



# SkillBites Sampler



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Thanks for opting in! As a small token of our appreciation, we have developed this sampler of tips from various SkillBites for you.

## 1. How to Negotiate

Negotiating is such a critical life skill. In the business world, we negotiate with our customers, vendors, even our supervisor and peers. In our personal lives, we negotiate large matters, such as purchasing a home or car, as well as smaller issues, such as getting our children to bed or doing their homework. Fortunately, negotiating is a skill that can be learned. In *The Essentials of Negotiating Effectively*, (<http://skillbites.net/the-essentials-of-negotiating-effectively-by-judy-weintraub/>), author and attorney Judy Weintraub shares tips on preparing for the negotiating, delivering a powerful opening, dealing with tactics and difficult behaviors and other areas so that you will approach negotiations with greater confidence, and be more effective.

Ms. Weintraub explains, if you are really nervous in a negotiation, take some slow deep breaths, speak slowly, smile, make eye contact, and take a sip or two of water. These actions will make you appear confident to the other side, even when you don't feel confident. It is the perception of confidence that is more important for negotiating effectively.

During the negotiation, listen carefully to what the other party is saying, and do your best not to interrupt. This shows respect, and increases the likelihood that they will listen carefully to you when you talk. Moreover, you may learn some important information that you weren't previously aware of, such as a critical interest or need of theirs. If they seem particularly emotional about something or are repeating something, that is a strong indication that the point they are making is important to them. If you can't figure out what their interest is, you can ask. "This seems like it is very important to you. Can you help me understand why you need that?"

Wouldn't you like to feel more confident when you negotiate? For just \$4.95, you can learn in about 10 minutes some valuable tips to increase your confidence and make you more likely to achieve your goals in your negotiations.

## 2. Acing Your Job Interview

In a competitive job market, you need every advantage. In *Top Ten Tips To Ace Your Job Interview*, author Cindy McGeever, longtime headhunter for big business, gives you the inside scoop on what recruiters are looking for, to give you a leg up on the other applicants. For instance, a key element for acing your job interview is your preparation. Part of preparation is identifying the specific accomplishments that you've had in each of the positions you've held. Think of your background in narrative terms. Be prepared to tell a short story about your experience and the progression of your career. What were your motivations for moving from one employer to the next? Learn how to tell this story in an "abridged" version – in a few minutes; but prepare a longer narrative for those who want more detail.

Another component consists of asking good questions. Employers like to hire smart people, and one very telling way for them to assess your mental dexterity is by the questions that you ask. The questions should not be shallow questions about the employer's business or industry. These questions can be readily answered through basic research on the internet. Instead, you want to ask well thought out questions that show a depth of understanding of the open position and the company on the candidate's part that warrants further conversation. One such question might be "What are the key objectives for the person you're hiring over the next 6-12 months? What are some of the barriers to success?"

Do you know anyone looking for a job? Imagine how grateful they'll be to get this book from you, so they can soon be gainfully employed! Go to <http://skillbites.net/top-10-tips-to-acing-your-job-interview-by-cindy-mcgeeever/>, and for just \$4.95, help someone you know land a great job.

### **3. Starting an Online Business**

Have you ever thought about starting an online business? Or perhaps you already have one that isn't doing as well as you want. When you use the Internet to promote your product or service, you have the opportunity to reach a multitude of potential customers anywhere, at any time. The key, however, is getting people to come to your website, and buy what you are offering.

To get them to come to your website, you need content that is interesting, factual, and well-written. To determine what content your audience would find interesting, first you should identify your audience, and then find out what your audience is looking for when they go online so you can focus your website content to meet their needs. In the *Online Cash Idea Vault* books, Parts I and II (<http://skillbites.net/online-cash-idea-vault-discover-the-secrets-to-making-money-online-part-i-by-faith-davis/>), you'll learn a number of tips on designing your website to attract traffic and get a good search engine ranking, as well as which advertising channels are most effective, how to conduct email marketing, choosing online partners and much more.

## 4. Making A Lasting Impression

Within the first seven seconds of meeting someone, we make judgments about their appearance, body language, manner, dress and professional competence. This first encounter can be nearly impossible to reverse. So it's very important to make a great first impression. In *Three Steps To Making A Lasting Impression* (<http://skillbites.net/three-steps-to-creating-a-lasting-impression-the-first-and-every-time/>), image consultant Sara Canuso provides a myriad of techniques for making a great first impression. For instance, Canuso explains that a key step toward making a great first impression is identifying the look that is right for you. It should work with your personality, lifestyle, career and budget. The right image for a trial attorney will differ from that of an English professor and both will differ from the image of a software engineer. An image consultant can help you determine this or you can look through magazines and cut out photos of looks that inspire you and that you want to emulate.

You'll learn such things as what colors to wear for what occasions. Wear navy or navy pinstripe when you want to show a commanding presence, such as when meeting a client for the first time or when you are conducting a meeting. You'll also learn how to read the body language of others and some great tips on etiquette, to avoid the faux pas.

## 5. Magnetizing

In *Magnetizing: Guidebook to Achieving Financial, Emotional and Spiritual Abundance*, bestselling author Terri Levine explains that when you use the principles of magnetizing, you don't simply let life 'happen' to you. You decide what you want and then by using the

principles of magnetizing you bring what you want right to you. We each have the power to create our own reality. The basic underlying principle of magnetizing is that our thoughts are energy and what we think and feel has the power to magnetize and manifest that which we are focusing on: a new house, new job, promotion, new partner, etc. Unfortunately, it works as well for negative thoughts as for positive ones. If we think a lot about debt and bills, that's what we attract into our lives; so it's no wonder that we wind up getting more in debt.

Paradoxically, one of the keys to attracting more into our lives is to give more. What we get depends on what we give out. When you freely give of yourself, your time, love, money and all your resources, you are activating the pull of the magnet by your pushing out (giving). Another way of explaining this is clearing out your closet to make room for the new. If you are worried about being quite so generous, start by giving away that which you can afford.

To bring more of what you want into your life, buy a copy of *Magnetizing* (<http://skillbites.net/magnetizing-guidebook-to-achieving-financial-emotional-and-spiritual-abundance-by-terri-levine/>). You'll be glad you did.

## 6. How to Meditate

The benefits of meditation are well documented: reduced stress, deep states of relaxation and awareness, greater creativity, clear vision, even healing. Yet for many people, meditation is strange and just too foreign – it's difficult to even get into the lotus position, much less stay in it and be comfortable. And what's with the humming? If you've been curious about meditating but are feeling awkward about it, this SkillBite would be perfect for you. In *How To Meditate*, internationally recognized Lifestyle Coach Carol Joyce reviews the different types of meditation, the most common



meditation poses (and no, you don't have to sit in the lotus position to meditate), how to prepare to meditate and the steps to take to have an enjoyable meditation experience.

As Joyce explains, the most effective meditation exercises incorporate an intention for the exercise. Intentions can vary widely from wanting to feel better to asking "what is my purpose" or "who am I" to holding the intention for world peace. Remember to start every meditation with an intention.

Why do people hum? The humming raises your vibration and energy, which magnifies the effectiveness of the meditation. Doing a series of loud OMs (out loud) at the start of every meditation exercise will increase your energy levels, as you exhale out old, stale energy and breathe in fresh new energy. Increasing your energy levels will facilitate a deeply focused meditative experience.

As an added bonus, if you buy this SkillBite you will be given access to download a 45 minute guided meditation using Hemi-Sync patented technology. You'll find it very refreshing! Go to <http://skillbites.net/how-to-meditate-by-carol-a-joyce/> to purchase this SkillBite.

## 7. Puppy Training

Do you know of anyone who has recently gotten a dog? Or perhaps you know of someone who has a dog but the dog isn't very well trained. A perfect gift for them would be *MissBehave's Guide to Bearable Behavior in Dogs – Puppy Training 101* (<http://skillbites.net/missbehave%e2%80%99s-guide-to-bearable-behavior-in-dogs-puppy-training-101-by-miriam-hughes/>) and *Loose Leash and Safety Recall* (<http://skillbites.net/missbehave%e2%80%99s-guide-to-bearable->

[behavior-in-dogs-loose-leash-safety-recall/](#)), both by longtime dog trainer Miriam Hughes. The first book includes a list of the essential items to buy for your dog and covers potty training, crate training and the four basic commands: Watch Me, Come, Sit and Stay. You'll learn how to train and what hand signals to use.

One useful tip from the book is to set up each day ten little baggies with ten tiny training treats per bag for each training activity you plan to work on that day. Throughout the day, grab a baggie and do the training on a command. When you are done with the ten treats, play with your dog and let go of training. A half hour or so later, repeat. Start with one new command every few days and as your puppy gets more confident, add the new commands.

The second book covers two more advanced training areas -- loose leash walking and safety recall. The safety recall command is one of the most important things you can teach your dog. It is to be used when you sense a danger to your dog and you want an immediate response. For example, you have left the park and are on the way to the parking lot and drop the leash. Spot decides it is time for a romp on the highway. No! Come here now! Of course, when it is serious like this, the last thing you want to do is think of a series of words and shrieks to get your dog's attention. And chances are you will scare your dog into **not** coming if you seem hysterical.

The first step is to pick a safety word -- a word you know you will not abuse and overuse. A good choice is the word "PLACE". It has a hard sound to it; it is not one you will be using in most of your conversations with your dog and it is easy to yell out if you have to without looking like a fool.

## 8. Living Safely In Your Own Home

As people age, the chances of mishaps increase, as eyesight, hearing, balance and other factors all diminish. In *EZ Steps For Living Safely In Your Own Home*, certified designer Jane Regan shares a number of easily available options that will allow a person to increase the utility and enjoyment of their home while decreasing the risk of injury.

Regan suggests that the homeowner start with determining the ideal configuration for their home. Some desired features might include: a ground floor bedroom and bathroom; a low or no threshold entrance into the house; handrails at all steps; and bright lighting throughout the house.

Regan then takes the reader through the major areas of the house – exterior, bedroom, bathrooms, kitchen, living room, laundry, electrical – and points out things to think about. For instance, a lot of falls occur just outside the house. This is a key area to address: fix uneven surfaces, add lighting, possibly handrails, and de-clutter the pathways. Regan provides budget estimates for some basic modifications and gives guidance as to how to select a contractor to perform the work.

Do you have elderly parents, relatives or friends who choose to live in their own home? Do them a great favor – send them a copy of *EZ Steps For Living In Your Own Home* (<http://skillbites.net/ez-steps-for-living-safely-in-your-own-home-by-jane-regan/>).

## 9. How to Use Herbs

Having herbs in the kitchen is a wonderful experience for both the novice cook and the master chef. With the right blend of herbs, you can make meat rubs, soups and stew bases, or even a new flavor of coffee. Many of the meat marinades on the market get their flavoring from natural herbs. You can use dill with lemon for fish. Saffron in your rice is always a good choice. Putting rosemary on a pork roast or tarragon on lamb results in mouthwatering treats. In *Herbs 101* (<http://skillbites.net/herbs-101-how-to-plant-grow-and-cook-with-natural-herbs-by-frankie-s-weisburgh/>), you'll find some great recipes, and which herbs go well with which foods.

Did you know that natural herb remedies can often work better than prescribed medications? In addition to learning about growing, storing and cooking with herbs, the book includes a list of over 25 herbs and the ailments they can alleviate.

For example, clove oil can relieve a toothache as well as any gel you can buy. Chamomile tea works wonders as a sleep aid. Peppermint can help with heartburn better than some antacids. That's why so many restaurants give out mints at the end of the meal!

## 10. Yoga, Anyone?

Yoga is a great exercise for strengthening muscles, and provides significant emotional and psychological benefits as well. If you are looking to alleviate panic attacks, depression, mental fog, back pain, stress, or other minor to moderate physical and mental issues, yoga might be the perfect solution for you.

Yoga allows you to release the tension that can build up in your body. It helps the various parts of your body become loose and limber, from your muscles and joints to your tendons and ligaments. It can help ease and/or heal back pain, joint pain, muscle pain, and much more. In the *Yoga for Beginners*, <http://skillbites.net/yoga-for-beginners/>, you can learn about the different types of yoga, some of the different poses and what equipment you might want to get to practice yoga.

We hope you enjoyed learning some new tips. You'll find lots more useful information in each of the SkillBites, as well as the other SkillBites on the website. SkillBites.net provides you access to the knowledge of experts in a quick and affordable way. Each SkillBite is designed to provide you practical information that you can easily absorb and implement quickly. Visit the site often, as we are continually updating it and adding more SkillBites for enriching peoples' lives. And if you have an area of expertise you would like to write a SkillBite on, go to the Submit Your Content section of the website, where you will find all the information you need on how to become a SkillBites author.