

## Decide Work Smarter Reduce Your Stress And Lead

Although we have been successful in our careers, they have not turned out quite as we expected. We both have changed positions several times—for all the right reasons—but there are no pension plans vesting on our behalf. Our retirement funds are growing only through our individual contributions. Michael and I have a wonderful marriage with three great children. As I write this, two are in college and one is just beginning high school. We have spent a fortune making sure our children have received the best education available. One day in 1996, one of my children came home disillusioned with school. He was bored and tired of studying. “Why should I put time into studying subjects I will never use in real life?” he protested. Without thinking, I responded, “Because if you don't get good grades, you won't get into college.” “Regardless of whether I go to college,” he replied, “I'm going to be rich.”

The challenges to humanity posed by the digital future, the first detailed examination of the unprecedented form of power called “surveillance capitalism,” and the quest by powerful corporations to predict and control our behavior. In this masterwork of original thinking and research, Shoshana Zuboff provides startling insights into the phenomenon that she has named surveillance capitalism. The stakes could not be higher: a global architecture of behavior modification threatens human nature in the twenty-first century just as industrial capitalism disfigured the natural world in the twentieth. Zuboff vividly brings to life the consequences as surveillance capitalism advances from Silicon Valley into every economic sector. Vast wealth and power are accumulated in ominous new “behavioral futures markets,” where predictions about our behavior are bought and sold, and the production of goods and services is subordinated to a new “means of behavioral modification.” The threat has shifted from a totalitarian Big Brother state to a ubiquitous digital architecture: a “Big Other” operating in the interests of surveillance capital. Here is the crucible of an unprecedented form of power marked by extreme concentrations of knowledge and free from democratic oversight. Zuboff's comprehensive and moving analysis lays bare the threats to twenty-first century society: a controlled “hive” of total connection that seduces with promises of total certainty for maximum profit -- at the expense of democracy, freedom, and our human future. With little resistance from law or society, surveillance capitalism is on the verge of dominating the social order and shaping the digital future -- if we let it.

Amoral, cunning, ruthless, and instructive, this multi-million-copy New York Times bestseller is the definitive manual for anyone interested in gaining, observing, or defending against ultimate control – from the author of *The Laws of Human Nature*. In the book that *People* magazine proclaimed “beguiling” and “fascinating,” Robert Greene and Joost Elffers have distilled three thousand years of the history of power into 48 essential laws by drawing from the philosophies of Machiavelli, Sun Tzu, and Carl Von Clausewitz and also from the lives of figures ranging from Henry Kissinger to P.T. Barnum. Some laws teach the need for prudence (“Law 1: Never Outshine the Master”), others teach the value of confidence (“Law 28: Enter Action with Boldness”), and many recommend absolute self-preservation (“Law 15: Crush Your Enemy Totally”). Every law, though, has one thing in common: an interest in total domination. In a bold and arresting two-color package, *The 48 Laws of Power* is ideal whether your aim is conquest, self-defense, or simply to understand the rules of the game.

In this fascinating book, New Yorker business columnist James Surowiecki explores a deceptively simple idea: Large groups of people are smarter than an elite few, no matter how brilliant—better at solving problems, fostering innovation, coming to wise decisions, even predicting the future. With boundless erudition and in delightfully clear prose, Surowiecki ranges across fields as diverse as popular culture, psychology, ant biology, behavioral economics, artificial intelligence, military history, and politics to show how this simple idea offers important lessons for how we live our lives, select our leaders, run our companies, and think about our world.

Train your brain for better decisions, problem solving, and innovation *Think Smarter: Critical Thinking to Improve Problem-Solving and Decision-Making Skills* is the comprehensive guide to training your brain to do more for you. Written by a critical thinking trainer and coach, the book presents a pragmatic set of tools to apply critical thinking techniques to everyday business issues. *Think Smarter* is filled with real world examples that demonstrate how the tools work in action, in addition to dozens of practice exercises applicable across industries and functions, *Think Smarter* is a versatile resource for individuals, managers, students, and corporate training programs. Thinking is the foundation of everything you do, but we rely largely on automatic thinking to process information, often resulting in misunderstandings and errors. Shifting over to critical thinking means thinking purposefully using a framework and toolset, enabling thought processes that lead to better decisions, faster problem solving, and creative innovation. *Think Smarter* provides clear, actionable steps toward improving your critical thinking skills, plus exercises that clarify complex concepts by putting theory into practice. Features include: A comprehensive critical thinking framework Over twenty-five “tools” to help you think more critically Critical thinking implementation for functions and activities Examples of the real-world use of each tool Learn what questions to ask, how to uncover the real problem to solve, and mistakes to avoid. Recognize assumptions you can rely on versus those without merit, and train your brain to tick through your mental toolbox to arrive at more innovative solutions. Critical thinking is the top skill on the wish list in the business world, and sharpening your ability can have profound effects throughout all facets of life. *Think Smarter: Critical Thinking to Improve Problem-Solving and Decision-Making Skills* provides a roadmap to more effective and productive thought.

Are you interested in smarter working? Do you or your workforce carry out tasks away from the office - and do you have the managerial and technical know-how to get the best from them? In *The Smarter Working Manifesto*, Philip Vanhoutte and Guy Clapperton talk to the experts, the practitioners, the managers, the academics, and recommend best practices for making more money out of a happier workforce. People can be in charge of their own workplace, they can work to their own timetable and their company can benefit. Read this book to find out: Why we work where we do - and why it's changing How to evaluate and improve your workplace How to get the most out of a remote workforce How to build a virtual team How to make your organization more profitable and smarter The authors have drawn on experience internationally to create the definitive work on how to build the best workplace, both on and off your premises, for the 21st century. [www.smarterworkingmanifesto.com](http://www.smarterworkingmanifesto.com)

In *The Leverage Equation: How to Work Less, Make More, and Cut 30 Years Off Your Retirement Plan*, former hedge fund manager and five-time author Todd Tresidder unpacks the principles, strategies, and tools you need to grow your wealth in time to get the most out of it.

New York Times bestseller • Finalist for the Pulitzer Prize “This is a book to shake up the world.” —Ann Patchett Nicholas Carr's bestseller *The Shallows* has become a foundational book in one of the most important debates of our time: As we enjoy the

internet's bounties, are we sacrificing our ability to read and think deeply? This 10th-anniversary edition includes a new afterword that brings the story up to date, with a deep examination of the cognitive and behavioral effects of smartphones and social media. A plan for conquering collaborative overload to drive performance and innovation, reduce burnout, and enhance well-being. Most organizations have created always-on work contexts that are burning people out and hurting performance rather than delivering productivity, innovation and engagement. Collaborative work consumes 85% of employees' time and is drifting earlier into the morning, later into the night, and deeper into the weekend. The dilemma is that we all need to collaborate more to create effective organizations and vibrant careers for ourselves. But conventional wisdom on teamwork and collaboration has created too much of the wrong kind of collaboration, which hurts our performance, health and overall well-being. In *Beyond Collaboration Overload*, Babson professor Rob Cross solves this paradox by showing how top performers who thrive at work collaborate in a more purposeful way that makes them 18-24% more efficient than their peers. Good collaborators are distinguished by the efficiency and intentionality of their collaboration—not the size of their network or the length of their workday. Through landmark research with more than 300 organizations, in-depth stories, and tools, *Beyond Collaboration Overload* will coach you to reclaim close to a day a week when you: Identify and challenge beliefs that lead you to collaborate too quickly Impose structure in your work to prevent unproductive collaboration Alter behaviors to create more efficient collaboration It then outlines how successful people invest this reclaimed time to: Cultivate a broad network—not a big one—for innovation and scale Energize others—a strong predictor of high performance Connect with others to reduce micro-stressors and enhance physical and mental well-being Cross' framework provides relief from the definitive problem of our age—dysfunctional collaboration at the expense of our performance, health and overall well-being.

Some extraordinary rats come to the aid of a mouse family in this Newbery Medal Award-winning classic by notable children's author Robert C. O'Brien. Mrs. Frisby, a widowed mouse with four small children, is faced with a terrible problem. She must move her family to their summer quarters immediately, or face almost certain death. But her youngest son, Timothy, lies ill with pneumonia and must not be moved. Fortunately, she encounters the rats of NIMH, an extraordinary breed of highly intelligent creatures, who come up with a brilliant solution to her dilemma. And Mrs. Frisby in turn renders them a great service.

The New York Times bestselling WORLDWIDE phenomenon Winner of the Goodreads Choice Award for Fiction | A Good Morning America Book Club Pick | Independent (London) Ten Best Books of the Year "A feel-good book guaranteed to lift your spirits."—The Washington Post The dazzling reader-favorite about the choices that go into a life well lived, from the acclaimed author of *How To Stop Time* and *The Comfort Book*. Somewhere out beyond the edge of the universe there is a library that contains an infinite number of books, each one the story of another reality. One tells the story of your life as it is, along with another book for the other life you could have lived if you had made a different choice at any point in your life. While we all wonder how our lives might have been, what if you had the chance to go to the library and see for yourself? Would any of these other lives truly be better? In *The Midnight Library*, Matt Haig's enchanting blockbuster novel, Nora Seed finds herself faced with this decision. Faced with the possibility of changing her life for a new one, following a different career, undoing old breakups, realizing her dreams of becoming a glaciologist; she must search within herself as she travels through the Midnight Library to decide what is truly fulfilling in life, and what makes it worth living in the first place.

Help your students learn math and get results by working smarter, not harder! This book provides a research-based, classroom-tested framework that helps make teaching easier. Learn how to design your classroom physical space, develop productive routines, plan effective lessons and facilitate meaningful discussions by using formative assessment to help students learn. This framework naturally integrates the Standards for Mathematical Practice in the Common Core Standards into the process of teaching. Spend your time working smarter not harder to get results in student learning! This book is perfect for individual teachers, Professional Learning Communities (PLC's), math coaches, for pre-service or in-service math methods courses.

The Wall Street Journal bestseller—a Financial Times Business Book of the Month and named by The Washington Post as “One of the 11 Leadership Books to Read in 2018”—is “a refreshingly data-based, clearheaded guide” (Publishers Weekly) to individual performance, based on a groundbreaking study. Why do some people perform better at work than others? This deceptively simple question continues to confound professionals in all sectors of the workforce. Now, after a unique, five-year study of more than 5,000 managers and employees, Morten Hansen reveals the answers in his “Seven Work Smarter Practices” that can be applied by anyone looking to maximize their time and performance. Each of Hansen's seven practices is highlighted by inspiring stories from individuals in his comprehensive study. You'll meet a high school principal who engineered a dramatic turnaround of his failing high school; a rural Indian farmer determined to establish a better way of life for women in his village; and a sushi chef, whose simple preparation has led to his unassuming restaurant being awarded the maximum of three Michelin stars. Hansen also explains how the way Alfred Hitchcock filmed *Psycho* and the 1911 race to become the first explorer to reach the South Pole both illustrate the use of his seven practices. Each chapter “is intended to inspire people to be better workers...and improve their own work performance” (Booklist) with questions and key insights to allow you to assess your own performance and figure out your work strengths, as well as your weaknesses. Once you understand your individual style, there are mini-quizzes, questionnaires, and clear tips to assist you focus on a strategy to become a more productive worker. Extensive, accessible, and friendly, *Great at Work* will help us “reengineer our work lives, reduce burnout, and improve performance and job satisfaction” (Psychology Today).

How to make better decisions and achieve your goals What shapes a person's career and life, and defines them as a leader? Their decisions. We all want to be more productive and deliver our best results. But doing this effectively—and

consistently over time—is a significant challenge. Managing it all is hard, and leading in today's hyper-paced world is even harder. The good news is that leadership expert Steve McClatchy makes it easier. In *Decide*, McClatchy—who works with Fortune 1000 people every day to help them achieve outstanding levels of performance—shows you how to cut through the complexities and excuses to start realizing real gains simply by changing one thing: the way you make decisions. With McClatchy's help, you can quickly begin to: Use the time you have each day to move your business and your life forward Make decisions that yield better results Waste less time, reduce stress and regain balance Again and again, McClatchy has helped people learn for themselves how great decision-making habits yield a lifetime of accomplishments. Follow McClatchy's no-nonsense and practical approach, and you'll soon manage—and even lead—at your highest level of personal performance.

Working too hard? Not getting the fulfillment and rewards you want? Do you want your life to be a work of art, rather than a life of work? With a little guidance from Jack Collis and Michael LeBoeuf you can find the perfect balance. It's simple. Just work smarter, not harder Completely revised and updated, *Work Smarter, Not Harder*, is more than just a business book. It is a clear and effective personal strategy that can help you to make the most of, and get the most out of, your life. From the creator of the popular website *Ask a Manager* and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called “the Dear Abby of the work world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit “reply all” • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for *Ask a Manager* “A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work.”—Booklist (starred review) “The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience.”—Library Journal (starred review) “I am a huge fan of Alison Green's *Ask a Manager* column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of *The No Asshole Rule* and *The Asshole Survival Guide* “*Ask a Manager* is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way.”—Erin Lowry, author of *Broke Millennial: Stop Scraping By and Get Your Financial Life Together*

The world's most trusted guide for leaders in transition *Transitions* are a critical time for leaders. In fact, most agree that moving into a new role is the biggest challenge a manager will face. While transitions offer a chance to start fresh and make needed changes in an organization, they also place leaders in a position of acute vulnerability. Missteps made during the crucial first three months in a new role can jeopardize or even derail your success. In this updated and expanded version of the international bestseller *The First 90 Days*, Michael D. Watkins offers proven strategies for conquering the challenges of transitions—no matter where you are in your career. Watkins, a noted expert on leadership transitions and adviser to senior leaders in all types of organizations, also addresses today's increasingly demanding professional landscape, where managers face not only more frequent transitions but also steeper expectations once they step into their new jobs. By walking you through every aspect of the transition scenario, Watkins identifies the most common pitfalls new leaders encounter and provides the tools and strategies you need to avoid them. You'll learn how to secure critical early wins, an important first step in establishing yourself in your new role. Each chapter also includes checklists, practical tools, and self-assessments to help you assimilate key lessons and apply them to your own situation. Whether you're starting a new job, being promoted from within, embarking on an overseas assignment, or being tapped as CEO, how you manage your transition will determine whether you succeed or fail. Use this book as your trusted guide. Would you like to know how to get more done when you work remotely, work in a cubicle, or work at home for your own business? Are you letting distractions rule your day? Are you finding it impossible to focus on important projects? *Work Smarter Not Harder* is your personal guide for helping you on your journey to increased productivity and better work habits.

From the creator of *Bulletproof Coffee* and author of the bestselling *The Bulletproof Diet* comes a revolutionary plan to upgrade your brainpower—in two weeks or less. For the last decade, Silicon Valley entrepreneur Dave Asprey has worked with world-renowned doctors and scientists to uncover the latest, most innovative methods for making humans perform better—a process known as “biohacking.” In his first book, *The Bulletproof Diet*, he shared his biohacking tips for taking control of your own biology. Now, in *Head Strong*, Asprey shows readers how to biohack their way to a sharper, smarter, faster, more resilient brain. Imagine feeling like your mind is operating at its clearest and sharpest, and being able—possibly for the first time in your life—to do more in less time? What if it suddenly became easier to do the very hardest things you do? Or if you could feel 100% confident about your intellect, and never again fear being the person in the room who just isn't smart enough, or can't remember something important? How would you treat people if the mood swings, short temper, and food cravings that disrupt your day could simply disappear? In *Head Strong*, Asprey shows us that all of this is possible—and more. Using his simple lifestyle modifications (or “hacks”) to take advantage of how the structure of your brain works, readers will learn how to take their mental performance to the next level. Combining the latest findings in neuroscience and neurobiology with a hacker-inspired “get it done now” perspective, Asprey offers a

program structured around key areas of brain performance that will help you: Power the brain with exactly what it needs to perform at its best all day long Eliminate the sources of "kryptonite," both nutritional and environmental, that make the brain slower. Supercharge the cellular powerhouses of our brains, the mitochondria, to eliminate cravings and turn up mental focus. Reverse inflammation to perform better right now, then stay sharp and energized well into your golden years. Promote neuron growth to enhance processing speed and reinforce new learning—hotwiring your brain for success. Asprey's easy to follow, two-week program offers a detailed plan to supercharge brain performance, including: which foods to eat and which ones to avoid, how to incorporate the right kinds of physical activity into your day, a detox protocol for your home and body; meditation and breathing for performance, recommended brain-boosting supplements; and how to adjust the lighting in your home and work space to give your brain the quality light it thrives on. A better brain—and a happier, easier, more productive life—is within reach. You just need to get Head Strong.

**NEW YORK TIMES BESTSELLER** • The author of *The Power of Habit* and "master of the life hack" (GQ) explores the fascinating science of productivity and offers real-world takeaways to apply your life, whether you're chasing peak productivity or simply trying to get back on track. "Duhigg melds cutting-edge science, deep reporting, and wide-ranging stories to give us a fuller, more human way of thinking about how productivity actually happens."—Susan Cain, author of *Quiet* In *The Power of Habit*, Pulitzer Prize-winning journalist Charles Duhigg explained why we do what we do. In *Smarter Faster Better*, he applies the same relentless curiosity and rich storytelling to how we can improve at the things we do. At the core of *Smarter Faster Better* are eight key concepts—from motivation and goal setting to focus and decision making—that explain why some people and companies get so much done. Drawing on the latest findings in neuroscience, psychology, and behavioral economics—as well as the experiences of CEOs, educational reformers, four-star generals, FBI agents, airplane pilots, and Broadway songwriters—this book reveals that the most productive people, companies, and organizations don't merely act differently. They view the world, and their choices, in profoundly different ways. *Smarter Faster Better* is a story-filled exploration of the science of productivity, one that can help us learn to succeed with less stress and struggle—and become smarter, faster, and better at everything we do.

Are you trying to do more with less? Do you feel pulled in every direction? Are you trapped on the hamster wheel of busy? **TIME IS PRECIOUS** There are only so many hours in the day. Yet there has never been more pressure to do more, ramp up results and deliver. Interruptions, distractions and bad habits all throw our productivity and potential into chaos. **WE'RE ON 24/7** It's a cruel irony that in a world of immense connectivity, we feel increasingly disconnected and unproductive. The incessant emails, phone calls and social media alerts steal precious family and leisure time. It can seem impossible to "switch off." **THE PRODUCTIVE LEADER** The productive leader knows how to achieve more. They reduce stress, maximise their time and stay focused by leveraging their skills, people and resources. They are in control, inspire others and are happier. Are you ready to become a productive leader? **THIS BOOK WILL:** - Uncover the key skills and attributes needed for a more productive approach to your work, your life and your team. - Explore which habits hinder or help your productivity and how these impact on your team and your workload. - Help you discover the ways you can amplify your productivity to bring new levels of achievement and success into your life, work and team. - Show you how you can engage and empower your team to truly drive performance and ramp up their productivity.

**ENDORSEMENTS:** " This is a fast-moving, practical book that shows you how to increase your performance, results and rewards immediately. Every step or idea is proven and easy to apply." Brian Tracy, Best-Selling Author, *East That Frog*. "Sally Foley-Lewis has written the penultimate book on productivity! Cleverly crafted with real world strategies that you can implement in a matter of minutes. It will be become an all time classic reference book for the modern leaders of business. Well Done ... 10 out of 10!" - Keith Abraham CSP, Multi-Award Winning Keynote Speaker, 5 x Best-Selling Author Founder of the *Passionate Performance Program* "In this phenomenal book, Sally Foley-Lewis says, "It matters not what role you're in or what your job title is. You are a leader. A leader is not a job title - it's a behaviour." This gem alone can transform the path of a human being. Sally is one of those people whose insights are powerful and command attention. Read. This. Book!" - Karen Jacobsen, *The GPS Girl* "Loved your insights and the way they were delivered with a combination of story telling and statistics. I could see myself in your examples and what I can see I can take action on. Productivity has increased and time has been saved. Thank you!" - Julie Cross CSP "Sally Foley-Lewis is the real deal. She practices what she shares in this book. She shares not only what works for her clients, but what she puts into practice to make her one of the most productive people I know. Her book is filled with practical ideas shared clearly and with humour. Your small investment in this productivity tool will pay off many times over - if you apply her techniques to your life." - Rebecca Morgan, CSP, CMC, bestselling author of 26 books, USA "Who has time to be more productive? I'm too busy! Feel lighter, less stress and learn to become more accountable for results with "The Productive Leader" by Sally Foley Lewis." - Scott Friedman CSP, Global Speaking Fellow, Founder of *Together We Can Change the World* 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

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.

From Inc.com's most popular columnist, a counterintuitive—but highly practical—guide to finding and maintaining the motivation to achieve great things. It's comforting to imagine that superstars in their fields were just born better equipped than the rest of us. When a co-worker loses 20 pounds, or a friend runs a marathon while completing a huge project at work, we assume they have more grit, more willpower, more innate talent, and above all, more motivation to see their goals through. But that's not actually true, as popular Inc.com columnist Jeff Haden proves. "Motivation" as we know it is a myth. Motivation isn't the special sauce that we require at the beginning of any major change. In fact, motivation is a result of process, not a cause. Understanding this will change the way you approach any obstacle or big goal. Haden shows us how to reframe our thinking about the relationship of motivation to success. He meets us at our level—at the beginning of any big goal we have for our lives, a little anxious and unsure about our way forward, a little burned by self-help books and strategies that have failed us in the past—and offers practical advice that anyone can use to stop stalling and start working on those dreams. Haden takes the mystery out of accomplishment, proving that success isn't about spiritual awakening or a lightning bolt of inspiration --as Tony Robbins and adherents of *The Secret* believe—but instead, about clear and repeatable processes. Using his own advice, Haden has consistently drawn 2 million readers a month to his posts, completed a 107-mile long mountain bike race, and lost 10 pounds in a month. Success isn't for the uniquely-qualified; it's possible for any person who understands the true nature of motivation. Jeff Haden can help you transcend average and make lasting positive change in your life.

"Sleep is one of the most important but least understood aspects of our life, wellness, and longevity ... An explosion of scientific discoveries in the last twenty years has shed new light on this fundamental aspect of our lives. Now ... neuroscientist and sleep expert Matthew Walker gives us a new understanding of the vital importance of sleep and dreaming"--Amazon.com.

A cutting-edge guide to applying the latest research in brain science to leadership - to sharpen performance, encourage innovation, and enhance job satisfaction. \*\*Featured on NPR, Success, Investor Business Daily, Thrive Global, MindBodyGreen, The Chicago Tribune, and more\*\* There's a revolution taking place that most businesses are still unaware of. The understanding of how our brains work has radically shifted, exploding long-held myths about our everyday cognitive performance and fundamentally changing the way we engage and succeed in the workplace. Combining their expertise in both neuropsychology and management consulting, neuropsychologist Friederike Fabritius and leadership expert Dr. Hans W. Hagemann present simple yet powerful strategies for: - Sharpening focus - Achieving the highest performance - Learning and retaining information more efficiently - Improving complex decision-making - Cultivating trust and building strong teams Based on the authors' popular leadership programs, which have been delivered to tens of thousands of leaders all over the world, this clear, insightful, and engaging book will help both individuals and teams perform at their maximum potential, delivering extraordinary results. \*\*Named a Best Business Book of 2017 by Strategy+Business\*\*

Jason Fried and David Heinemeier Hansson, the authors of the New York Times bestseller *Rework*, are back with a manifesto to combat all your modern workplace worries and fears.

From one of the top HR specialists in the world comes this much-needed guide to help people maximize productivity and increase revenue. Whether it's in corporate America or in our own living rooms, people are wasting time. From the minute we wake up and check our Facebook page or emails—before we even crawl out of bed—to late at night when we stay up longer than we should, watching our favorite show. There's a precise moment that falls between working enough hours to be productive and working too many hours, yielding a diminishing marginal return. The difference between the person able to master this and most Americans that fail miserably at it is quality of life! If one continues to work past this moment, a negative return will ensue, and that negative return produces guilt. It lowers the amount of time for recreational activities and spending time with family. We've siloed productivity to our work life, however; the impact on our personal life is often loss. An alarming 39% of workers in high-tech companies believe they are depressed, as reported by PC Magazine in December 2018. 72% of people who have daily stress and anxiety say it interferes with their lives—anxiety and stress alone have reduced productivity by 56%. More than 80% of people have

experienced some form of anxiety, stress, or depression in the workplace. People are spending more time at work than at home or with their loved ones; or, if they are at home, they are working. They are always "on." As a result of this disparity, people are not fully living their lives. And the "work-life balance" marketed by some HR consulting firms and employers simply does not work. It's all work and no life! Studies have also proven that when people are unhappy in their personal lives or careers, their productivity goes down and everything and everyone around them suffers. This causes a domino effect, which trickles into every area of their lives. Previous generations used to say, "Work harder," but we've now learned we must "work smarter." Polak has practiced and tested his methods in hundreds of opportunities and has been paid millions by the largest corporations in the world to share these tools. He feels that every individual and business should have these tools, and will share them with us here.

Press 1 for technical support. Press 2 for broken hearts. Press 3 if your life has totally crashed. . . . Six friends work nights at a call center in India, providing technical support for a major U.S. appliance corporation. Skilled in patience—and accent management—they help American consumers keep their lives running. Yet behind the headsets, everybody's heart is on the line. Shyam (Sam to his callers) has lost his self-confidence after being dumped by the girl who just so happens to be sitting next to him. Priyanka's domineering mother has arranged for her daughter's upscale marriage to an Indian man in Seattle. Esha longs to be a model but discovers it's a horizontal romp to the runway. Lost, dissatisfied Vroom has high ideals, but compromises them by talking on the phone to idiots each night. Traditional Radhika has just found out that her husband is sleeping with his secretary. And Military Uncle (nobody knows his real name) sits alone working the online chat. They all try to make it through their shifts—and maintain their sanity—under the eagle eye of a boss whose ego rivals his incompetence. But tonight is no ordinary night. Tonight is Thanksgiving in America: Appliances are going haywire, and the phones are ringing off their hooks. Then one call, from one very special caller, changes everything. Chetan Bhagat's delicious romantic comedy takes us inside the world of the international call center, where cultural cross-wires come together with perfect pathos, hilarity, and spice.

New York Times Bestseller How women can make it to the top by adopting the new rules of leadership Women hold just 11 percent of the most senior-level leadership positions in U.S. Corporations—a number that hasn't changed in over 30 years. How can women break through? Break Your Own Rules distills the six faulty assumptions (or "rules") most women follow that get in the way—then delivers the correlating new rules that promise to clear that path. For example, the old rule of "Focus on Others" must be replaced by "Take Center Stage," "Hard Work Will Get You There" must yield to "Be Politically Savvy." "Play It Safe" must give way to "Play to Win." "Ask Permission" must be replaced by "Proceed Until Apprehended." Features the results of over 1,700 interviews with executives in Fortune 1000 companies, as well as the authors' new research and ongoing work with over 5,000 professional women Showcases previously-untold stories from high profile women including Ann Moore (CEO, Time Inc.), Susan Ivey (CEO, Reynolds American), Cathy Bessant (Global Executive for Technology and Operations for Bank of America), Lynn Ford (CEO, ING Solutions), and more Reveals what it really takes for any woman to succeed at the highest levels Foreword by Sharon Allen, Chairman of Deloitte This hands-on guide is for women who are ready to transform their assumptions and join the senior ranks of American business.

Alex Rogo is a harried plant manager working ever more desperately to try and improve performance. His factory is rapidly heading for disaster. So is his marriage. He has ninety days to save his plant - or it will be closed by corporate HQ, with hundreds of job losses. It takes a chance meeting with a colleague from student days - Jonah - to help him break out of conventional ways of thinking to see what needs to be done. Described by Fortune as a 'guru to industry' and by Businessweek as a 'genius', Eliyahu M. Goldratt was an internationally recognized leader in the development of new business management concepts and systems. This 20th anniversary edition includes a series of detailed case study interviews by David Whitford, Editor at Large, Fortune Small Business, which explore how organizations around the world have been transformed by Eli Goldratt's ideas. The story of Alex's fight to save his plant contains a serious message for all managers in industry and explains the ideas which underline the Theory of Constraints (TOC) developed by Eli Goldratt. Written in a fast-paced thriller style, The Goal is the gripping novel which is transforming management thinking throughout the Western world. It is a book to recommend to your friends in industry - even to your bosses - but not to your competitors!

A financial news anchorwoman and columnist draws on interviews with people from a broad spectrum of backgrounds who have overcome personal difficulties and remained prosperous during challenging economic times, sharing their perspectives on living successfully in accordance with one's priorities.

George Orwell's celebrated novella, Animal Farm, is a biting, allegorical, political satire on totalitarianism in general and Stalinism in particular. One of the most famous works in modern English literature, it is a telling comment on Soviet Russia under Stalin's brutal dictatorship based on a cult of personality which was enforced through a reign of terror. The book tells a seemingly simple story of farm animals who rebel against their master in the hope of stopping their exploitation at the hand of humans and creating a society where animals would be equal, free and happy. Ultimately, however, the rebellion is betrayed and the farm ends up in a state as bad as it was before. The novel thus demonstrates how easily good intentions can be subverted into tyranny. Orwell has himself said that it was the first book in which he had tried, with full consciousness of what he was doing, 'to fuse political purpose and artistic purpose into one whole.' The book was first published in England in 1945, and has since then remained a favourite with readers all over the world, and has consistently been included in all prestigious bestseller lists for the past many years.

"Have you ever found yourself stretched too thin? Do you simultaneously feel overworked and underutilized? Are you often busy but not productive? Do you feel your time is constantly being hijacked by other people's agendas? If you answered yes to any of these questions, the way out is the way of the Essentialist. Essentialism isn't about getting more done in less time. It's about getting only the right things done. Only once we discern what is absolutely essential and eliminate everything else can we make our highest possible contribution toward things that truly matter. By forcing us to apply more selective criteria for where to spend our precious time and energy, the disciplined pursuit of less empowers us to reclaim control of our own choices, instead of giving others the implicit permission to choose for us. Essentialism is not one more thing to do. It's a whole new way of doing less, but better, in every area of our lives"--Back cover.

An edition expanded with more than 100 pages of new content offers a blueprint for a better life, whether one's dream is escaping the rat race, experiencing high-end world travel, earning a monthly five-figure income with zero management or

just living more and working less.

From the acclaimed Booker Prize-winning author comes a dazzling novel of family, love and love's disappointments. Anna's aged mother is dying. Condemned by her children's pity to living, subjected to increasingly desperate medical interventions, she turns her focus to her hospital window, through which she escapes into visions of horror and delight. When Anna's finger vanishes and a few months later her knee disappears, Anna too feels the pull of the window. She begins to see that all around her, others are similarly vanishing, yet no one else notices. All Anna can do is keep her mother alive. But the window keeps opening wider, taking Anna and the reader ever deeper into an eerily beautiful story of grief and possibility, of loss and love and orange-bellied parrots. Hailed on publication in Australia as Richard Flanagan's greatest novel yet, *The Living Sea of Waking Dreams* is a rising ember storm illuminating what remains when the inferno beckons: one part elegy, one part dream, one part hope.

A GOOD MORNING AMERICA BOOK CLUB PICK “Chandler Baker, queen of the feminist thriller, has delivered once again! *The Husbands* is a poignant exploration of what it would take for women to have it all.” —Sally Hepworth, bestselling author of *The Good Sister* To what lengths will a woman go for a little more help from her husband? Nora Spangler is a successful attorney but when it comes to domestic life, she packs the lunches, schedules the doctor appointments, knows where the extra paper towel rolls are, and designs and orders the holiday cards. Her husband works hard, too... but why does it seem like she is always working so much harder? When the Spanglers go house hunting in Dynasty Ranch, an exclusive suburban neighborhood, Nora meets a group of high-powered women—a tech CEO, a neurosurgeon, an award-winning therapist, a bestselling author—with enviably supportive husbands. When she agrees to help with a resident’s wrongful death case, she is pulled into the lives of the women there. She finds the air is different in Dynasty Ranch. The women aren’t hanging on by a thread. But as the case unravels, Nora uncovers a plot that may explain the secret to having-it-all. One that’s worth killing for. Calling to mind a *Stepford Wives* gender-swap, New York Times bestselling author of *Whisper Network* Chandler Baker’s *The Husbands* imagines a world where the burden of the “second shift” is equally shared—and what it may take to get there. “Utterly engrossing and thoroughly timely, *The Husbands* is both a gripping, well-crafted mystery and an insightful critique of motherhood and marriage in the modern age--working mothers everywhere will feel seen in the best possible way.” —Kimberly McCreight, New York Times bestselling author of *A Good Marriage*

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