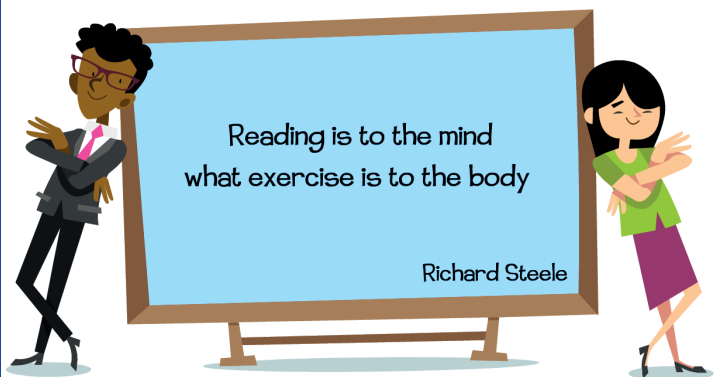


The BiteSized Book Series

Rich quick learning for time poor people



www.liggywebb.com



This portfolio of bite-sized books has been written by award-winning and bestselling author and presenter Liggy Webb (www.liggywebb.com).

Liggy is passionate about simplifying complexity and helping people to be fit for the future and fully equipped to deal with life's various challenges. The advice in the books is evidence-based and distilled to create accessible, uplifting and practical content that is straightforward to navigate and easy to apply.

The aim of the books is to inspire self-directed learning and cover a comprehensive set of life skills that support overall wellbeing and ultimately optimise personal performance.

All 25 titles can be licensed annually in a digital flip book format to be hosted in-house on various platforms. A free trial is available, and this can be set up on request so please email hello@liggywebb.com for more details.

Some of the books are also available as paper versions and special offers will apply for bulk orders.



People within the organisation have commented on how helpful they have found the advice in the bite-sized books. They make some great points, with the main takeaway being the importance of having a positive and optimistic outlook on life.

Rahima Islam

Career & Development - Bureau Veritas

Lots of research behind the scenes has been put into the books, but they are easy to read and so helpful, with lots of great hints and tips. Very engaging.

Stella Leigh

Commissioning Manager - Royal Mail

These books are a lesson to all in how to deliver simple, effective and life-changing lifestyle messages in a time of increasing complexity and media confusion. A must-read for those who want to lead a healthier and more productive life.

Dr David Batman
- Director of DCB
Consulting



I love Liggy Webb's bite-sized books. The resilience book is like my morning espresso shot. I can't start my day without scanning through it and some of the strategies changed my life priorities.

Nazanin Motamedi
Producer - BBC World Service

If books were like coffee, then most would be a large cappuccino; oversized, with foam, sprinkles and syrup - good to look at but difficult to digest. On the other hand, Liggy's books are like an espresso; perfectly short and balanced while at the same time delivering outstanding content and experience.

Jonathan Kettleborough
Senior Lecturer Information Systems Strategy -
Manchester Metropolitan University

I love Liggy's books because they are creative, concise and really useful.

Liz Sheeran
Learning and Development
- RSPCA



BiteSized Book Series

Behavioural Agility

How to adapt and thrive in a sea of change



Liggy Webb

BiteSized Book Series

Burnout

How to look after yourself and avoid burnout



Liggy Webb

BiteSized Book Series

Collaboration

How to communicate and work well together



Liggy Webb

BiteSized Book Series

Conversations

How to communicate well with others



Liggy Webb

BiteSized Book Series

Creativity

How to generate fresh ideas



Liggy Webb

BiteSized Book Series

Critical Thinking

How to create clarity by distilling complexity



Liggy Webb

BiteSized Book Series

Curiosity

How to stay vital through exploration and discovery



Liggy Webb

BiteSized Book Series

Decision Making

How to make better judgments



Liggy Webb

BiteSized Book Series

Emotions

How to positively manage feelings



Liggy Webb

BiteSized Book Series

Healthy Eating

How to nourish yourself well



Liggy Webb

BiteSized Book Series

Kindness

How to make a positive difference



Liggy Webb

BiteSized Book Series

Menopause

How to understand and embrace the journey



Liggy Webb

BiteSized Book Series

Mindfit

How to be ready for anything



Liggy Webb

BiteSized Book Series

Mental Health

How to look after your emotional wellbeing



Liggy Webb

BiteSized Book Series

Mood Boosters

How to feel better through sunny times



Liggy Webb

BiteSized Book Series

Positive Mindset

How to positively manage your mind



Liggy Webb

BiteSized Book Series

Relationship Building

How to connect well with others



Liggy Webb

BiteSized Book Series

Relaxation

How to relax and recharge



Liggy Webb

BiteSized Book Series

Resilience

How to cultivate inner strength and bounce ability



Liggy Webb

BiteSized Book Series

Sleep well

How to recharge and get the best rest



Liggy Webb

BiteSized Book Series

Time Management

How to make time work well for you



Liggy Webb

BiteSized Book Series

Trust

How to build stronger relationships



Liggy Webb

BiteSized Book Series

Uncertainty

How to cope well in uncertain times



Liggy Webb

BiteSized Book Series

Wellbeing

How to look after yourself



Liggy Webb

BiteSized Book Series

Winter Wellbeing

How to beat the bugs and blues



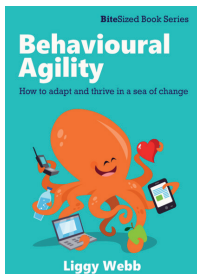
Liggy Webb

BiteSized Book Collection

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Behavioural agility

Behavioural agility is about your ability to adjust and flex your behaviour according to the changing world around you. It requires you to adopt a growth mindset and be open to new learning and possibilities.



This bite-sized book has been designed to give you a useful overview of how to be agile and will help you to achieve the following:

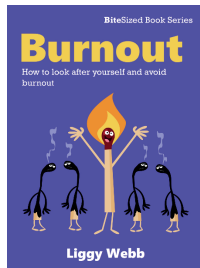
- Respond and adapt better and quicker to change
- Be more self-aware, confident and authentic
- Innovate through curiosity and collaboration
- Let go of things that hinder your progress
- Build personal resilience through balance and pace

Behavioural agility is about unleashing your dynamic capability so that you can adapt and respond quickly and easily

Liggy Webb

Burnout

Burnout is a state of emotional, physical, and mental exhaustion caused by excessive and prolonged stress. It can occur if you feel overwhelmed, emotionally drained, and unable to meet constant demands.



This bite-sized book has been designed to give you a useful overview of stress and avoiding burnout and will help you to achieve the following:

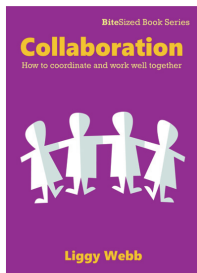
- Raise awareness of stress triggers and responses
- Understand stress and the effect it can have
- Commit to self-care and good habits
- Sustain a healthy and balanced lifestyle
- Replenish every day to maintain energy levels

For fast-acting relief, try slowing down

Lily Tomlin

Collaboration

Collaborating well with others by pulling together as a team with a common purpose, can be highly motivating and help you to feel more energised and involved. When everyone contributes and plays to their strengths, new opportunities are created.



This bite-sized book has been designed to give you a useful overview of how to collaborate well with others and will help you to achieve the following:

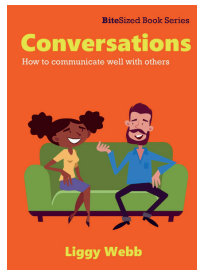
- Understand the importance of collaboration
- Achieve more by coordinating well with others
- Be a great team member and make a positive contribution
- Solve problems quicker by working together
- Embrace diversity and inclusivity in the workplace

*Coming together is the beginning,
staying together is progress, and working
together is success*

Henry Ford

Conversations

Learning how to be a skilled conversationalist is important in terms of building positive relationships with other people, both professionally and personally. It can help you to feel more confident and achieve positive and mutually beneficial outcomes.



This bite-sized book has been designed to give you a useful overview of how to have great conversations and will help you to achieve the following:

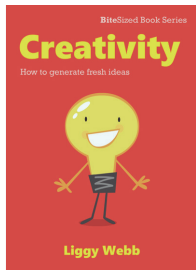
- Prepare well for conversations
- Enhance your interpersonal skills
- Deal with conflict situations more positively
- Provide constructive feedback
- Confidently manage important conversations

*To listen closely and reply well is the
highest perfection we are able to attain in
the art of conversation*

François de La Rochefoucauld

Creativity

Creativity is about unleashing the potential of your mind to conceive new ideas. It is characterised by your ability to perceive the world in a different way and to make connections between seemingly unrelated phenomena so you can generate better outcomes.



This bite-sized book has been designed to give you a useful overview of creativity and will help you to achieve the following:

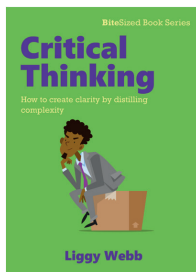
- Define what it means to be creative
- Understand the benefits of creativity
- Develop the confidence to generate new ideas
- Use creativity to solve problems
- Apply fresh thinking to successfully innovate

*Creating is inventing, experimenting,
growing, taking risks, breaking rules,
making mistakes, and having fun*

Mary Lou Cook

Critical thinking

Critical thinking is the process of analysing, evaluating and rationalising information objectively. A good set of critical-thinking skills will help you to draw conclusions and discriminate between what is useful and what is not.



This bite-sized book has been designed to give you a useful overview of critical thinking and will help you to achieve the following:

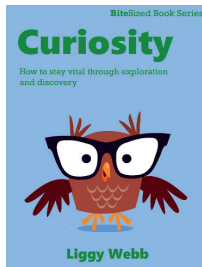
- Understand the importance of critical thinking
- Be more considered and well-structured in your responses
- Take an analytical and objective approach
- Distil complexity and be a better problem-solver
- Save time through smarter thinking

If there was only one life skill everyone on the planet needs, it is the ability to think with critical objectivity

Josh Lanyon

Curiosity

Curiosity is about possessing a strong desire to learn, know and understand something new. It is the major ingredient of learning and life is never dull for a curious person. Curiosity is the engine of innovation and curious people have an ongoing, intrinsic interest in both their inner experience and the world around them.



This bite-sized book has been designed to give you a useful overview of curiosity and will help you to achieve the following:

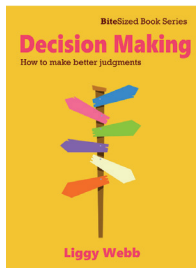
- Understand the multiple benefits of curiosity
- Open your mind to new experiences and possibilities
- Develop a growth mindset
- Promote better mental health and well-being
- Live a more interesting and stimulating life

*The cure for boredom is curiosity.
There is no cure for curiosity*

Dorothy Parker

Decision making

In a world where you may find yourself being overstimulated and bombarded with so much information and so many choices, a good set of decision-making skills can be very helpful. It will also help you to feel more confident and in control.



This bite-sized book has been designed to give you a useful overview of decision making and will help you to achieve the following:

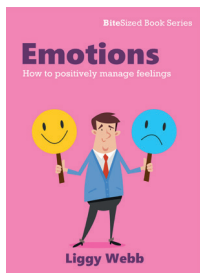
- Understand your default bias and manage emotional decisions
- Create perspective and weigh up your options
- Substantiate your decision with relevant information
- Be confident about taking risks
- Adopt a growth mindset and learn from experience

Decisiveness is a characteristic of high-performing men and women. Almost any decision is better than no decision at all

Brian Tracy

Emotions

Emotions can drive your behaviours in both a positive and negative way. However, dealing with emotions can be challenging and sometimes overwhelming, especially when life is hectic. Learning to manage emotions can help you to feel more balanced and confident.



This bite-sized book has been designed to give you a useful overview of how to manage emotions and will help you to achieve the following:

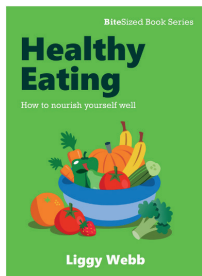
- Understand how emotions can drive your behaviours
- Develop your emotional intelligence
- Learn more about yourself and your emotional responses
- Manage your emotions so that they don't manage you
- Cope better when dealing with challenging situations

*Emotion can get in the way or get you
on the way*

Mavis Mazhura

Healthy eating

A delicious meal and a drink can be one of the most satisfying sensory experiences and can also be responsible for some of your greatest health problems. Eating a balanced and nutritious diet will help you to feel more energised and live a healthy life.



This bite-sized book has been designed to offer a useful overview about healthy eating and help achieve the following:

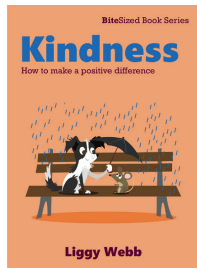
- Understand the benefits of healthy eating
- Establish ways to maintain a balanced diet
- Raise awareness of each of the food groups
- Energise yourself through what you consume
- Fuel your immune system for well-being

*Let food be thy medicine and medicine
be thy food*

Hippocrates

Kindness

Being kind is an important way of bringing meaning to your own life, as well as bringing joy and happiness to the lives of those around you. It is a way that you can spread goodness in the world and make a positive difference.



This bite-sized book has been designed to give you a useful overview of kindness and will help you to achieve the following:

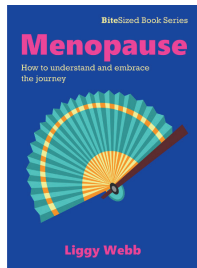
- Understand the importance of kindness
- Identify the benefits of kindness
- Explore ways to be kind to others
- Recognise the value of self-kindness
- Make a positive difference

*My religion is very simple.
My religion is kindness*

Dalai Lama

Menopause

The menopause is the natural biological process that women go through as they reach a certain age in life. It can be a challenging time for many, both physically and emotionally, and can also impact on those around them, both personally and professionally.



This bite-sized book has been designed to offer a useful overview about the menopause and help achieve the following:

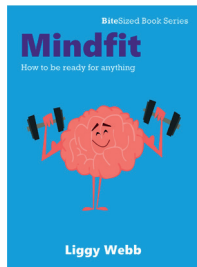
- Raise awareness about the menopause and why it happens
- Understand the impact that it has on mental health
- Appreciate the benefits of the menopause
- Identify the symptoms and how to manage them
- Explore the options for managing the menopause

If you deal with the menopause in a healthy fashion then I think you come out the other side a better person

Julie Walters

Mindfit

Preparing yourself for the future and being aware of the behaviours that you need to thrive in the modern world is essential. You will then need to exercise them on a regular basis and the 'Mindfit' model will help you to do this.



This bite-sized book has been designed to give you a useful overview of how to get your mind fit for the future and will help you to:

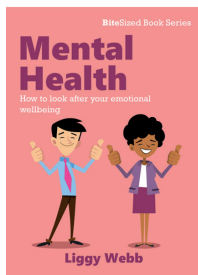
- Recover well from setbacks by building and sustaining resilience
- Cultivate a growth mindset through curiosity and continuous learning
- Adapt well to rapid change by being flexible and resourceful
- Unleash fresh thinking and use creativity to solve problems
- Practise kindness and seek out ways to make a positive difference
- Be fit for the future and ready for anything

Have a strong mind and a soft heart

Anthony J. D'Angelo

Mental health

Mental health includes your emotional, psychological, and social well-being. It is something that affects how you think, feel, and act. It also determines how well you handle stress, relate to others, and the decisions and choices you make.



This bite-sized book has been designed to give you a useful overview of mental health and will help you to achieve the following:

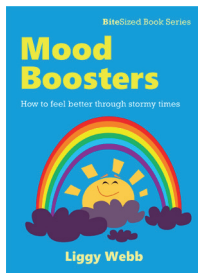
- Raise awareness of your mental health
- Recognise the importance of getting support if needed
- Be proactive about looking after yourself
- Take on board healthy coping mechanisms
- Support others who may need your help

*What mental health needs is more
sunlight, more candor, and more
unashamed conversation*

Glenn Close

Mood Boosters

With so much uncertainty about and constant change, it's so important to take positive steps and actions to boost your emotions and overall wellbeing. Having a selection of ideas that you can dip into will help to lift your mood when you need that extra support.



This bite-sized book has been designed to offer some useful tips to help boost your mood. It will help you to achieve the following:

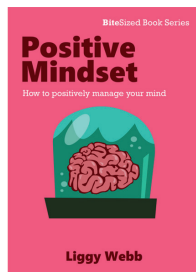
- Build a toolkit of easy-to-apply mood boosters
- Support your mental health in challenging times
- Choose and embrace healthy coping mechanisms
- Manage stress levels and feel more energised
- Look on the brighter side of life and feel better

*Everybody wants happiness, nobody
wants pain; but there can't be a rainbow
without any rain*

Dolly Parton

Positive mindset

Positive thinking is a mental attitude where you expect good and favourable results and view life's challenges with a positive outlook. It involves making the best of the potentially bad situations, seeing the good in other people, and viewing yourself and your abilities in a positive light.



This bite-sized book has been designed to give you a useful overview of how to think positively and will help you to achieve the following:

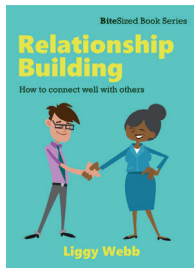
- Think positively and be optimistic
- Manage negative mind chatter
- Understand how your mindset influences your life
- Cultivate a growth mindset
- Look after your mental health

You can't have a positive life and a negative mind

Joyce Meyer

Relationship building

Building effective relationships involves establishing mutual respect and trust and communicating in a way that works for both sides of the relationship. When you cultivate positive and supportive relationships in your life, you will feel happier and more fulfilled.



This bite-sized book has been designed to give you a useful overview of building relationships and will help you to achieve the following:

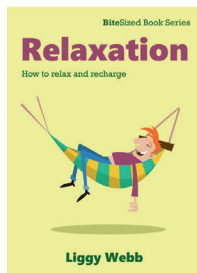
- Accept and celebrate people's differences
- Listen and be present when you are with someone
- Develop positive communication skills
- Build trust and respect for others
- Recognise the importance of empathy and kindness

*There is no exercise better for the heart
than reaching down and lifting people up*

John Andres Holmes

Relaxation

We are living in the busy ages and modern life seems to be so much about rushing around, trying to keep lots of balls in the air. It is so important to bear in mind that for all the time you are on output you need to balance this with rest and relaxation so that you can recover and recharge.



This bite-sized book has been designed to give you a useful overview of relaxation and help you to achieve the following:

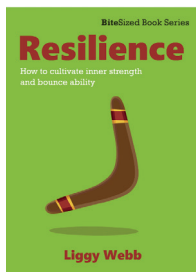
- Understand the value of building time into your day for relaxation
- Learn about the benefits of taking time to relax
- Discover ways to recharge and boost your energy
- Find ways to switch off and calm your mind chatter
- Manage stress and avoid burnout

*Sometimes the most productive thing
you can do is relax*

Mark Black

Resilience

Resilience is an essential life skill to cultivate and your ability to be resilient to stress, setbacks, adversity and change depends so much on your inner resources and strength. Being a resilient person is more than just being able to recover and survive, it is also about learning to grow and thrive.



This bite-sized book has been designed to give you a useful overview of personal resilience and help you to achieve the following:

- Be more resilient, agile and confident
- Cope better with challenges and change
- Think more positively and optimistically
- Cultivate a healthy work-home balance
- Take personal responsibility and action

Resilience is all about being able to overcome the unexpected. Sustainability is about survival. The goal of resilience is to thrive.

Jamais Cascio

Sleep well

The non-stop pace of modern life and the 24/7 connectivity can make getting a good night's sleep challenging. Understanding how sleep works and how you can get the best rest is a vital investment in your overall physical and emotional well-being.



This bite-sized book has been designed to give you a simplified and useful overview of sleep and how you can get the best rest.

It will help you to:

- Understand sleep and how it works
- Learn about the benefits of quality sleep
- Improve your overall well-being through sleep
- Manage your stress levels more effectively
- Feel refreshed and energised

*Laugh and the world laughs with you,
snore and you sleep alone*

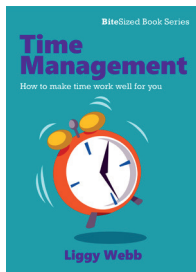
Anthony Burgess

Time management

Good time management is about planning how to divide your time between all the things you have to do and enables you to work smarter not harder.

This bite-sized book has been designed to give you a useful overview of ways to manage your time and to help you achieve the following:

- Learn how to use your time effectively so you can be more productive
- Identify time wasters and explore ways to reduce them
- Recognise the reasons why you may procrastinate
- Clarify and prioritise your objectives and goals
- Be more assertive and better at establishing boundaries
- Know how to work smarter rather than harder

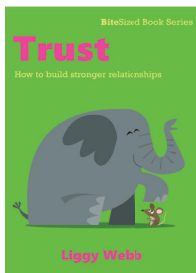


*The bad news is time flies.
The good news is you're the pilot*

Michael Altshuler

Trust

Trust is the glue that holds relationships together and when you let down your barriers and learn to trust it will help you to develop richer and stronger connections. Building trust will also help you to be more open and receptive to fresh experiences.



This bite-sized book has been designed to give you a useful overview of how to build trust and will help you to achieve the following:

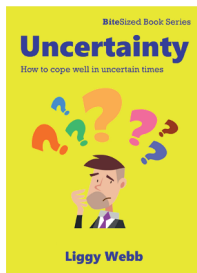
- Understand why trust in relationships is so important
- Explore ways of building and maintaining trust
- Be aware of the pitfalls of losing trust
- Cultivate strong and reliable relationships
- Develop an inclusive and collaborative network

The best way to find out if you can trust somebody is to trust them

Ernest Hemingway

Uncertainty

The future seems to be headspinningly unpredictable and anything is possible. The unknown, however, and what is beyond may well deliver some great opportunities, so being able to manage the anxiety associated with uncertainty will help you to focus.



This bite-sized book has been designed to give you a useful overview of how to deal with uncertainty and achieve the following:

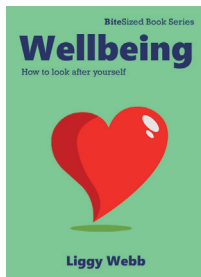
- Seek out the potential in each situation
- Avoid getting dragged down by negativity and gossip
- Manage anxiety and stress levels
- Maintain an optimistic outlook
- Focus on the present and be productive

*Fear not! Uncertainty is the fertile ground
of endless possibilities*

Debasish Mridha

Wellbeing

Making your own personal well being your number one priority has nothing to do with being selfish. No one needs to feel guilty or ashamed about this. It is the most responsible way to live your life and we have a duty to look after ourselves and invest in self-care.



This bite-sized book has been designed to give you a useful overview of how to look after your well-being and help you to achieve the following:

- Understand the importance of self-care
- Prioritise yourself and your overall well-being
- Safeguard your mental health
- Discover ways to switch off and relax
- Boost your energy levels and feel alert
- Manage stress and avoid burnout

You have two hands, one for helping yourself, the other for helping others

Maya Angelou

Winter wellbeing

Winter can sometimes be a challenging time for people, both mentally and physically. You may find yourself becoming more susceptible to all sorts of bugs and blues. Being proactive and responsible about your health and well-being will help you to feel better through the winter season.

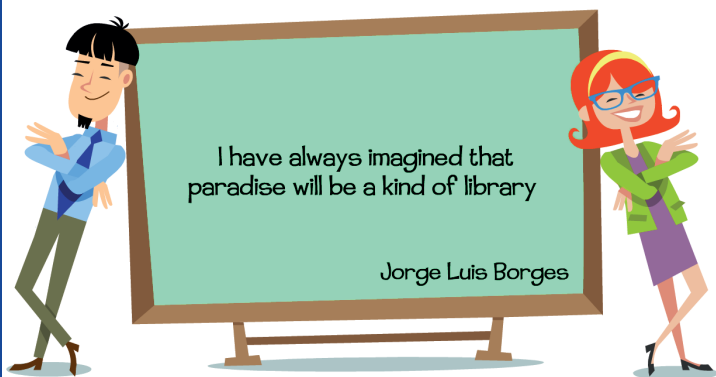


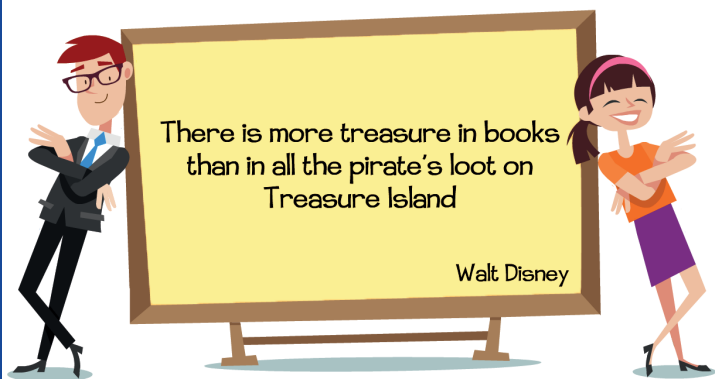
This bite-sized book has been designed to give you a useful overview of winter well-being and to help you achieve the following:

- Take personal responsibility for your well-being
- Keep active and embrace the change in season
- Sustain a balanced and healthy lifestyle
- Look after your mental health and feel happier
- Be kind and care for other people

Winter is not a season it's a celebration

Anamika Mishra





Would you like to sample a complimentary trial of these books?

If you would like access to the library so that you can see in more detail how these books work, then please email:
hello@liggywebb.com
for a free trial with no obligation.

Are you interested in the paper versions of these books?

Some of the titles are also available in paper book format and special discounts are available for bulk orders. For a free sample please email: **hello@liggywebb.com**

To explore more printed and digital books in the bitesized series, as well as various complimentary resources, please visit...

www.liggywebb.com

These books are a lesson to all in how to deliver simple, effective and life-changing lifestyle messages. A must-read for those who want to lead a healthier and more productive life.

Dr David Batman

