

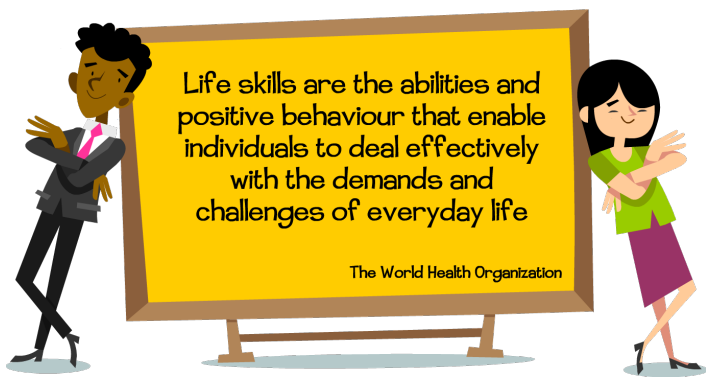
Liggy Webb

# The Life Skills Series

Bite-sized books and webinars



[www.liggywebb.com](http://www.liggywebb.com)



Life skills are the abilities and positive behaviour that enable individuals to deal effectively with the demands and challenges of everyday life

The World Health Organization

**There are 30 topics in Liggy Webb's life skills series that will help people to be fit for the future and fully equipped to deal with life's various challenges. The life skills are available as bite-sized books and webinars and are designed to provide accessible, uplifting and practical content that is straightforward to navigate and easy to apply.**

### **Bite-sized books**

Each book takes about 10 minutes to read and they are available in paper and digital format. The digital books can be licensed annually on a wide range of organisational platforms and a free trial to view the library is available upon request.

### **Webinars**

The interactive webinars are available as live 60-minute sessions that can be tailored to suit your specific needs and are also available in a shorter on-demand format.

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



*We have worked with Liggy on a number of occasions and find her sessions informative, interesting and thought-provoking. The Mindfit session creates discussion and opportunities for all participants and really brought our leadership team together.*

**Heather Lee**

**Head of people & performance –  
Lincolnshire Co-op**

*As a result of an independent audit on our wellbeing offering and our approach to suicide prevention we have been advised that the final report will be that we will have been awarded 'substantial assurance', the highest we could possibly hope for. This is all helped hugely by the work that we do with Liggy Webb in offering our staff extra resources that offer a multi-layered package that caters for almost all possibilities.*

**Fee Nunn**

**Group head of health and safety –  
Selwood Housing Group**



*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**

*We've featured Liggy's books on our staff Wellbeing Hub this year and they've had great feedback!*

**Fiona Parmanand**  
**Wellbeing champion –**  
**Persona Care and Support**



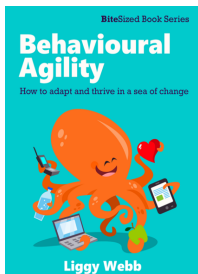


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## Behavioural Agility

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.



The bite-sized book and webinar have 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

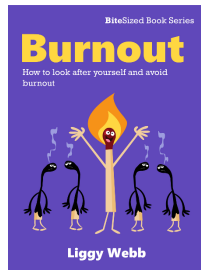
*Behavioural agility is about unleashing your dynamic capability so that you can adapt and respond quickly and easily*

**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.



The bite-sized book and webinar have been designed to provide a useful overview of how to:

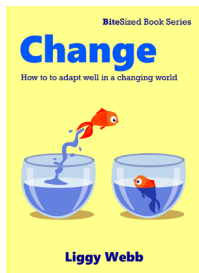
- Raise awareness of stress triggers and responses
- Understand stress and the effect it can have
- Commit to self-care and good habits
- Sustain a healthy and balanced lifestyle
- Replenish every day to maintain energy levels

*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.



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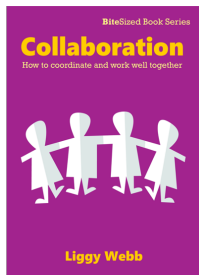
- Understand the emotional impact of change
- Pace yourself well through volatility and disruption
- Learn how to manage uncertainty and reduce anxiety
- Build personal resilience through challenges and change
- Prioritise self-care and support your overall wellbeing

*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.



The bite-sized book and webinar have 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**

## 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.



The bite-sized book and webinar have been designed to provide a useful overview of how to:

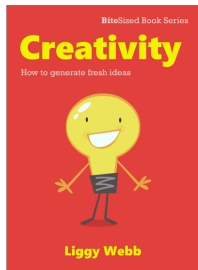
- Prepare well for conversations
- Enhance your interpersonal skills
- Deal with conflict situations more positively
- Provide constructive feedback
- Confidently manage important conversations

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

**François de La Rochefoucauld**

# 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.



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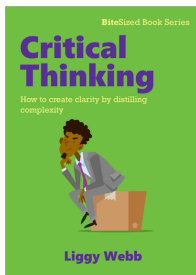
- Define what it means to be creative
- Understand the benefits of creativity
- Develop the confidence to generate new ideas
- Use creativity to solve problems
- Apply fresh thinking to successfully innovate

*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.



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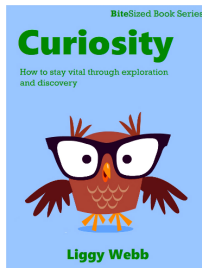
- Understand the importance of critical thinking
- Be more considered and well-structured in your responses
- Take an analytical and objective approach
- Distil complexity and be a better problem-solver
- Save time through smarter thinking

*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.



The bite-sized book and webinar have been designed to provide a useful overview of how to:

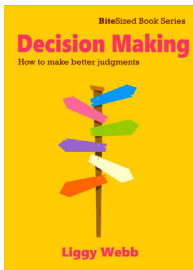
- Understand the multiple benefits of curiosity
- Open your mind to new experiences and possibilities
- Develop a growth mindset
- Promote better mental health and wellbeing
- Live a more interesting and stimulating life

*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.



The bite-sized book and webinar have 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**



# 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.



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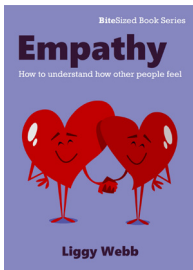
- Understand how emotions can drive your behaviours
- Develop your emotional intelligence
- Learn more about yourself and your emotional responses
- Manage your emotions so that they don't manage you
- Cope better when dealing with challenging situations

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

**Mavis Mazhura**

# 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.



The bite-sized book and webinar have 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 overexploit 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.



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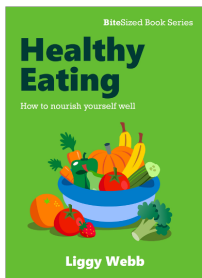
- Understand the power of connecting with nature
- Embrace the health benefits that nature offers
- Reduce your stress levels and feel more relaxed
- Invigorate your senses and boost your energy levels
- Appreciate the beauty of the world around you
- Connect responsibly and positively with the environment

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

**Gretel Ehrlich**

# 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.



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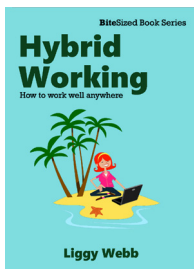
- Understand the benefits of healthy eating
- Establish ways to maintain a balanced diet
- Raise awareness of each of the food groups
- Energise yourself through what you consume
- Fuel your immune system for wellbeing

*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.



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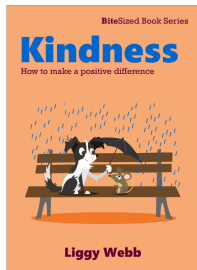
- Establish positive daily habits wherever you are working
- Be productive by managing your time well
- Create an environment that supports your overall wellbeing
- Learn how to switch off and manage technology
- Put in place healthy boundaries to balance work/home life

*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.



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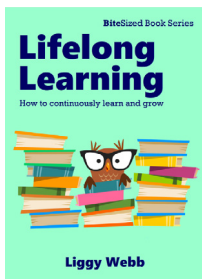
- Understand the importance of kindness
- Identify the benefits of kindness
- Explore ways to be kind to others
- Recognise the value of self-kindness
- Make a positive difference

*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.



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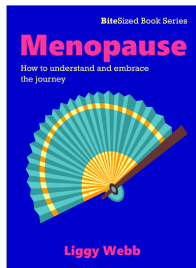
- Understand what it means to be a lifelong learner
- Appreciate the impact learning has on wellbeing
- Be open-minded and cultivate a growth mindset
- Motivate yourself to want to learn and grow
- Take personal action and turn knowledge into wisdom

*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.



The bite-sized book and webinar have 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

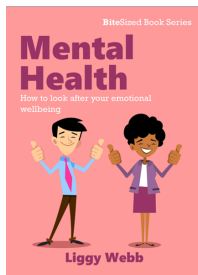
*If you deal with the menopause in a healthy fashion then I think you come out the other side a better person*

**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.



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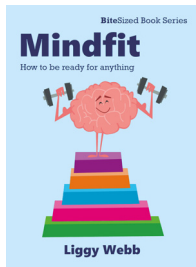
- Raise awareness of your mental health
- Recognise the importance of getting support if needed
- Be proactive about looking after yourself
- Take on board healthy coping mechanisms
- Support others who may need your help

*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.



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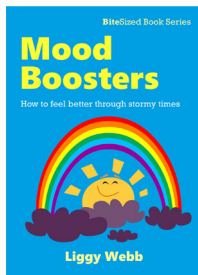
- Recover well from setbacks by building and sustaining resilience
- Cultivate a growth mindset through curiosity and continuous learning
- Adapt well to rapid change by being flexible and resourceful
- Unleash fresh thinking and use creativity to solve problems
- Practise kindness and seek out ways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



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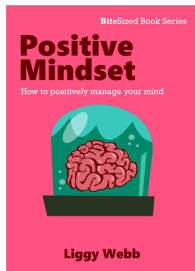
- Build a toolkit of easy-to-apply mood boosters
- Support your mental health in challenging times
- Choose and embrace healthy coping mechanisms
- Manage stress levels and feel more energised
- Look on the brighter side of life and feel better

*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.



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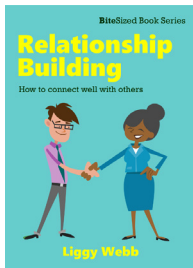
- Think positively and be optimistic
- Understand how your mindset influences your life
- Manage negative mind chatter
- Cultivate a growth mindset
- Look after your mental health

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

**Joyce Meyer**

## 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.



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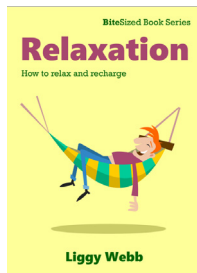
- Accept and celebrate people's differences
- Listen and be present when you are with someone
- Develop positive communication skills
- Build trust and respect for others
- Recognise the importance of empathy and kindness

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

**John Andrew 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.



The bite-sized book and webinar have been designed to provide a useful overview of how to:

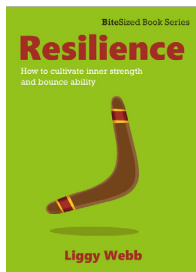
- Understand the value of building time into your day for relaxation
- Learn about the benefits of taking time to relax
- Discover ways to recharge and boost your energy
- Find ways to switch off and calm your mind chatter
- Manage stress and avoid burnout

*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.



The bite-sized book and webinar have been designed to provide a useful overview of how to:

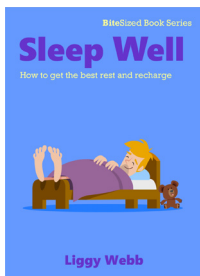
- Be more resilient, agile and confident
- Cope better with challenges and change
- Think more positively and optimistically
- Cultivate a healthy work-home balance
- Take personal responsibility and action

*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.



The bite-sized book and webinar have 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.



The bite-sized book and webinar have 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.



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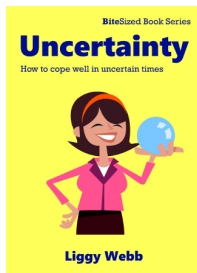
- Understand why trust in relationships is so important
- Explore ways of building and maintaining trust
- Be aware of the pitfalls of losing trust
- Cultivate strong and reliable relationships
- Develop an inclusive and collaborative network

*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.



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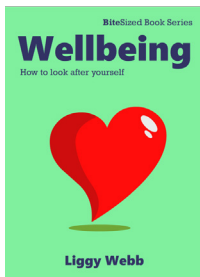
- Seek out the potential in each situation
- Avoid getting dragged down by negativity and gossip
- Manage anxiety and stress levels
- Maintain an optimistic outlook
- Focus on the present and be productive

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

**Debasish Mridha**

## Wellbeing

Making your own personal 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.



The bite-sized book and webinar have 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.



The bite-sized book and webinar have 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**

*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**

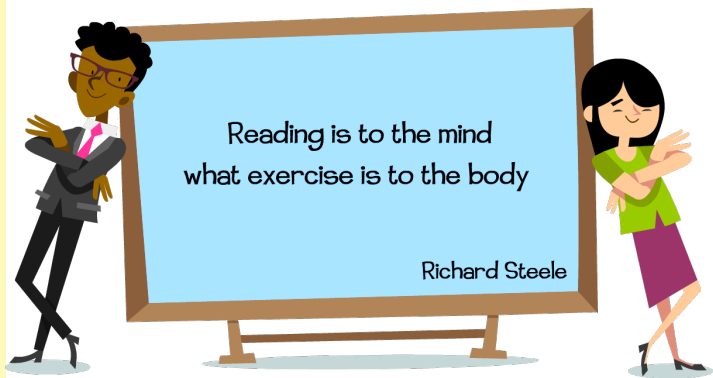
*We are proud to partner with Liggy Webb to support colleague wellbeing and development, offering a simple and practical solution across a variety of topics.*

**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**





Please email [books@liggywebb.com](mailto:books@liggywebb.com) for a free trial of the digital bite-sized book series.

Learning is a treasure that will  
follow its owner everywhere

Chinese Proverb

