

**Feedly Read More Know More**

**Ronald Williamson,Barbara R. Blackburn**

The Productive Online and Offline Professor Bonni Stachowiak,2023-07-03 What does it mean to be a productive professor in higher education? What would it feel like to have more peace and productivity? To have nothing fall through the cracks? The Productive Online and Offline Professor is written for today's busy higher education professional. Through an exploration of what it means to make work meaningful, this book offers practical strategies and tips to support higher education professionals in efficiently managing and effectively using a wide range of technologies and productivity tools. Higher education instructors will find this guide helps them to fulfill their teaching roles with excellence and to build engaging relationships with students while also successfully managing other priorities in their professional and personal lives. The Productive Online and Offline Professor assists those who teach online and blended courses with managing their personal productivity. Faculty are often expected to provide support and feedback to learners outside of normal work hours in non traditional classes. Programs that are designed with more asynchronous content may cause faculty to perceive that it is difficult to ever press the "off button" on their teaching. The author offers guidance and suggests software tools for streamlining communication and productivity that enable faculty to better balance their lives while giving rich feedback to students. Part 1 addresses the challenges in defining productivity and presents a working definition for the text. Part 2 describes the ability to communicate using both synchronous and asynchronous methods, along with ways of enriching such communication. Part 3 describes methods for finding, curating, and sharing relevant knowledge both within one's courses and to a broader personal learning network (PLN). Part 4 examines specific tools for navigating the unique challenges of productivity while teaching online. It includes ways to grade more productively while still providing rich feedback to students. Part 5 shares techniques for keeping one's course materials current and relevant in the most efficient ways possible. The Productive Online and Offline Professor is a practical guide for how to provide high quality online classes to diverse students. This book shares specific technology and other tools that may be used in charting a course toward greater productivity. It is intended to be a professional resource for fulfilling our roles with excellence and joy, while managing other priorities in our personal and professional lives.

Next Generation Search Engines: Advanced Models for Information Retrieval Jouis, Christophe,2012-03-31 Recent technological progress in computer science, Web technologies, and the constantly evolving information available on the Internet has drastically changed the landscape of search and access to information. Current search engines employ advanced techniques involving machine learning, social networks, and semantic analysis. Next Generation Search Engines: Advanced Models for Information Retrieval is intended for scientists and decision-makers who wish to gain working knowledge about search in order to evaluate available solutions and to dialogue with software and data providers. The book aims to provide readers with a better idea of the new trends in applied research.

*Less Doing, More Living* Ari Meisel,2014-04-03 Everyone is familiar with the phrase, less is more. But in business and our personal lives, it often seems like the only way to get more done is by putting in more time--more hours at the office, more days running errands, more time worrying about your finances...more, more, more! But what if there were a way that we could do less, to free up more time for the things and people we love? If this sounds like what you need, Ari Meisel--efficiency consultant, achievement architect, and self-described serial entrepreneur--has the program for you--

Get Organized Digitally! Frank Buck,2021-12-28 In today's world, we're often overwhelmed by our digital devices and the volume of available digital information. Get Organized Digitally! outlines a complete digital organizational system for the busy educator and helps you harness the power of technology to save time. This book is your go-to source, presenting the nuts and bolts of exactly how to make technology work for you in both your personal and professional life. Special features of Get Organized Digitally!: Details of how to get started with the best digital organizational tools available today. Principles of digital organization that make all the components of your system work together. Stories that inspire and show how technology can make our lives easier. Time is the most precious resource we have; managing it well leads to greater productivity and less stress. Get Organized Digitally! shows educators how to harness the power of technology to spend time on what matters most--your school and your students.

**A Guide to Disseminating Your DNP Project** Dr. Marilyn Smith-Stoner, PhD, MSN, RN,2018-01-28 A Guide to Disseminating Your DNP Project provides an effective, proven blueprint that enables students to disseminate their DNP Projects. This book describes the process of disseminating the final written assignment, as is recommended by the American Academy of Colleges of Nursing (AACN) for graduation from a DNP program. For all DNP graduates looking to make a positive impact on health care today, dissemination of knowledge and research is imperative to initiate quality improvement effectively. By sharing the results of their research, DNPs can improve healthcare. This book provides step-by-step instruction for all methods of dissemination, from print to digital media. The text provides step-by-step instructions for each type of dissemination, and highlights specific resources and their benefits and drawbacks. It includes explanations of how to use social media, web-based platforms, and alternative artistic means. A Guide to Disseminating Your DNP Project contains a uniquely apt set of resources for the DNP graduate. Key Features: Checklists that illustrate the process of transforming a project to a manuscript or other presentation User-friendly graphics and diagrams that summarize content An Appendix with over 50 links to online resources for dissemination Faculty Guide to help their DNP students through dissemination

Advanced Googling Garrett Wasny, MA, CMC, CITP/FIBP,2014-06-08 This is the workbook for Garrett Wasny's Advanced Googling professional development seminar. He delivers the course online and in-person to accountants, lawyers, doctors, engineers, pro sports executives and other elite knowledge workers worldwide. In easy-to-understand and non-technical language, the course and manual explain how to: Customize Google for maximum speed, security and style Utilize productivity-enhancing apps and plug-ins that instantly enhance your Google experience and performance Scan Google with added precision, nuance, speed and confidence Discover literally 10x more information that's hiding in plain sight on the Google search results page Compose advanced search queries that generate more relevant results Automatically and continuously monitor your operational landscape using free alert and aggregation services Use Google's new generation of predictive apps that know what you want without you having to ask Use little-known hot-words and commands to uncover concealed Google signals Creatively use language in Google search strings to boost relevancy Transform Google into your backup brain, robot assistant and ambient sidekick Leverage Google hundreds of ways to improve your online research, collaboration and communications in your professional and personal life

**Message Not Received** Phil Simon,2015-03-02 Get your message across the right way with clear communication Message Not Received provides the tools and techniques that make an effective writer and public speaker. Particularly on topics related to data and technology, effective communication can present a challenge in business settings. This book shows readers how those challenges can be overcome, and how to keep the message from getting lost in the face of mismatched levels of knowledge, various delivery media, and the library of jargon that too often serves as a substitute for real, meaningful language. Coverage includes idea crystallization, the rapidly changing business environment, Kurzweil's law of accelerating change, and our increasing inability to understand what we are saying to each other. Rich with visuals including diagrams, slides, graphs, charts, and infographics, this guide provides accessible information and actionable guidance toward more

effectively conveying the message. Today, few professionals can ignore the tsunami of technology that permeates their lives, advancing far more rapidly than most of us can handle. As a result, too many people think that successful speaking means using buzzwords, jargon, and invented words that sound professional, but don't actually communicate meaning. This book provides a path through the noise, helping readers get their message across succinctly, efficiently, and effectively. Adapt your approach for more effective communication. Learn the critical skill of crystallizing ideas. Tailor your style to the method of delivery. Ensure that your message is heard, understood, and internalized. It doesn't matter whether you're pitching to a venture capitalist, explaining daily challenges to a non-tech manager, or speaking to hundreds of people – jargon-filled word salad uses a lot of words to say very little. Better communication requires a different approach, and *Message Not Received* gives you a roadmap to more effective speaking and writing for any audience or medium.

*The Principalship from A to Z* Ronald Williamson, Barbara R. Blackburn, 2016-03-22 The second edition of *The Principalship from A to Z* provides a set of tools that can be used immediately to improve your leadership practice. Organized into 26 chapters—one for each letter of the alphabet—this book covers the most important and prevalent issues and skills for leaders in today's schools, including matters of limited funding, juggling social media, teacher evaluation, student achievement, school safety, and collaborating with parents. This accessible guide offers specific strategies that will help you navigate the complexity of your job and help you to become a more effective principal. Topics new to this updated edition include: A renewed focus on student learning as the first priority of a principal and updated strategies for becoming a powerful instructional coach. Information about restorative justice practices and other disciplinary approaches. Timely new chapters on motivating teachers and students, using social media, and handling limited resources. Updated resources at the end of each chapter. For both new and experienced leaders, you'll find this book to be full of practical templates and strategies to implement immediately. Many tools are available as free eResources from our website, [www.routledge.com/9781138899568](http://www.routledge.com/9781138899568).

*The Escape Manifesto* Escape The City, 2013-04-30 Rob, Dom and Mikey were fed up with the corporate treadmill. When they decided to change careers, they looked for a website to help them escape - except there wasn't one. So they started their own. Three years later and they have started a movement called Escape the City. Over 100,000 people have joined [www.escapethecity.org](http://www.escapethecity.org) in pursuit of exciting and unconventional careers. They are the first online start-up in the world to raise more than £500,000 in investment equity crowdfunding - and they did this entirely from their own membership. The Escape Manifesto is the book that the guys wish they had read three years ago on the London Underground when they were commuting back and forth from their corporate cubicles. It is an inspirational call to action, packed with practical advice and encouragement. If you work in a corporate job that doesn't make you tick and you have ever wondered whether there is more to life, this book is for you. Step off the corporate treadmill - find an exciting job, start your own business, or go on a big adventure. Stop dreaming, start planning and do something different! Reader Feedback Fab book- inspired me to plan my escape in Jan 2014 to India to clear my head after 29 years in social work then starting my own business. If not now, when?! - Fionna My inspiration to take the step out of banking was driven by your book. I had been thinking about it for about a year but I kept putting off leaving the salaried job, that is until a friend left work and handed me a copy. - Selina The Escape Manifesto is a fantastic book. Page after page really hit the note with me..... I'm leaving my city job to take some time out travelling South America and see what happens! - Scott The Manifesto has really helped me in my decision and continuing motivation to leave consulting. So, I'd like to say a massive thank you. - Victoria I'm so excited to have 'escaped'!! Thanks to the Escape Manifesto for giving me the motivation and push I needed to seek out opportunities I can be passionate about. - Australian Lawyer in London I'd like to let you know that your website and book! helped me 'escape' my job as management consultant in the Netherlands. I will be moving to Sri Lanka this November to work as general manager of a turtle conservation project, with my girlfriend. I found the job on your site. I'm so excited! - Andre I lost track of the number of times I stopped to read out passages to my wife which expressed the exact same thoughts and emotions as I'd been feeling myself, it's always good to know you're not the first to have felt this way. I got a bit carried away with the highlighter and have built a to-do list off the back of it. - Graham Loving the Escape manifesto, I'm planning my escape from finance to conservation for August 2014. - Scott Your book is by my bed - making notes from the money chapter... hopefully I'll have news soon. - Victoria I'm reading your book right now. I'm halfway through but I couldn't resist contacting you before I finish it. It is the perfect reference for finding a new career path and escaping the status quo and pressure from society - very good book! - Daniel Your book has made me feel so good about my situation and I now believe I'm doing all the right things to give my plans a good old go. Life is so short and you have nothing to lose. Nothing!!! - Ed Even the shittiest day brightens up when I read your blog, your book or just the pics you post on Facebook. - Dagmar Well chaps, I did it! Quit my job in senior leadership in a blue chip corporate. Now what???? Halfway thru y

*Strategies for Success* Stan Skrabut, 2023-09-23 Unleash your potential as an instructional technologist with *Strategies for Success*. This guide offers potent strategies, expert advice, and actionable insights for advancing your career. \* Learn to harness technology's impact on education institutions through streamlined processes and automation. \* Employ data-driven decisions, real-time tracking, and goal-setting techniques for optimal results. \* Enhance your skills in copywriting, video development, and more to adapt to evolving trends. \* Build partnerships with faculty, tailor training, and foster collaboration. \* Embrace time management and prioritize tasks to boost productivity. \* Stay updated on emerging technologies and establish a strong community presence. Author Stan Skrabut, drawing from decades of experience, empowers you with invaluable wisdom. Transform your role and institution with this trusted companion, paving the way for impactful change. Embark on your journey to instructional technology excellence with *Strategies for Success*.

*Blogging For Dummies* Susannah Gardner, Shane Birley, 2012-01-24 Presents detailed information about blogging, discussing how to set up and maintain a blog, find the right audience, add photographs and audio, use social networks for promotions, and explore money making options.

*Success in Programming* Frederic Harper, 2014-12-03 Why should you, a competent software developer or programmer, care about your own brand? After all, it's not like you're an actor or musician. In fact, as *Success in Programming: How to Gain Recognition, Power, and Influence Through Personal Branding* demonstrates in many ways, it's never been more important for you to think about yourself as a brand. Doing so will provide rocket fuel for your career. You'll find better jobs and become the go-to person in various situations. You'll become known for your expertise and leadership, and you'll find it easier to strike out on your own. People will seek out your advice and point of view. You'll get paid to speak, write, and consult. What's not to like about becoming a rock star developer? The good news—as Mozilla's senior technology evangelist, Frédéric Harper, writes—is that it's never been easier to improve your skills, stand out, share more quickly, and grow your network. This book provides the tools you need to build your reputation and enhance your career, starting right now. You'll learn what personal branding is and why you should care about it. You'll also learn what the key themes of a good brand are and where to find the ingredients to build your own, unique brand. Most importantly, you'll understand how to work your magic to achieve your goals and dreams. You'll also learn: How to use sites like StackOverflow and Github to build both your expertise and your reputation. How to promote your brand in a way that attracts better-paying jobs, consulting gigs, industry invitations, and contract work. How to become visible to the movers and shakers in your specific category of development. How to exert power and influence to help yourself and others. *Success in Programming: How to Gain Recognition, Power, and Influence Through Personal Branding* shows you how to scale your skills, gain visibility, make a real impact on people and within organizations, and achieve your goals. There's no need to become a marketing expert or hire a personal branding guru; this book and a desire to grow personally and professionally

are all you need to leap to the next level of your career.

**The Squiggly Career** Helen Tupper, Sarah Ellis, 2020-01-09 THE NO.1 SUNDAY TIMES BUSINESS BESTSELLER 'The Squiggly Career is about navigating work in a way that suits you, it's a timely and brilliant handbook for now' Stylist 'A brilliant guide. Read it and get the tools you need to thrive in your career now and in the future' Marie Forleo, author of Everything is Figureoutable 'Logical, practical and based on tried and tested models' Financial Times's Book of the Month Career ladders and jobs for life are a thing of the past Today, we're living in a world of squiggly careers, where moving frequently and fluidly between roles, industries, locations, and even careers, is becoming the new normal. Squiggly careers can feel stressful and overwhelming, but if you know how to make the most of them, they can be full of opportunity, freedom and purpose. And to make the most of our increasingly squiggly careers we need to answer some important questions: What am I good at? What do I stand for? What motivates and drives me? Where do I want to go in the future? In The Squiggly Career, you'll learn how to: - Play to your super strengths - Discover your values - Overcome your confidence gremlins - Build better support networks - Explore your future possibilities Packed with insights about the changing shape of work and inspiration from highly successful people, this book will fuel your growth and help you be happier, and ultimately more successful in your career.

**Records and Information Management** Patricia C. Franks, 2018-08-13 This book's authoritative blend of theory and practice makes it a matchless resource for everyone in the archives and records management field.

**Teaching and Supervising Cognitive Behavioral Therapy** Donna M. Sudak, R. Trent Codd, III, John W. Ludgate, Leslie Sokol, Marci G. Fox, Robert P. Reiser, Derek L. Milne, 2015-10-19 A total CBT training solution, with practical strategies for improving educational outcomes. Teaching and Supervising Cognitive Behavioral Therapy is the first comprehensive package to provide empirically-validated CBT training and supervisory techniques. Applicable to a variety of behavioral health care disciplines, this multi-modal guide provides educators with the information and tools that can help improve educational outcomes. An examination of CBT developments over the past twenty years leads into a discussion of practical applications for improving CBT education, while addressing the technological advances that facilitate dissemination and the specific challenges posed to confidentiality and patient care. The digital component contains additional audio and video content, plus downloadable worksheets that reinforce and expand upon the strategies presented. Coverage includes advice geared specifically toward the most commonly-encountered problems, with video of training sessions that address issues like frustration with patients, disbelief in psychotherapy, dislike of the method, and lack of skills. Readers will gain insight into effective goal setting, and implement a structured approach to supervision. Examine existing literature and research on training, supervision, and evaluation Integrate theory with practical strategies to improve learning outcomes Customize training approaches to specifically suit different professional groups Fit the methods to the environment, including workshops, webinars, and podcasts Mental health professionals who favor an empirically-based approach to therapy will appreciate the effectiveness of an empirically-based approach to pedagogy. Backed by over two decades of CBT research and the insight of leading CBT experts, Teaching and Supervising Cognitive Behavioral Therapy provides trainers with the tools and information they need to improve therapist educational outcomes.

**The Insightful Reader** I. C. Robledo, Read for Insights, Improve Your Life, & Make an Impact \* INSIGHTS present you with a shift in the way you think about an idea or topic. They provide you with a realization that you should change the way you think about something and reconsider the actions that you take. \* Insights from reading have the power to provide us with priceless nuggets of knowledge and wisdom. For example, you may discover a key piece of advice that helps you move away from a bad situation and to change your life around. Or you may discover words that aid you to help someone close to you in need of advice or support, perhaps helping you to save a life. Seeking out and reading insightful books will help catapult you to higher levels of success, happiness, physical and emotional health, understanding, wisdom, and peace. This is because when you read, you have access to some of the most brilliant and inspirational people of all time, and the lessons they learned. The problem is most of us learn how to read superficially in school, rather than in a deep and meaningful way. Thankfully, The Insightful Reader will help you to choose the right books to read, get more out of what you read, create a better life through reading, and ultimately to become an insightful reader, learner, and thinker. Whether you read hundreds of books or just a few per year, you will benefit from this book. With the insights you acquire through reading, you can change and empower yourself, aid those around you, and ultimately make an impact on the world. Why focus on reading? Reading is a unique vehicle for learning, where the cost in money and time for the insights gained is quite low. A workshop or course will cost magnitudes more, while you may not learn any more than you would from books. Also, you tend to learn much more from reading than you would in audio or video formats, when given the same time. Focus on becoming an Insightful Reader, and you will accomplish your goals much more effectively and efficiently. Internationally bestselling author I. C. Robledo has written The Insightful Reader based on a personal love for reading, learning, and applying what he learns. He has read over 400 books, thousands of general articles, hundreds of academic articles, and hundreds of short stories and poems. Robledo wishes to show you how to improve your reading abilities based on his experience. 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This book is effective for readers of all kinds of nonfiction via eBooks, paperback books, magazines, newspapers, school textbooks, short stories, essays, digital or computer screen readers, and even the backs of cereal boxes. Similar authors you may have enjoyed include Sean Patrick, Daniel Coyle, Mihaly Csikszentmihalyi, Malcolm Gladwell, Steven Pressfield, Walter Isaacson, Michael Michalko, Ed Catmull, David McRaney, Tony Buzan, Barbara Oakley, Joshua Foer, Sanjay Gupta, Harry Lorayne, Edward de Bono, Joseph Murphy, John C. Maxwell, Robert Greene, Peter Hollins, Peter C. Brown, Jim Kwik, and Josh Waitzkin. Similar genres of books you tend to read will be nonfiction, self-help, self-improvement, personal development, mind and brain improvement, philosophy, applied psychology, biographies and memoirs, education, learning, academic textbooks, health, mind & body, business and investing, religion and spirituality, and Christian books. 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*Digital Media* Stacey O'Neal Irwin,2016-04-29 *Digital Media: Human-Technology Connection* examines what it is like to be alive in today's technologically textured world and showcases specific digital media technologies that makes this kind of world possible. So much of human experience occurs through digital media that it is time to pause and consider the process and proliferation of digital consumption and humanity's role in it through an interdisciplinary array of sources from philosophy, media studies, film studies, media ecology and philosophy of technology. When placed in the interpretive lens of artifact, instrument, and tool, digital media can be studied in a uniquely different way, as a kind of technology that pushes the boundaries on production, distribution and communication and alters the way humans and technology connect with each other and the world. The book is divided into two sections to provide overarching definitions and case study specifics. Section one, Raw Materials, examines pertinent concepts like digital media, philosophy of technology, phenomenology and postphenomenology by author Stacey O Irwin. In Section Two, Feeling the Weave, Irwin uses conversations with digital media users and other written materials along with the postphenomenological framework to explore nine empirical cases that focus on deep analysis of screens, sound, photo manipulation, data-mining, aggregate news and self-tracking. Postphenomenological concepts like multistability, variational theory, microperception, macroperception, embodiment, technological mediation, and culture figure prominently in the investigation. The aim of the book is to recognize that digital media technologies and the content it creates and proliferates are not neutral. They texture the world in multiple and varied ways that transform human abilities, augment experience and pattern the world in significant and comprehensive ways.

*Build a Profitable Online Business* Mikael Olsson,2013-10-22 *Build a Profitable Online Business: The No Nonsense Guide* is a highly condensed step-by-step guide on how to build and run profitable websites. Serial web entrepreneur Mikael Olsson gives you in a nutshell all the tools, tips, and savvy you'll need to create and operate online businesses that will automatically generate streams of effortless income for you. He shows you all the tricks and shortcuts for building your own amazing website and running your own online business profitably and efficiently, without wasting a nickel or a minute. You won't find any technical jargon, drawn-out lessons, or feel-good fluff in this book. What you will find is an expert guide that pulls no punches in serving up the clean hits of hard information that any web entrepreneur needs to succeed at all aspects of an online business: website construction, SEO, marketing, monetization, and conversion. What you'll learn From Build a Profitable Online Business you'll learn: How to strategize, design, start up, and operate your own online business. How to build a professional-quality website with minimal outlay. How to attract visitors to your website and make them come back for more. How to monetize your website in 5 different ways. How to automate your websites to produce constant streams of passive income. Who this book is for The primary audience for this book is individual entrepreneurs who want to create successful web businesses with the least expenditure of time and money and run them as automated engines of passive income. The secondary audience is small companies, to which the strategies and techniques presented in the book apply equally well. This is not a book for people to program or use tools to build a website, so the audience is spared skipping through material that will not be helpful, or is redundant, or not at the correct level for them. Table of Contents Site Type and Niche Web Hosting Domain Name Site Structure Site Design Performance Validation Search Engines Site SEO Keyword Research Using Keywords Content Content Pages Navigation Navigation Pages Increasing Traffic Link Building Quality Links Table Artificial Link Building Natural Link Building Directories Social Bookmarking Social Networking PPC Profit Donations Advertising Affiliates Services Products Stickiness Return Visitors Sales Pages Credibility Credibility Pages Action Steps

*Science Journalism* Martin W Angler,2017-06-14 *Science Journalism: An Introduction* gives wide-ranging guidance on producing journalistic content about different areas of scientific research. It provides a step-by-step guide to mastering the practical skills necessary for covering scientific stories and explaining the business behind the industry. Martin W. Angler, an experienced science and technology journalist, covers the main stages involved in getting an article written and published; from choosing an idea, structuring your pitch, researching and interviewing, to writing effectively for magazines, newspapers and online publications. There are chapters dedicated to investigative reporting, handling scientific data and explaining scientific practice and research findings to a non-specialist audience. Coverage in the chapters is supported by reading lists, review questions and practical exercises. The book also includes extensive interviews with established science journalists, scholars and scientists that provide tips on building a career in science journalism, address what makes a good reporter and discuss the current issues they face professionally. The book concludes by laying out the numerous available routes into science journalism, such as relevant writing programs, fellowships, awards and successful online science magazines. For students of journalism and professional journalists at all levels, this book offers an invaluable overview of contemporary science journalism with an emphasis on professional journalistic practice and success in the digital age.

*Outlook 2019 For Dummies* Faithe Wempen,Bill Dyszel,2018-10-04 Get up to speed with the world's best email application — Outlook 2019 Of the millions of people who use Outlook, most only use about two percent of its features. Don't stay in the dark! Outlook 2019 For Dummies shows you how to take advantage of often-overlooked tips and tricks to make it work even better for you. Inside, you'll find information on navigating the user interface; utilizing the To-Do bar; filtering junk email; smart scheduling; RSS support; using electronic business cards; accessing data with two-way sync and offline and cloud based access, and much more! Make the most of Outlook's anti-phishing capabilities Share your calendar Integrate tasks with other Microsoft applications and services Manage email folders If you're upgrading to the latest version — or have never used this popular email tool — this book makes it easier than ever to get Outlook working for you.

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