





## **INDEX/SOUND BITE OFFERINGS FOR NEW ADAPT PUBLISHING ONLINE BOOKSTORE**

Please review the following pages for a list of index/sound bite subjects with a brief description of each. Please let us know if there are any items or topics that you feel are missing that would be beneficial to your customers.

We have added indexes and sound bites as a remedy per request from a customer. This was requested as most individuals do not like to read large volumes of books. Therefore, all of our books are being translated into an index format. An index is an excerpt from our books so that individuals can download only the information they require rather than reading the entire book. We took it a step further and created sound bites off of each index. Sound Bites are small recordings of the index material being discussed for customers to be able to listen to topics of their choice rather than having to read.

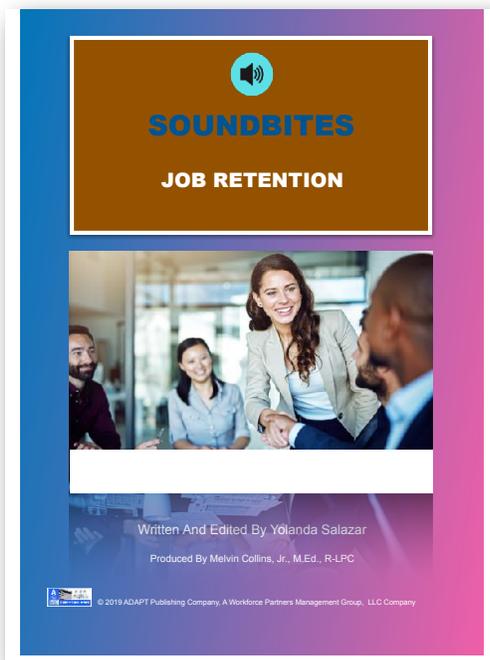
Here is a link for you to hear a sample of one of our sound bites. If the link does work for you, copy it link and paste it into your browser to hear a brief sample.

<https://adaptpublishing.com/adapt-publishing-sound-bite-sample/>

Thank you,

*Yolanda Salazar*

Yolanda Salazar  
Vice President  
ADAPT PUBLISHING COMPANY



## **Making You Job Work For You**

What makes a life that works? Read/listen to this index/sound bite to find out what it is that keeps us on a job. Do we like the job? Do we enjoy our pay? Do we enjoy working with the people who are assigned to your team? Find out what makes people leave their jobs and what are your rewards for staying on the job.

## **Maintaining Professional Presence**

Learn how to develop and maintain a professional presence. Listen to the strategies to use in creating a brand and an image.

## **Dealing With Problems At Work**

Read/Listen to some of the solutions that we can uncover to the problems of work. Learn from 10 scenarios given and how you would solve these problems at work.

## **Managers and Leaders**

Providing you with the differences between a manager and a leader is the focus of this sound bite. Listen to these interesting comments.

## **A Life Without Problems**

This index/sound bite deals with setting goals, solving problems, personal breakthroughs and possible ways of improving your life.

## **Being Great At Work**

There are 20 characteristics that employers look for in applicants and employees. These 20 characteristics define who will be the most successful workers.

## **Dealing With Problems At Work**

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## **Appreciating the Diversity of the Workplace**

Here is a way of acknowledging the skills, experiences and diversity that everyone brings to the job. Learn how to accept the diverse background of resources and knowledge that one can bring to the office or to your life.

## **Coming From A Positive Place**

This index/sound bite covers what we can bring to our jobs. We can build our self-esteem and self-respect simply by coming from a positive place. Learn the top ten guidelines to improving your relationship at work.

## **Ethics In The Workplace**

This sound bite helps you to understand how you deal with individuals at your job when certain decisions need to be made. It speaks to the topic of loyalty.

## **Are You Being Watched At Work?**

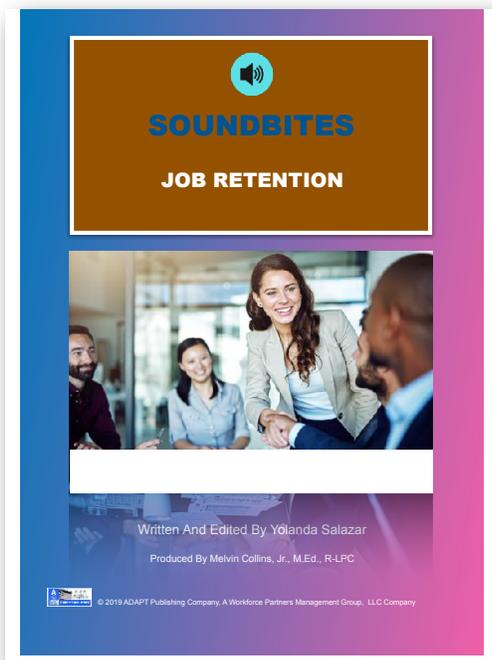
There are sullen ways that you can be watched at work. Number one, in today's world, there are cameras everywhere, but be mindful of the people who work alongside you. They are watching too.

## **Customer Service**

Listen to the simple explanations of the aspects of customer service. These are just a few things to remember, regardless of what job you possess.

## **Having A Job Worth Keeping**

Tackle the puzzle of taking the mystery out of looking for and finding a job that you want to do. It takes a little work, but you can do it. It is well worth it.



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## **Managers and Leaders**

Providing you with the differences between a manager and a leader is the focus of this sound bite. Listen to these interesting comments.

## **Ethics In The Workplace Office Etiquette**

This sound bite focuses on various situations and how they should be handled in an office or work setting.

## **The Problem-Solving Personalities**

Read/listen to this strategy for change when dealing with issues at work. Learn to take a positive approach when dealing with your job and the people in it.

## **Workplace Don'ts**

Listen to a few things you can stay away from at your workplace. Learn not to fall into these situations.

## **Workplace Survival**

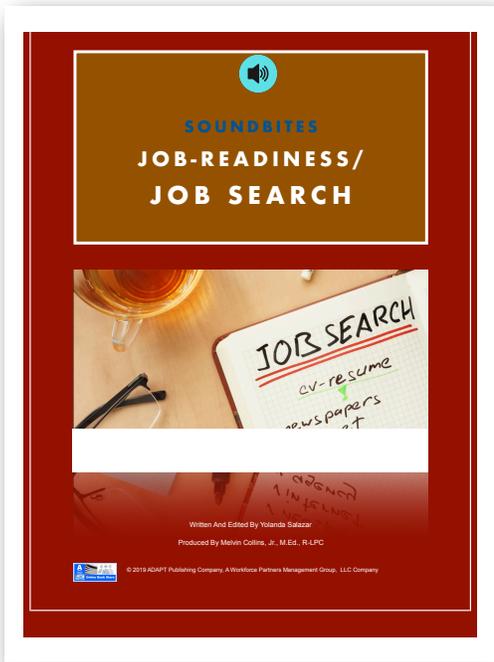
This sound bite covers things to have at your job that could come in handy to handle emergencies or various situations. Listen to these things you may not have thought of before.

## **Leadership**

Find out what it takes to make a good leader in this index/sound bite. Do you have what it takes to be a good leader? Skim over the leadership characteristics and find yourself in that list.

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## JOB-READINESS/ JOB SEARCH

### **A Winning Attitude**

This sound bite covers the power of positive motivation. Listen to 18 Power Tips that can help you as you conduct your job search

### **Are You Using the Right Job Search Tools**

Job search tools are many and varied. Listen to this sound bite to hear just a few of the tools that are available to applicants searching for their next job.

### **Create A Network**

A short and simple sound bite that gives you ideas of how and where to create a network that will work for you during your job search.

### **Accepting the Job of Finding A Job**

Getting out and looking for a job is certainly a job in itself. Listen to some of the things you should do before you take this journey.

### **Body Language**

Learn what your body language is saying to a potential employer. Your body may be saying things that could cost you're the job.

### **Discover Leads**

This sound bite tells you to open the lines of communication to individuals all around you so that they can help you find that perfect job. Don't be afraid to ask for help.

### **Making It Past 5-Second Scan**

First impressions really do matter. The first 5 seconds can make you or break you. Learn how to dress and how to act for interviews, meetings or just running into people.

### **Organizing Your Job Search**

Your job search is a job in itself and it requires organization in order for you to gather all the information you will need to have a successful job search.

### **Preparing For The Interview**

The best way to de-stress about an upcoming interview is to be fully prepared. Know all the steps in order to be ready to give a great interview.

### **Preparing To Write Your Own Resume**

Using all the tips with regard to resume writing can help you in completing the task of sitting down and writing your own resume.

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### **An Applicant's Blind Opponent**

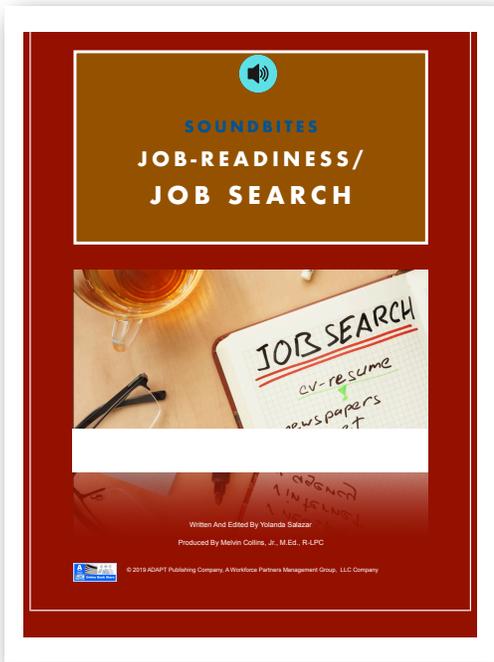
This is a sound bite that speaks from an employer's point of view. Check out what is said about the applicant when they go overboard trying to please an employer.

### **Cover Letters**

Cover letters have a special purpose. Find out what that purpose is and learn all the stops of writing a good cover letter.

### **Employers Need More Than A Resume**

Sometimes, a resume is simply not enough for some employers. Check out this sound bite to find out what you, as a job seeker, can do to enhance your job search and interviewing efforts.



## JOB-READINESS/ JOB SEARCH continued.....

### Ten Hints To Writing A Great Cover Letter

Find out the ten hints to write a cover letter that will impress a potential employer. Learn what is needed in the letter and what is not.

### Volunteering Good For You & Your Resume

Doing tasks for other people for no reason other than doing it because it's the right thing to do can be a very satisfying task. People hiring you want people who take care of others.

### Ten (10) Mistakes To Avoid When Job Hunting

Listen carefully to this sound bite because it delivers the 10 mistakes to avoid when you get out there searching for your job.

### Get Organized What Are You Looking For?

Money is not a satisfier; it is a pacifier. The more money one makes, the more money they want. When searching for a job, look beyond the money. There is so much more that you may need to consider.

### J Resume Tips

Tips for doing your resume can come in handy when you finally sit down to actually create your resume. Check out these tips!

### Resumes: Tips You Need To Know

These tips can help you learn everything about preparing yourself to write the best resume possible.

### Six Personality Traits Employers Desire

Listen to the personality traits to keep in mind when you are interviewing for a job. Learn these and try to use them in your resume and interview.

### Stay On Schedule

This sound bite can offer information and tools to help you stay focused as well as on schedule. Listen to the forms and worksheets that you can create to help you along the way

### Target What You Want

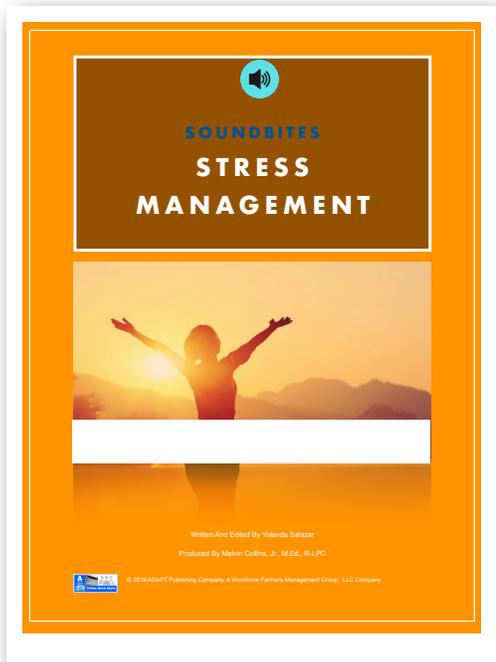
This sound bite offers several website addresses that will guide you to conduct your job search. Listen to how you can keep track of this information effectively.

### The Job of An Organizational Development Professional

Learn the aspects of the job of an organizational development professional. It lies very closely to an employee in Human Resources. Listen to the details of the job.

### What Is The Resume Format For You?

Everyone has a particular type of resume they want to use for themselves. Check out all the formats and pick out the one that works for you.



### **All Smiles**

Know that the more pleasant you look, the more you can get out of people, so always wear a smile!

### **Anger Management**

This sound bite deals with ways in which to handle your anger to avoid such things as loss of friends, relationships and yes, even your job. Stop, step back and control.

### **Are You Afraid Of Succeeding?**

The idea of succeeding in life can be very stressful. Learn how to handle the steps you take.

### **Food Substitutes For Better Health**

Learn how to substitute “bad” choices and select “good” choices and still enjoy your food.

### **Proper Actions Can Lead To Success**

Find out what you should do to become successful.



### **Behavioral Questions**

Don't stress over interview questions. Listen to this sound bite and see what the professionals say about how to answer certain questions.

### **Workplace Violence**

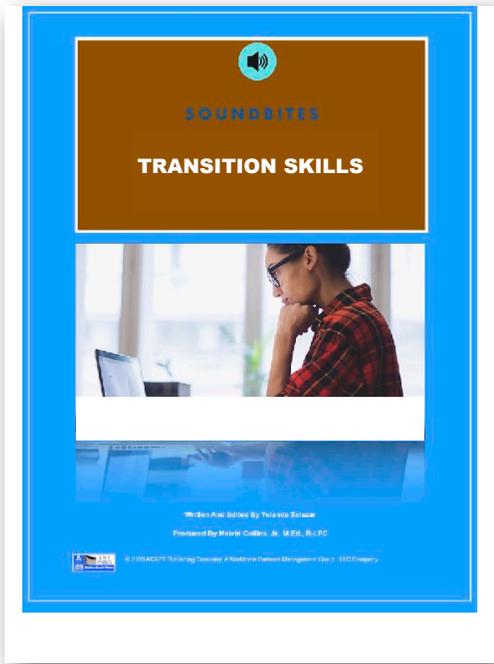
This sound bite covers ways in which you can prevent and avoid violence in the workplace. Learn of different ways to protect yourself and those around you.

### **Is Being Unemployed Making You Just A Little Crazy?**

Learn to de-stress while being unemployed. It is not the end of the world and you will be working again soon, but in the mean time, you need to be able to function properly.

### **New Beginnings (Fun Jobs and Careers 2/14)**

Upon losing a job, think about what else you would like to do in life that possibly didn't even come to mind.



### **Am I Too Old To Change Careers?**

It is never too late or you are never too old to try something new and different. Build on your skills and talents, add new learned ones and continue building.

### **Could It Be You...?**

When you go on a job interview, don't overspeak or hog the conversation or tell the employer just how wonderful you are. After the interview, did they call you? Did they make a mistake in not calling you? What is wrong with them? Or, could it be you...?

### **Creating Your Future**

This is a time to self-explore and put things, people and places into our lives as we would want them to be. Learn what life challenges are out there that you can control and how to deal with those you cannot control.

### **In The Mean Time**

While you are in a job searching mode, perhaps, there are things that you can do to help yourself out or even somebody else. Use that time to do something productive.

## **TRANSITION SKILLS**



### **March: It's Time To Spring Into Action (3/14)**

Learn how to use your skills and talents in making decisions regarding your future. This sound bite supplies you with various ways to make your future bright.

### **Appreciating the Diversity of So You Have A Record**

Learn our special technique in how you handle telling a potential employer about your background. It can be done.

### **Taking Advantage of Seasonal Jobs**

Sometimes, when that particular job you want isn't in focus right away, it is okay to take seasonal jobs to help your finances and keep you busy.

### **The Best Jobs You Never Thought Of**

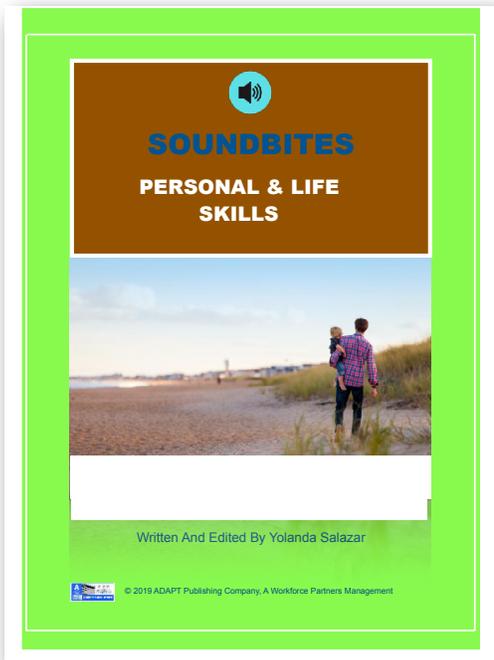
There are many jobs out there that you may or may not have heard of and don't know that you can earn money by doing them. Check them out.

### **The Me I Want To Be**

Learn how to get past your past! Your past is your foundation to your life, but it does not have to define you and what you do. By facing it and learning to move on, you will find more success and happiness in your present life and definitely in your future. From where you have come to where you are going is powerful.

### **What It Takes To Handle Change With Grace and Ease**

This sound bite covers creating your future, taking a new approach and how to handle the flow chart of reaction to creation. This helps you learn a better way.



## PERSONAL & LIFE SKILLS

### **Crank Up Your Creativity**

There are so many jobs out there that you may be able to hook up to, just by being creative in your skills and talents. Learn not to be afraid of trying new stuff.

### **Do You Have A Gift?**

We all have a gift. The difference in people is how they use it. Listen to this compelling story of a person using her gift to do something wonderful.

### **Getting Out and About Town**

When looking for something to do, you will need to contact as many people and places as you know. You will not be able to do it sitting at home. Get out and find that something to do.

### **Developing Your Soft Skills**

Learn in this sound bite how to develop your soft skills, emotionally, physically, politically and so much more.

### **Dress Decoded**

Understand the various types of dress and how they can accomplish what you set out to do. Leave people with a good impression of yourself and be stylish.

### **Grammar Income Test**

Learn about how your grammar can actually make a difference in what you get paid on a job. There is an assessment that can determine and affect your income potential.

### **Accepting Responsibility**

Learn to accept things that need to be done by you and take the time to do them correctly and efficiently. Don't be a drag or a slob. Take care of your business.

### **Banishing Negative Self-Image**

Listen to the six steps offered to help you deal with negative thoughts and feelings.

### **Being Thankful**

Whatever you have in life should always be appreciated. Others may have more, but still others have a lot less. Be grateful for what you do have and do the right thing with it.

### **Boost Your Will Power**

Check out these simple situations to help you enhance your will power. Learn the various ways you can say no to things you don't need to be doing, eating or buying. Learn to use your will power positively.

### **Communication Malfunction**

Here this sound bite will discuss two key oral communication skills and they are active listening and providing feedback. Listen to what is being said about these skills.

### **Do I Wait Until My Ship Comes In or The Lotto?**

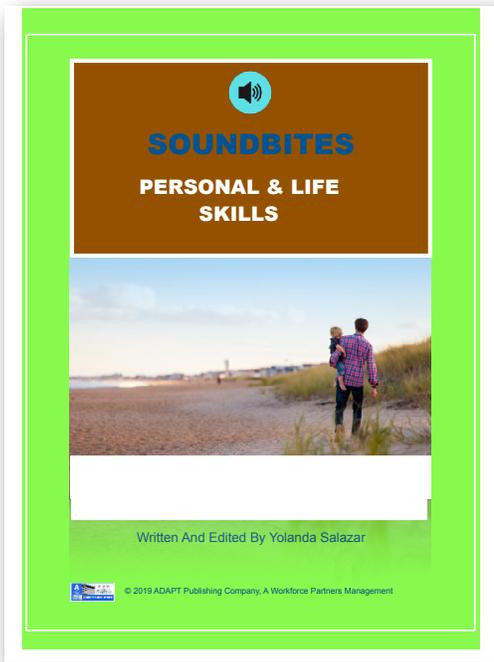
This sound bite tells the story of how you can create what it is you desire in life. After all, our lives are what we ourselves create.

### **Fun Facts: Did You Know? (6/14)**

These are just some fun facts that may touch you or they may not, but they are just for fun, so have fun with them.

### **Initiative**

In order to succeed in life, you need to demonstrate your initiative of doing what is right and what is great. You have skills and talents. Show them off.



## **PERSONAL & LIFE SKILLS continued.....**

### **Know What Makes You Great**

Be very aware of all you can do and all the gifts you possess that makes you great. Learn them and use them well.

### **Life Wheel**

This sound bite is an interesting and exciting exercise that affords you the opportunity to see where you are in your life at this particular moment. Check it out!

### **Making Your Own Luck**

Sometimes, fate takes you somewhere that you didn't expect, but you can help fate direct you to places you need to visit and explore. Don't think luck is going to find you sitting at home. Go out and look for it.

### **Playing It Safe**

This sound bite offers many tips and suggestions on staying safe on the job as well as in and around the city. Be aware of your surroundings and stay alert.

### **So You Didn't Get The Job**

Just because that certain job was not offered to you this time, back up and try again for something else. It could mean that a particular job was just not meant for you. There is something better.

### **Social Media For The Worker**

Social media can be very helpful in searching for work, assisting you in your job or contacting people in your field. Learn to understand it and learn how to use it.

### **Tattoos and You**

Listen to this sound bite that gives you options on how and when to cover your tattoos.

### **The Perception of Tattoos**

Find out what the professionals think about an employee with tattoos.

### **Top Ten (10) Worst Body Mistakes**

Learn these top 10 body mistakes because you could very well be passing these meanings onto a potential employer and not even know it.

### **Twenty (20) Random Acts of Kindness At Work**

These are simple ways in which you can do something nice for someone. You are not doing it for praise or pay; just do it because it feels good.

### **Understanding Self**

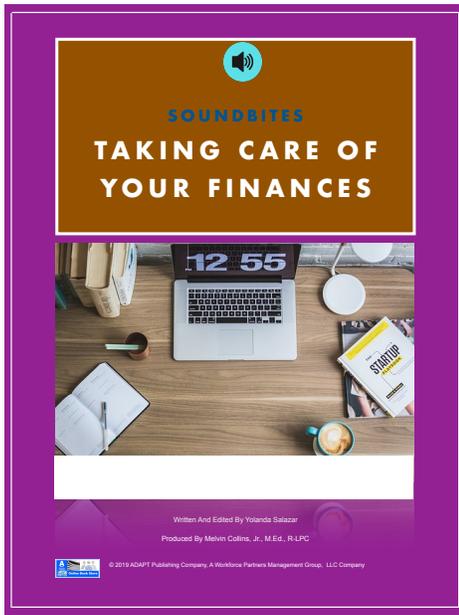
In understanding where you came from and how you got here, can help you succeed in life. Understand your past, accept it and move on to a better tomorrow.

### **Who's In Charge of You?**

Learn all about the bad habits list versus the good habits list and see where you see yourself and how you can improve your habits.

### **You Are Your Own Worst Critic**

In this sound bite, listen to some ways to ease your mind upon getting ready for your interview.



### **Cleaning Up Your Credit**

If you find yourself in dire financial constraints, do not worry. There is help out there. This sound bite is filled with information on how to repair your credit rating and things to watch out for so you don't get scammed in trying to do it.

### **Creating A Budget**

Go through the steps that it takes to create your own budget. Follow the tips provided in this sound bite to help you create an effective budget.

### **Credit Cards and ATM's**

This sound bite is all about credit cards. You will get information to help you keep your cards safe and useful. Also, there is a section on how to eliminate credit card debt in a few short steps



### **Everyday Expenses**

This sound bite provides you with information about everyday expenses such as food and groceries and other household purchases.

### **Other Necessary Expenses**

This sound bite covers important information about your transportation expenses. Find out what items fit in periodic expenses. Also, learn about taxes, child care, entertainment and recreation.

### **Finances During Critical Times**

Learn how to handle your finances during times when your income has been lowered or lost. There are many ways in which you can make it.

### **Staying Financially Fit**

Gather tidbits of information on how you can stay financially fit. Staying financially fit is very important when you want to buy a car or a house, so listen to this sound bite and some of the other sound bites available to get all the information you need.

### **Financial Categories**

Learn about the three categories that will help you in creating the budget you need. Categories are divided into Essentials, Necessities and Non-Essentials. Find out what items fits into each of these categories.

### **Taking The Mystery Out Of The Checking Account**

This sound bite covers all the ins and outs of a checking account, from decided on which checks you want to reconciling your monthly bank statement.



## SOUNDBITES

### BASIC SKILLS



Written And Edited By Yolanda Salazar

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### **Assessments**

Assessments are very important in job searching these days. Know the true meaning of what these assessments can do when you are applying for jobs.

### **General Assessment Instructions**

These are just general instructions in how to take an assessment to help you understand the importance of how you select your answers.

### **Punctuation**

A period or a comma in the wrong spot can change the whole meaning of a sentence. Learn your punctuation and don't make yourself look crazy.

# **BASIC SKILLS**