

The Time Team Guide To The Archaeological Sites Of Britain And Ireland

• More than 500 appearances on national bestseller lists • #1 Wall Street Journal, New York Times, and USA Today • Won 12 book awards • Translated into 35 languages • Voted Top 100 Business Book of All Time on Goodreads People are using this simple, powerful concept to focus on what matters most in their personal and work lives. Companies are helping their employees be more productive with study groups, training, and coaching. Sales teams are boosting sales. Churches are conducting classes and recommending for their members. By focusing their energy on one thing at a time people are living more rewarding lives by building their careers, strengthening their finances, losing weight and getting in shape, deepening their faith, and nurturing stronger marriages and personal relationships. YOU WANT LESS. You want fewer distractions and less on your plate. The daily barrage of e-mails, texts, tweets, messages, and meetings distract you and stress you out. The simultaneous demands of work and family are taking a toll. And what's the cost? Second-rate work, missed deadlines, smaller paychecks, fewer promotions--and lots of stress. AND YOU WANT MORE. You want more productivity from your work. More income for a better lifestyle. You want more satisfaction from life, and more time for yourself, your family, and your friends. NOW YOU CAN HAVE BOTH — LESS AND MORE. In The ONE Thing, you'll learn to * cut through the clutter * achieve better results in less time * build momentum toward your goal* dial down the stress * overcome that overwhelmed feeling * revive your energy * stay on track * master what matters to you The ONE Thing delivers extraordinary results in every area of your life--work, personal, family, and spiritual. WHAT'S YOUR ONE THING?

Recent surveys have shown that, as a nation, our knowledge of British history is sketchy at best. A 2001 poll found that 30% of 11-18 year olds thought that Oliver Cromwell fought at the Battle of Hastings and a similar number had no idea in which century the First World War occurred. And the rest of us are no better. Many of us remember important dates and events only if there is a handy rhyme - 'In 1492 Columbus sailed the ocean blue' - or a charming folk story to accompany them. As a result Henry VIII is remembered for his wives rather than the Reformation and Charles I, who was publicly executed during the Civil War, is famous for climbing a tree! Here, in What Happened When, Tim Taylor and the expert archaeologists and historians behind the hit Channel 4 series Time Team will set us straight. Each member of the team will select the events they believe had a major impact on our society and set out to justify their choices. Sixty key events will be discussed with 15 given 'star status'. Key technologies will be featured, together with photographs from Chris Bennett and illustrations from Time Team's own Victor Ambrus. So, whether you want a quick foray into the past or a definitive guide to British history, this book will give you and your family an accurate chronology of the events that shaped our society and a clear picture of exactly what happened when.

Fleeing home from his military service in Afghanistan when his wife dies in an apparent freak household accident, Dr. Mike Scanlon struggles with the tragedy, his inability to bond with his new baby daughter and a downsizing in his medical practice only to discover a shocking secret that changes his understanding of everything. By the Edgar Award-winning author of Come Home. 300,000 first printing.

From executives complaining that their teams don't contribute ideas to employees throwing up their hands because their input isn't sought--company culture is the culprit. Courageous Cultures provides a road map to build a high-performance, high-engagement culture around sharing ideas, solving problems, and rewarding contributions from all levels. Many leaders are convinced they have an open environment that encourages employees to speak up and are shocked when they learn that employees are holding back. Employees have ideas and want to

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be heard. Leadership wants to hear them. Too often, however, employees and leaders both feel that no one cares about making things better. The disconnect typically only widens over time, with both sides becoming more firmly entrenched in their viewpoints. Becoming a courageous culture means building teams of microinnovators, problem solvers, and customer advocates working together. A microinnovator is the employee who consistently seeks out small, but powerful, ways to improve the business. A problem solver is the employee who cares about what's not working and wants to make it better. They uncover and speak openly about what's not working and think critically about how to fix it. A customer advocate is the employee who sees through your customers' eyes and speaks up on their behalf. They actively look for ways to improve customers' experience and minimize customer frustrations. In our world of rapid change, a courageous culture is your competitive advantage. It ensures that your company is "sticky" for both customers and employees. In this book you'll learn practical tools to uncover, leverage, and scale the best ideas from every level of your organization. See how the latest research conducted by the authors confirms why organizations struggle when it comes to creating strong cultures where employees are encouraged to contribute their best thinking. Learn proven models and tools that leaders can apply throughout all levels of the organization, to reengage and motivate employees. Understand best practices from companies around the world and learn how to apply these strategies and techniques in your own organization.

For the times when you're driving past a lumpy, bumpy field and you wonder what made the lumps and bumps; for when you're walking between two lines of grand trees, wondering when and why they were planted; for when you see a brown heritage sign pointing to a 'tumulus' but you don't know what to look for... Entertaining and factually rigorous, Hidden Histories will help you decipher the story of our landscape through the features you can see around you. This Spotter's Guide arms the amateur explorer with the crucial information needed to 'read' the landscape and spot the human activities that have shaped our green and pleasant land. Photographs and diagrams point out specific details and typical examples to help the curious Spotter 'get their eye in' and understand what they're looking at, or looking for. Specially commissioned illustrations bring to life the processes that shaped the landscape - from medieval ploughing to Roman road building - and stand-alone capsules explore interesting aspects of history such as the Highland Clearances or the coming of Christianity. This unique guide uncovers the hidden stories behind the country's landscape, making it the perfect companion for an exploration of our green and pleasant land.

Managing Your Scarcest Resources Business leaders know that the key to competitive success is smart management of scarce resources. That's why companies allocate their financial capital so carefully. But capital today is cheap and abundant, no longer a source of advantage. The truly scarce resources now are the time, the talent, and the energy of the people in your organization--resources that are too often squandered. There's plenty of advice about how to manage them, but most of it focuses on individual actions. What's really needed are organizational solutions that can unleash a company's full productive power and enable it to outpace competitors. Building off of the popular Harvard Business Review article "Your Scarcest Resource," Michael Mankins and Eric Garton, Bain & Company experts in organizational design and effectiveness, present new research into how you can liberate people's time, talent, and energy and unleash your organization's productive power. They identify the specific causes of organizational drag--the collection of institutional factors that slow things down, decrease output, and drain people's energy--and then offer a pragmatic framework for how managers can overcome it. With practical advice for using the framework and in-depth examples of how the best companies manage their people's time, talent, and energy with as much discipline as they do their financial capital, this book shows managers how to create a virtuous circle of high performance.

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From three design partners at Google Ventures, a unique five-day process--called the sprint--for solving tough problems using design, prototyping, and testing ideas with customers. Most of us can name at least a few of the major events, places and people in British history. But the details are often more confusing. Did the Saxons come before or after the Romans? Did King Arthur really exist? When did Charles I lose his head or Wellington defeat Napoleon at Waterloo? In "The Ultimate Time Team Companion" Tim Taylor draws on the expertise of the Time Team contributors to answer all your questions about the programme, including a guide to all 50 excavation sites illustrating our British history from the dawn of time to the modern age. It also follows the team in five photo stories as they explore Cirencester, northern France, Basing House, Flag Fen and Elveden in Suffolk.

Sir Tony Robinson is a much-loved actor, presenter and author with a stellar career lasting over fifty years. In this autobiography he reveals how the boy from South Woodford went from child stardom in the first stage production of *Oliver!*, a pint-sized pickpocket desperately bleaching his incipient moustache, to comedy icon Baldrick, the loyal servant and turnip aficionado in *Blackadder*. It wasn't all plain sailing though. Along the way he was bullied by Steve Marriott, failed to impress Liza Minnelli and was pushed into a stinking London dock by John Wayne. He also entertained us with *Maid Marion* and *Her Merry Men* (which he wrote and starred in) and coped manfully when locked naked outside a theatre in Lincoln during the live tour of comedy series *Who Dares Wins*. He presented *Time Team* for twenty years, watching countless gardens ruthlessly dug up in the name of archaeology, and risked life and limb filming *The Worst Jobs in History*. Packed full of incident and insight, *No Cunning Plan* is a funny, self-deprecating and always entertaining read.

This volume focuses on the temporal adaptations of teams. An increase in the use of teams has led to more team research throughout the fields of cognitive science, human factors, organizational psychology, and behavioral science. This book serves as a resource to researchers who study teams, managers who lead teams, and those who work in teams.

Bringing history to life in full-colour

Do you have a real relationship with God, or do you just have a religion? Do you know God, or do you just know about God? In *How Big Is Your God?* Paul Coutinho, SJ, challenges us to grow stronger and deeper in our faith and in our relationship with God—a God whose love knows no bounds. To help us on our way, Coutinho introduces us to people in various world religions—from Hindu friends to Buddhist teachers to St. Ignatius of Loyola—who have shaped his spiritual life and made possible his deep, personal relationship with God.

Radical Candor is the sweet spot between managers who are obnoxiously aggressive on the one side and ruinously empathetic on the other. It is about providing guidance, which involves a mix of praise as well as criticism, delivered to produce better results and help employees develop their skills and boundaries of success. Great bosses have a strong relationship with their employees, and Kim Scott Malone has identified three simple principles for building better relationships with your employees: make it personal, get stuff done, and

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understand why it matters. *Radical Candor* offers a guide to those bewildered or exhausted by management, written for bosses and those who manage bosses. Drawing on years of first-hand experience, and distilled clearly to give actionable lessons to the reader, *Radical Candor* shows how to be successful while retaining your integrity and humanity. *Radical Candor* is the perfect handbook for those who are looking to find meaning in their job and create an environment where people both love their work, their colleagues and are motivated to strive to ever greater success.

The Complete Idiot's Guide to Team-Building shows first-time managers and employees how to work together as a smooth, well-oiled machine. The book shows how to: -- Avoid and manage conflict. Inspire creativity. -- Coax employees to help team members who aren't performing. -- Get everyone to pitch in. -- Gain unprecedented results and make the team enjoy going to work.

This book is centred around an innovative idea. It follows the development of the imaginary British town of Timechester from prehistory to the modern age, taking as its inspiration the wide variety of British towns which have hosted Time Team digs. As you turn the pages you will see the town grown and change, yet still with some elements remaining. The Team provide a commentary on the gradual development of the town in their familiar style, along with illustrations by the series' resident artist. Victor Ambrus.

A plan for conquering collaborative overload to drive performance and innovation, reduce burnout, and enhance well-being. Most organizations have created always-on work contexts that are burning people out and hurting performance rather than delivering productivity, innovation and engagement. Collaborative work consumes 85% of employees' time and is drifting earlier into the morning, later into the night, and deeper into the weekend. The dilemma is that we all need to collaborate more to create effective organizations and vibrant careers for ourselves. But conventional wisdom on teamwork and collaboration has created too much of the wrong kind of collaboration, which hurts our performance, health and overall well-being. In *Beyond Collaboration Overload*, Babson professor Rob Cross solves this paradox by showing how top performers who thrive at work collaborate in a more purposeful way that makes them 18-24% more efficient than their peers. Good collaborators are distinguished by the efficiency and intentionality of their collaboration—not the size of their network or the length of their workday. Through landmark research with more than 300 organizations, in-depth stories, and tools, *Beyond Collaboration Overload* will coach you to reclaim close to a day a week when you: Identify and challenge beliefs that lead you to collaborate too quickly Impose structure in your work to prevent unproductive collaboration Alter behaviors to create more efficient collaboration It then outlines how successful people invest this reclaimed time to: Cultivate a broad network—not a big one—for innovation and scale Energize others—a strong predictor of high performance Connect with others to reduce micro-stressors and enhance physical and mental well-being Cross' framework provides relief from

the definitive problem of our age—dysfunctional collaboration at the expense of our performance, health and overall well-being.

Learn how metrics can help your team answer questions like "How fast are we going?", "What should we do next?" and "Where's the bottleneck?"

Finalist for Foreword Magazine's 2011 Book of the Year With his knack for making science intelligible for the layman, and his ability to illuminate scientific concepts through analogy and reference to personal experience, James Zull offers the reader an engrossing and coherent introduction to what neuroscience can tell us about cognitive development through experience, and its implications for education. Stating that educational change is underway and that the time is ripe to recognize that "the primary objective of education is to understand human learning" and that "all other objectives depend on achieving this understanding", James Zull challenges the reader to focus on this purpose, first for her or himself, and then for those for whose learning they are responsible. The book is addressed to all learners and educators – to the reader as self-educator embarked on the journey of lifelong learning, to the reader as parent, and to readers who are educators in schools or university settings, as well as mentors and trainers in the workplace. In this work, James Zull presents cognitive development as a journey taken by the brain, from an organ of organized cells, blood vessels, and chemicals at birth, through its shaping by experience and environment into potentially to the most powerful and exquisite force in the universe, the human mind. Zull begins his journey with sensory-motor learning, and how that leads to discovery, and discovery to emotion. He then describes how deeper learning develops, how symbolic systems such as language and numbers emerge as tools for thought, how memory builds a knowledge base, and how memory is then used to create ideas and solve problems. Along the way he prompts us to think of new ways to shape educational experiences from early in life through adulthood, informed by the insight that metacognition lies at the root of all learning. At a time when we can expect to change jobs and careers frequently during our lifetime, when technology is changing society at break-neck speed, and we have instant access to almost infinite information and opinion, he argues that self-knowledge, awareness of how and why we think as we do, and the ability to adapt and learn, are critical to our survival as individuals; and that the transformation of education, in the light of all this and what neuroscience can tell us, is a key element in future development of healthy and productive societies.

Great Britain and Ireland are home to some of the most famous archaeological sites in the world. Stonehenge, Hadrian's Wall and Ironbridge are familiar to us all and each year thousands flock to witness their spectacular beauty. But what can these fascinating sites tell us about the lives and times of our ancestors? Now, Channel 4's perennially popular Time Team take us on an archaeological sight-seeing tour of Britain and Ireland. Region by region, they select the most interesting and important sites which are open to visitors, some familiar to all, others relatively unknown. Each is treated with the inimitable no-nonsense Time Team style. This book is like having Tony, Mick, Geo-Phys and the gang in the back seat of your car - sharing their specialist knowledge and fascinating historical insights wherever you travel in the British Isles...

Start With Why has led millions of readers to rethink everything they do – in their personal lives, their careers and their organizations. Now Find Your Why picks up where Start With Why left off. It shows you how to apply Simon Sinek's powerful insights so that you can find more inspiration at work -- and in turn inspire those around you. I believe fulfillment is a right and not a privilege. We are all entitled to wake up in the morning inspired to go to work, feel safe when we're there and return home fulfilled at the end of the day. Achieving that fulfillment starts with understanding exactly WHY we do what we do. As Start With Why has spread around the world, countless readers have asked me the same question: How can I apply Start With Why to my career, team, company or nonprofit? Along with two of my colleagues, Peter Docker and

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David Mead, I created this hands-on, step-by-step guide to help you find your WHY. With detailed exercises, illustrations, and action steps for every stage of the process, Find Your Why can help you address many important concerns, including: * What if my WHY sounds just like my competitor's? * Can I have more than one WHY? * If my work doesn't match my WHY, what should I do? * What if my team can't agree on our WHY? Whether you've just started your first job, are leading a team, or are CEO of your own company, the exercises in this book will help guide you on a path to long-term success and fulfillment, for both you and your colleagues. Thank you for joining us as we work together to build a world in which more people start with WHY. Inspire on! -- Simon

The archaeology and history of Somerset based on images of the county by Victor Ambrus For Professor and Channel 4 personality Mick Aston, landscape archaeology remains his first love, because it provides so much information about how ordinary communities lived in the past. Environmental archaeology, experimental archaeology, the archaeology of buildings, and his great project at the village of Shapwick in Somerset are just some of the other subjects brought excitingly to life in Mick's colourful and action-packed pages. Reading this book, it is easy to share the author's basic conviction that "Archaeology is fun."

Leading teams in a rapidly changing world Written for leaders who want to improve their teams, this guide is a follow-up to the best-seller, The NEW School Rules, a framework for transitioning to a more responsive, innovative organization. The NEW Team Habits goes further, providing battle-tested practices the authors have used with hundreds of leadership teams to build better habits for team learning, meetings, and projects. Readers will find • a five step learning cycle for building team habits • videos, readings, and other resources to build knowledge • engaging team activities to drive learning

A unique, illustrated book that will change the way you see medieval history The Middle Ages: A Graphic History busts the myth of the 'Dark Ages', shedding light on the medieval period's present-day relevance in a unique illustrated style. This history takes us through the rise and fall of empires, papacies, caliphates and kingdoms; through the violence and death of the Crusades, Viking raids, the Hundred Years War and the Plague; to the curious practices of monks, martyrs and iconoclasts. We'll see how the foundations of the modern West were established, influencing our art, cultures, religious practices and ways of thinking. And we'll explore the lives of those seen as 'Other' – women, Jews, homosexuals, lepers, sex workers and heretics. Join historian Eleanor Janega and illustrator Neil Max Emmanuel on a romp across continents and kingdoms as we discover the Middle Ages to be a time of huge change, inquiry and development – not unlike our own.

Time Team Dig Book A Practical Guide for the Would-Be Archaeologist Channel 4 For the last twenty-five years, Steve Ritter has helped professional sports teams, businesses, and community organizations create breakthrough results. Now, his groundbreaking tool, the Team Clock, is available to teams everywhere. The Team Clock gives teams a concise language they can use to communicate their journey. Your teams will learn how to harness the power of conflict, build trust without getting too comfortable, and go beyond existing limits to create new possibilities. Packed with compelling examples, both personal and professional, Team Clock will change the way you approach every team in your life.

In the years following the publication of Patrick Lencioni's best-seller The Five Dysfunctions of a Team, fans have been clamoring for more information on how to implement the ideas outlined in the book. In Overcoming the Five Dysfunctions of a Team, Lencioni offers more specific, practical guidance for overcoming the Five Dysfunctions—using tools, exercises, assessments, and real-world

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examples. He examines questions that all teams must ask themselves: Are we really a team? How are we currently performing? Are we prepared to invest the time and energy required to be a great team? Written concisely and to the point, this guide gives leaders, line managers, and consultants alike the tools they need to get their teams up and running quickly and effectively.

For undergraduate or graduate management courses in Organization Behavior, Group Dynamics, or Teamwork; also appropriate for executives enrolled in degree and non-degree short courses on general management. Gain inside insight to help team leaders and team members maximize their success in business. Making the Team: A Guide for Managers combines cutting-edge theory with the latest research and real-world applications in order to help team leaders and team members succeed in the business world. Every chapter of this edition contains new information, new research, updated examples, and more.

Don't simply show your data—tell a story with it! Storytelling with Data teaches you the fundamentals of data visualization and how to communicate effectively with data. You'll discover the power of storytelling and the way to make data a pivotal point in your story. The lessons in this illuminative text are grounded in theory, but made accessible through numerous real-world examples—ready for immediate application to your next graph or presentation. Storytelling is not an inherent skill, especially when it comes to data visualization, and the tools at our disposal don't make it any easier. This book demonstrates how to go beyond conventional tools to reach the root of your data, and how to use your data to create an engaging, informative, compelling story. Specifically, you'll learn how to: Understand the importance of context and audience Determine the appropriate type of graph for your situation Recognize and eliminate the clutter clouding your information Direct your audience's attention to the most important parts of your data Think like a designer and utilize concepts of design in data visualization Leverage the power of storytelling to help your message resonate with your audience Together, the lessons in this book will help you turn your data into high impact visual stories that stick with your audience. Rid your world of ineffective graphs, one exploding 3D pie chart at a time. There is a story in your data—Storytelling with Data will give you the skills and power to tell it!

Baseball may be the great American pastime, but in New York, it is a religion. Names like Ruth, Mays, Gehrig, Wright and Robinson live in the hearts and minds of New York fans like apostles. From the street corner to the subway car, debates about which Yankee, Giant, Dodger or Met is better than another have raged on for more than one hundred years. Now, the best of the best are chosen for each position as New York's all-time greatest team is imagined. Shoo-ins like the Babe and Jackie have their stories told with a fresh perspective. The compelling case for Mike Piazza, not Yogi Berra, as catcher is sure to spark arguments. Sportswriter Mark Healey crafts the Gotham baseball team through captivating tales of the legends of the New York game.

The founders of the Jack Welch Management Institute, a fully accredited online

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MBA program, present a guide to overcoming modern business challenges, with recommendations for creating effective strategies, leading others, and building a thriving career.

In Home Francis Pryor, author of *The Making of the British Landscape*, archaeologist and broadcaster, takes us on his lifetime's quest: to discover the origins of family life in prehistoric Britain. Francis Pryor's search for the origins of our island story has been the quest of a lifetime. In *Home*, the Time Team expert explores the first nine thousand years of life in Britain, from the retreat of the glaciers to the Romans' departure. Tracing the settlement of domestic communities, he shows how archaeology enables us to reconstruct the evolution of habits, traditions and customs. But this, too, is Francis Pryor's own story: of his passion for unearthing our past, from Yorkshire to the west country, Lincolnshire to Wales, digging in freezing winters, arid summers, mud and hurricanes, through frustrated journeys and euphoric discoveries. Evocative and intimate, *Home* shows how, in going about their daily existence, our prehistoric ancestors created the institution that remains at the heart of the way we live now: the family. 'Under his gaze, the land starts to fill with tribes and clans wandering this way and that, leaving traces that can still be seen today . . . Pryor feels the land rather than simply knowing it' - *Guardian*

Former president of the Council for British Archaeology, Dr Francis Pryor has spent over thirty years studying our prehistory. He has excavated sites as diverse as Bronze Age farms, field systems and entire Iron Age villages. He appears frequently on TV's *Time Team* and is the author of *The Making of the British Landscape*, *Seahenge*, as well as *Britain BC* and *Britain AD*, both of which he adapted and presented as Channel 4 series.

For over 25 years *The Handbook of British Archaeology* has been the foremost guide to archaeological methods, artefacts and monuments, providing clear explanations of all specialist terms used by archaeologists. This completely revised and updated edition is packed with the latest information and now includes the most recent developments in archaeological science. Meticulously researched, every section has been extensively updated by a team of experts. There are chapters devoted to each of the archaeological periods found in Britain, as well as two chapters on techniques and the nature of archaeological remains. All the common artefacts, types of sites and current theories and methods are covered. The growing interest in post-medieval and industrial archaeology is fully explored in a brand new section dealing with these crucial periods. Hundreds of new illustrations enable instant comparison and identification of objects and monuments - from Palaeolithic handaxes to post-medieval gravestones. Several maps pinpoint the key sites, and other features include an extensive bibliography and a detailed index. *The Handbook of British Archaeology* is the most comprehensive resource book available and is essential for anyone with an interest in the subject - from field archaeologists and academics to students, heritage professionals, *Time Team* followers and amateur

enthusiasts.

Recent surveys have shown that, as a nation, our knowledge of British history is sketchy at best. In this book, Tim Taylor and the expert archaeologists and historians behind the hit Channel 4 series Time Team will set us straight. Each member of the team will select the events they believe had a major impact on our society.

"Two siblings get caught up in a wager between two manufactured gods, Roxicodone and Adderall, in this new thriller inspired by the opioid crisis"-- Who were the first Britons, and what sort of world did they occupy? In *A History of Ancient Britain*, much-loved historian Neil Oliver turns a spotlight on the very beginnings of the story of Britain; on the first people to occupy these islands and their battle for survival. There has been human habitation in Britain, regularly interrupted by Ice Ages, for the best part of a million years. The last retreat of the glaciers 12,000 years ago brought a new and warmer age and with it, one of the greatest tsunamis recorded on Earth which struck the north-east of Britain, devastating the population and flooding the low-lying plains of what is now the North Sea. The resulting island became, in time, home to a diverse range of cultures and peoples who have left behind them some of the most extraordinary and enigmatic monuments in the world. Through what is revealed by the artefacts of the past, Neil Oliver weaves the epic story - half a million years of human history up to the departure of the Roman Empire in the Fifth Century AD. It was a period which accounts for more than ninety-nine per cent of humankind's presence on these islands. It is the real story of Britain and of her people.

Not only a fresh take on a topic always of great importance to managers - but also an extension of the successful brand built by *The First-Time Manager* (5th Ed: 0814408214, AMACOM, Mar. '05) which has sold 25,000 copies to date in the newly revised 5th edition and a total of 225,000 copies net in all editions. It is written in an engaging, conversational style, making it easy for managers to quickly and easily pick up useful new techniques. It is packed with activities and assessments for both the manager and team members. Team building is one of a new manager's most critical tasks - and this is the only book to focus specifically on team building for first-time managers. It explains the five essential qualities of a high-performing team: goals and standards; decision-making; honest communication; clear roles and responsibilities; and celebrating success.

Overwhelmed by electronic gadgets? Buried under an avalanche of e-mails? Juggling too many tasks and responsibilities? Desperately in need of a deep breath and a time-out? For all of us who answer yes to any of these questions, help is on the way. Getting to the heart of our hassled and over-scheduled existence, Christine Louise Hohlbaum cheerfully investigates 101 ways to increase our quality of life and productivity by reevaluating how we perceive and use time. Everyone has their own personal bank account of time, and while we cannot control time itself, we can manage the activities with which we fill the time we have available to us. *The Power of Slow* gives readers practical, concise

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directions to change the relationship they have with time and debunks the myths of multitasking, speed, and urgency as the only ways to efficiency. Tips include: - When working on a project on your computer, close all the windows, with the exception of the one you need to do your job. - Learn to say no in a polite and constructive way to favors, invitations, and requests. - Manage your own expectations, as well as those of others, by clearly stating what is possible in the time frame given. - Declare gadget-free zones (both geographical and temporal) to really enjoy your leisure time. - Know when your plate is full. - Make commitments to difficult tasks in five-minute increments and gradually increase the increments. - Save your most favorite or the easiest tasks for last to avoid procrastination. The Power of Slow will help readers identify areas in need of improvement and show them how to become more efficient and less frazzled at work and at home---and live a better, more balanced life.

In The Naked Salon, Lisa Conway teaches what salon owners are expected to know but were never taught. As a former salon owner herself, Lisa worked out first hand that there was a number of things she hadn't even thought about including the numbers and how difficult it is to be on top of staff performance. Lisa breaks it down so that it makes sense

Time Team is Channel 4's perennially popular archaeology show - and the experts are ready to share their archaeological know-how with us. So many of us watch the show and wish that we, too, could get out there, get digging and uncover an artefact such as a piece of pottery, glass, brooch or pipe stem. Now we can! The Time Team Dig Book explains all the key skills the budding archaeologist needs to know. From gaining permission for your dig and surveying the landscape, to locating and excavating your first trench; from identifying pottery, to your final report and the legacy of your dig. Taking us on a tour of some of their latest key excavation sites, Tony, Mick, Phil and the gang share with us their wealth of expertise and tell us all we need to know in order to join in.

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