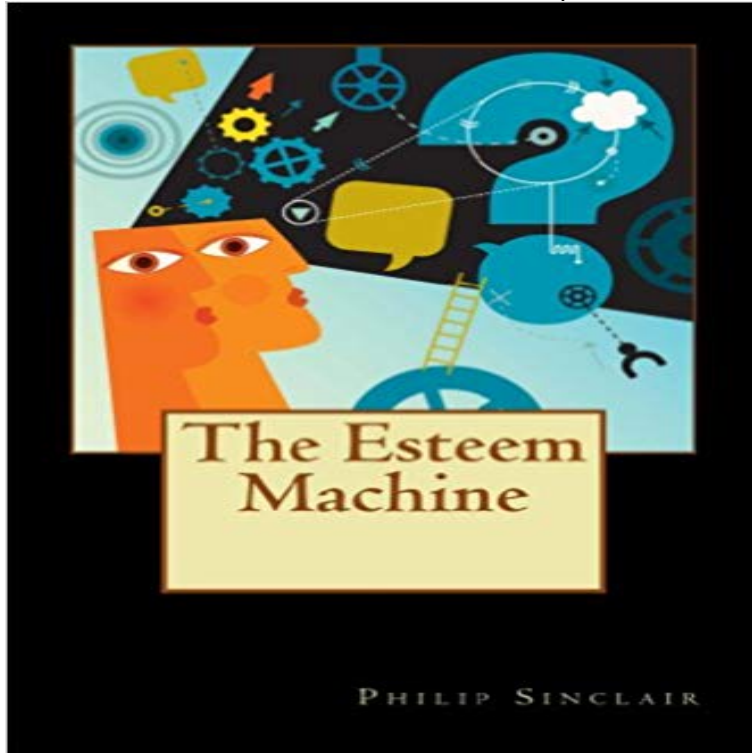


THE ESTEEM MACHINE (Leaders-Edge Management tune-up)



Self esteem is the major driver in your life. What you think of yourself and what others think of you directly affects your behavior and your ability to perform effectively both socially and in the workplace. The joy and happiness, achievement and success, which is open and readily available to you cannot be grasped if you find yourself unable to reach out and take it. This book will help you to take what is rightfully yours. You will find it motivational but also instructive as it will give you clear guidance and steps to take; a sort of self-management skills programme that will enthuse and motivate you by pumping up the volume of your self esteem and by keeping it that way! For building character, self-confidence, ability and success in social and work life. This book is more than motivational it provides you with a set of simple and practical self-management skills that help you become a more successful and achievement oriented personality who gets recognition, wins friendships and becomes part of the winning team. Chapters include Goal Setting, Active Listening Skills, Assertive Behaviour, Understanding Body Language, Stress Management, Time Management and How to Develop a more Powerful Memory. The book is written by Phil Sinclair who is publishing director for Leaders-Edge (South Africa) a business specialising since 1984 in materials for training and development of individuals and small and medium-size enterprises.

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