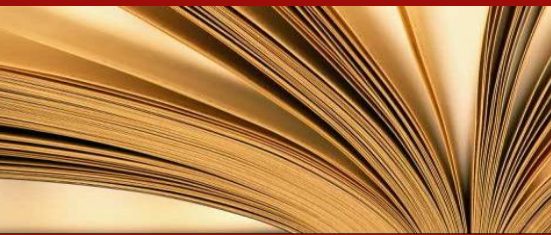


# What's NEW FOR YOU @ WORK



## Mandurah Library

331 Pinjarra Rd (opposite Centro Mandurah)  
Mon-Thur 9-8; Fri 9-6; Sat 9-12  
Ph: 9550 3650

## Falcon Library & Community Centre

Cnr Flavia St & Cobblers Rd (opp. Miami Plaza)  
Mon-Wed Fri 10-6; Thurs 10-8; Sat 10-4  
Ph: 9550 3230

Search our catalogue & reserve books online!  
<http://library.mandurah.wa.gov.au>

Not a member? Anyone can join; it is  
FREE and all we need is some identification  
with your current address.

## NEW RELEASES for MAY 2009

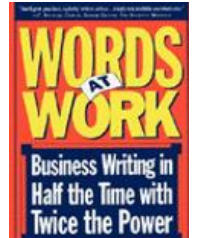


### Green your work : boost your bottom line while reducing your carbon footprint / Kim Carlson.

This book shows managers practical steps to make their companies environmentally responsible while staying profitable and efficient. Environmentalist and businesswoman Kim Carlson shows managers how to green company operations by moving to a paperless office, recycling at work, setting up employee carpools and more.

### Words at work : business writing in half the time with twice the power / Susan Benjamin.

Words at Work gives you quick-and-easy recipes for the most important letters, reports, and proposals. It steers you around the potholes of punctuation, usage, and grammar.



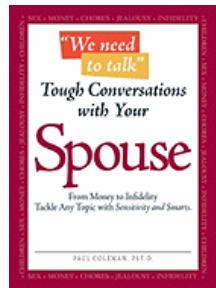
### No problem / E.M. Hanley

Stop for a moment to take a look at your life. How is your life journey going so far? Are you enjoying your journey or are problems stealing your joy? If what you are doing isn't working, then try the four simple tools.

### Tough conversations with your spouse: from money to infidelity, tackle any topic with sensitivity and smarts

Paul Coleman

Couples need a straightforward, no-nonsense guide that teaches them how to initiate a difficult discussion with their spouse with composure, confidence, and a plan. Paul Coleman Psy.D, offers realistic scripts that cover topics like physical and emotional intimacy, mistrust and infidelity, unhappiness, and forgiveness.



### Connect! A guide to a new way of working from gigaOm's web working daily / Anne Truitt

Written by a contributing writer for Web Worker Daily, this one-of-a-kind guide keeps readers in the know about the new world of work that is enabled by the next-generation Web. Web workers make themselves more productive and successful by swapping the traditional tools for powerful Web 2.0 technologies such as social networking, blogging, email, IM, and online word processing.

### No workplace like home / Jane Shelton

"No Workplace like Home" is about making the journey to home-based work. It outlines basic business disciplines that are essential when running a home-based small business.

