

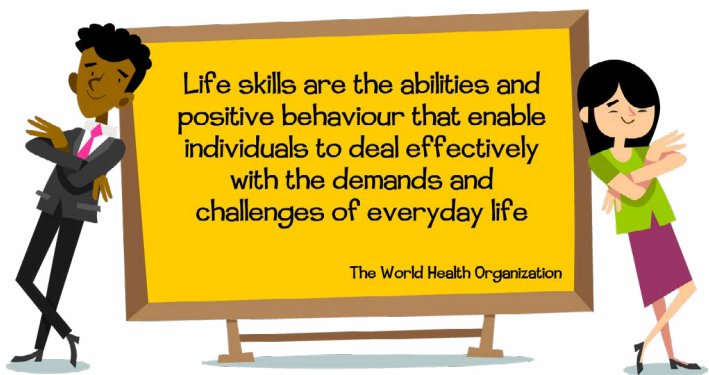
BiteSized Book Series

# Life Skills

Empowering people to be fit for the future



Liggy Webb



Liggy Webb's bite-sized book series covers 30 topics focused on essential life skills. Each book is crafted to empower individuals to be fit for the future, equipping people to tackle life's diverse challenges. The series offers accessible and uplifting content, featuring practical guidance that is both easy to navigate and implement.

The books are available to purchase as paper and digital books.

The digital books can be licensed annually to host on a range of organisational platforms and a free trial to view the library is available upon request.

For more information, please email [info@liggywebb.com](mailto:info@liggywebb.com)



*We love sharing Liggy Webb's bite-sized books to support our teams because they are insightful, uplifting, easy to absorb and highly practical. We have had some excellent feedback and they are a great way to spark important conversations about wellbeing.*

**Svetlana Stefanova**  
**Staff Psychological and Wellbeing Manager**  
**Kingston Hospital NHS Foundation Trust**

*We are proud to partner with Liggy Webb to support colleague wellbeing and development, offering a simple and practical solution across a variety of topics.*

**Richard Green**  
**Learning and Development Manager**  
**Great Western Railway**

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

**Liz Sheeran**  
**Learning and Development**  
**RSPCA**



*Liggy's bite-size books are perfect little companions to educate you on a wealth of wellbeing topics. Inspiring and mood boosting, these books will support you in building a positive mindset and healthy way of life.*

**Rachel Dannatt**  
**Group Learning and Development Manager**  
**Harvey Nichols**

*In these challenging times, I recommend daily Liggy Webb's bite-sized books. They are easy to read and digest, providing helpful advice and guidance that is practical to support self-care.*

**Monica Dakin**  
**Welfare Lead**  
**Nottingham City Homes**

*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**



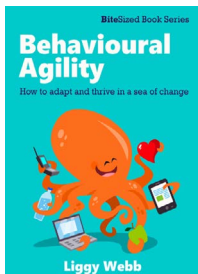


## Bite-sized Book Collection

Behavioural Agility	8
Burnout	9
Change	10
Collaboration	11
Creativity	12
Critical Thinking	13
Decision Making	14
Digital Wellbeing	15
Empathy	16
Environmental Wellbeing	17
Future Human	18
Get Moving	19
Great Conversations	20
Healthy Eating	21
Hybrid Working	22
Kindness	23
Lifelong Learning	24
Menopause	25
Mental Health	26
Mindfit	27
Mood Boosters	28
Motivation	29
Positive Mindset	30
Relaxation	31
Resilience	32
Sleep Well	33
Time Management	34
Trust	35
Wellbeing	36
Winter Wellbeing	37

# 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 provide a useful overview of how to:

- 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

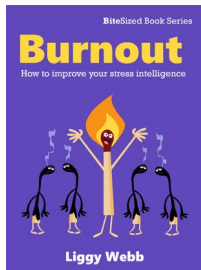
*Behavioural agility is about unleashing your dynamic capability so that you can adapt and respond quickly and easily*

**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 provide a useful overview of how to:

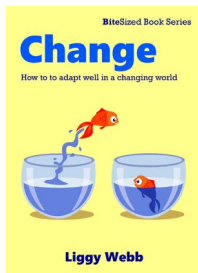
- Raise awareness of stress triggers and responses
- Understand stress and the effect it can have
- Commit to self-care and good habits
- Sustain a healthy and balanced lifestyle
- Replenish every day to maintain energy levels

*For fast-acting relief, try slowing down*

**Lily Tomlin**

# Change

Most people can handle a certain amount of change. The challenge is when we feel overwhelmed with too much change and not always understanding the reasons behind it. Learning how to embrace and manage change is key to thriving in the modern world.



This bite-sized book has been designed to provide a useful overview of how to:

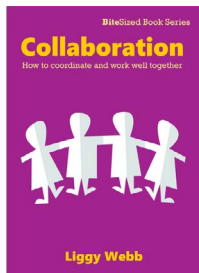
- Understand the emotional impact of change
- Pace yourself well through volatility and disruption
- Learn how to manage uncertainty and reduce anxiety
- Build personal resilience through challenges and change
- Prioritise self-care and support your overall wellbeing

*All great changes are preceded by chaos*

**Deepak Chopra**

# 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 provide a useful overview of how to:

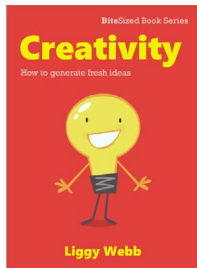
- Understand the importance of collaboration
- Achieve more by coordinating well with others
- Be a great team member and make a positive contribution
- Solve problems quicker by working together
- Embrace diversity and inclusivity in the workplace

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

**Henry Ford**

# 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 provide a useful overview of how to:

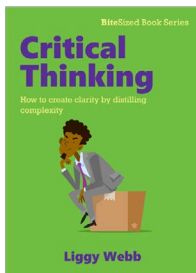
- Define what it means to be creative
- Understand the benefits of creativity
- Develop the confidence to generate new ideas
- Use creativity to solve problems
- Apply fresh thinking to successfully innovate

*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 provide a useful overview of how to:

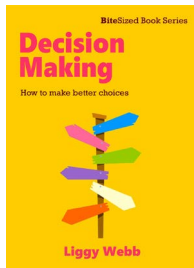
- Understand the importance of critical thinking
- Be more considered and well-structured in your responses
- Take an analytical and objective approach
- Distil complexity and be a better problem-solver
- Save time through smarter thinking

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

**Josh Lanyon**

# 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 provide a useful overview of how to:

- Understand your default bias and manage emotional decisions
- Create perspective and weigh up your options
- Substantiate your decisions 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**

# Digital Wellbeing

Raising awareness of some of the challenges of living and working with technology is essential.

Digital wellbeing is about how we positively manage the influences and impact of technologies and digital services.



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

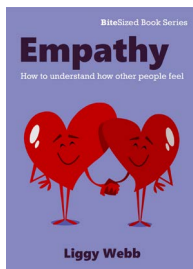
- Understand how technology can impact your overall wellbeing
- Manage stress levels associated with misuse of technology
- Use social media constructively and as a force for good
- Embrace the benefits of digital decluttering
- Establish healthy boundaries and know when to switch off

*The way that we choose to use technology will have a profound impact on our overall wellbeing and quality of life*

**Liggy Webb**

# Empathy

Empathy is our ability to sense other people's emotions and understand how they may be feeling. It is about seeing things from another person's perspective and practising empathy helps us to connect positively with other people in our lives.



This bite-sized book has been designed to provide a useful overview of how to:

- Define the meaning of empathy
- Understand the value of being empathetic
- Appreciate the power of empathy in building relationships
- Learn ways to practise and demonstrate empathy
- Be more inclusive and make a positive impact

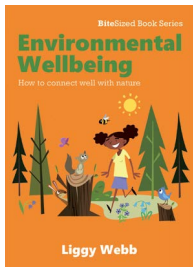
*An empathic person is a good listener,  
patient, understanding and kind*

**Laura Raskin**



# Environmental Wellbeing

Nature is free, and because of this we can often take it for granted and even over-exploit it. Understanding the healing power of nature and taking time to appreciate its beauty is something that will help us to live happier, healthier and more fulfilling lives.



This bite-sized book has been designed to provide a useful overview of how to:

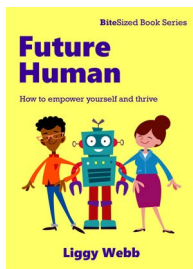
- Understand the power of connecting with nature
- Embrace the health benefits that nature offers
- Reduce your stress levels and feel more relaxed
- Invigorate your senses and boost your energy levels
- Appreciate the beauty of the world around you
- Connect responsibly and positively with the environment

*Everything in nature invites us constantly  
to be who we are*

**Gretel Ehrlich**

# Future Human

One way to ensure that you are fit for the future is to be proactive and to continuously explore and nurture the behaviours that will help you to thrive. Outlined in this book are ten core behavioural skills that are highly relevant in the evolving 21st century and well worth cultivating.



This bite-sized book has been designed to provide a useful overview of how to:

- Understand how the world is changing and the impact it can have
- Appreciate the pros and cons of living in the era of artificial intelligence
- Embrace change in a positive and curious way
- Explore some of the core behavioural skills that will help you to thrive
- Be fit for the future and ready for anything

*The future belongs to those who prepare  
for it today*

**Malcolm X**

# Get Moving

When you get moving, it can improve the quality of your life, and movement is one of the most valuable things that you can do for your overall wellbeing. As a human being you have a basic psychological and physical need to move your bodies and it is helpful that you do this on a regular basis if you want to stay fit and well.



This bite-sized book has been designed to provide a useful overview of how to:

- Understand the impact that movement has on wellbeing
- Improve the quality of your physical and mental health
- Reduce stress build up through a range of activities
- Enhance concentration levels and sharpen your memory
- Get moving and feel more flexible and energised

*Start where you are, use what you have,  
do what you can*

**Arthur Ashe**

# Great 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 provide a useful overview of how to:

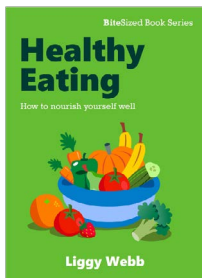
- Prepare well for conversations
- Enhance your interpersonal skills
- Deal with conflict situations more positively
- Provide constructive feedback
- Confidently manage important conversations

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

**François de La Rochefoucauld**

# 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 provide a useful overview of how to:

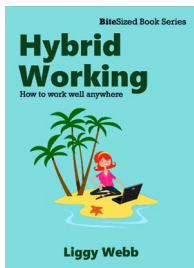
- Understand the benefits of healthy eating
- Establish ways to maintain a balanced diet
- Raise awareness of each of the food groups
- Energise yourself through what you consume
- Fuel your immune system for wellbeing

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

**Hippocrates**

# Hybrid Working

Hybrid working enables us to spend some of our time working from home, or at another remote location, and some of our time in the workplace. This option of working can deliver some great benefits.



This bite-sized book has been designed to provide a useful overview of how to:

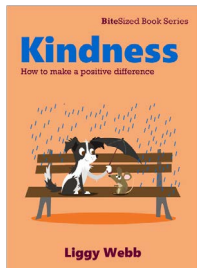
- Establish positive daily habits wherever you are working
- Be productive by managing your time well
- Create an environment that supports your overall wellbeing
- Learn how to switch off and manage technology
- Put in place healthy boundaries to balance work/home life

*The world of work is changing, and this can provide us with a unique opportunity to shape the way we live our lives for the better*

**Liggy Webb**

# 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 provide a useful overview of how to:

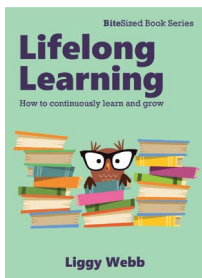
- Understand the importance of kindness
- Identify the benefits of kindness
- Explore ways to be kind to others
- Recognise the value of self-kindness
- Make a positive difference

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

**Dalai Lama**

# Lifelong Learning

Everyone is a person in progress and one of the most exciting things about being alive is that you will never stop learning and growing. Seeking out opportunities for continuous learning and personal development will enrich your life.



This bite-sized book has been designed to provide a useful overview of how to:

- Understand what it means to be a lifelong learner
- Appreciate the impact learning has on wellbeing
- Be open-minded and cultivate a growth mindset
- Motivate yourself to want to learn and grow
- Take personal action and turn knowledge into wisdom

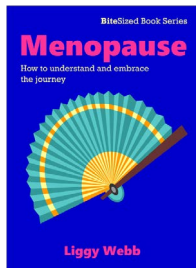
*I am still learning*

**Michelangelo**



# 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 provide a useful overview of how to:

- 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**

# Mental Health

Mental health includes your emotional, psychological and social wellbeing. 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 provide a useful overview of how to:

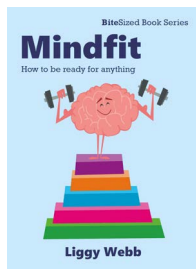
- Raise awareness of your mental health
- Recognise the importance of getting support if needed
- Be proactive about looking after yourself
- Take on board healthy coping mechanisms
- Support others who may need your help

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

**Glenn Close**

# 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 provide a useful overview of how to:

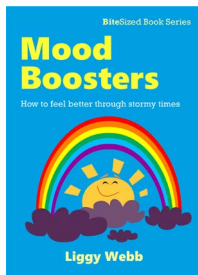
- Recover well from setbacks by building and sustaining resilience
- Cultivate a growth mindset through curiosity and continuous learning
- Adapt well to rapid change by being flexible and resourceful
- Unleash fresh thinking and use creativity to solve problems
- Practise kindness and seek out ways 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**

## 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 provide a useful overview of how to:

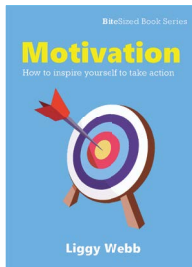
- Build a toolkit of easy-to-apply mood boosters
- Support your mental health in challenging times
- Choose and embrace healthy coping mechanisms
- Manage stress levels and feel more energised
- Look on the brighter side of life and feel better

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

**Dolly Parton**

# Motivation

Motivation is essentially the internal drive that gets you going. It is the reason you set goals and the force and energy that inspires you to achieve them. Motivation is behind some of your great achievements and the bedrock of personal success. When you understand what motivates you it will help you to set goals that are aligned with your values and interests.



This bite-sized book has been designed to provide a useful overview of how to:

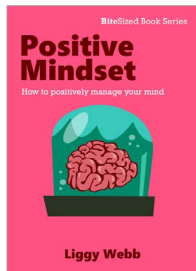
- Understand the power and value of motivation
- Learn how to set goals and achieve them
- Be aware of the core motivational foundations
- Inspire yourself to take positive action
- Boost your wellbeing through personal success

*If you can dream it, you can do it*

**Walt Disney**

## 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 provide a useful overview of how to:

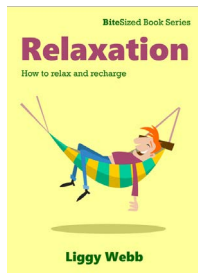
- Think positively and be optimistic
- Understand how your mindset influences your life
- Manage negative mind chatter
- Cultivate a growth mindset
- Look after your mental health

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

**Joyce Meyer**

# 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 provide a useful overview of how to:

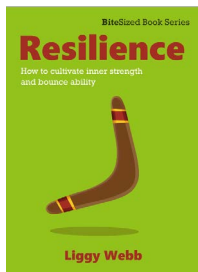
- Understand the value of building time into your day for relaxation
- Learn about the benefits of taking time to relax
- Discover ways to recharge and boost your energy
- Find ways to switch off and calm your mind chatter
- Manage stress and avoid burnout

*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 provide a useful overview of how to:

- 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 wellbeing.



This bite-sized book has been designed to provide a useful overview of how to:

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

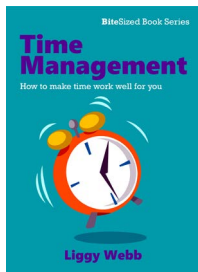
*Laugh and the world laughs with you,  
snore and you sleep alone*

**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 provide a useful overview of how to:



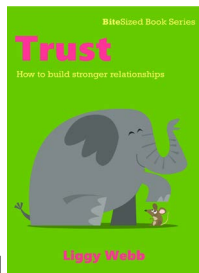
- Learn how to use your time effectively so you can be more productive
- Identify time wasters and explore ways to reduce them
- Recognise the reasons why you may procrastinate
- Clarify and prioritise your objectives and goals
- Be more assertive and better at establishing boundaries
- Know how to work 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 provide a useful overview of how to:

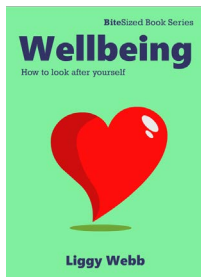
- Understand why trust in relationships is so important
- Explore ways of building and maintaining trust
- Be aware of the pitfalls of losing trust
- Cultivate strong and reliable relationships
- Develop an inclusive and collaborative network

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

**Ernest Hemingway**

# Wellbeing

Making your own personal wellbeing 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 provide a useful overview of how to:

- Understand the importance of self-care
- Prioritise yourself and your overall wellbeing
- 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 wellbeing will help you to feel better through the winter season.



This bite-sized book has been designed to provide a useful overview of how to:

- Take personal responsibility for your wellbeing
- 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**

## Additional resources

Liggy Webb's life skills content is available in a variety of formats, including the following:

### Bite-sized webinars

These can be delivered as 60-minute interactive live sessions on any virtual meeting platform or as 30-minute on demand webinars that can be licensed annually.

### Podcasts

Liggy has developed a selection of podcasts that cover a range of life skills to support people to be for the future. A free trial of these resources is available upon request.

Please email [info@liggywebb.com](mailto:info@liggywebb.com) for a free trial of the digital bite-sized book series and information about any of the additional resources.



## About the author

Liggy Webb is an award-winning and bestselling author, presenter and international consultant. She works with a wide range of businesses focusing on optimising human potential through continual learning and behavioural agility.



Some of the organisations that Liggy has worked with include the NHS, the BBC, the World Trade Organization, the United Nations and various public and private sector organisations, charities and universities.

Liggy has written thirty-five books (including her bite-sized book series) on a variety of life skills that help people to be fit for life and the future. Liggy is passionate about distilling complexity and creating light, accessible and practical resources to encourage self-directed learning.

The guiding principles of Liggy's book on resilience through change has also been televised for a series with the BBC World Service.

Learning is a treasure that will  
follow its owner everywhere

Chinese proverb

