set of guiding principles forms the core.
- HF5718.V36** **Van Fleet, James K. *Conversation power : communications skills for business and personal success.*** [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p1994. Renowned communications expert James K. Van Fleet guides listeners through the most effective verbal communications strategies available today.
- HG179.W4645** **Weiss, Martin D. *Ultimate safe money guide.*** Prince Frederick, Md. : Recorded Books, p2003. Weiss offers five main lessons to understand the stock market better, watch for hidden risks, avoid costly advice, ignore "rules of thumb," remember that even well-known firms can be hazardous, and don't forget safeguards.
- HD9697.A3.U584** **Welch, Jack. *Jack : straight from the gut.*** New York : Time Warner AudioBooks ; Prince Frederick, Md. : distributed by Recorded Books, [2001]. With one of the most successful and influential careers in business ever, Jack Welch reveals the strategies and philosophies that put him at the top.
- HF5718.22.W478** **Westerfeld, Jude. *Giving a presentation.*** Prince Frederick, Md. : Recorded Books, p2003. Westerfield offers her expert strategies for giving engaging, well-prepared presentations. Included are tips on overcoming fears, using PowerPoint, and organizing presentations
- HG179.W224** **Whitcomb, John. *Sink or swim money program*** Prince Frederick, Md. : Recorded Books, p2003. Dr. John E. Whitcomb presents his strategy for teaching teenagers to manage their finances.
- BF367.W46** **Winger, Win. *Einstein factor : a proven new method for increasing your***

intelligence. [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p2000. [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p2000.

HD62.7.Y47

Yerkes, Leslie A. *Beans : four principles for running a business in good times and bad*. Prince Frederick, Md. : Recorded Books, p2003. Based on the success story of a small Seattle coffee shop, this audiobook is a tasty brew of sound principles and instructive anecdotes.

HF5438.25.Z534

Ziglar, Zig. *Five steps to successful selling*. [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : distributed by Recorded Books, p1987. This audio selection offers techniques for successful selling.

BF505.G6.Z54

Ziglar, Zig. *Goals : setting and achieving them on schedule*. [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p1995. Zig Ziglar presents tips on setting goals. He tells how to set them, how to achieve them, and how to enjoy their benefits.

BF501.Z54

Ziglar, Zig. *How to be a winner*. [Niles, III.] : Nightingale-Conant Corp ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p1990. Ziglar trains listeners how to find the positive in people and situations, change bad habits, set goals, and have more rewarding relationships.

HF5438.25.Z68

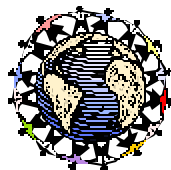
Ziglar, Zig. *Sell your way to the top*. [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p1994. Will help you open the door to a profitable sales career.

BF637.S8.Z54

Ziglar, Zig. *Success and the self-image*. [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p1995. Zig Ziglar tells you how to discover the secrets of creating and maintaining a positive self-image.

BJ1581.2.Z438

Ziglar, Zig. *View from the top : moving from success to significance*. [Niles, III.] : Nightingale-Conant Corp. ; New York : Simon & Schuster Audio ; Prince Frederick, Md. : Distributed by Recorded Books, p2001. Ziglar will teach you: to bring in the spiritual dimension in all areas of your life; the power in giving others a hand up; making radical changes with minute steps; developing a wall of gratitude; combining your mission and your vision.



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