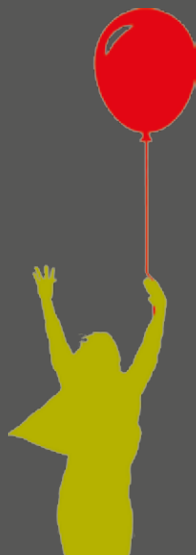


RIGHTS LIST FALL 2017



Dr. Sylvia C. Löhken is an author, speaker, and coach. As an expert for introvert communication, she helps her clients develop their very own conditions for both work and life in general. Sylvia looks back on a broad spectrum of experience in both research and research administration. As a former manager in a large international organisation, she is familiar with the contexts her clients work in – politics and administration, business and research, as well as management and consulting.



WHO DO YOU WANT TO BE?

New book
by bestselling
author
Sylvia Löhken



Sylvia Löhken
Quiet Person – Happy Life
How to Have A Meaningful Life As An Introvert
288 pages
978-3-86936-800-9

Quiet person – happy life: the title is a promise. It promises that as an introverted person, you can not only have a fulfilled, successful life, but that you can achieve this with precisely the special qualities that make you an “intro” personality.

This book

- affords you an idea of how you want your life to be and how you can make a success of it;
- encourages you to look at your own strengths, inclinations and needs, and to let them mature.

Where is your journey going to go? The path to the answer is simultaneously both easy and difficult. We have more freedom to design our lives than ever before.

Free rein to design your life? It is precisely the openness of our life plans – the wide range of inspirations for how we want our lives to be – that make decisions about our lives so difficult.

Once you have read it, this book, that's when things get exciting: then, you'll be able to put into practice in your own life what you have recognised as being right. You'll see it's not necessarily about dropping everything and re-inventing yourself in a spectacular fashion; rather, it is much more interesting for you to unlock the potential in your own character and allow it to develop.

WHY IT WILL SELL

- Introverts make up 50 percent of any population.
- The quest for ourselves, to find our own place in life, is deeply rooted in us. We live in times that allow us to ask for personal development and fulfilment.
- This is the very first book on the market that is dedicated to a happy introvert life.

“Sylvia Loehken formulates the essential questions in creating the perfect biotope for quiet people.” Frankfurt Allgemeine Zeitung

“Introverted persons don't like working in the limelight. However,” says Sylvia Loehken, “the quiet persons are those who create big things.” Handelsblatt

Illustrations: Dr. Michael Meinhard, Bonn



Quiet Person – Happy Life is the introverted sibling of *Quiet Impact*: It is directed to the inside. The questions behind the book are big ones:

- What is a good life for me as an introvert?
- And how do I get this life?
- How do I thrive instead of just coping and surviving somehow?

The answers include two things:

1. A glance at what makes introverts so special.
2. Very concrete, clear and encouraging instructions on how to use these advantages in daily life.

The path to personal maturity is perhaps the most exciting journey you can take. You have this one, wonderful life to live, with a unique blend of characteristics that only you possess in this particular combination. Allow them to bloom!



Sylvia Löhken
Quiet Impact
How to Be A Successful Introvert
288 pages
978-3-86936-327-1



Sylvia Löhken
Power of Personality
How Introverts and Extroverts Can Combine to Amazing Effect
288 pages
978-3-86936-327-1

What gives us enduring strength?

Dr. Marco Baron Münchhausen is a lawyer, coach, consultant and author of multiple bestsellers. His books, talks and seminars focus on various important aspects of a successful, fulfilled life. To date, he has helped more than half a million people put their personal resources to best use.

Inner stability requires a balanced life. A balance between our professional and private lives is necessary for the achievement of happiness and fulfilment and therefore as a basis for resilience and stability. Inner stability is the ability to keep your life in balance, manage stress, avoid burnout and strengthen your inner resistance.

This book sets out to provide the reader with concrete suggestions for remaining stable and balanced in a challenging and demanding professional life and recharging their internal batteries. In his new book, best-selling author Marco von Münchhausen presents four central factors for inner stability:

- the ability to keep one's life in balance,
- the ability to cope with everyday stress,
- an enduring resilience and the art of stabilising oneself in day-to-day life.

WHY IT WILL SELL

- The book presents various practical and easy-to-use tools and tips, all of which are designed to help us achieve better inner stability
- A highly comprehensive guide covering all essential areas of our professional and private lives: job & career, family & friends, health, purpose & culture
- Practice-oriented, with numerous tests and exercises
- Marco von Münchhausen is an expert on living a successful and fulfilling life



Marco von Münchhausen
Inner Stability
What Keeps Us Grounded in Everyday Life
216 pages
978-3-86936-801-6



Marco von Münchhausen
Concentration
How to Relearn the Art of Focus
184 pages
978-3-86936-719-4

Hans-Georg Willmann is a qualified psychologist, a certified coach, a member of the German Association of Professional Psychologists (BDP) and a member of the Australian Psychological Society (APS). He is the author of numerous successful self-help books, several of which have been translated into foreign languages. "Amaze Yourself" is his 25th book.

Do you have dreams? Good on you! That's the first step – now's the time to make your dreams come true. This book is a guide to help you along the way. Can you picture in your mind's eye what you are aiming for, what you are wishing for, the life you are longing for – but find that when you wake up, your daily routine kills your desire and saps all your energy? The path to our most passionately desired goals can be relentlessly tough – but if we put into practice the 11 astonishingly easy tricks revealed in this book, it no longer needs to be.

WHY IT WILL SELL

- This book is a practical everyday guide to the small but specific steps we need to take if we want to reach our most passionately desired goals.
- This is about the path we need to take to go from dreams to reality.
- The book is characterised by the author's deeply practical attitude. On top of this, the teachings of the book are combined with beautiful, personal stories of travelling wisdom, which help readers retain more of the psychological tricks.

Willpower has the greatest impact on a successful life of all possible factors. Numerous studies have shown: Compared to other factors, willpower has more influence on professional and personal success than intelligence. People who use their willpower wisely, live happier and healthier.

Treading Your Own Path



Hans-Georg Willmann
Amaze Yourself
11 Tricks to Help You Hit the Home Stretch
160 pages
978-3-86936-803-0



Hans-Georg Willmann
Success through Willpower
How to Get More of What You Want
192 pages
978-3-86936-638-8

BESTSELLER

17 rules for happiness that will make you sing

Actually, things are going very well – at work, with the family, with friends. Actually, we have no reason to whine. That's the truth. But viewed in quiet moments, a grey fog often seems to suffocate our lives. Nothing truly gives us joy any more.

How can we regain happiness and a sense of levity in our everyday lives? How can we manage to see the blue of the sky in moments of profound despair? What can we learn from times of crisis?

Patricia Küll shows what is important: to recognise who you are and what you expect from life and to work on yourself with discipline.

For happiness does not fall from heaven – we ourselves can actively shape it.

WHY IT WILL SELL

- 17 rules for happiness that anyone can apply to their own everyday life – professionally and in private
- Stories to show how – even in spite of the worst strokes of fate – you can enjoy your everyday life
- Each chapter ends with an exercise
- Informal, engaging style of language
- Numerous concrete tips for everyday life

Patricia Küll teaches seminars and lectures on the topics of happiness, self-management and stress management. She is a member of the German Speaker Association (GSA) and has a lecturing post in the Department of Social Sciences at the University of Koblenz, where she has also been responsible for initiating research on topic of satisfaction. The results are incorporated into her work.



Patricia Küll
From Today, I Sing in the Shower
What You Can Do to Be Happy in Your Life
192 pages
978-3-86936-802-3



Sylvia Löhken
Quiet Impact

288 pages
978-3-86936-327-1



Sylvia Löhken
Power of Personality

360 pages
978-3-86936-549-7



Kathrin Sohst
The Power of High Sensitivity

336 pages
978-3-86936-688-3



Marco von Münchhausen
Concentration

184 pages
978-3-86936-719-4



Steffen Ritter
Self-Confidence

216 pages
978-3-86936-724-8



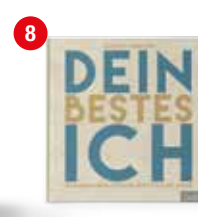
Cordula Nussbaum
Ready, Set, Go!

336 pages
978-3-86936-626-5



Carl Naughton
Learning to Think

304 pages
978-3-86936-699-9



Christo Foerster
The Best Version of You

248 pages
978-3-86936-723-1



Christo Foerster
Neo Nature

176 pages
978-3-86936-629-6



Katharina Maehrlein
Mindfulness Made Practical

136 pages
978-3-86936-759-0

Kishor Sridhar is the managing director of Verum Unternehmensentwicklung GmbH and a guest speaker, management consultant, coach and lecturer. He supports companies and executives in the management of complex change processes and difficult projects. As he does so, he applies the gentle force of behavioural psychology and behavioural economics and demonstrates how to overcome resistance with ease. In addition to his consulting work, he lectures at various international universities.

What really makes men and women tick?



Kishor Sridhar
Women Talk, Men Do?
How to Break Away From Stereotypes and Work Better Together
240 pages
978-3-86936-796-5

When conflicts occur between the sexes in everyday life, they're often reduced to notions of the "typical woman" or "typical man". But what's really going on?

In his new book, Kishor Sridhar demonstrates – in a well-founded and to-the-point manner – that from a behavioural psychology point of view, the "typical man" and "typical woman" do not actually exist; it's much more a question of feminine and masculine behaviours, which occur regardless of the biological gender of the person in question.

This book is about uncovering feminine and masculine psychology. Whether we are biologically male or female, there are feminine and masculine aspects in all of us – even though they may manifest themselves in different ways.

The book reveals how these patterns can be recognised and how clear, tried-and-tested methods can be applied to facilitate better cooperation: from teamwork and meetings to employee appraisals and sales work. These exciting ideas are ones we can and should be putting into practice today.

Testimonials

- "The days of clichés have come to an end. Kishor Sridhar shows us what makes us tick and how we can use our true strengths. Well-researched, exciting and practical!" **Heike Henkel, Olympic high jump champion**
- "Absolutely recommended! Kishor Sridhar not only gives clear practical tips for better cooperation, but for completely new ways of thinking and working!" **Dr. Veit Etzold, Spiegel bestselling author**



Life is a journey that takes you back home

New book by bestselling author Matthew Mockridge



Matthew Mockridge
Gate C30
A Story About True Happiness
240 pages
978-3-86936-798-9

Inspired by real-life encounters

From the outside, Jason Cooper has everything: success, money and a great family. He flies all over the world – from one lucrative business deal to the next. Driven and intoxicated by his own success, he overlooks the fact that he is on the fastest possible route to losing himself.

A delayed flight that threatens to destroy his most profitable business and with it, his career, will turn out to be the greatest opportunity of his life: during the seven hours afforded to him at Gate C30 of Istanbul Airport, he meets seven very different people. Gradually, they open his eyes as to what is really important in life.

WHY IT WILL SELL

- The book confronts the reader with powerful yet practical pieces of worldly wisdom and demonstrates a way to inner strength, authenticity and the fearless realisation of big dreams
- An entertaining and touching story that inspires the reader to rethink what they know on the subjects of happiness, success, and career
- The book is an alternative to conventional handbooks for success and packs wisdom and motivation for your own life into an exciting and entertaining story.

BESTSELLER

Whether you want to realize an ingenious business idea, host a cool event, develop a new app or even become a surfing instructor – this book helps you to see opportunities, ideas and potential, where others only find problems and obstacles. The book provides countless ideas for getting your next big project underway.



Matthew Mockridge
YOUR NEXT BIG THING
Creating BIG Ideas From Scratch
264 Pages
978-3-86936-692-0

Follow your **inner voice** – and make yourself heard

“Only one who listens to their inner voice and looks to their own horizon can be successful and happy. (...) And one who is courageous enough to go their own way and aggressively defend it.”

We communicate now more than ever before. And yet, we are strangely speechless: millions upon millions of tweets, posts and likes sit in stark contrast to a profound lack of direction, clarity and composure – not only at an individual level, but a societal one. Between prolonged chatter and hush, between loquaciousness and resigned silence, it is more important than ever to follow our inner voice and make it heard to the outside world. Our inner voice is our guide in life. It shows us our horizons, providing us the direction we need to live our lives in a self-determined way. This requires courage: courage to find our inner composure, and courage to fight for it.

It is only when we succeed in following the clarity of our inner voice that we can lead the happy, self-determined lives of integrity we so desire - and thus attain clarity and direction as a society.

Peter Holzer studied business administration and business informatics in Auckland, New Zealand and Chicago, USA. After finishing his studies – and at just 24 years of age – he was responsible for the marketing of a private equity fund for SME financing. Today, he is sought out by executive boards and management teams as an implementation advisor for change projects. His customer base consists of a number of ambitious medium-sized companies and DAX corporations. In addition to his work as an advisor and lecturer, he also teaches at the Business School of the St. Gallen Management Institute (SGMI).



Peter Holzer
Courage Needs a Voice
How to Make Your Life Impactful
264 pages
978-3-86936-797-2

Image: hodyl / iStock

BESTSELLER

Your Success



Ilja Grzeskowitz
Think it. Do it. Change it.

182 pages
978-3-86936-689-0



Ilja Grzeskowitz
Let's talk about change, baby!

184 pages
978-3-86936-758-3



Astrid Braun-Höller,
Katharina Pohl
How Would You Like It?

180 pages
978-3-86936-757-6



Svenja Hofert
What Are My Strengths?

224 pages
978-3-86936-693-7



Steffen Kirchner
FOOLED?

408 pages
978-3-86936-657-9



Jutta Portner
Better Negotiating

220 pages
978-3-86936-054-6



Peter Brandl
Hudson River

232 pages
978-3-86936-509-1



Ardeschyr Hagmaier
Duck or Eagle

192 pages
978-3-89749-591-3



Ardeschyr Hagmaier
Duck or Eagle 2

224 pages
978-3-89749-909-6



Barbara Schneider
Diligent Women Work, Smart One's Climb the Ladder

224 pages
978-3-89749-912-6

“The product of reflection is innovation. Bernhard von Mutius has described what it takes to achieve this.”

Wolf Lotter in “brand eins”



© Richard Pichler

Bernhard von Mutius studied philosophy, history and the Sciences. He is a leadership thinker, coach and co-founder of „Die Denkbank“. Engaged as strategic advisor for major German and international companies, political institutions and social organisations. Chairman of the inter-disciplinary Bergweg-Forum Denken der Zukunft e. V. since 1989. Co-founder in 1994 of the initiative UPJ “Unternehmen: Partner der Jugend” and founding member of the „New Club of Paris“. Varied advisory functions for, among others, the journal “Internationale Politik” of the Deutsche Gesellschaft für Auswärtige Politik (DGAP); consulting and lecturing on issues of economic and social change.

Testimonials

“Bernhard von Mutius succeeds in arousing curiosity, engaging readers and presenting new insights in a novel way. Advantageous for mind and posture.”

Roland Tichy, Editor-in-Chief at WirtschaftsWoche

“Think about the future today! Bernhard von Mutius succeeds in conveying visions of his new ways of thinking solely through the power of words (and a few tools): ingenious building of interdisciplinary bridges and a complex subject, yet also comprehensible, exciting, surprising and immensely gripping, with the result that as a reader, you have the desire to adopt his way of thinking at once.” **Dr. Susanne Holst, television presenter**

“Thinking like Picasso painted” **Wirtschaftswoche**

Thinking that meets the **challenges of the future**



Bernhard von Mutius
Disruptive Thinking
Thinking That Meets the Challenges
of the Future
232 pages
978-3-86936-790-3

Mindset, not tools

A phantom is moving in Europe: disruption. Our world has become uncertain. It's not only in the world of business that innovative start-ups are calling into question conventional business models (and thus the existence of established companies); in the social and societal realm, too, we are experiencing serious upheavals, the transition of our old world to a new one. This is about much more than simply the digitalisation of various areas of our lives: it's about the foundations of our economic and social life itself.

Future thinker und business philosopher Dr. Bernhard von Mutius calls for nothing less than a completely new way of thinking: disruptive thinking. This is thinking aimed at developing new reserves of adaptability and gaining creative freedom. We must integrate discontinuities into our thinking, be constantly mindful of what we do not know and make contradictions productive. This will give rise to a creative revolution that encompasses all areas of life and makes them fit for the future.

- What's needed is a creative revolution in all areas of our society – nothing more, nothing less
- Sharp analysis of the contemporary world in which we live
- Renders a highly complex topic amongst top experts and thinkers in clear, understandable language
- A highly topical and exciting work on the economic and social upheavals of our time

How has **digitalisation** **changed** the sales industry, and how will it change it in the future?

In his new book, Lars Schäfer portrays the digital transformation of the sales industry in a positive light and illustrates the chances and opportunities it offers. Despite all of the technical progress, he argues, selling is still mainly about trust and human relationships - in the digital world more than ever. It comes down to the seller; it comes down to the individual.

"Lars Schäfer starts out where many trainers have already stopped, focusing on the customer's emotional decisions rather than on 'numbers, data, facts' – highly recommended!"
Jens Schlüter, emandu Communications

"Lars Schäfer is regarded as a leading expert on emotional selling." **Rhetorikmagazin**

WHY IT WILL SELL

- A journey through history and a glimpse into the future of the sales industry
- A guide for emotional selling in digital times
- A plea for the individual as a success factor
- How has digitalisation changed the sales industry, and how will it change it in the future?
- A book for sales practice containing concrete examples and tips for direct implementation



Lars Schäfer
Selling in the Digital Age:
 Simply Be Human
 208 pages
 978-3-86936-794-1



Lars Schäfer
Trust in Sales
 5 Steps to Becoming a Trustworthy Salesperson
 168 pages
 ISBN 978-3-86936-670-8

Let's be honest: inside every leader lurks a tiny temptation to take the easy way out

Courageous leaders with clear ideas and messages have a decisive role to play in companies: their conduct determines the success or failure of change processes. They influence the motivation and performance of employees and the business's commercial success. What a mammoth task!

In order to be successful in the complexity of our VUCA world (volatility, uncertainty, complexity, ambivalence), companies need people who can contribute actively with their opinions, think laterally out loud, question decisions and create synergies. Courageous leaders are the key to success, the engine for development, the prerequisite for change.

Using numerous examples from her many years of practice in the leadership development field, Nicole Pathé analyses why a culture of cowardice is so prevalent in business – and shows what's needed to establish a culture of courage in its place.

WHY IT WILL SELL

- How to gain and maintain the trust of your employees through clarity and courage
- How to establish a genuine culture of courage in your organisation
- With numerous examples from the expert author's many years of experience in the leadership development field



Nicole Pathé
Quitter or Leader?
 How to Win People Over with Clarity and Courage
 192 pages
 978-3-86936-793-4

BESTSELLER

No more improvising under pressure! **The master plan for every conversation**

The “command and obey” maxim has run their course in the modern corporate world. But how is one to get people moving? How is one to exert influence without applying pressure? A fundamentally new kind of communication is needed: enabling, not controlling; empathic, not pressuring; considered, not ad hoc. Through studying commonly encountered leadership situations, you’ll learn six practical tools for communicating with your employees and colleagues in a manner that persuades, enables and demonstrates appreciation of worth, enabling you to obtain positive results from even difficult conversation scenarios.



Bernhard Cevey
An End to Orders
Six Tools for Effective Leadership in the Modern World
220 pages
978-3-86936-792

WHY IT WILL SELL

- A plea for a clear and fair style of leadership
- Six contemporary management communication tools based on specific practical examples and commonly encountered management scenarios
- The book focuses on a manager's attitude towards their employees
- The topic of “new leadership” is considered from a communication perspective
- Scientifically proven tools based on findings from brain research and psychology

Dr. **Bernhard Cevey** is a management consultant, trainer and CEO of CEVEYGROUP, an international consulting firm with locations in Europe, Asia and North America.



Matthew Mockridge
YOUR NEXT BIG THING

264 pages
978-3-86936-692-0



Stefan Merath
The Road to Becoming a Successful Entrepreneur

464 pages
978-3-89749-793-1



Martin Limbeck
Limbeck Laws

264 pages
978-3-86936-721-7



Jürgen Kurz
Forever Cleaned-up

160 pages
978-3-89749-735-1



Jürgen Kurz
Forever Cleaned-up – Even Digitally

128 pages
978-3-86936-561-9



Peter Ivanov
Everyone is A Star

220 pages
978-3-86936-752-1



Roger Rankel
The Secrets to Doubling Your Profits

192 pages
978-3-86936-748-4



Anne M. Schüller
Touch. Point. Victory.

384 pages
978-3-86936-694-4



Ingrid Gerstbach
Design Thinking in Business

320 pages
978-3-86936-726-2



Chris Brügger, Michael Hartschen, Jiri Scherer
simplicity.

280 pages
978-3-86936-761-3

WH!TEBOOKS

The GABAL Whitebooks present practical knowledge for professional and personal success. Implementation-oriented, pragmatic, reader-friendly.



Those who ask questions, win

This book is all about questions. It deals with questions that are relevant to sales talks and other day-to-day sales scenarios. In it, you'll learn why questions are so important and how you can use them meaningfully. You'll reflect on how you ask questions and how you could improve your technique. You'll also learn about the patterns present in question strategy and how you can apply them to different situations.

- 400 tried-and-tested questions for each phase of a sales talk
- Developing a question strategy, creating a checklist, expanding your repertoire
- Successful closing through improved understanding of customer needs

Franziska Brandt-Biesler
Selling and Persuading with Questions
 The Best Questions for Successful Sales Talks
 152 pages
 978-3-86936-804-7



The handbook for design thinking practice

This reference work provides a concise overview of all relevant techniques and methods and is underpinned by specific case studies. All contents are derived directly from practical experience in the field, with a focus on business consulting!

This book is for those who already know the basics and are able to partially apply them. The experiences and insights that underpin it come from more than ten years of daily management consulting, workshops and training sessions. Design thinking expert Ingrid Gerstbach compiles 77 tried-and-tested tools for everyday work using the design thinking process. Clearly laid out and structured, it explains the key activities in each process step and describes in detail how and when the process can be applied in projects.

Ingrid Gerstbach
77 Tools for Design Thinkers
 Insider Tips from Design Thinking Practice
 340 pages
 978-3-86936-806-1



There is only one rule – and that rule is: Set your OWN goals!

This book aims to motivate you to set concrete goals for your life. Too often, we seek to meet the expectations of others rather than looking for answers in ourselves. We jump from option to option, hamster wheel to hamster wheel, rather than pause and answer the following vital questions: Where are we going? And what do we really want?

This book will guide you to YOUR goals by means of texts, questions and exercises. It will help you to recognise your current wishes and needs and translate them into concrete goals – for even your clearest goal will remain a dream for as long as you do not put it into practice!

Anke Fehring
Those Who Have Goals Will Arrive at Their Destination
 A Self-coaching Book for Anyone Seeking to Take Their Destiny Into Their Own Hands
 184 pages
 978-3-86936-806-1



A collection of ideas and instructions for creative flipcharts

It's possible for anyone to create skilful, creative flipcharts! In addition to a concise introduction to the different building blocks of visualisation, Brigitte Seibold offers an inspiring collection of flipcharts for a wide range of situations: from the welcome address, agenda, objectives and personal introductions to topic archives, feedback and process visualisation. This rich collection of ideas contains suggestions for all the relevant phases of training sessions or workshops.

- Concise practical instructions and exercises serve as an introduction to the techniques
- A treasure chest of ideas and templates for trainers and facilitators

Brigitte Seibold
Designing Flipcharts
 Creative Ideas for Training Sessions
 184 pages
 978-3-86936-807-8

Sound expertise summed up in a practice-oriented and easy-to-understand format

More than
5 Mio copies
sold in
15 languages

Our 30 Minute books help busy people develop their personal and professional lives by closing gaps in their knowledge in a short period of time. Each book contains five chapters that deal with various aspects of a particular topic and present you with concise, well-founded information that you can absorb in a short time.

The books give you the tools to gain key competencies in a special field at an advanced rate – and leave you with skills you can keep on using.

30 MINUTEN



In this guide, you'll learn how empathy works, how to create optimal conditions for your own empathic behaviour, how to make a positive impact on the most difficult of situations and how to maximise the quality of your dealings with others. Charm those around you with empathy!

Sabine Hübner
30 Minutes to Empathy
96 pages
978-3-86936-814-6



In this guide, you'll learn how to develop inner strengths. You'll also learn about the mental training techniques that help you achieve your goals, get the best out of your time and deal with the fear of failure, enabling you to face life with greater strength.

Markus Hornig
30 Minutes to Mental Training
96 pages
978-3-86936-815-3



In this guide, you'll learn how to analyse your situation alongside your team with the help of selected methods, formulate an engaging vision and develop a promising strategy. Ask the right questions and derive clear strategic goals to chart the right course for your business success and review this course regularly!

Stefan Pastuszka
30 Minutes to Creating a Strategy
96 pages
978-3-86936-809-2



In this guide, you'll learn how to recognise, familiarise yourself with and meaningfully use high sensitivity as a resource. What's more, employees and employers will receive tips on how to find a suitable job and how to design and maintain their work environment in an achievement and strengths-oriented fashion. Reclaim what makes you special!

Kathrin Sohst
30 Minutes to High Sensitivity in Your Professional Life
96 pages
978-3-86936-810-8



In this guide, you'll learn how to present yourself effectively and authentically using your clothing, create accents by means of appropriate colour selection and thoughtful use of accessories and present yourself professionally in the virtual realm. Be aware of the signals you're sending and seize the chance to make a good first impression!

Petra Waldminghaus
30 Minutes to Your Appearance as a Factor for Success
96 pages
978-3-86936-811-5



In this guide, you'll learn how to determine your current professional situation, explore your skills, interests and values, define a new target course and plan your first steps towards a new professional future.

Elke Wagenpfeil
30 Minutes to Career Reorientation
96 pages
978-3-86936-812-2

May I introduce:

Madame Missou



Madame Missou understands me! She gives me advice for my everyday life, on matters like chaos management and multitasking – yet she also spurs me to think about the overriding issues that concern me:

- How can I become more self-confident?
- What path will lead me to find more inner balance?
- What can I learn from my dreams?

And the best thing is that Madame Missou meets me at eye level. Her life experience means that she's not easily rattled, and I benefit from her pragmatic view of things. Basically, we'd all love to be a bit like her – both feet planted firmly on the ground, actively shaping her own future, enthusiastic, honest with herself and with others ... and always ready for a laugh!



Life is far too short to sit around moping!

A coffee stain on a fresh blouse, a car that won't start, a stubbed toe – un jour catastrophe!

But life is far too short to sit around moping! I will show you 15 small tricks to bring back your radiant smile! And you will be soon spending more of your everyday life in good moods!

Madame Missou is in a good mood
104 pages
978-3-86936-784-2



Say goodbye to chaos!

Is chaos beautiful? Or is a cluttered house the sign of a cluttered mind? In any case, what is certain is that new thoughts need space to unfurl – and that a beautiful home is the best haven in the world. With a few little tricks, you can once again become the mistress over your own realm – and I'll show you just how to accomplish this!

Madame Missou tidies up
120 pages
978-3-86936-785-9



Radiate from within!

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