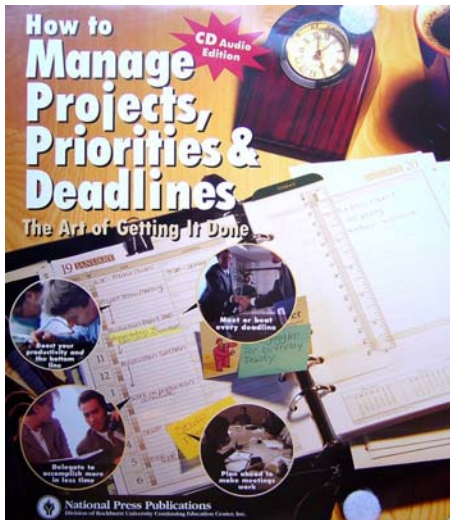


## Jim Frazier's Audio CD Recommendations

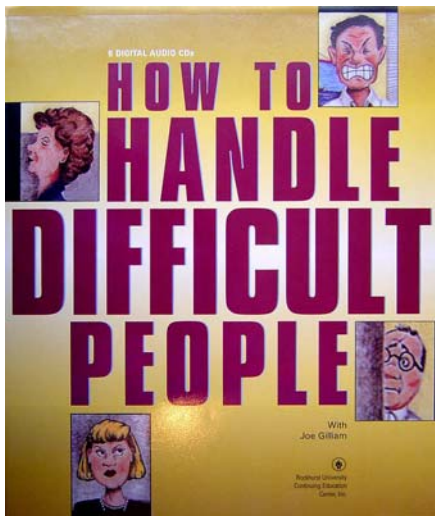
A really good audio presentation can be especially valuable for you. You can listen to the CD's while commuting, enjoy them again when you need a refresher, and share them with your co-workers, family and friends. I've listed three programs that I've found to have very valuable content, and are enjoyable to hear.



### How to Manage Projects, Priorities & Deadlines

This audio program gives you valuable tips and techniques on topics ranging from time management, to directing projects, to managing your own boss. Of all of the guides on management skills, I think this is probably the best. It's an excellent and comprehensive guide to becoming more productive. And if you're more effective, you're more valuable to your organization. And that is a career enhancing situation.

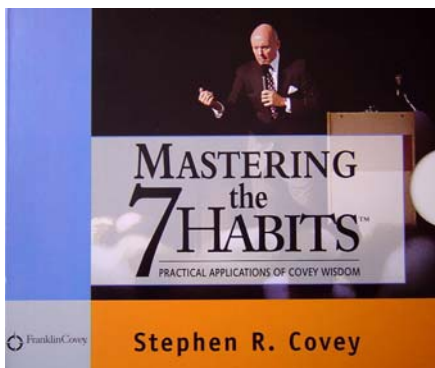
\$79.95 #160CD



### How to Handle Difficult People

Part of your job description should include dealing with difficult people. And you face them every day. Joe Gilliam is the presenter on this audio program. He is an enjoyable and energetic speaker who will give you real and valuable techniques for defusing conflict and dealing with "different" people. He'll help you understand the different personality types and their diverse needs. You'll finish the program knowing more about people and how to avoid difficult situations.

\$79.95 #130CD



### Mastering the 7 Habits

Stephen Covey is famous for developing the "7 Habits of Highly Effective People." As a guide to managing your life and your job, you won't find a better foundation. In this audio collection, you'll not only receive the "7 Habits" recorded in front of a studio audience, but you'll also get three additional programs that will enhance your understanding and personal growth.

\$99 #3758