

18 Minutes Find Your Focus Master Distraction And Get The Right Things Done Peter Bregman

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The Three Laws of Performance - Steve Zaffron 2011-08-30

A proven system for rallying all of an organizations' employees around a new vision and ideas for making the vision stick When something at work isn't going smoothly, managers struggle with what part of the problem to tackle first. Do they start with cost reduction? Or should they go for process improvements first? The authors—who have helped hundreds of companies and individuals change and improve—say spend time and money adjusting the systems in which people operate, rather than targeting people and their performance directly. The authors show that it's in fact possible to change everything at once—with a focus on making such transformations permanent and repeatable. Brand-new Introduction written for the paperback edition Filled with illustrative examples from Northrup Grumman, BHP-Billiton, Reebok, Harvard Business School, and many others Two experts in the field show how to make major transformations happen The book outlines a process for engaging all employees to buy-in to an improved vision of an organization's new and improved future.

Deep Work - Cal Newport 2016-01-05

Read the Wall Street Journal Bestseller for "cultivating intense focus" for fast, powerful performance results for achieving success and true meaning in one's professional life (Adam Grant, author of Give and Take). Deep work is the ability to focus without distraction on a cognitively demanding task. It's a skill that allows you to quickly master complicated information and produce better results in less time. Deep Work will make you better at what you do and provide the sense of true fulfillment that comes from craftsmanship. In short, deep work is like a super power in our increasingly competitive twenty-first century economy. And yet, most people have lost the ability to go deep—spending their days instead in a frantic blur of e-mail and social media, not even realizing there's a better way. In Deep Work, author and professor Cal Newport flips the narrative on impact in a connected age. Instead of arguing distraction is bad, he instead celebrates the power of its opposite. Dividing this book into two parts, he first makes the case that in almost any profession, cultivating a deep work ethic will produce massive benefits. He then presents a rigorous training regimen, presented as a series of four "rules," for transforming your mind and habits to support this skill. 1. Work Deeply 2. Embrace Boredom 3. Quit Social Media 4. Drain the Shallows A mix of cultural criticism and actionable advice, Deep Work takes the reader on a journey through memorable stories—from Carl Jung building a stone tower in the woods to focus his mind, to a social media pioneer buying a round-trip business class ticket to Tokyo to write a book free from distraction in the air—and no-nonsense advice, such as the claim that most serious professionals should quit social media and that you should practice being bored. Deep Work is an indispensable guide to anyone seeking focused success in a distracted world. An Amazon Best Book of 2016 Pick in Business & Leadership Wall Street Journal Business Bestseller A Business Book of the Week at 800-CEO-READ

The Now Habit - Neil Fiore 2007-04-05

Learn how to overcome procrastination and enjoy guilt-free play! One of the most effective programs to combat procrastination, THE NOW HABIT has sold over 100,000 copies, has been translated into 11 languages, and is now revised and updated. Featuring a new introduction and a new section providing strategies to understand and deal with the role technology plays in procrastination today, THE NOW HABIT offers a comprehensive plan to help readers lower their stress and increase their time to enjoy guilt-free play. Dr. Fiore's techniques will help any busy person start tasks sooner and accomplish them more quickly,

without the anxiety brought on by the negative habits of procrastination and perfectionism.

The Flip Side - Flip Flippen 2007-12-06

Learn how recognizing your biggest weakness can unleash your greatest strength in THE FLIP SIDE, the bestselling motivational guide by educator, business coach, and growth guru Flip Flippen. Flip Flippen is the most influential man you've never heard of. This personable Texan is the founder of The Flippen Group, one of the fastest-growing corporate and personal training companies in America, and his philosophy has touched the lives of some of the most powerful individuals in the country—from Wall Street leaders to top sports figures like Terry Bradshaw and his NASCAR team, and from Joel Osteen's team at Lakewood Church to the 150,000 people who trained with Flip's company in 2005. Great advice for everyone, but particularly appealing to those who are taking stock of what they want to do with the rest of their lives, Flippen's approach is surprisingly simple. When we learn how to identify our "personal constraints" and take the necessary steps to correct self-limiting behaviors, we will experience a dramatic surge in productivity, achieve things we have only dreamed of, and find greater happiness overall. Flippen has created a simple process to help readers find their greatest constraint (the results may be surprising!) and build a plan to help "flip" that weakness into a newfound strength.

You Can Change Other People - Howie Jacobson 2021-09-15

Discover how to change the lives of the people around you In You Can Change Other People, the world's #1 executive coach, Peter Bregman, and Howie Jacobson, Ph.D., share the Four Steps to help the people around you make positive change — even if they've been stuck for years. The authors rely on over 50 years of collective professional experience to show you exactly what to say to influence those around you for the better. Changing the way you talk will stop you from being perceived as a critic, and turn you into a welcomed and effective ally. You'll learn how to: Disarm their defensiveness and increase their confidence to act Turn people's biggest problems into even bigger opportunities Ensure accountability and follow through without making them dependent on you No one wants to be changed; but change and personal growth are critical to success, and more importantly, to a fulfilled life. You Can Change Other People is a must-read for those who want to improve their impact with co-workers, family members, and everyone in between.

Knowing Your Value - Mika Brzezinski 2011-04-26

The author interviews a number of prominent women—including comedian Susie Essman, writer and director Nora Ephron and TV personality Joy Behar—to reveal the ways that everyday women can achieve their deserved recognition and financial worth in today's professional world.

The Getting Things Done Workbook - David Allen 2019-09-03

An accessible, practical, step-by-step how-to guide that supplements Getting Things Done by providing the details, the how-to's, and the practices to apply GTD more fully and easily in daily life The incredible popularity of Getting Things Done revealed people's need to take control of their own productivity with a system that reduces the stress of staying on top of it all. Around the world hundreds of certified trainers and coaches are engaged full time in teaching the process, supported by a grassroots movement of Meetup groups, LinkedIn groups, Facebook groups, podcasts, blogs and dozens of apps based on it. While Getting Things Done remains the definitive way to gain perspective over work and create the mental space for creativity and mindfulness, The Getting Things Done Workbook enhances the original by providing an

accessible guide to the GTD methodology in workbook form. The workbook divides the process into small, manageable segments to allow for easier learning and doing. Each chapter identifies a challenge the reader may be facing--such as being overwhelmed by too many to-do lists, a messy desk, or email overload--and explains the GTD concept to address. The lessons can be learned and implemented in almost any order, and whichever is adopted will provide immediate benefits. This handy instructional manual will give both seasoned GTD users and newcomers alike clear action steps to take to reach a place of sustained efficiency.

Succeed - Heidi Grant Halvorson, Ph.D. 2011-12-27

Do you ever wonder how some people make success look so simple? In *Succeed*, award-winning social psychologist Heidi Grant Halvorson offers counterintuitive insights, illuminating stories, and science-based information that can help anyone:

- Set a goal to pursue even in the face of adversity
- Build willpower, which can be strengthened like a muscle
- Avoid the kind of positive thinking that makes people fail

Whether you want to motivate your kids, your employees, or just yourself, *Succeed* unlocks the secrets of achievement, and shows you how to create new possibilities in every area of your life.

Do Over - Jon Acuff 2017-01-03

From the New York Times bestselling author of *Quitter* and *Start* comes the definitive guide to getting your dream job. When you don't like your job, Sunday isn't really a weekend day. It's just pre-Monday. But what if you could call a Do Over and actually look forward to Monday? Starting on the first day you got paid to scoop ice cream or restock shelves, you've had the chance to develop the four elements all great careers have in common: relationships, skills, character, and hustle. You already have each of those, to one degree or another. Now it's time to amplify them and apply them in a new way, so you can call a Do Over on your career, at any age. You'll need a Do Over because you'll eventually face at least one of these major transitions:

- You'll hit a Career Ceiling and get stuck, requiring sharp skills to free yourself.
- You'll experience a Career Bump and unexpectedly lose your job, requiring strong relationships to survive.
- You'll make a Career Jump to a new role, requiring solid character to push through uncertainty and chaos.
- You'll get a surprise Career Opportunity, requiring dedicated hustle to take advantage of it.

Jon Acuff's unique approach will give you the resources to reinvent your work, get unstuck, and get the job you've always wanted!

Focus - Leo Babauta 2010-11

The author writes, "At the heart of this simple book lies the key to many of the struggles we face these days, from being productive and achieving our goals, to getting healthy and fit in the face of fast food and inactivity, to finding simplicity and peace amidst chaos and confusion. That key is itself simple: focus. Our ability to focus will allow us to create in ways that perhaps we haven't in years. It'll allow us to slow down and find peace of mind. It'll allow us to simplify and focus on less-on the essential things, the things that matter most.

Think Like a Monk - Jay Shetty 2020-09-08

Jay Shetty, social media superstar and host of the #1 podcast *On Purpose*, distills the timeless wisdom he learned as a monk into practical steps anyone can take every day to live a less anxious, more meaningful life. When you think like a monk, you'll understand:

- How to overcome negativity
- How to stop overthinking
- Why comparison kills love
- How to use your fear
- Why you can't find happiness by looking for it
- How to learn from everyone you meet
- Why you are not your thoughts
- How to find your purpose
- Why kindness is crucial to success

-And much more... Shetty grew up in a family where you could become one of three things—a doctor, a lawyer, or a failure. His family was convinced he had chosen option three: instead of attending his college graduation ceremony, he headed to India to become a monk, to meditate every day for four to eight hours, and devote his life to helping others. After three years, one of his teachers told him that he would have more impact on the world if he left the monk's path to share his experience and wisdom with others. Heavily in debt, and with no recognizable skills on his résumé, he moved back home in north London with his parents. Shetty reconnected with old school friends—many working for some of the world's largest corporations—who were experiencing tremendous stress, pressure, and unhappiness, and they invited Shetty to coach them on well-being, purpose, and mindfulness. Since then, Shetty has become one of the world's most popular influencers. In 2017, he was named in the *Forbes* magazine 30-under-30 for being a game-changer in the world of media. In 2018, he had the #1 video on Facebook with over 360

million views. His social media following totals over 38 million, he has produced over 400 viral videos which have amassed more than 8 billion views, and his podcast, *On Purpose*, is consistently ranked the world's #1 Health and Wellness podcast. In this inspiring, empowering book, Shetty draws on his time as a monk to show us how we can clear the roadblocks to our potential and power. Combining ancient wisdom and his own rich experiences in the ashram, *Think Like a Monk* reveals how to overcome negative thoughts and habits, and access the calm and purpose that lie within all of us. He transforms abstract lessons into advice and exercises we can all apply to reduce stress, improve relationships, and give the gifts we find in ourselves to the world. Shetty proves that everyone can—and should—think like a monk.

Lose the Resume, Land the Job - Gary Burnison 2018-02-13

"Lose the Résumé" breaks down every aspect of job hunting, explaining what matters and what doesn't." - The New York Times Book Review

Lose the resume and land that coveted job Gone are the days of polishing up your resume and sending it out at random. At every level today, you need to "lose the resume" in order to land the right job. In other words, you have to learn to tell a story about yourself that speaks to your competencies, purpose, passion, and values. *Lose the Resume, Land the Job* shares the new rules of engagement: How you must think, act, and present yourself so you can win. Based on inner exploration drawn from the IP of the world's largest executive recruiting firm, the book gleans insights and stories (the good, the bad, and sometimes the ugly) from Korn Ferry recruiters across the globe who work with thousands of candidates each day. It helps you gain a deeper perspective on who you are, what you're passionate about, the cultures in which you fit, the kind of bosses you should work for, and where you can bring the most value to organizations.

- Includes assessments, questionnaires, and other tools
- Candid advice for young professionals through middle managers
- Offers trusted guidance from the same firm that has shown 8 million executives how to achieve their career goals, and that puts a professional in new job every three minutes
- Helps you build a plan for the future so you can contribute more to the next employer

Getting a job and, more importantly, building a career has never been more complex. *Lose the Resume, Land the Job* helps you score the positions that align with your passion and match your attributes — and that will put you on a trajectory toward bigger and better things.

Leading When You're Not the Boss - Roger Strathausen 2015-11-27

Answer the questions that arise when managers and workers need to adjust to unfamiliar leadership roles and rules in flattened organizational forms. *Leading When You're Not the Boss* provides a conceptual framework that you can apply when assessing your own organizations and work. The book discusses the underlying ideas necessary for a shift from a culture of hierarchies to one of relationships and the establishment of intrapreneurial and holistic work environments. This book supports the trend in many corporations toward flattening parts of their traditional top-down hierarchical management systems into more egalitarian, democratized, and distributed organizational forms. It analyzes the weaknesses of "management" culture at a time of ever more rapid change and complexity in the business world and illustrates how flattened organizational units increase agility, innovation, and efficacy. Moreover, it discusses how individuals can exercise effective leadership despite lacking the command-and-control authority of conventional bosses and ways for organizations to cultivate effective "post-management" cultures. Especially in the technology sector, large projects have become too complex to be mastered by any single leader. Drawing on his experience as a senior manager and executive consultant for a number of Fortune Global 500 companies, Roger Strathausen analyzes the situations and benefits that motivate companies to adopt flattened organizational forms. He shows that empowering a multi-talented group to manage itself by horizontal cooperation can deliver products with more speed, efficiency, innovation, and nimbleness than a solo boss could, while yielding higher employee productivity and retention rates. With an entertaining mix of real-world examples and an episodic HBR-style fictitious case study, the author illustrates throughout the book how his leadership lessons can be serviceable only when intelligently tailored to the dynamic complexities of specific situations, including the personalities and competencies of the people involved. What You'll Learn How to tailor the techniques of shared leadership to specific business situations rather than treating them as iron rules How to flourish in nonhierarchical and ambiguously-hierarchical organizational contexts that encourage individual initiative for the joint benefit of the enterprise and personal professional growth How success and fulfillment at work are enhanced by

organizational forms in which participants assess the situational relevance of their respective talents and actively apply them to group objectives in lateral cooperation with peers, as opposed to passively receiving orders from appointed bosses. This book is for the primary readerships for this book are business leaders and managers at all levels in corporations and non-managerial professionals who work in self-directed teams. The secondary readerships are practitioners, consultants, and academics interested in the topics of human resources, organizational design, and the future of work.

Thanks for the Feedback - Douglas Stone 2015-03-31

The coauthors of the New York Times–bestselling *Difficult Conversations* take on the toughest topic of all: how we see ourselves. Douglas Stone and Sheila Heen have spent the past fifteen years working with corporations, nonprofits, governments, and families to determine what helps us learn and what gets in our way. In *Thanks for the Feedback*, they explain why receiving feedback is so crucial yet so challenging, offering a simple framework and powerful tools to help us take on life's blizzard of offhand comments, annual evaluations, and unsolicited input with curiosity and grace. They blend the latest insights from neuroscience and psychology with practical, hard-headed advice. *Thanks for the Feedback* is destined to become a classic in the fields of leadership, organizational behavior, and education.

The Productivity Project - Chris Bailey 2016-01-05

A fresh, personal, and entertaining exploration of a topic that concerns all of us: how to be more productive at work and in every facet of our lives. Chris Bailey turned down lucrative job offers to pursue a lifelong dream—to spend a year performing a deep dive experiment into the pursuit of productivity, a subject he had been enamored with since he was a teenager. After obtaining his business degree, he created a blog to chronicle a year-long series of productivity experiments he conducted on himself, where he also continued his research and interviews with some of the world's foremost experts, from Charles Duhigg to David Allen. Among the experiments that he tackled: Bailey went several weeks with getting by on little to no sleep; he cut out caffeine and sugar; he lived in total isolation for 10 days; he used his smartphone for just an hour a day for three months; he gained ten pounds of muscle mass; he stretched his work week to 90 hours; a late riser, he got up at 5:30 every morning for three months—all the while monitoring the impact of his experiments on the quality and quantity of his work. The Productivity Project—and the lessons Chris learned—are the result of that year-long journey. Among the counterintuitive insights Chris Bailey will teach you: · slowing down to work more deliberately; · shrinking or eliminating the unimportant; · the rule of three; · striving for imperfection; · scheduling less time for important tasks; · the 20 second rule to distract yourself from the inevitable distractions; · and the concept of productive procrastination. In an eye-opening and thoroughly engaging read, Bailey offers a treasure trove of insights and over 25 best practices that will help you accomplish more.

An Oasis in Time Marilyn Paul 2017-08-22

There is a surprising way out of the frenzy, that always-being-behind feeling, and the endless to-do list. Now more than ever, people are seeking a reprieve from the constant pressure to achieve, produce, and consume. While many turn to sporadic bouts of mindfulness and meditation, organizational change specialist Marilyn Paul offers a complementary solution that is as radical as it is ancient. In her new book *An Oasis in Time*, Paul focuses on the profound benefits of taking a modern-day Sabbath each week for deep rest and nourishing renewal. The energy, perspective, creativity, sense of well-being, and yes, increased productivity that ensue are lifesaving. Drawing on Sabbath tradition, contemporary research, and interviews with scores of busy people, Paul shows that it is possible to introduce these practices regardless of your religious beliefs. Starting with just an hour or two, you can carve out the time from your packed schedule, design your weekly oasis experience, and most importantly, change your mind-set so you can enjoy the pleasure of regularly slowing down and savoring life every week. From surrounding yourself with nature to practicing rituals for beginning and ending oasis time to implementing strategies for connecting with friends and family, self, and source, you will discover practical ways to step off the treadmill and into timeless refreshment on your way to a calmer, richer, more fulfilling life.

The Best Place to Work - Ron Friedman, PhD 2014-12-02

For readers of Malcolm Gladwell, Daniel Pink, and Freakonomics, comes a captivating and surprising journey through the science of workplace excellence. Why do successful companies reward failure? What

can casinos teach us about building a happy workplace? How do you design an office that enhances both attention to detail and creativity? In *The Best Place to Work*, award-winning psychologist Ron Friedman, Ph.D. uses the latest research from the fields of motivation, creativity, behavioral economics, neuroscience, and management to reveal what really makes us successful at work. Combining powerful stories with cutting edge findings, Friedman shows leaders at every level how they can use scientifically-proven techniques to promote smarter thinking, greater innovation, and stronger performance. Among the many surprising insights, Friedman explains how learning to think like a hostage negotiator can help you diffuse a workplace argument, why placing a fish bowl near your desk can elevate your thinking, and how incorporating strategic distractions into your schedule can help you reach smarter decisions. Along the way, the book introduces the inventor who created the cubicle, the president who brought down the world's most dangerous criminal, and the teenager who single-handedly transformed professional tennis—vivid stories that offer unexpected revelations on achieving workplace excellence. Brimming with counterintuitive insights and actionable recommendations, *The Best Place to Work* offers employees and executives alike game-changing advice for working smarter and turning any organization—regardless of its size, budgets, or ambitions—into an extraordinary workplace.

More Time for You Rosemary Tator 2010-08-11

If you're overwhelmed and overworked, you don't need sympathy—you need a powerful system for getting more done in less time. *More Time for You* shows you how to take advantage of today's most versatile and effective productivity enhancers --mobile devices, online tools, and calendar software--to become more organized and lead a less stressful life. The authors reveal their proven, practical approach for prioritizing, achieving goals, reducing stress, and increasing your capacity to do what matters most. The book shows you how to: Make better, faster decisions based on your priorities * Tame your inbox with easy and efficient e-mail triage techniques * Set up a calendar management and reminder system * Handle distractions and interruptions * Lose that nagging sense you are forgetting something * Maximize the benefits (and minimize the time sink) of social media Illustrated with screen shots from Microsoft Outlook®, the authors' simple tips and step-by-step process make workplace organization a reality. Their upbeat tone and get-to-it approach make starting and sticking with the program easier than you'd ever imagine!

Unsubscribe - Jocelyn K Gleib 2016-10-04

A modern, no-nonsense guide to getting rid of email anxiety, reclaiming your productivity, and spending more time on the work that matters. Let's face it: Email is killing our productivity. The average person checks their email 11 times per hour, processes 122 messages a day, and spends 28 percent of their total workweek managing their inbox. What was once a powerful and essential tool for doing our daily work has become a near-constant source of frustration, anxiety, and distraction from our work. *Unsubscribe* will show you how to tame your inbox and reclaim your focus, with tips on how to: Break free from email addiction and the "inbox zero" obsession Build a daily email routine that reduces stress and anxiety Process your inbox based on what (and who) really matters to you Write messages that get people to pay attention and take action Set boundaries and say "no" to time-wasting distractions Plan your day around meaningful work -- not busywork Productivity isn't about just "keeping busy," it's about leaving a legacy. Are you ready to Unsubscribe?

You, Inc. - Harry Beckwith 2007-03-01

In *You, Inc.* Beckwith provides practical tips, anecdotes and insights based on his 30 years of marketing and selling his advertising services. Beckwith learned early on in his career that no matter what product you're selling, the most important component of the product is you. In *You, Inc.: A Field Guide to Selling Yourself*, Beckwith relates tantalizing tidbits and real stories of how to harness your enthusiasm with an ability to impress your key accounts. Written in his traditional homespun style, Beckwith offers doses of humour and pithy knowledge to anyone who wants to seal the deal and thrive in business.

Making it All Work - David Allen 2008

The author of *Getting Things Done* makes recommendations for altering one's perspectives in order to see life as a game that can be won, offering suggestions for handling information overload, achieving focus, and trusting oneself while making decisions. 125,000 first printing.

What To Do When There's Too Much To Do - Laura Stack 2012-07-02

Are you tired of productivity consultants—or worse, your boss—pushing you to do more with less? You're in luck. Laura Stack knows your to-do list is already packed to capacity, so she shows you how to accomplish more by doing less. Yes, you read that right. Stack's innovative time-management system lets you work less and achieve more. Following Stack's step-by-step Productivity Workflow Formula, you'll organize your life around the tasks that really matter and—this is crucial—let go of those that don't. Dozens of practical strategies will help you reduce your commitments, distractions, interruptions, and inefficiencies. You'll shrink your to-do list and save time—around ninety minutes a day—while skyrocketing your results and maintaining your sanity.

Can I Have Your Attention? - Joseph Cardillo 2009-08-01

Can I Have Your Attention? is not your traditional self-help book that offers 12 simple steps to enhance brainpower. Nor is it a book on Eastern Wisdom, spirituality, or conventional meditation. It is an eye-popping adventure that combines ancient, high-speed attention-building processes with cutting-edge attention research in psychology, neurology, and biology. Through Joseph Cardillo's engaging personal account of the world of human attention—which synthesizes the stories of more than two dozen experts—you will uncover surprising secrets about the workings of your own mind. Did you know that: — You can use your attention to perfect any daily activity—from piano playing to work-related activities to perfecting your golf swing? — In just one-six-hundredth of a second, a random detail you glimpse in the corner of your eye can determine whether you like someone you just met, cause or avoid an accident, make you feel happy or depressed all day, and lead you to succeed or fail at anything you try? — Specifically designed meditation techniques can be used to scan and shift brain waves, altering one's attention as effectively as electrode-packed biofeedback instruments? — Most importantly, you can train your attention to turn such processes on or off on command? This fresh look at ancient attention skills and new science will transform your thinking about what human attention is as well as offer a guide to incorporating its insights into your daily life. Can I Have Your Attention? even presents a redefinition of attention deficit and reveals a variety of natural, non-medical tools that can significantly amp up anyone's attention!

The Power of Less - Leo Babauta 2009-01-01

With the countless distractions that come from every corner of a modern life, it's amazing that we're ever able to accomplish anything. The Power of Less demonstrates how to streamline your life by identifying the essential and eliminating the unnecessary freeing you from everyday clutter and allowing you to focus on accomplishing the goals that can change your life for the better. The Power of Less will show you how to: Break any goal down into manageable tasks Focus on only a few tasks at a time Create new and productive habits Hone your focus Increase your efficiency By setting limits for yourself and making the most of the resources you already have, you'll finally be able to work less, work smarter, and focus on living the life that you deserve.

Organize Tomorrow Today - Jason Selk 2015-12-22

In the spirit of business/self-help hits such as Darren Hardy's The Compound Effect, a simple formula for productivity and success, from a prominent sports psychologist and a star business coach who join forces to offer seven fundamental skills for improving your habits and achieving peak performance in work and life.

18 Minutes - Peter Bregman 2012

How often do you get to the end of another long and frantic day and wonder why so many important things didn't get finished? We've never worked so hard and felt so unproductive and unfulfilled. 18 MINUTES takes this challenge and turns it on its head. Peter Bregman, top HARVARD BUSINESS REVIEW columnist and global management consultant, shatters the myth of getting it all done by offering a clear and simple plan for getting the right things done. He shows how the best way to fight distracting interruptions is to create productive ones ourselves, a practice that can be easily implemented in 18 minutes a day. The result is a simple yet comprehensive approach to managing your life a year, a day, and a moment at a time so that your life moves forward the way you want and at the pace you want.

Four Seconds - Peter Bregman 2015-02-24

Peter Bregman, author of the Wall Street Journal bestseller 18 Minutes, offers strategies to replace energy-wasting, counter-productive habits that commonly derail us with truly effective ones. The things we want most—peace of mind, fulfilling relationships, to do well at work—are surprisingly straightforward to realize.

But too often our best efforts to attain them are built on destructive habits that sabotage us. In Four Seconds, Peter Bregman shows us how to replace negative patterns with energy boosting and productive behaviors. To thrive in our fast-paced world all it takes is to pause for as few as four seconds—the length of a deep breath—allowing us to make intentional and tactical choices that lead to better outcomes. Four Seconds reveals: Why listening—not arguing—is the best strategy for changing someone's mind Why setting goals can actually harm performance How to use strategic disengagement to recover focus and willpower How taking responsibility for someone else's failure can actually help your team Practical and insightful, Four Seconds provides simple solutions to create the results you want without the stress.

Juggling Elephants - Jones Loflin 2007-09-06

What do you do when your life feels as busy as a three-ring circus? Juggling Elephants tells a simple but profound story about one man with a universal problem. Mark has too much to do, too many priorities, too much stress, and too little time. As he struggles to balance his many responsibilities without cracking under the pressure, Mark takes a break to attend the circus with his family. There he has a surprising conversation with a wise ringmaster. He leaves with a simple but powerful lesson: Trying to get everything done is like juggling elephants -- impossible. So Mark begins to think about his work, family, and personal life the way a ringmaster thinks about the many acts in a three-ring circus. He discovers that managing his various acts can be fun and easy once he changes his attitude and follows his new friend's ongoing guidance. Mark soon realizes: • If you keep trying to juggle elephants, no one, including you, will be thrilled with your performance. • A ringmaster cannot be in all three rings at once. • The key to the success of a circus is having quality acts in all three rings. • Intermission is an essential part of any good circus. Juggling Elephants is a wonderfully lighthearted guide for everyone who feels like they're about to be squashed. It will help you better focus your time and energy, so you'll be able to enjoy more of the things that are important to you. Above all, it will teach you how to run your circus, instead of letting the circus run you.

Point B - Peter Bregman 2007

Seventy percent of all corporate change efforts fail because people resist the change. Is this failure inevitable? Absolutely not. Resistance is a by-product of the way we try to change people, of flawed strategies for gaining buy-in. But there is another way. A way that will enable your change to succeed. That way is captured in this book. Peter Bregman captures the perfect balance between stories you will enjoy and tactics you can implement. Delightful to read, practical to use, it reveals the mindset, strategies, and steps that will enable you to lead people anywhere you need them to go - from point A to point B.

The Accidental Library Marketer - Kathy Dempsey 2009

"The Accidental Library Marketer fills a need for library professionals and paraprofessionals who find themselves in an awkward position: They need to promote their libraries and services in the age of the internet, but they've never been taught how to do it effectively. This results-oriented A-to-Z guide by Kathy Dempsey--long-time editor of the Marketing Library Services newsletter--reveals the missing link between the everyday promotion librarians actually do and the "real marketing" that's guaranteed to assure funding, excite users, and build stronger community relationships. Combining real-life examples, expert advice, and checklists in a reader-friendly style, The Accidental Library Marketer is the complete how-to resource for successful library marketing and promotion."--Cover.

HBR Guide to Getting the Right Work Done (HBR Guide Series) - Harvard Business Review 2012-09-18

IS YOUR WORKLOAD SLOWING YOU—AND YOUR CAREER—DOWN? Your inbox is overflowing. You're paralyzed because you have too much to do but don't know where to start. Your to-do list never seems to get any shorter. You leave work exhausted but have little to show for it. It's time to learn how to get the right work done. In the HBR Guide to Getting the Right Work Done, you'll discover how to focus your time and energy where they will yield the greatest reward. Not only will you end each day knowing you made progress—your improved productivity will also set you apart from the pack. Whether you're a new professional or an experienced one, this guide will help you: Prioritize and stay focused Work less but accomplish more Stop bad habits and develop good ones Break overwhelming projects into manageable pieces Conquer e-mail overload Write to-do lists that really work

The 3-Minute Rule - Brant Pinvidic 2019-10-29

Want to deliver a pitch or presentation that grabs your audience's ever-shrinking attention span? Ditch the colorful slides and catchy language. And follow one simple rule: Convey only what needs to be said, clearly and concisely, in three minutes or less. That's the 3-Minute Rule. Hollywood producer and pitch master Brant Pinvidic has sold more than three hundred TV shows and movies, run a TV network, and helmed one of the largest production companies in the world with smash hits like *The Biggest Loser* and *Bar Rescue*. In his nearly twenty years of experience, he's developed a simple, straightforward system that's helped hundreds—from Fortune 100 CEOs to PTA presidents—use top-level Hollywood storytelling techniques to simplify their messages and say less to get more. Pinvidic proves that anyone can deliver a great pitch, for any idea, in any situation, so your audience not only remembers your message but can pass it on to their friends and colleagues. You'll see how his methods work in a wide range of situations—from presenting investment opportunities in a biotech startup to pitching sponsorship deals for major sports stadiums, and more. Now it's your turn. The 3-Minute Rule will equip you with an easy, foolproof method to boil down any idea to its essential elements and structure it for maximum impact. Simplify. Say less. Get More.

Best Practices: Time Management - John Hoover 2009-03-17

There are only twenty-four hours in a day, but you can make them count. Time Management, a comprehensive and essential resource for any manager on the run, shows you how. Learn to: Set and prioritize goals, objectives, and tasks Create an effective schedule Avoid distractions and interruptions Respect other people's time Build a time-conscious organization The Collins Best Practices guides offer new and seasoned managers the essential information they need to achieve more, both personally and professionally. Designed to provide tried-and-true advice from the world's most influential business minds, they feature practical strategies and tips to help you get ahead.

Hyperfocus - Chris Bailey 2018-08-28

A practical guide to managing your attention--the most powerful resource you have to get stuff done, become more creative, and live a meaningful life Our attention has never been as overwhelmed as it is today. Many of us recognize that our brains struggle to multitask. Despite this, we feel compelled to do so anyway while we fill each moment of our lives to the brim with mindless distraction. Hyperfocus provides profound insights into how you can best take charge of your attention to achieve a greater sense of purpose and productivity throughout the day. The most recent neuroscientific research reveals that our brain has two powerful modes that can be unlocked when we use our attention effectively: a focused mode (hyperfocus), which is the foundation for being highly productive, and a creative mode (scatterfocus), which enables us to connect ideas in novel ways. Hyperfocus helps you access each of the two mental modes so you can concentrate more deeply, think more clearly, and work and live more deliberately every day. Chris Bailey examines such topics such as: • identifying and dealing with the four key types of distraction and interruption; • establishing a clear physical and mental environment in which to work; • controlling motivation and working fewer hours to become more productive; • taking time-outs with intention; • multitasking strategically; and • learning when to pay attention and when to let your mind wander wherever it wants to. By transforming how you think about your attention, Hyperfocus reveals that the more effectively you learn to take charge of it, the better you'll be able to manage every aspect of your life.

Two Awesome Hours - Josh Davis 2015-05-05

Feeling overwhelmed with work and life demands? Rushing, multitasking, or relying on fancy devices and apps won't help. The answer is to create the conditions for two awesome hours of peak productivity per day. Drawing on cutting-edge neuroscience, Josh Davis, director of research at the NeuroLeadership Institute explains clearly that our brains and bodies operate according to complex biological needs that, when leveraged intelligently, can make us incredibly effective. From what and when we eat, to when we tackle tasks or disengage—how we plan our activities has a huge impact on performance. Davis shows us how we can create the conditions for two awesome hours of effective mental performance by: Recognizing when to effectively flip the switch on our automatic thinking; Scheduling tasks based on their “processing demand” and recovery time; Learning how to direct attention, rather than avoid distractions; Feeding and moving our bodies in ways that prep us for success; Identifying what matters in our environment to be at the top of our mental game. We are capable of impressive feats of comprehension, motivation, thinking, and

performance when our brain and biological systems are functioning optimally. Two Awesome Hours will show you how to be your most productive every day.

No One Understands You and What to Do About It - Heidi Grant Halvorson 2015-03-24

Have you ever felt you're not getting through to the person you're talking to, or not coming across the way you intend? You're not alone. That's the bad news. But there is something we can do about it. Heidi Grant Halvorson, social psychologist and bestselling author, explains why we're often misunderstood and how we can fix that. Most of us assume that other people see us as we see ourselves, and that they see us as we truly are. But neither is true. Our everyday interactions are colored by subtle biases that distort how others see us—and also shape our perceptions of them. You can learn to clarify the message you're sending once you understand the lenses that shape perception: • Trust. Are you friend or foe? • Power. How much influence do you have over me? • Ego. Do you make me feel insecure? Based on decades of research in psychology and social science, Halvorson explains how these lenses affect our interactions—and how to manage them. Once you understand the science of perception, you'll communicate more clearly, send the messages you intend to send, and improve your personal relationships. You'll also become a fairer and more accurate judge of others. Halvorson even offers an evidence-based action plan for repairing a damaged reputation. This book is not about making a good impression, although it will certainly help you do that. It's about coming across as you intend. It's about the authenticity we all strive for.

The 5AM Club - Robin Sharma 2018-12-04

Legendary leadership and elite performance expert Robin Sharma introduced The 5am Club concept over twenty years ago, based on a revolutionary morning routine that has helped his clients maximize their productivity, activate their best health and bulletproof their serenity in this age of overwhelming complexity. Now, in this life-changing book, handcrafted by the author over a rigorous four-year period, you will discover the early-rising habit that has helped so many accomplish epic results while upgrading their happiness, helpfulness and feelings of aliveness. Through an enchanting—and often amusing—story about two struggling strangers who meet an eccentric tycoon who becomes their secret mentor, The 5am Club will walk you through: How great geniuses, business titans and the world's wisest people start their mornings to produce astonishing achievements A little-known formula you can use instantly to wake up early feeling inspired, focused and flooded with a fiery drive to get the most out of each day A step-by-step method to protect the quietest hours of daybreak so you have time for exercise, self-renewal and personal growth A neuroscience-based practice proven to help make it easy to rise while most people are sleeping, giving you precious time for yourself to think, express your creativity and begin the day peacefully instead of being rushed “Insider-only” tactics to defend your gifts, talents and dreams against digital distraction and trivial diversions so you enjoy fortune, influence and a magnificent impact on the world Part manifesto for mastery, part playbook for genius-grade productivity and part companion for a life lived beautifully, The 5am Club is a work that will transform your life. Forever.

The Queen of Distraction - Terry Matlen 2014-10-01

Do you rule the realm of disorganization, clutter, and chaos? Are you constantly battling to get things done? Are you ready to give up and toss your day planner into the dungeon (otherwise known as your closet)? If so, you might just be The Queen of Distraction. And whether or not you've been formally diagnosed with attention deficit/hyperactivity disorder (ADHD), you probably already know that something's got to give. The Queen of Distraction presents practical skills to help women with ADHD achieve focus and balance in all areas of life, whether it's at home, at work, or in relationships. Psychotherapist Terry Matlen delves into the feminine side of ADHD—the elements of this condition that are particular to women, such as: relationships, skin sensitivities, meal-planning, parenting, and dealing with out-of-control hormones. In addition, the book offers helpful tips and strategies to get your symptoms under control, and outlines a number of effective treatment options for you to pursue. From getting dressed in the morning, to making it to a job interview, to planning dinner—sometimes just getting through the day can be an ordeal for a woman with ADHD. If you've been accused of getting lost in your own world, maybe it's time to make a change. If you're ready to start getting organized and stop leaving your groceries in the car, this book can help. It's more than just a survival guide; it's an ADHD how-to to help you thrive!

18 Minutes - PETER BREGMAN 2011

Leading With Emotional Courage - Peter Bregman 2018-06-05

The Wall Street Journal bestselling author of 18 Minutes unlocks the secrets of highly successful leaders and pinpoints the missing ingredient that makes all the difference You have the opportunity to lead: to show up with confidence, connected to others, and committed to a purpose in a way that inspires others to follow. Maybe it's in your workplace, or in your relationships, or simply in your own life. But great leadership—leadership that aligns teams, inspires action, and achieves results—is hard. And what makes it hard isn't theoretical, it's practical. It's not about knowing what to say or do. It's about whether you're willing to experience the discomfort, risk, and uncertainty of saying or doing it. In other words, the most critical challenge of leadership is emotional courage. If you are willing to feel everything, you can do anything. Leading with Emotional Courage, based on the author's popular blogs for Harvard Business Review, provides practical, real-world advice for building your emotional courage muscle. Each short, easy

to read chapter details a distinct step in this emotional “workout,” giving you grounded advice for handling the difficult situations without sacrificing professional ground. By building the courage to say the necessary but difficult things, you become a stronger leader and leave the “should've” behind. Theoretically, leadership is straightforward, but how many people actually lead? The gap between theory and practice is huge. Emotional courage is what bridges that gap. It's what sets great leaders apart from the rest. It gets results. It cuts through the distractions, the noise, and the politics to solve problems and get things done. This book is packed with actionable steps you can take to start building these skills now. Have the courage to speak up when others remain silent Be stable and grounded in the face of uncertainty Respond productively to opposition without getting distracted Weather others' anger without shutting down or getting defensive Leading with Emotional Courage coaches you to build your emotional courage, exercise it effectively, and create an environment in which people around you take accountability to get hard things done.