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## KEY=MANAGEMENT - SHANE AMINA

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### SMALL BUSINESS FOR DUMMIES

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*John Wiley & Sons*

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### SMALL BUSINESS FINANCE FOR THE BUSY ENTREPRENEUR

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### BLUEPRINT FOR BUILDING A SOLID, PROFITABLE BUSINESS

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*SMI Financial Coaching, LLC* "I could have paid 10x the cost of this book and still considered it a bargain to get these lessons upfront." - Chad Carson, 14-year real estate entrepreneur and blogger at coachcarson.com "As a busy entrepreneur myself, the last thing I want to do is stop down to research the hard-to-find answers to those difficult business finance questions. Sylvia's done us all a great service by compiling the knowledge and putting this blueprint together." - Philip Taylor, founder of FinCon "I found the case studies provided an additional way to understand the basic concepts, inspiring me to make thoughtful decisions....and that it's never too late!" - Leslie Flowers, Managing Member, Leslie Flowers Enterprises, LLC Do you want to keep more of the money you earn, save time, and reduce stress in running your own business? If you are an entrepreneur, and you are not making the profits that you want and need in the business, don't fully understand the numbers in running your business, and are wishing you could get a better handle on the finances in order to spend more time with your family and loved ones, this book is for you. I'll help you understand the key components that have the biggest impact to creating and maintaining a profitable business. Inside, you'll discover: The #1 biggest mistake that over 50% small business owners make that increases the amount of time and money needed to prepare taxes. How to keep your hard-earned money...and stay in business! Be part of the select group of entrepreneurs that makes it past your fifth year in business. Case studies from real entrepreneurs that show exactly why these lessons are important and what can happen if you don't know what to do, and when. And so much more... How this book is different than any other finance book: While many finance books and resources are complex and more about general theory, this book is a practical guide that gives you STEP-BY-STEP instructions and details of what to do, and when. This book includes 21 best practices with all the information in one place. You can jump straight to the chapter that solves your top burning pains and struggles. It includes a number of important business topics that you won't find covered in other introductory books. So what are you waiting for? Once you've secured yourself a copy of "Small Business Finance for the Busy Entrepreneur," you'll find an exclusive invitation to receive bonus materials that will save you even more time and money. Save time. Save money. Become Profitable. ==> Scroll up and click the add to cart button to secure your copy NOW.

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### KIPLINGER'S PERSONAL FINANCE

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The most trustworthy source of information available today on savings and investments, taxes, money management, home ownership and many other personal finance topics.

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### PERSONAL FINANCE AFTER 50 FOR DUMMIES

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*John Wiley & Sons* The best way to take control of your post-career financial future Retirement is lasting longer for all of us. That's why—and however long you decide to keep working—it's essential to plan ahead so you can live your post-career life as you wish. The latest edition of *Personal Finance After 50 For Dummies* details what you need to know—making it the perfect book to shelve next to your diet and fitness library, so you can keep your finances, as well as your health, in peak condition. Whether you're new to financial planning or are pretty savvy but want to cut through the noise with targeted information and advice, you'll find everything you need to know about how best to spend, invest, and protect your wealth so you can make your senior years worry-free, healthy, and fun. In plain English, retirement and financial experts Eric Tyson and Bob Carlson cover all the issues from investing, Social Security, and the long-term insurance marketplace to taxes and estate planning—including state-by-state differences. They demystify the muddy world of financial planning and provide strategies that make the course ahead crystal clear. They also dive into less obvious territory.

showing how it's possible to strategize financially to avoid the worst impact of unexpected events—such as the COVID-19 crisis—as well as exploring what investment approaches you can take to protect the most important possession of all: your own and your family's health. Minimize your taxes and make wise investing decisions Find out how the SECURE Act affects retirement accounts and savings Navigate the latest Medicare, Social Security, and property tax rules Dig into what's new in estate planning and reverse mortgages Get what you want from your career as you approach retirement Whether doing it for yourself or for parents, it's never too late to begin retirement planning—and this highly praised, straightforward book is the best way to take control, so you can be confident your senior years are exactly what you want them to be: golden.

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### **THE COMPLETE IDIOT'S GUIDE TO SUCCESS AS A PERSONAL FINANCIAL PLANNER**

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#### **BUILDING A THRIVING CAREER IN ONE OF TODAY'S HOTTEST FIELDS**

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*Penguin* Building a successful career in a red-hot field. Financial planning is one of the fastest growing careers in America today. Written by a veteran certified financial planning expert, this invaluable book tells aspiring and new CFPs everything you need to know about the certification process, setting up private practice, self-marketing techniques, client management and expansion, and much more. -Includes a comprehensive resource section

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### **THE COMPLETE IDIOT'S GUIDE TO FINANCE FOR SMALL BUSINESS**

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*Penguin* Thinking big in small business. With this essential volume, small business financial expert Ken Little guides small business owners through the strategies that can enhance long-term financial success. Features crucial information on working with investors, giving banks numbers that are meaningful to them, exploring new ideas for financing growth, and much more.

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### **PERSONAL FINANCE IN YOUR 50S ALL-IN-ONE FOR DUMMIES**

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*John Wiley & Sons* Manage your finances and enjoy your retirement Retirement security is one of the most pressing social issues facing the world in the next 30 years—so if you're approaching your golden years, it's essential to have a secure financial future. *Personal Finance in Your 50s All-in-One For Dummies* provides targeted financial advice and assists soon-to-be or established boomers with making informed decisions about how best to spend, invest, and protect their wealth while planning for the future. Retirement is an exciting time ... but it can also be scary if you're not sure that you have your ducks in a row. This hands-on resource arms you with an arsenal of beginner to intermediate personal finance and estate planning techniques for everything from spending, saving, navigating insurance, managing medical costs, household expenses, and even employment. Build a diversified portfolio Create emergency funds Avoid scams and frauds Improve your estate planning With the help of this all-in-one resource, you'll get a succinct framework and expert advice to help you make solid decisions and confidently plan for your future.

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### **PERSONAL FINANCE FOR DUMMIES**

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*John Wiley & Sons* Take stock of your financial situation From budgeting, saving, and reducing debt, to making timely investment choices and planning for the future, *Personal Finance For Dummies* provides fiscally conscious readers with the tools they need to take charge of their financial life. This new edition includes coverage of an extensive new tax bill that took effect in 2018 and the impact on individuals, families, small businesses, and on real estate and investing decisions. Plus, it covers emerging investing interests like technology and global investing, cryptocurrencies, pot stocks, the lifestyle changes occurring with millennials, and more. Evaluate and manage your financial fitness Assess your credit report and improve your score Make smart investments in any economic environment Find out about international investing The expert advice offered in *Personal Finance For Dummies* is for anyone looking to ensure that their finances are on the right track—and to identify the areas in which they can improve their financial strategies.

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### **THE ENTREPRENEUR MAGAZINE SMALL BUSINESS ADVISOR**

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*Wiley* Each month for the past twenty years, hundreds of thousands of enterprising individuals have turned to *Entrepreneur Magazine* for the latest business trends and expert tips on how to maximize the success of their ventures. Now from the experts at *Entrepreneur*, here is the ultimate guide to becoming a small business success story. An indispensable resource for those already in business as well as those thinking about going into business for themselves, this comprehensive and practical guide affords you instant access to a gold mine of proven strategies, techniques, and tricks of the trade on every aspect of running a small business, including: *Starting a Business*: It tells you what you need to know about setting goals and objectives, risk assessment, getting financing, researching market opportunities, developing business plans, franchising, protecting your ideas, and much more. *Managing a Business*: You get expert guidance on pricing, maintaining financial control, taxation, insurance, record keeping, personnel management, purchasing, inventory, presentations, time and stress management, legal matters, and dozens of other important topics. *Growing a Business*: You learn how to develop a marketing plan, perform strategic planning, wage an effective, low-cost advertising campaign, increase sales, perform telemarketing, obtain expansion capital, go public, and more. And don't worry, you don't have to have an MBA to get the most out of *The Entrepreneur Magazine Small Business Advisor*. Written to meet the needs of every entrepreneur or small business owner, it defines all the important terms, clearly explains difficult concepts in plain English, and

supplies you with useful worksheets, checklists, sample forms, and other valuable tools that you can put to work in your business, today. Also, each chapter includes a quick-reference resource listing of trade associations, periodicals, on-line services, software, government agencies, and other sources of business assistance and information. Offering you the combined wisdom and expertise of the all-star team at one of the most respected business monthlies in the world, The Entrepreneur Magazine Small Business Advisor is a resource that no small business owner or entrepreneur should be without. It's like having a team of top business consultants on call, 24 hours a day . . . but a whole lot cheaper. From the experts at Entrepreneur Magazine comes your total guide to starting, managing, and growing a small business. Written to meet all the information needs of entrepreneurs, small business owners, and those thinking about going into business for themselves, this practical, user-friendly guide tells you everything you need to know about setting goals and objectives, assessing risk, finding the right location, financing, marketing, pricing, taxation, insurance, record keeping, personnel management, purchasing, inventory, time and stress management, legal matters, advertising, sales, obtaining expansion capital, and many other topics of vital importance to smart, enterprising businesspeople like you. Proven strategies, techniques, and expert tips on every aspect of starting, managing, and growing a small business Defines all important terms and clearly explains difficult concepts in plain English Packed with useful worksheets, checklists, sample forms, and other valuable business tools that you can put to work for you, today Chapters include listings of trade associations, periodicals, on-line services, software, government agencies, and other valuable sources of business assistance and information Also available from the Entrepreneur Magazine library: Starting an Import/Export Business. Making Money with Your Personal Computer

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## **SECRET MILLIONAIRES CLUB**

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### **WARREN BUFFETT'S 26 SECRETS TO SUCCESS IN THE BUSINESS OF LIFE**

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*John Wiley & Sons* Priceless finance advice everyone can relate to from one of the world's most respected businessmen and the most successful investor of all time Of course you know who Warren Buffett is; he's the most successful investor in the world—maybe of all times. But what do you know about his approach to business and investing? It's an approach that, over the past four decades, has made him richest man in America and the third-richest man in the world, and that has earned vast fortunes for his business partners and investors. But as Buffett himself will tell you, at the heart of any wealth-building system there are certain core beliefs, not just about finance, but about business, work, morality, your responsibility to yourself, your family and society, and about living a decent life. Written in conjunction with the hit television series, "Secret Millionaire Club" and with Buffett's input and full support, this book makes Buffett's financial philosophy and homespun life lessons available to everyone outside his "Secret Club." Warren Buffett's goal in spearheading this book was to share lessons about personal finance he has learned and that he hopes will benefit you (and your kids) for a lifetime You'll learn the fundamentals of personal finance by reading Warren Buffett's war stories and personal reflections on money, life, business, ethics and more All of the finance principles covered in the book were personally approved by Warren Buffett as those which he himself follows Unforgettable Buffett quotes include: "Price is what you pay. Value is what you get"; "Risk comes from not knowing what you're doing"; and "Profit from folly rather than participate in it."

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## **SMALL BUSINESS, BIG LIFE**

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### **FIVE STEPS TO CREATING A GREAT LIFE WITH YOUR OWN SMALL BUSINESS**

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*Thomas Nelson* "Your business can earn more for your family while you have a fulfilling life." All too often, small business owners settle for less than the best life has to offer thinking they have to choose between financial success and family time. Do you want financial success? Then you'd better be prepared to sacrifice your family life. Do you want more quality time with loved ones? They you can forget about taking your small business to the next level. Renowned financial planner Louis Barajas knows you can have both. You don't have to choose between giving up successful finances and abandoning your family. Written for "ordinary folk who have more dreams than education, capital, or resources," Small Business, Big Life will show you how to build a business that creates both money and meaning, and that provides a legacy for you and your family. What is Barajas' secret? Whether in his East Los Angeles office or on the road speaking as an author and small business expert, Louis Barajas teaches his clients a unique, integrated approach to balancing the professional and the personal. The book contains Four Cornerstones for a Big Life Five Steps of Building a Small Business, Big Life 22 Temptations of a Business Owner Let Louis Barajas show you how to make your business work for you, and not the other way around. Small Business, Big Life is not just a plan for financial success? it's a blueprint for a truly fulfilling life.

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## **PERSONAL FINANCE FOR DUMMIES**

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*John Wiley & Sons*

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## **SMALL BUSINESS FINANCIAL MANAGEMENT KIT FOR DUMMIES**

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*John Wiley & Sons* If you're a small business owner, managing the financial affairs of your business can seem like a daunting task—and it's one that far too many people muddle through rather than seek help. Now, there's a tool-packed guide designed to help you manage your finances and run your business successfully! Small Business Financial Management Kit For Dummies explains step by

step how to handle all your financial affairs, from preparing financial statements and managing cash flow to streamlining the accounting process, requesting bank loans, increasing profits, and much more. The bonus CD-ROM features handy reproducible forms, checklists, and templates—from a monthly expense summary to a cash flow statement—and provides how-to guidance that removes the guesswork in using each tool. You'll discover how to: Plan a budget and forecast Streamline the accounting process Improve your profit and cash flow Make better decisions with a profit model Raise capital and request loans Invest company money wisely Keep your business solvent Choose your legal entity for income tax Avoid common management pitfalls Put a market value on your business Complete with ten rules for small business survival and a financial glossary, *Small Business Financial Management Kit For Dummies* is the fun and easy way® to get your finances in order, perk up your profits, and thrive long term! Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

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### **SMALL BUSINESS FINANCE ALL-IN-ONE FOR DUMMIES**

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*John Wiley & Sons* Keeping track of the finances is fundamental to the success of every business, but tackling the task yourself can be intimidating. Help is at hand, however, with this complete guide to small business money management. Packed with expert advice on all aspects of business finance, including basic bookkeeping and accounting, monitoring profit and performance, managing payroll, tackling tax, and forecasting for growth, *Small Business Finance All-in-One For Dummies* helps you to take control of your finances, stay on top of the paperwork, and keep the cash flowing.

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### **THE SMALL BUSINESS OWNER'S MANUAL**

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#### **EVERYTHING YOU NEED TO KNOW TO START UP AND RUN YOUR BUSINESS**

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*Red Wheel/Weiser* An Owner's Manual provides fast, practical, and direct advice and that's what you get with this book! The *Small Business Owner's Manual* is useful for newly minted entrepreneurs as well as seasoned business owners and can be read from cover-to-cover or to quickly look up information in the midst of a crisis. For example: Choose among 13 ways to get new financing and the 17 steps to building a winning loan package. Weigh the pros and cons among 8 legal structures, from corporations to LLCs. Write winning ads and analyze 16 advertising and marketing alternatives including the latest in Search Engine Marketing and Search Engine Optimization. Develop a powerful business plan in half the time. Learn to sell products and services by considering 10 possible sales and distribution channels. Discover the latest trends to quickly and inexpensively set up a website and e-store. Get taxes paid on time, collect from deadbeats, protect the business from litigation, and get legal agreements with teeth by effectively finding and partnering with CPAs and attorneys. Get a quick overview of the 14 top forms of business insurance including workers comp and medical. Looking to lease? Exploit a comprehensive review of the top 18 critical factors used to evaluate locations and 24 of the most important clauses in lease agreements. Understand the legal side of hiring, firing, and managing employees and contractors. Minimize taxes by learning the ins-and-outs of business income taxes, the top 5 payroll taxes, sales and use taxes, common tax dodges, and the latest loopholes for business owners. Filing schedules, form names, form numbers, and download links are also included. Credit cards are critical these days, so learn how the system really works and minimize chargebacks, disputes and headaches. Includes 35 important definitions and 12 ways to minimize fraud and lots more too! Joe Kennedy has more than twenty years of experience in operating and working with hundreds of small businesses, a degree in finance and an MBA. He knows how entrepreneurs think and their drive to get to the essence of an issue, make the right decision, and quickly move on. Impatient business owners will prefer this book since only the most relevant information is provided. A few bigger books are out there but this one is not puffed out with clutter and other information you already knew. With years of experience in the IT industry, Joe knows a lot about the Internet too so the content here is better than web-based searches. The *Small Business Owner's Manual* is great for those starting a business, operators of existing enterprises, or as a gift.

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### **THE ENTREPRENEUR MAGAZINE SMALL BUSINESS ADVISOR**

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Wiley Each month for the past twenty years, hundreds of thousands of enterprising individuals have turned to Entrepreneur Magazine for the latest business trends and expert tips on how to maximize the success of their ventures. Now from the experts at Entrepreneur, here is the ultimate guide to becoming a small business success story. An indispensable resource for those already in business as well as those thinking about going into business for themselves, this comprehensive and practical guide affords you instant access to a gold mine of proven strategies, techniques, and tricks of the trade on every aspect of running a small business, including: Starting a Business: It tells you what you need to know about setting goals and objectives, risk assessment, getting financing, researching market opportunities, developing business plans, franchising, protecting your ideas, and much more. Managing a Business: You get expert guidance on pricing, maintaining financial control, taxation, insurance, record keeping, personnel management, purchasing, inventory, presentations, time and stress management, legal matters, and dozens of other important topics. Growing a Business: You learn how to develop a marketing plan, perform strategic planning, wage an effective, low-cost advertising campaign, increase sales, perform telemarketing, obtain expansion capital, go public, and more. And don't worry, you don't have to have an MBA to get the most out of The Entrepreneur Magazine Small Business Advisor. Written to meet the needs of every entrepreneur or small business owner, it defines all the important terms, clearly explains difficult concepts in plain English, and supplies you with useful worksheets, checklists, sample forms, and other valuable tools that you can put to work in your business, today. Also, each chapter includes a quick-reference resource listing of trade associations, periodicals, on-line services, software, government agencies, and other sources of business assistance and information. Offering you the combined wisdom and expertise of the all-star team at one of the most respected business monthlies in the world, The Entrepreneur Magazine Small Business Advisor is a resource that no small business owner or entrepreneur should be without. It's like having a team of top business consultants on call, 24 hours a day . . . but a whole lot cheaper. From the experts at Entrepreneur Magazine comes your total guide to starting, managing, and growing a small business. Written to meet all the information needs of entrepreneurs, small business owners, and those thinking about going into business for themselves, this practical, user-friendly guide tells you everything you need to know about setting goals and objectives, assessing risk, finding the right location, financing, marketing, pricing, taxation, insurance, record keeping, personnel management, purchasing, inventory, time and stress management, legal matters, advertising, sales, obtaining expansion capital, and many other topics of vital importance to smart, enterprising businesspeople like you. Proven strategies, techniques, and expert tips on every aspect of starting, managing, and growing a small business Defines all important terms and clearly explains difficult concepts in plain English Packed with useful worksheets, checklists, sample forms, and other valuable business tools that you can put to work for you, today Chapters include listings of trade associations, periodicals, on-line services, software, government agencies, and other valuable sources of business assistance and information Also available from the Entrepreneur Magazine library: Starting an Import/Export Business. Making Money with Your Personal Computer

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### **ACCOUNTING AND FINANCE FOR YOUR SMALL BUSINESS**

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John Wiley & Sons "Once again, Bragg has turned his discerning eye and formidable talents on a topic and the results are outstanding. Both those new to the business and the long-established entrepreneur will benefit greatly when he joins forces with E. James Burton to produce this outstanding work." —Mary S. Schaeffer, Editorial Director Accounts Payable Now & Tomorrow "I use the tips and practices found in [this book] all through the year. They are clear, direct, and efficient—which, in turn, improves our company and our bottom line. I recommend [this book] to anyone wanting to improve their own bottom line." —D. R. Drum, CIO, CSO Engineering/Accounting, Dragon Moon Productions "Eminently accessible, this book is a must-read for the entrepreneur, both new and established alike. Organizationally, the work flows smoothly and logically in a way that is valuable for the start-up as well as the veteran needing a refresher on specific aspects of the small business accounting/financing picture. I found particularly useful the rich resourcefulness that Messrs Burton and Bragg brought to the table in compiling the essential checklists for every conceivable corner of the entrepreneur's financial realm from fraud prevention to financing options. As a small business owner myself, I was well pleased with the real-world guidance and instant 'useability' this book offers." —David Struthers, JD Facilitator/Trial Lawyer "This book is essential for any small business owner, manager, or accountant's business tool kit. This easy-to-read book distills complex subject matter into meaningful and understandable information and is a great refresher course for those deeply involved in the accounting and financial matters of a

smallbusiness. The book contains many examples that can be used immediately in daily operations to improve the quality of information for better decision making. The book provides those involved in small business the framework to manage what they measure." —Jim Bologa, CFO Daticon, Inc.

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### **TEENAGER AND MONEY**

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### **PERSONAL FINANCE & EXERCISES TO HELP YOU BUDGET, INVEST OR START A BUSINESS: EXERCISES FOR BUDGET CRISES**

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If you're a teenager looking to make money, you've come to the right place! You're at a time in your life when it's important to learn how to earn and manage your own money. Chances are that as a child you received an allowance for doing things around the house for your parents. If so, you have had a taste of what earning your own money is like. If you've never earned money a day in your life, that's okay! Now is the time to learn, and I'm here to help you do that. With over 100 bite-size chapters and exercises, this book discusses everything we could think of: - Budgeting - Investing with index funds, which beat 99% of everything else that's out there (if you're looking at 15+ year time frame) - Starting a business week - Relationships and money: how to make an "A" in both - Negotiating with honesty and in a Win/Win way - Why almost all debt is bad - 20 ways you can be like the 37% of college students and graduate without debt - The best decision-making model - The F.I. (Financial Independence) and F.I.R.E. (Financial Independence Retire Early) movements - Get hired - Get promoted - Get a career - Get a personal mission - Cars - Insurance - And much much more!

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### **PERSONAL FINANCE**

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*Cengage Learning* PERSONAL FINANCE 12E offers a practical, student-friendly introduction to personal financial management. Using a structured, step-by-step approach, this market-leading text helps students learn how to save and invest, manage student loans, file taxes, decrease credit card debt, and plan for the future. Real-life scenarios, covering a wide range of financial challenges, enable students to appreciate the relevance of key concepts, and useful advice from personal finance experts helps them apply those concepts in their own lives. Many math-based examples clearly illustrate the critical importance of achieving long-term financial goals through investing. Building on the success of previous editions, the new Twelfth Edition continues to engage students and focus their attention on critical concepts they need to succeed in class and to manage their finances wisely for a lifetime. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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### **SMALL BUSINESS TAXES FOR DUMMIES**

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*John Wiley & Sons* Small business taxes taxing you out? For most business owners, their single biggest "expense" (and headache) is dealing with their taxes. And while the just passed Congressional tax bill reduced taxes for many of the estimated 30 million small business owners in the U.S., the nation's taxes continue to be complex. Not being up-to-speed on tax rules and strategies can lead to mistakes that cost business owners thousands of dollars in fines and penalties every year. *Small Business Taxes For Dummies* assists both current and aspiring small business owners with important tax planning issues, including complete coverage of the tax changes taking effect in 2018, creating an ongoing tax routine, dealing with the IRS, and navigating audits and notices. Includes issues influencing incorporated small businesses, partnerships, and LLCs Offers expanded coverage of other business taxes including payroll and sales taxes Provides websites and other online tax resources Gives guidance to millennials juggling multiple gigs If you're a current or aspiring small business owner looking for the most up-to-date tax planning issues, this book keeps you covered.