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Section Planner:

Every day is really the same:
Tomorrow it may be different.

Every day is really the same - Tomorrow can be different

This book is a valuable tool specifically designed for seniors, their caregivers, and family members. It offers a structured and engaging way to document and shape daily routines. The established ritual of filling out the daily pages helps create an important activity for engagement.

The recordings facilitate communication between seniors and their caregivers or family members, allowing them to compare experiences and moods from the past days.

This book is particularly suitable for: ...

- Senior homes and living groups, to support caregiving efforts
- Caregivers as a sign of attentive companionship in daily life
- Family members who want to track the daily structure and mood of their loved ones

As a gift or gesture for an older person close to you

Today is: _____
What day is it today

My night, the morning and
I choose a maximum of 2 fields

I slept well I was looking forward to the day

I slept poorly I didn't expect much from the day

For breakfast there was: _____
 I didn't have much app

I would have liked to once: _____

Morning (I selected what I did / experienced in th

<https://www.amazon.com/dp/BODNK5ZCWT>

Now I'm prepared:
the right gift for every occasion

Now I'm prepared - The perfect gift for every occasion

The recipients of gifts are always known. However, the question of a gift also implies the need to find the right one.

This book is a practical companion for anyone who enjoys selecting thoughtful and personal gifts for special occasions. It helps to organize the gift search and ensures that each present remains unique and meaningful. Whether for birthdays, anniversaries, holidays, or special events, you will find space for your ideas here.

A special section allows you to keep track of past gifts. This way, you can maintain an overview of what has already been given and avoid repeats. The book also provides space to note the special wishes or interests of the recipient. This enables you to specifically cater to the recipient's preferences and choose personalized gifts that come from the heart.

Overall, this book is an indispensable tool for anyone who takes joy in thoughtfully selecting gifts and celebrating special moments in the lives of their loved ones.

Name _____

What relationship do I have with this esteemed person? _____

Special occasions (Enter the special occasion and date):

<u>Birthday</u>			
-----------------	--	--	--

Personal (mostly sizes):

Dresses	Pants/Skirt	Shoes	Belt

Interests / hobbies:

--	--	--

We've known each other since: _____

<https://www.amazon.com/dp/BODNCSSWZ3>

Why didn't I think of that:
Next time I'll have a solution

Why didn't I think of that - Next time, I have a solution

Everyone knows them: moments when we feel uncomfortable, the right words escape us, or we simply don't know how to respond. Often, thoughts and appropriate answers come much later, leading to frustration and anger over missed opportunities.

This book offers a structured approach to these challenges. It begins with an analysis of typical uncomfortable situations, whether in personal settings, in the workplace, or during social interactions. Users can document their own experiences in specific moments and analyze them with some distance.

Each uncomfortable situation processed can be viewed as a learning opportunity, enabling individuals to respond more confidently in future challenging moments.

Thus, dealing with uncomfortable situations becomes a valuable opportunity for personal growth and development.

On what date should a better reaction have been on the tip of the tongue?
Which situation or incident is the reason for being able future?

Phone call personal conversation

More public Space When Shopping

Other: _____

It was about:

Friends / acquaintances work colleagues

Business contact officer

Others: _____

What was the reason for this situation/event? _____

<https://www.amazon.com/dp/BODNCSFQHV>

The leaves of my family
more than just names

The leaves of my family - More than just names

"This Leave No 1 is... mine"

Many people in our personal circles are often not well-known – and that's not unusual. But what about our own family? While names may still be familiar, there often seems to be a lack of deeper information.

This book aims to provide you and your family with the opportunity to learn more about one another, filling the many pages with names and details that truly define a family. Who do you descend from, and who are you related to?

When you gather with relatives, you'll have more knowledge than just names. Discover what else is worth knowing, and show your "counterpart" how much you appreciate them and the connections you all share.

Collaborate with your relatives to create this book, filling it with content and life. Share your information with other family members who can also explore and create their own version of this book.

<https://www.amazon.de/dp/BODPQ54HR4>

Section Business: PERSONAL BLACK SERIES BOOK [PBSB 1-9].

PERSONAL BLACK SERIES BOOK

PERSONAL BLACK SERIES BOOK N° 1
NOTEBOOK

PBSB N° 1 – Notebook

Discover our notebook, specially designed for creative minds, organizational talents, and anyone looking to structure their thoughts and ideas. With a thoughtful layout and a clear table of contents, this notebook is the perfect companion for study, work, or personal projects.

Special Features:

- Table of Contents with Dates: Start each new page with a date and record it in the table of contents. This way, you always have an overview of your notes and can quickly access important information.
- Flexible and Ideal Complement to Other PBSB Books: Whether for meetings, brainstorming sessions, employee discussions, or project planning – the flexible structure of the notebook adapts to your needs.

Say goodbye to messy scraps of paper and chaotic notes!

<https://www.amazon.com/dp/BODX5RFTXY>

PERSONAL BLACK SERIES BOOK

PERSONAL BLACK SERIES BOOK N° 2
INNOVATIONS & IDEAS

PBSB N° 2 - Innovations & Ideas

This workbook serves as a practical tool to enhance the innovative capacity of your company and its employees. It is designed to help you systematically collect, structure, and implement ideas.

This workbook is intended to be your personal companion on your journey of innovation. Take regular time to jot down all your thoughts and ideas. Utilize the sections for tasks and deadlines to plan projects and track progress. Consider the workbook as a living document that you can continuously adapt and expand. Through regular reflection and feedback, you can further develop, improve, and refine your ideas until they reach maturity in the process.

<https://www.amazon.com/dp/BODX5N5X86>

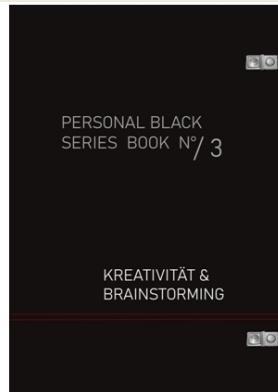
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PERSONAL BLACK SERIES BOOK

PBSB N° 3

- Creativity & Brainstorming



Zielbestimmung / Rollen		Notiz / Thema
Merkmalanalyse		Notiz / Thema
Aufbau für Umsetzung / Interaktion		
Was sollen die wichtigsten Eigenschaften sein		Notiz / Thema
Planzettel (Kurzform)		
Bereich / Zielsetzung	Planerfolg	Termin für ...
I. Zu erwartende Erlöse		
II. Zu erwartender Aufwand		
Gesamt		
Weitere Bearbeitung und wertvolle Konzeptklärung		
Notiz	Notiz	Notiz
Ergebnis / Zusammenfassung am ...		

This workbook is specifically designed to foster creative development and help you gather all your thoughts within a structured framework. It provides space for idea generation, planning, and reflection, supporting you in optimizing creative processes.

Use this workbook as your personal creativity and planning tool. Take regular time to capture ideas and sort through your thoughts.

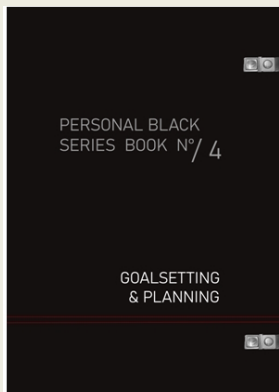
The data sheets and task lists assist you in organizing projects and meeting deadlines. Consider the workbook as a dynamic document that you can expand at any time. Through regular reflection and adjustment of your approaches, you can continuously develop your creativity and bring projects to fruition.

<https://www.amazon.com/dp/BODX5MLK9K>

PERSONAL BLACK SERIES BOOK

PBSB N° 4

- Goal Setting & Planning



N°	Date	Goal / Topic
1		
Wohin steuern (Reason for Change)		
Wohin gehen (Should be achieved)		
Relevant Area		
Wohin steuern / Zielsetzung / Dimension		
Direkt / Indirekt / Indirekt (abhängig von ...)		
Name		Due by
Goal / Topic		
Name		Due by
Goal / Topic		
Name		Due by
Goal / Topic		
Name		Due by
Goal / Topic		
Name		Due by

This workbook is your personal companion on the journey to successful goal achievement and structured planning. It provides you with the opportunity to clearly define your goals, structure tasks, and set deadlines to implement your plans efficiently and purposefully.

This workbook is designed to help you define your goals clearly and track them systematically. Take regular time to reflect on and adjust your goals.

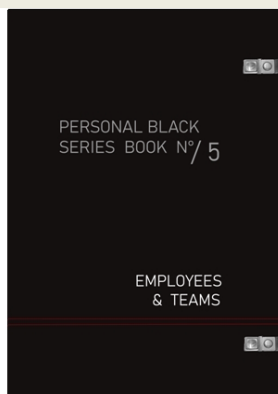
Utilize the task planning section to outline specific steps and meet deadlines. Consider the workbook as a living document that you can update at any time. Through regular reflection on your progress and challenges, you can optimize your approaches and maintain your motivation.

<https://www.amazon.com/dp/BODX5XX2KB>

PERSONAL BLACK SERIES BOOK

PBSB N° 5

- Employees & Teams



Employee Discussion / Interview					
Contract	Name				
Add. No.					
Current Address	Employed by				
ZIP / City	Department				
Phone	Employee since				
Mobile	Start and End				
E-Mail	Performance				
Profession / Activities / Hobbies					
Special interests					
Education					
Special interests					
Special interests					
Assessment / Development / Potential					
Skills (check)					
1	2	3	4	5	Comments
Self-Organization					
Planning					
Ability to meet challenges					
Goal orientation					
Future Orientation					
Change Management					
Innovative Thinking					
Self-Confidence					
Self-Motivation					
Reliability					
Responsibility					
Teamwork					
Communication					
Flexibility					

The Workbook for Employee Discussions and Team Management

1. Systematic Recording of Performance
2. Analysis of Strengths and Weaknesses
3. Encouraging and Challenging
4. Team Improvement
5. Task Distribution and Deadlines
6. Continuous Improvement
7. Motivation and Engagement

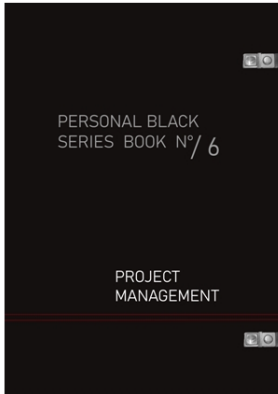
Overall, the workbook for employee discussions and team management serves as a valuable tool for capturing, analyzing, and improving both individual and collective performance. It promotes open communication, strengthens team dynamics, and contributes to the personal development of employees. By clearly structuring tasks and goals, the efficiency of the team is enhanced, ultimately leading to better overall results for the company.

Equip your team leaders with this tool and utilize the results from the entries for your conversations with them.

<https://www.amazon.com/dp/BODX5KXHNC>

PERSONAL BLACK SERIES BOOK

PBSB N° 6 – Project Management



N°	Initial Date	Designation of the project
1		

Project Description

Project's required services

Objectives

Participants

Marketing Tools

Time / Tools

Project Participants

This workbook is a tool that helps you effectively plan your projects, organize tasks, and keep track of deadlines. It provides the structure you need to successfully guide your initiatives from idea to implementation.

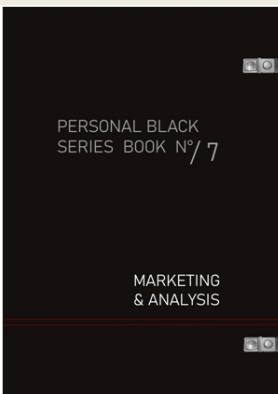
- Quick Overview: Table of contents with project summaries and dates
- Project Definition, Tasks, and Responsibilities
- Deadline and Time Management

Utilize this workbook as your personal guide for project management. Take regular time to plan your projects, set tasks, and review deadlines. The structured pages assist you in maintaining an overview and documenting the progress of your projects. Consider the workbook as a dynamic document that you can adapt and expand as your projects evolve.

<https://www.amazon.com/dp/BODX6HPH7T>

PERSONAL BLACK SERIES BOOK

PBSB N° 7 - Marketing & Analysis



Market/ Volume	Sub-markets	Global Market	Current Market Share
Which Regions			
Estimated Current Total Market Volume			
Trends on Market Growth			
Trends Regarding Prices			
Trends on General Competitive Situation			
Additional Information (e.g. Distribution, Margins)			
Product Lifecycle			
Importance for Our Future Business			

Available Instruments / Marketing Tools

1. Tool/Medium/Type:

Target Audience: Market

Resolution by/through: Market

Other: Cost-Estimate

2. Tool/Medium/Type:

Target Audience: Market

Resolution by/through: Market

Other: Cost-Estimate

3. Tool/Medium/Type:

Target Audience: Market

Resolution by/through: Market

This workbook is a comprehensive tool for you and your company to systematically plan, implement, and analyze marketing strategies. It provides the structure needed to define actions, organize tasks, and track the progress of your marketing activities.

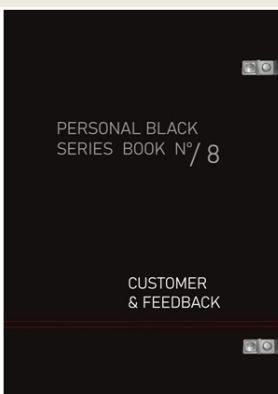
- Table of Contents with Topics and Dates: Keep a quick overview of individual campaigns, marketing actions, themes, and deadlines.
- Marketing Actions: Clearly outline your marketing initiatives.
- Tasks and Responsibilities: Assign roles and responsibilities to team members.
- Deadlines and Time Management: Ensure timely execution of tasks.
- Analysis and Reflection: Evaluate the effectiveness of your strategies.

Use this workbook as your personal companion for all marketing activities. Regularly take the time to plan your marketing goals and measures, define tasks, and review deadlines. The structured pages allow you to maintain an overview of your activities and analyze the success of your actions. Consider the workbook a dynamic document that you can adapt and update as your marketing strategies evolve.

<https://www.amazon.com/dp/BODX61PY1W>

PERSONAL BLACK SERIES BOOK

PBSB N° 8 - Customer & Feedback



Cont. No.	1	Name
Add-No.		
Known Address		CID
ZIP / City		C. office
Phone:		Contact
Mobile:		Department
E-Mail:		Multi-line

Products / Services/ Miscellaneous

Basic Products

Services

Other

Revenue (Plan / Act.)

Art./ Prod.	Rev.	Plan	Act.	Rev.	Plan	Act.

Discover our workbook, specifically designed for your customer service needs. With a thoughtful layout and a clear table of contents (a dedicated page for each customer), this book is the perfect analog companion for your professional affairs and strategies.

Improved Organization: The table of contents and page references help you keep track of your customers and access important information at any time. This saves time and increases efficiency.

Develop Opportunities: The structure of the customer pages allows you to have a customized overview for future conversations and enhanced goal setting. Suggestions from your customers can be recorded separately, and potential implementations into your operational processes (transferable to another PBSB book) can be developed.

Make sure to take notes and observations after each conversation to capture important information, proactively respond to changes, and develop innovative solutions.

<https://www.amazon.com/dp/BODXLGJVS2>

You can also go back to our website: www.ck-trade.net/book and conveniently click the link provided there. We would appreciate ANY feedback, as it helps us learn and improve.