

September 29, 2017

The following was sent to the KYAE listserv.



## State Library Offers eBook Series

Happy Friday!

**We thought you all might be interested in this cool new resource that's available!**

The State Library is pleased to announce that eBook titles from [50Minutes.com](http://50Minutes.com) may now be downloaded at [Kentucky Libraries Unbound](#). These titles are designed to broaden your knowledge in a concise and informative format. These titles focus on what you really need to know, complemented by practical tips and enlightening facts. Follow the links to the KLU record where you can download the item with your State Library account number. Need help? Call the reference desk at 502-564-8309 or 800-928-7000 (option #3).

<a href="#">Achieving Professional Fulfilment: How to thrive in your career and feel accomplished every day</a>	<a href="#">The Art of Convincing: How the skill of persuasion can help you develop your career</a>	<a href="#">The Art of Teamwork: Maximize your results by working together</a>
<a href="#">Beat Procrastination For Good: Change your habits and start getting things done</a>	<a href="#">Becoming a Caring Manager: Bring out the best in your team</a>	<a href="#">The Benefits of Collective Intelligence: Make the most of your team's skills</a>
<a href="#">Boost Your Concentration: Beat distractions and learn to focus on any task</a>	<a href="#">Boost Your Memory: Simple and effective techniques to improve your memory</a>	<a href="#">Clear Written Communication: Simple tips for getting your message across</a>
<a href="#">Creating Mind Maps: Organize, innovate and plan with mind mapping</a>	<a href="#">Customer Relationship Management: A powerful tool for attracting and retaining customers</a>	<a href="#">Developing Your Emotional Intelligence: Boost your professional performance by understanding emotions</a>
<a href="#">Effective Communication at Work: Say what you mean and get what you want</a>	<a href="#">Effective Delegation: Save time and boost quality at work</a>	<a href="#">Effective Leadership: Tips to motivate and inspire your team members</a>
<a href="#">Effective Project Management: Lead your team to success on every project</a>	<a href="#">Effective Telecommuting: Learn how to work efficiently and productively at home</a>	<a href="#">Farewell Clutter, Hello Productivity!: Declutter and organize your workspace to maximize your productivity</a>
<a href="#">Find Your Work-Life Balance: Stop your work from taking over your life</a>	<a href="#">Generation Y in Business: Tips for building strong relationships between generations</a>	<a href="#">Getting Things Done and Staying Organized: Increase Productivity and Banish Procrastination</a>
<a href="#">The Importance of Self-Assessment: Take control of your professional development</a>	<a href="#">Improving Your Resilience: How to bounce back after disappointment</a>	<a href="#">The Key to Managing Stress at Work: Say NO! to stress at work</a>
<a href="#">Leading Effective Meetings: Learn how to lead meetings that get real results</a>	<a href="#">Make Time for Yourself: A more relaxed you is a more productive you!</a>	<a href="#">Management by Objectives for Your Organization: Get the best out of your employees</a>
<a href="#">Managing Conflicts at Work: Diffuse tense situations and resolve arguments amicably</a>	<a href="#">Managing Your Priorities and Deadlines: Simple steps to prioritize your workload and reach your goals</a>	<a href="#">Networking: Venture outside your close circle and connect with other professionals</a>
<a href="#">New Job, New Challenges: Everything you need to thrive in your new role</a>	<a href="#">Nonviolent Communication at Work: How to communicate productively in challenging situations</a>	<a href="#">Organizing Productive Workshops: Work together to achieve your goals</a>
<a href="#">The Power of Body Language: Create positive impressions and communicate persuasively</a>	<a href="#">The Power of Brainstorming: The key to generating powerful and original solutions</a>	<a href="#">Preventing Burnout: The key to staying healthy and engaged at work</a>

<a href="#"><u>Regaining Motivation at Work: Simple steps to finding purpose and happiness in your work</u></a>	<a href="#"><u>Self-Confidence at Work: Simple steps to increase your confidence</u></a>	<a href="#"><u>Stimulating Your Professional Creativity: Get out of your rut and unlock your creative potential</u></a>
<a href="#"><u>Stop Procrastinating--Right Now!: Beat your procrastination habit once and for all</u></a>	<a href="#"><u>Successful Negotiation: Communicating effectively to reach the best solutions</u></a>	<a href="#"><u>Successful Storytelling for Business: How to grab attention and communicate effectively with any audience</u></a>
<a href="#"><u>Successful Working Environments: How to create an optimal work environment</u></a>	<a href="#"><u>Take Control of Your Life: Be the protagonist of your own life!</u></a>	<a href="#"><u>Turn Your Dreams into Reality: The power of ambition for professional success</u></a>
<a href="#"><u>Work Without Fear: How to get over the fears that are holding you back</u></a>	<a href="#"><u>Working with Difficult Personalities: How to deal effectively with challenging colleagues</u></a>	