

## ***Singletasking Get More Done One Thing At A Time***

Overhaul your approach to concentration and productivity using strategic, science-proven methods to save hours a day and achieve twice as much. Your current focus and productivity tactics might be “adequate.” But they will never be great or reach their potential if you don’t understand how your psychology and physiology work together to affect your focus. Short circuit your brain into instant focus. The Science of Powerful Focus looks at focus in a revolutionary new way, and sheds light on studies both new and old that lead to the path of massive productivity and conquering of goals. It is a holistic view of how focus can be tackled from every angle of a person’s life. Other books will tell you to simply ditch your phone, stop multi-tasking, and sleep more. Is that really helpful information, or is it just common sense? Here, even the concept of focus is re-defined, and you will learn a plethora of actionable ways to integrate science into your daily life. Clear your mind, sit, and grind. Peter Hollins has studied psychology and peak human performance for over a dozen years and is a bestselling author. He has worked with dozens of individuals to unlock their potential and path towards success. His writing draws on his academic, coaching, and research experience. Defeat distractions and get “into the zone” on command.

- Master the foundations of discipline and willpower.
- Set goals that inevitable.
- The biological basis behind procrastination.
- Managing energy, your circadian rhythm, and nature’s schedule. Stop procrastinating and do more in half the time.
- How to effectively “singletask.”
- How to prime your mental engine.
- To-do lists, priority lists, don’t do lists, and all you need to keep you accountable and on track. Master your focus, master your life.

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.

**DO YOU KNOW WHAT'S STANDING BETWEEN YOU AND SUCCESS IN LIFE? IT'S YOU! CHANGE YOUR MINDSET TO DEAL WITH YOUR FEARS AND YOU INCREASE YOUR CHANCES OF SUCCESS.** Fear of failure, fear of public speaking, fear of being you, fear of asking for what you want, fear of saying NO and fear of change, the list is endless and yet we all have fears in both our personal and professional lives. Fight the Fear will help you get the results you want by helping you to overcome your fears one step at a time. In short, easy-to-read, jargon-free chapters, you’ll discover proven strategies, skills and tools to help you deal with typical situations we all dread such as saying no, appearing confident without being arrogant, asking for what you want, public speaking and picking up the phone. Don't miss out on life's big opportunities, now you can manage your fear so it doesn't restrict you - there's nothing you can't handle. **CHANGE THE WAY YOU BEHAVE EVERYDAY, YOUR THOUGHTS, YOUR BELIEFS, YOUR VALUES AND GAIN THE RESPECT YOU DESERVE.** “Mandie’s enthusiasm will be felt as you progress through this book, taking inspiration from her journey and assisting you to build your own confidence along the way. It provides a sound and practical framework to enable you to tackle any fears you may have, providing advice on how to overcome them, giving your chances of future success a massive boost.” Mike Smith, Senior Inward Investment, Economy & Growth Officer, Chelmsford City Council “A triumphant book - Mandie’s unique ability to motivate and inspire abounds within its pages. It will make you think about your fears in a new light, and ensure you take action to overcome them” Nigel Risner, Motivational & Inspirational Speaker “Exactly what I expected from Mandie, an absolutely fantastic book full of practical tips, advice and strategies to help you kick the fears holding you back and get you well on your way to success!” Sarah Hurley, Director - Sarah Hurley Ltd “This book is a no frills, no jargon, easy to read guide to losing the fears that hold you back in business. A great read with practical simple steps to help you conquer the fears that hold you back.” Melissa Neisler Dickinson, Managing Director, The Suffolk Wedding Show “If you are someone who wants to take control of your life and do it right now and this is the book for you. Mandy is an incredible person who has helped so many people break free from all this health and back and then helped and supported them in developing the confidence to achieve their goals. The reason this book is so good is that it tackles the number one issue that holds most people back and that's fear. Once people learn how to see through the illusion that fear can often be they can achieve their goals dreams and ambitions much easier. This is a book that is packed with tips tools, strategies and techniques to conquer fear and live your life to the full. I would highly recommend this book to anyone that wants to supercharge their life.” Pete Cohen, Life coach, motivational speaker and best selling author "Mandie helped me realise my dreams and I am eternally grateful for her triggering that special spark; not only to ignite my passion but turn it into a successful and profitable business." Angela Chouaib, MD & Founder, [www.SecretSurgery.co.uk](http://www.SecretSurgery.co.uk) “Mandie’s book makes such impressive sense and even better, it is easy to read. It provides clarity in a world that is so fast paced now. Whilst Mandie remains ‘bossy’ by including exercises and homework, she allows us to gain far more through actions and working out what matters to us. Sometimes it takes a while to recognise that someone has a special ability to get us to believe in ourselves, to tie that belief to our highest ideals, and to imagine that together we can do great things. In those rare moments, when such a person comes along, we need to put aside our plans and reach for what we know is possible.” Jo-anne Stewart, ‘New Openings Project Manager – Premier Inn and hub by Premier Inn

Count the number of times you’ve said “no” to an idea. Whether you inadvertently put out a spark of brilliance or nixed a nonstarter, your response took away someone else’s opportunity to feel heard. And that’s an innovation killer. No one knows this truth better than improv expert Karen Hough. Go With It: Embrace the Unexpected to Drive Change brings you Hough’s discoveries from the front lines of innovation. She has seen how business innovators deal with dichotomy by preparing, playing, and thinking upside down. Improv troupes succeed on stage because they apply the “Yes, and” principle. Whatever the first

person says, the next person affirms and adds to it. But this practice isn't limited to onstage brilliance—corporate teams caught up in old patterns of thought and action can learn to improvise and innovate, too. Pharmaceutical scientists who know how to improvise can accelerate their fuzzy front-end work on new drugs. Technologists who are masters of going with it know how to successfully bring their breakthroughs to market. Executives who use improv techniques get their teams working and innovating together. Their stories fill this book. And they emphasize that it's the process of listening, agreeing, and discussing an idea that's monumentally important. Hough shows you that anyone can learn to be more creative and innovative. It just takes flexibility, humor, and focus—that's improv.

Time Management Tips and Techniques for More Success with Less Stress

Proven Ways to Become More Awesome

Singletasking

Eat That Frog!

Zen to Done

Life Design for People with Too Many Interests and Talents

Doing the Right Things Right

Think Like a Monk

**'A fun, interesting, and useful read!' David Allen, bestselling author of Getting Things Done** Nearly all of us want to be more productive, but finding the method that works for you among the hundreds and hundreds of different tips, tricks and hacks can be a daunting prospect. After graduating college, Chris Bailey decided to dedicate a whole year to doing just that - experimenting with as many of the techniques as he could, and finding the things that work. Among the experiments that he undertook are: going several weeks on little to no sleep; cutting out caffeine and sugar; taking a daily siesta; living in total isolation for 10 days; stretching his workweek to 90 hours; and getting up at 5:30 every morning, all the while monitoring the impact of his experiments on the quality and quantity of his work. The results were often surprising! This book is the result of Chris's year-long journey, distilling the lessons he learned into a few core truths about how we get things done (or, indeed, don't). Among the many counterintuitive insights Chris discovered that had the biggest impact on his productivity were striving for imperfection; scheduling less time for important tasks; the 20 second rule to distract yourself from distractions; and the concept of productive procrastination. In this accessible and fun guide, Chris Bailey offers over 30 tried-and-tested best practices that will help everyone to accomplish more - and become more awesome.

From readability to operability, this book presents a number of experiments to analyze the characteristics of paper and digital displays in reading and writing. Why is it easy to read on paper? Why is it easy to concentrate on reading on paper? Why is it easy to think while writing or drawing on paper? This book answers these questions based on cognitive experiments on media. Paper is easy to read because it is easy to handle. If we emphasize the strengths of paper, paper is an operation media rather than a presentation media. These experiments also indicate how to develop digital media for reading and writing. This book will interest those who want to gain a scientific understanding of reading and writing on paper, those who want to work more effectively by selectively using paper and digital tools (e.g. knowledge workers and educators), and those who develop digital devices or services for reading and writing.

Forget the fad diets—this program integrates mindfulness, eating with intention, and interval-based movement to help you live an inspired, healthier, and longer life. In Think Eat Move Thrive, Dr. James Rouse and Dr. Debra Rouse offer a simple piece of advice that goes a long way: stop looking at your habits and body as obstacles and start looking within. By replacing quick fixes with mindfulness techniques and simple practices, you'll feel better immediately and find lifelong wellness. Based on science-supported medicine and healthy living research, Think Eat Move Thrive provides an easy formula integrating three key components: mindfulness, eating with intention, and interval-based movement. Flexible enough to be personalized for any lifestyle, this program will become as easy and natural as breathing. When we identify the source of our attitudes and redefine our intentions, we can actively move toward realizing our goals. Complete with practices, recipes, and exercises, Think Eat Move Thrive is a proven, life-changing program for optimum wellness and longevity. The time for lasting change is now, and Think Eat Move Thrive is your prescription to reclaim the life you've always wanted.

In a compelling business fable, The Myth of Multitasking confronts a popular idea that has come to define our hectic, work-a-day world. This simple yet powerful book shows clearly why multitasking is, in fact, a lie that wastes time and costs money. Far from being efficient, multitasking actually damages productivity and relationships at work and at home.

Think Eat Move Thrive

Accomplishing More by Managing Your Time, Attention, and Energy

Develop presence to speak with confidence and skill

Naturally Relieve Anxiety, Combat Insomnia, and Balance Your Brain in Just 14 Days

Driven to Succeed

Embrace the Unexpected to Drive Change

Harness the Power of Behavioral Science to Transform Your Working Life

How the Science of Mental Preparation Can Help You Succeed

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.

**\*SHORT-LISTED FOR THE BUSINESS BOOK AWARDS 2019!\*** This book equips executives to give compelling and clear presentations: the kind of presentations that drive corporate change and innovation AND make reputations. And it's all down to presence. Presence works at three levels - what you say, how you use your body, and your mindset. Level 1: Discover how to transform ideas and business messages with a simple 5-step tool. Level 2: Learn how to leverage your physical presence when speaking, including your style, body language and vocal presence. Level 3: Speak with confidence and resilience by developing your mindset, with four powerful tools to transform the way you think as you prepare to present. Jacqui Harper writes in a warm, authoritative style. Her rich blend of tools, tips and expert advice will help you become a consistently outstanding communicator.

This book is for the person with many talents, multiple passions, contradictory interests, raging bursts of enthusiasm that seem to go away as fast as they came, and the feeling that she hasn't yet found what she's been looking for. Contrary to the standard advise, we cannot afford to do everything we want: most of it would be a loss of time, taking our focus away from the significant things in our lives. We would be dividing our time among so many activities that a point will come in which we are not doing anything, really -at least not seriously. We have to choose wisely and follow the one path we are called to. The rest are merely hobbies.

Would you rather get a root canal than face a group of strangers? Does the phrase "working a room" make you want to retreat to yours? Devora Zack, an avowed introvert and successful consultant who gives presentations to thousands of people at dozens of events annually, feels your pain. She found that other networking books assume that to succeed, you have to act like an extrovert. Not at all. There is another way. Zack politely examines and then smashes to tiny fragments the "dusty old rules" of standard networking advice. She shows how the very traits that make many people hate networking can be harnessed to forge an approach more effective and user-friendly than traditional techniques. This edition adds new material on applying networking principles in personal situations, handling interview questions, following up—what do you do with all those business cards?—and more. Networking enables you to accomplish the goals that are most important to you. But you can't adopt a style that goes against who you are—and you don't have to. As Zack writes, "You do not succeed by denying your natural temperament; you succeed by working with your strengths."

Mindful Leadership For Dummies

Transform Fear to Faith

The Cactus and Snowflake at Work

How "Doing It All" Gets Nothing Done

Finish What You Start

Control of Cognitive Processes

Strategies for Overcoming Distraction, Regaining Focus, and Working Smarter All Day Long

The Da Vinci Curse

**"A new role model."— The New York Times** In *The Universe Has Your Back*, New York Times best-selling author **Gabrielle Bernstein** teaches readers how to transform their fear into faith in order to live a divinely guided life. **Each story and lesson in the book guides readers to release the blocks to what they most long for: happiness, security and clear direction. The lessons help readers relinquish the need to control so they can relax into a**

sense of certainty and freedom. Readers will learn to stop chasing life and truly live. Making the shift from fear to faith will give readers a sense of power in a world that all too often makes them feel utterly powerless. When the tragedies of the world seem overwhelming, this book will help guide them back to their true power. Gabrielle says, "My commitment with this book is to wake up as many people as possible to their connection to faith and joy. In that connection, we can be guided to our true purpose: to be love and spread love. These words can no longer be cute buzz phrases that we merely post on social media. Rather, these words must be our mission. The happiness, safety, and security we long for lies in our commitment to love." When readers follow this path, they'll begin to feel a swell of energy move through them. They will find strength when they are down, synchronicity and support when they're lost, safety in the face of uncertainty, and joy when they are otherwise in pain. Follow the secrets revealed in this book to unleash the presence of your power and know always that The Universe Has Your Back.

Quick, practical management advice from Harvard Business Review to help you do your job better. Drawing from HBR's popular Management Tip of the Day newsletter, this concise, handy guide is packed with easy-to-read tips on a broad range of topics, organized into three major skills every manager must master: Managing yourself Managing your team Managing your business Management Tips 2: From Harvard Business Review puts the best management practices and insights, from top thinkers in the field, right at your fingertips. Pick it up any time you have a few minutes to spare, and you'll have a fresh, powerful idea you can immediately put into action. With this handy book as your guide, you'll stand the best chance of succeeding in your role as a manager.

A How-To Guide for the Modern Leader Inspired by Peter Drucker's groundbreaking book The Effective Executive, Laura Stack details precisely how 21st-century leaders and managers can obtain profitable, productive results by managing the intersection of two critical values: effectiveness and efficiency.

Effectiveness, Stack says, is identifying and achieving the best objectives for your organization—doing the right things. Efficiency is accomplishing them with the least amount of time, effort, and cost—doing things right. If you're not clear on both, you're wasting your time. As Drucker put it, "There is nothing so useless as doing efficiently that which should not be done at all." Stack's 3T Leadership offers twelve practices that will enable executives to be effective and efficient, grouped into three areas where leaders spend their time: Strategic Thinking, Teamwork, and Tactics. With her expert advice, you'll get scores of new ideas on how you, your team, and your organization can boost productivity.

Organized around seven factors that determine whether we have a good day at work, Webb offers specific tools to use based on how our brains work, and she shows how to incorporate them into conversations, meetings, and projects in a way that will increase productivity, confidence, and enjoyment.

**The Ultimate Simple Productivity System**

**You Can Buy Happiness (and It's Cheap)**

**Attention and Performance XVIII**

**Networking for People Who Hate Networking, Second Edition**

**Get More Done—One Thing at a Time**

**How to beat your negative mindset and win in life**

**Heal Your Drained Brain**

**How One Woman Radically Simplified Her Life and how You Can Too**

*This hilarious and profound workplace guide proves the rigorously rational and the supremely sympathetic can meet in the middle and merge their strengths. Readers will discover how blending with their opposite opens the pathway to being their truest selves. The famed Myers-Briggs personality scale says that Feelers (who lead with their hearts) put more weight on personal concerns and the people involved, and Thinkers (who lead with their heads) are guided by objective principles and impartial facts. This book calls them Cacti and Snowflakes—each singularly transcendent. But can people with such fundamentally different ways of making sense of and engaging with the world work together? Yes, says Devora Zack! The key is not to try to change each other. Zack says we can directly control only three things: what we say, what we think, and what we do. The best use of our energy is to focus on our own reactions and perceptions rather than try to "fix" other people. This book includes an assessment so readers can learn where they are on the Thinker/Feeler spectrum—and because it's a spectrum, readers might well be a snowcactus or a cactusflake. Then Zack helps them figure out where other people might be, guiding them through a myriad of modes of communication and motivation based on personality type. She includes real-life scenarios that show how to nurture one's nature while successfully connecting with those on the other side. As always, Zack fearlessly and entertainingly dispels myths, squashes stereotypes, and transforms perceived liabilities into strengths. And she once again affirms that, like chocolate and peanut butter, we are better together.*

*Did you know there are some simple and highly effective, non-pharmaceutical ways to minimize your unwanted ADHD symptoms? Well, there are! You'll be amazed to discover that a few simple strategies can lead to significant changes in your ADHD symptoms. In this practical 'ADHD friendly' book, you'll discover the eleven specific and simple steps that help adults with ADHD flourish and reach their full potential. Rest assured, these strategies are so simple you can begin implementing them today, without feeling overwhelmed. You will discover How to make simple lifestyle changes that will minimize the negative aspects of ADHD How to create an environment that encourages you to focus. How to identify and begin achieving your life goals today! Untapped Brilliance does more than just explain what changes to make and why..it shows you how to make those changes forever*

*"If you want to understand the strange workings of the human body, and the future of medicine, you must read this illuminating, engaging book." —Siddhartha Mukherjee, author of The Gene In 2014, James Hamblin launched a series of videos for The Atlantic called "If Our Bodies Could Talk." With it, the doctor-turned-journalist established himself as a seriously entertaining authority in the field of health. Now, in illuminating and genuinely funny prose, Hamblin explores the human stories behind health questions that never seem to go away—and which tend to be mischaracterized and oversimplified by marketing and news media. He covers*

topics such as sleep, aging, diet, and much more: • Can I “boost” my immune system? • Does caffeine make me live longer? • Do we still not know if cell phones cause cancer? • How much sleep do I actually need? • Is there any harm in taking a multivitamin? • Is life long enough? In considering these questions, Hamblin draws from his own medical training as well from hundreds of interviews with distinguished scientists and medical practitioners. He translates the (traditionally boring) textbook of human anatomy and physiology into accessible, engaging, socially contextualized, up-to-the-moment answers. They offer clarity, examine the limits of our certainty, and ultimately help readers worry less about things that don't really matter. *If Our Bodies Could Talk* is a comprehensive, illustrated guide that entertains and educates in equal doses.

Shows how the networking-averse can succeed by working with the very traits that make them hate traditional networking  
Written by a proud introvert who is also an enthusiastic networker  
Includes field-tested tips and techniques for virtually any situation  
Are you the kind of person who would rather get a root canal than face a group of strangers? Does the phrase “working a room” make you want to retreat to yours? Does traditional networking advice seem like it's in a foreign language?  
Devora Zack, an avowed introvert and a successful consultant who speaks to thousands of people every year, feels your pain. She found that most networking advice books assume that to succeed you have to become an outgoing, extraverted person. Or at least learn how to fake it. Not at all. There is another way. This book shatters stereotypes about people who dislike networking. They're not shy or misanthropic. Rather, they tend to be reflective - they think before they talk. They focus intensely on a few things rather than broadly on a lot of things. And they need time alone to recharge. Because they've been told networking is all about small talk, big numbers and constant contact, they assume it's not for them. But it is! Zack politely examines and then smashes to tiny fragments the “dusty old rules of standard networking advice. She shows how the very traits that ordinarily make people networking-averse can be harnessed to forge an approach that is just as effective as more traditional approaches, if not better.

*Fight the Fear*

*Train Your Mind for Peace and Purpose Every Day*

*21 Great Ways to Stop Procrastinating and Get More Done in Less Time*

*Untapped Brilliance*

*A Guide to Operating and Maintaining a Human Body*

*Make Every Second Count*

*100 Questions and Answers About Gen X Plus 100 Questions and Answers About Millennials*

*The Cognitive Science of Media for Reading and Writing*

The bestselling author of *Undoing Depression* offers a brain-based guide to permanently ending bad habits Richard

O' Connor's bestselling book *Undoing Depression* has become a touchstone in the field, helping thousands of therapists and patients overcome depressive patterns. In *Rewire*, O' Connor expands those ideas, showing how we actually have two brains—a conscious deliberate self and an automatic self that makes most of our decisions—and how we can train the latter to ignore distractions, withstand temptations, and interrupt reflexive, self-sabotaging responses. *Rewire* gives readers a road-map to overcoming the most common self-destructive habits, including procrastination, excessive worrying, internet addiction, overeating, risk-taking, and self-medication, among others. By learning valuable skills and habits—including mindfulness, self-control, confronting fear, and freeing yourself from mindless guilt—we can open ourselves to vastly more successful, productive, and happy lives.

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Devora Zack, an avowed introvert and a successful consultant who speaks to thousands of people every year, feels your pain. She found that most networking advice books assume that to succeed you have to become an outgoing, extraverted person. Or at least learn how to fake it. Not at all. There is another way. This book shatters stereotypes about people who dislike networking. They're not shy or misanthropic. Rather, they tend to be reflective—they think before they talk. They focus intensely on a few things rather than broadly on a lot of things. And they need time alone to recharge. Because they've been told networking is all about small talk, big numbers and constant contact, they assume it's not for them. But it is! Zack politely examines and then smashes to tiny fragments the “dusty old rules” of standard networking advice. She shows how the very traits that ordinarily make people networking-averse can be harnessed to forge an approach that is just as effective as more traditional approaches, if not better. And she applies it to all kinds of situations, not just formal networking events. After all, as she says, life is just one big networking opportunity—a notion readers can now embrace. Networking enables you to accomplish the things that are important to you. But you can't adopt a style that goes against who you are—and you don't have to. “I have never met a person who did not benefit tremendously from learning how to network—on his or her own terms”, Zack writes. “You do not succeed by denying your natural temperament; you succeed by working with your strengths.”

Offers advice on how to achieve happiness by reducing the love and need for material things and focusing instead on personal relationships.

Practical tactics to grow your willpower, stop procrastination, focus like a laser, and achieve whatever you set your mind to. Following through and finishing what you start- more valuable skills than you realize. They are a combination of traits that enables you to create the life you want - without having to compromise or wait. The alternative is a status quo that you're stuck in. Is your life a series of unfinished tasks and intentions? That stops now. *Finish What You Start* is a unique deep dive into the psychology and science of accomplishment, productivity, and getting things done. It takes a thorough look why we are sometimes stuck, and gives detailed, step by step solutions you can start using today. Every phase of finishing and following through is covered, and even productivity pros will be able to learn something new. Above all else, this is a guide to understanding your brain and instincts better for optimal results. Channel massive productivity and mental toughness. Peter Hollins has studied psychology and peak human performance for over a dozen years and is a bestselling author. He has worked with dozens of individuals to unlock their potential and path towards success. His writing draws on his academic, coaching, and research experience. Resist distractions, de-motivation, temptations, laziness, and excuses. •The surprising motivations that push us past obstacles. •How daily rules and a manifesto can help you achieve. •Valuable and insightful mindsets to view productivity from entirely new lights. Seize self-control and finally accomplish your big and small goals. •The science and tactics

to beating procrastination easily. •Focus and willpower pitfalls you are probably committing at this very moment. •How to beat distractions, remain focused, stay on task, and get to what matters - consistently. Transform your life through productive habits and avoiding mental traps.

How to Reach Your Full Potential as an Adult with Attention Deficit Disorder

Why Digital Displays Cannot Replace Paper

Get More Done One Thing at a Time

23 Methods for More Productivity, More Discipline, Less Procrastination, and Less Stress

Gallery of Best Résumés

A Field Guide for Introverts, the Overwhelmed, and the Underconnected

Smart Change

Go With It

*Mindful leadership is a high-trending topic for good reason-- the benefits of practicing mindfulness in the workplace are far-reaching. Adams provides accessible and authoritative guidance for cultivating focus, clarity, and creativity from within your colleagues. She offers useful tips you can incorporate in your company to improve decision-making and communication skills, manage workday challenges, and much more.*

*A researcher and consultant burrows deep inside the heads of one modern two-career couple to examine how each partner processes the workday—revealing how a more nuanced understanding of the brain can allow us to better organize, prioritize, recall, and sort our daily lives. Emily and Paul are the parents of two young children, and professionals with different careers. Emily is the newly promoted vice president of marketing at a large corporation; Paul works from home or from clients' offices as an independent IT consultant. Their days are filled with a bewildering blizzard of emails, phone calls, more emails, meetings, projects, proposals, and plans. Just staying ahead of the storm has become a seemingly insurmountable task. In *Your Brain at Work*, Dr. David Rock goes inside Emily and Paul's brains to see how they function as each attempts to sort, prioritize, organize, and act on the vast quantities of information they receive in one typical day. Dr. Rock is an expert on how the brain functions in a work setting. By analyzing what is going on in their heads, he offers solutions Emily and Paul (and all of us) can use to survive and thrive in today's hyperbusy work environment—and still feel energized and accomplished at the end of the day. In *Your Brain at Work*, Dr. Rock explores issues such as: why our brains feel so taxed, and how to maximize our mental resources why it's so hard to focus, and how to better manage distractions how to maximize the chance of finding insights to solve seemingly insurmountable problems how to keep your cool in any situation, so that you can make the best decisions possible how to collaborate more effectively with others why providing feedback is so difficult, and how to make it easier how to be more effective at changing other people's behavior and much more.*

*The thirty-two contributions discuss evidence from psychological experiments with healthy and brain-damaged subjects, functional imaging, electrophysiology, and computational modeling.*

*Driven to Succeed is an incredible story of success from one of the most unlikely places on the planet. The story develops on a First Nation reservation, in northern Canada. The child of a single mom of 4, living on welfare, was forever changed through a simple act service. Never has a detailed story been told of life on the rez, set in a backdrop where diabetes and alcoholism is common. You will be inspired as you witness how one child chose to rise above his circumstances to achieve extraordinary success through the power of the mind. If you feel that the odds of success are stacked against you, this story will change your perspective. It is a masterpiece of success, teaching you how to re-shape your circumstances to accomplish dreams that you never thought possible.*

*Kendal's Simple 5-Step strategy will prepare you for amazing outcomes. The 5-Steps to Succeed include: Making a Simple Choice Plan, Prepare and Expect to Win Using the Power of Your Story Turning Your Pain into Gain Elevating Your Circle of Influence This detailed story, utilizing the 5-step strategy, will inspire you to do great things with your life —A life story you'll want to read to shape your destiny.*

How to Have a Good Day

How the Logical and Sensitive Can Thrive Side by Side

Psyched Up

The Art of Following Through, Taking Action, Executing, & Self-Discipline

Networking for People Who Hate Networking

Your Brain at Work, Revised and Updated

How the Effective Executive Spends Time

Management Tips 2

**Zack speaks three to four times a month, and her previous books were featured in 100+ international newspapers, magazines, radio shows, and online media. He takes on the societal pressure for multitasking at the expense of safety, sanity, and personal effectiveness. It is sure to generate controversy and debate in a world addicted to multitasking. Zack's mix of irreverent humor, real - world examples, solid science, and exercises and tools make this book entertaining and practical.**

**A showcase collection of 178 outstanding resume samples with a bonus section that includes 16 resumes printed on special papers.**

**A psychology professor offers five effective tools and brain tricks that can help people change behavior and end bad habits both at home and in the workplace, for both themselves and those around them.**

**Tips and tricks to cut down your to-do list and avoid procrastination Are you prone to delaying all those projects you need to complete? Is that checklist getting just a little too daunting? Don't get sucked into the spiral of procrastination! Start checking off that to-do list with Monotasking! In this simple, easy-to-follow book, author Staffan Nöteberg shares his effective and powerful monotasking method to help you strengthen your self-control and improve your focus on those daily tasks. No more delaying the inevitable. Sure, you'd rather be reading that new book or watching the game, but those things need to get done! And you know you'll have a much better time if you don't have your to-do list looming over you! In just six chapters, you will be up**

**and eagerly completing all those chores—even the ones that you hate! These chapters detail easy steps to improving your “get up and go” and clearing off that chore list. They include: Cut to-do tasks Focus on one thing Never delay Work step-by-step Simplify collaboration Recharge your creativity With clear, step-by-step instructions and advice, you’ll have that to-do list checked off in no time. Also, not only will this guide help you cut down on your to-do list, but the lessons you learn will help improve your focus, which leads to better brain health and a happier life. Procrastination will be a thing of the past! You’ll be enjoying your free time (and your healthier brain) faster than you can say Monotasking!**

**Rewire**

**From Harvard Business Review**

**The Productivity Project**

**Change Your Brain to Break Bad Habits, Overcome Addictions, Conquer Self-Destructive Behavior**

**Get More Done - One Thing at a Time : [Summary].**

**The Practice for an Awesome Life**

**Five Tools to Create New and Sustainable Habits in Yourself and Others**

**How to Focus Your Mind, Be More Productive, and Improve Your Brain Health**

Your Mind Can't Be Two Places at Once Too many of us have become addicted to the popular, enticing, dangerously misleading drug of multitasking. Devora Zack was once hooked herself. But she beat it and became more efficient, and you can too. Zack marshals convincing neuroscientific evidence to prove that you really can't do more by trying to tackle several things at once—it's an illusion. There is a better way to deal with all the information and interruptions that bombard us today. Singletasking explains exactly how to clear and calm your mind, arrange your schedule and environment, and gently yet firmly manage the expectations of people around you so that you can accomplish a succession of tasks, one by one—and be infinitely more productive. Singletasking is the secret to success and sanity.

Every idea in this book is focused on increasing your overall levels of productivity, performance, and output and on making you more valuable in whatever you do. You can apply many of these ideas to your personal life as well. Each of these twenty-one methods and techniques is complete in itself. All are necessary. One strategy might be effective in one situation and another might apply to another task. All together, these twenty-one ideas represent a smorgasbord of personal effectiveness techniques that you can use at any time, in any order or sequence that makes sense to you at the moment. The key to success is action. These principles work to bring about fast, predictable improvements in performance and results. The faster you learn and apply them, the faster you will move ahead in your career - guaranteed! There will be no limit to what you can accomplish when you learn how to Eat That Frog!

Make Every Second Count goes beyond the usual time-management books to bring you a broad range of strategies and tactics—dozens of proven methods to get more done in less time. You'll discover how to maximize your time by setting priorities, create useful schedules, and overcome procrastination, how to boost your energy level and productivity with proper diet, exercise, and sleep. You'll also learn how using the latest technology can enable you to manage information and communicate more effectively and efficiently. Make Every Second Count will show you: How to eliminate bad habits and unnecessary activities that slow you down. The painless way to handle paperwork. How to master the art of saying no. The three types of to-do lists every person should keep. Make Every Second Count also contains time-tested advice on goal setting, business travel, social networking, mobile technology, planning systems, and time management in the home.

Zen To Done is a simple system to help you get organized and productive--keeping your life saner and less stressed--with a set of simple habits. Zen To Done takes some of the best aspects of popular productivity systems (GTD, Stephen Covey, and others), then combines and simplifies them, giving you just what you need--and no more. Simply put, ZTD teaches you: (1) The key habits needed to be organized and productive. (2) How to implement these habits. (3) How to organize the habits into a simple system that will keep everything in your life in its place. (4) How to simplify what you need to do. (5) How to implement an even simpler version called Minimal ZTD. If you're tired of doing things the hard way and just want a simple, easy, yet effective way to accomplish your goals, Zen To Done is just what you need.

**Monotasking**

**The Science of Powerful Focus**

**Executive Presentations**

**The Myth of Multitasking**

**From Poverty to Podium - A First-Nation Success Story**

**The Universe Has Your Back**

**If Our Bodies Could Talk**

Gen X and Millennials are explored in this double guide in Michigan State University's Bias Busters series. It answers everyday questions and stereotypes about these two important generations. Learn how they got their names, how these generations are described and how their proud members identify themselves. You will find answers about when generations begin and end, and the seismic events defining them. This guide is for people in business, education, government, medicine, law and human resources who need a starting point for understanding the truth about these influential age cohorts.

Are you anxious, frazzled, exhausted? Do you find yourself constantly worrying? Do you feel like you're "running on empty"? Do you have trouble sleeping? Like millions of people living today, your brain has become drained. These days, it seems like everything in our day-to-day lives—from our increasingly unpredictable world, the smart phones we can't stop using, to the processed foods we eat all day long, to the many hours we spend at our jobs—is setting us up to feel drained. The short-term effects of becoming drained are uncomfortable, but the long-term effects can be life-threatening. Left untreated, it can quadruple your risk of high blood pressure—the #1 cause of preventable death. Finding natural solutions to anxiety and insomnia is becoming increasingly vital as sleeping pills, antianxiety medications, and hospitalizations have seen a dramatic spike recently. More and more people are desperate to heal their drained brains. In his latest book, Dr. Mike Dow offers a 2-week plan designed to help you naturally balance your brain. He explains what drains modern brains, which groups are wired for it, and provides clinically proven tools to help you feel less drained. Dr. Mike offers nutritional tips, recipes, cognitive behavioral tools, supplements, breathing techniques, self-hypnosis, and mindfulness. Stress hormones like cortisol and adrenaline go down as feel-good neurotransmitters like GABA

and serotonin rise."When you balance your brain, you experience countless rewards. You have more energy. You feel like yourself again. You sleep more soundly and wake up looking forward to the day ahead. . . . I can't wait for you to become the best version of yourself, and I look forward to the life you will create when you are no longer drained." — Dr. Mike Dow

Closing the sale. Asking for a raise. Nailing the big presentation. Of the 2,000 hours you work every year, your success or failure is determined in the couple of dozen crucial hours when you need to bring your absolute best. Will you? The last few minutes before a major challenge can be terrifying. Ever wished you knew how to make sure you ace the make-or-break test, audition, or interview? We often feel the most powerless just before we're expected to act powerful. As you'll learn in this life-changing book, practice might make perfect, but perfection is useless if you can't summon it when it counts. Pulling off a great speech or the pivotal at bat also requires the right kind of mental preparation. In *Psyched Up*, journalist Daniel McGinn dives into the latest psychological research and interviews athletes, soldiers, entertainers, and others who, despite years of practice and enviable track records, will ultimately be judged on their ability to deliver a solid performance when it's their turn to shine. For instance, he reveals...

- How Jerry Seinfeld's jacket and Stephen Colbert's pen help them get laughs.
- What General Stanley McChrystal said to Special Forces before they entered the battlefield.
- Why the New England Patriots hired the DJ from the Red Sox to help them win.

Among other counterintuitive insights, McGinn reveals why trying to calm your backstage jitters can be worse for your performance than channeling it into excitement; how meaningless rituals can do more to prepare you in the final moments than last-minute rehearsal; and how a prescription from your doctor could help you unleash your best skills. Whether you're a sportsperson or a salesperson, an actor or an entrepreneur, one bad hour can throw away months of hard work. There's so much conflicting popular advice that we often end up doing the wrong things. McGinn separates the facts from the old wives' tales and shares new, research driven strategies for activating your talent, optimizing your emotions, and getting psyched up to take the spotlight.