

Do Less Achieve More With Peace Of Mind How To Get What You Really Want In Life With Less Stress Less Time And Less Worry Starting Now

Facing challenges in your relationships, career, health or well-being? Worried important life goals seem to be slipping away? Whether you're faced with day-to-day irritations or facing a larger setback, sometimes life can test your strength and endurance. But there is a simple and effective way to building your resilience in the face of adversity, making sure that you can bounce back from them stronger than ever before and go on to achieve your goals and lead a happier, more fulfilled life. The step-by-step guide takes you through how to build your everyday resilience. From powerful lessons on the effects of our thoughts, emotions, relationships and self-care, to tips on setting goals that genuinely motivate and turning challenges on their heads, this book makes the road to success and happiness easy and - best of all - enjoyable. It features a practical and easy-to-follow four-week plan to shift negative habits, and change how you face challenges, for life.

Time management skills that work! A proven method for going from stressed and overwhelmed to peaceful and confident in three easy steps The 3 Secrets to Effective Time Investment addresses the three key elements of effective time investment: priorities, expectations, and routines. Saunders helps you identify negative mental patterns that sabotage your attempts to change and teaches how to create new "rules" that align thoughts with desired results. Her method combines high-level introspection about where to focus with practical skills for making decisions, cultivating relationships, saying "no" at the right times, and investing in proper self-care. Elizabeth Grace Saunders is the founder and CEO of Real Life E, a time coaching and training company that empowers overwhelmed individuals to feel peaceful, confident and accomplished through an exclusive Schedule Makeover process.

Do Less, Achieve More Discover the Hidden Power of Giving In Harper Collins

Learn how to achieve more by doing less! Live in that zone you've glimpsed but can't seem to hold on to—the sweet spot where you have the greatest strength, but also the greatest ease. Not long ago, Christine Carter, a happiness expert at UC Berkeley's Greater Good Science Center and a speaker, writer, and mother, found herself exasperated by the busyness of modern life: too many conflicting obligations and not enough time, energy, or patience to get everything done. She tried all the standard techniques—prioritizing, multitasking, delegating, even napping—but none really worked. Determined to create a less stressful life for herself—without giving up her hard-won career success or happiness at home—she road-tested every research-based tactic that promised to bring more ease into her life. Drawing on her vast knowledge of the latest research related to happiness, productivity, and elite performance, she followed every strategy that promised to give her more energy—or that could make her more efficient, creative, or intelligent. Her trials and errors are our reward. In *The Sweet Spot*, Carter shares the combination of practices that transformed her life from overwhelmed and exhausting to joyful, relaxed, and productive. From instituting daily micro-habits that save time to bigger picture shifts that convert stress into productive and creative energy, *The Sweet Spot* shows us how to • say “no” strategically and when to say “yes” with abandon • make decisions about routine things once to free our minds to focus on higher priorities • stop multitasking and gain efficiency • “take recess” in sync with the brain’s need for rest • use technology in ways that bolster, instead of sap, energy • increase your ratio of positive to negative emotions Complete with practical “easiest thing” tips for instant relief as well as stories from Carter’s own experience of putting *The Sweet Spot* into action, this timely and inspiring book will inoculate you against “The Overwhelm,” letting you in on the possibilities for joy and freedom that come when you stop trying to do everything right—and start doing the right things. ONE OF GREATER GOOD'S FAVORITE BOOKS OF THE YEAR “[For fans] of a certain kind of self-improvement book—the kind, like *The Happiness Project* or *168 Hours: You Have More Time Than You Think* or *Getting Things Done*, that offers up strategies for making certain areas of life work better without requiring that you embrace a new belief system.”—KJ Dell’Antonia, *The New York Times* (Motherlode blog) “A breath of fresh air . . . Based on personal experiments with living life in what she calls the ‘pressure cooker,’ Dr. Carter offers advice in easily digestible nuggets.”—Working Mother “Carter gives actionable ways to balance your life, your health, and your career. This book is packed with smart advice and hard-earned wisdom.”—Inc. “Learn more about escaping the ‘busyness trap’ and uncovering a happier, less stressed you.”—Shape “A highly readable, diligently researched advice book that offers concrete tips on how to get off the treadmill of busyness.”—Greater Good “Chock-full of concrete tips on how to sharpen your focus, improve your efficiency, and use technology to your advantage.”—The Week “Illuminates the simple and sustainable path toward a precious and happy balance.”—Deepak Chopra

The way we work has changed. We need new tools to help navigate this world of work – not only to achieve career success, but to stay sane while doing so – and this book can be one of them. Our jobs can become such an important part of our identity that we walk the treacherous line between loving our work and speeding towards burnout. An always-on culture, the cult of busyness and blurred boundaries mean that work and life can become seriously out of balance. So if you are burnt out, anxious, feel like an imposter or caught in a cycle of procrastination, this life-changing book contains all the advice you need to restore your balance and get back on track.

In the world of smartphones, instant internet access and on-demand documentaries, studying should be easier than ever. Yet all this background noise can make us unfocused and inefficient learners. So how can you cut through the distractions and get back to productive, rewarding learning? Four little words: Think like a Ninja. Paralysed by procrastination? Harness some Ninja Focus to get things started. Overwhelmed by exam nerves? You need some Zen-like Calm to turn those butterflies into steely focus. Surrounded by too many scrappy notes and unfinished to-do lists? Get Weapon-savvy with the latest organizational technology. With nine Ninja techniques to learn, there is a solution here for everyone who wants to learn better – and they don't involve giving up the rest of your life. Written by one of the world's foremost productivity experts, *How to be a Study Ninja* is a fun, accessible and practical guide on how to get the most out of your studying and love the quest for knowledge again.

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—stress and anxiety 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.

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From bestselling writer David Graeber—"a master of opening up thought and stimulating debate" (Slate)—a powerful argument against the rise of meaningless, unfulfilling jobs...and their consequences. Does your job make a meaningful contribution to the world? In the spring of 2013, David Graeber asked this question in a playful, provocative essay titled "On the Phenomenon of Bullshit Jobs." It went viral. After one million online views in seventeen different languages, people all over the world are still debating the answer. There are hordes of people—HR consultants, communication coordinators, telemarketing researchers, corporate lawyers—whose jobs are useless, and, tragically, they know it. These people are caught in bullshit jobs. Graeber explores one of society's most vexing and deeply felt concerns, indicting among other villains a particular strain of finance capitalism that betrays ideals shared by thinkers ranging from Keynes to Lincoln. "Clever and charismatic" (The New Yorker), Bullshit Jobs gives individuals, corporations, and societies permission to undergo a shift in values, placing creative and caring work at the center of our culture. This book is for everyone who wants to turn their vocation back into an avocation and "a thought-provoking examination of our working lives" (Financial Times).

The Go Zone maximises the productive hours we have in each day to get the important things done without distraction or excuse. The Slow Zone is productive but non stressful. No big decisions are made here. In the No Zone, you are not at work AND not thinking about work. Refresh, recover and live the life you love. Mark McKeon is a Director of Conference and Training Company, Mischief, Motivation, Attitude Pty Ltd (MMA). MMA conducts workshops and training in wellbeing, time, leadership and sales and team building. Mark is the Author of four internationally published books. Mark has delivered over 1,000 motivational presentations and teaches the Go Zone to improve staff effectiveness.

The Speed Reading Book will transform the way you read forever. Tony Buzan's fifty years of practice and research in speed reading will give you revolutionary reading techniques that have produced some of the fastest speed readers in the world, including the current World Speed Reading Champion. As well as dramatically improving your reading speed, you'll think faster, more creatively and sharpen your memory. Tony Buzan will show you - * *Read at speeds of over 1000 words per-minute. *Not just simple skim-reading, but also properly and completely comprehending, understanding and retaining the information you've read. *Find out how fast your reading speed is now and then discover how you could be reading dramatically faster in no time. This fully revised and updated edition of the powerful book from the world-renowned authority Tony Buzan, will show you exactly how you can quickly start to read at amazing speeds. The techniques in the book are ideal for teachers, students or executives - indeed, anyone who wants to improve the speed, comprehension and quality of their reading. The benefits of speed reading are numerous, no matter where or why you read. You'll be able to zip through whole novels in one sitting; you'll speed through newspapers and magazines in minutes; you'll be the envy of your colleagues as you consume and understand business reports in record time. Speed Reading will revolutionise the way you read. You'll save days, weeks even months of your precious time; you'll learn more efficiently and quickly; and you'll be left marvelling at your new-found speed-reading abilities.

From the editor-in-chief and co-owner of the highly respected self-improvement site Pick the Brain comes an inspirational guide for overscheduled, overwhelmed women on how to do less so that they can achieve more. Women live in a state of constant guilt: that we're not doing enough, that we're not good enough, that we can't keep up. If we're not climbing the corporate ladder, building our side hustle, preparing home-cooked meals, tucking the kids in at night, meditating daily, and scheduling playdates, date nights, and girls' nights every week, we feel like we're not living our best lives. Yet traditional productivity books—written by men—barely touch on the tangle of cultural pressures that women feel when facing down a to-do list. Now, Erin Falconer will show you how to do less—a lot less. In fact, How to Get Sh*t Done will teach you how to zero in on the three areas of your life where you want to excel, and then it will show you how to off-load, outsource, or just stop giving a damn about the rest. As the founder of two technology start-ups and one of Refinery29's Top 10 Women Changing the Digital Landscape for Good, Erin has seen what happens when women chase an outdated, patriarchal model of productivity, and now she shows you how even the most intense perfectionist among us can tap into our inner free spirit and learn to feel like badassess. Packed with real-life advice, honest stories from Erin's successful career, and dozens of actionable resources, How to Get Sh*t Done will forever reframe productivity so that you can stop doing everything for everyone and start doing what matters to you.

It's normal to feel overwhelmed by the hard things in life, but lately doesn't it seem like we're feeling this way a lot more often than we used to? The problem isn't a lack of motivation or effort, but that motivation and effort are limited resources. The more we deplete them, the more burnt out we get, making it even harder to produce the results we want. In 'Effortless', Greg McKeown show us how to make essential tasks easier so that we can accomplish more of what matters, without burning out. From the author of 'Essentialism'.

"A personal, provocative, and challenging book for career women who want less guilt, more life." —Diane Sawyer Womenomics, the groundbreaking New York Times bestseller by Claire Shipman and Katty Kay, is an invaluable guide for this generation of professional women, provide knowledgeable advice on how to "Work Less, Achieve More, Live Better." Shipman and Kay, two TV journalists well acquainted with the stress of the workplace, describe the new economic trends that offer today's overworked working women more professional and personal choices than ever before. At last, you no longer have to do it all to have it all—Womenomics shows you how.

- More than 500 appearances on national bestseller lists
- #1 Wall Street Journal, New York Times, and USA Today
- Won 12 book awards
- Translated into 35 languages
- Voted Top 100 Business Book of All Time on Goodreads

People are using this simple, powerful concept to focus on what matters most in their personal and work lives. Companies are helping their employees be more productive with study groups, training, and coaching. Sales teams are boosting sales. Churches are conducting classes and recommending for their members. By focusing their energy on one thing at a time people are living more rewarding lives by building their careers, strengthening their finances, losing weight and getting in shape, deepening their faith, and nurturing stronger marriages and personal relationships. YOU WANT LESS. You want fewer distractions and less on your plate. The daily barrage of e-mails, texts, tweets, messages, and meetings distract you and stress you out. The simultaneous demands of work and family are taking a toll. And what's the cost? Second-rate work, missed deadlines, smaller paychecks, fewer promotions--and lots of stress. AND YOU WANT MORE. You want more productivity from your work. More income for a better lifestyle. You want more satisfaction from life, and more time for yourself, your family, and your friends. NOW YOU CAN HAVE BOTH — LESS AND MORE. In The ONE Thing, you'll learn to * cut through the clutter * achieve better results in less time * build momentum toward your goal* dial down the stress * overcome that overwhelmed feeling * revive your energy * stay on track * master what matters to you The ONE Thing delivers extraordinary results in every area of your life--work, personal, family, and spiritual. WHAT'S YOUR ONE THING?

Offers strategies for defending against Asian business tactics

Life can be a bit overwhelming sometimes, right? It can be difficult to clear your mind of a million different anxieties and focus in on the one thing you need to get done. Bestselling author of Clarity and The Little Book of Clarity goes one step further with Results by using his Clarity Coaching Model to help you de-clog your mind so you can make better decisions, prioritise and focus on achieving those important goals. Develop a deeper understanding of why you act the way you do and awaken your inner potential. Jamie's transformational coaching techniques will help you improve in all areas of your life, from developing your listening skills during meetings at work to reducing the levels of stress in your life. These techniques will see you through three important changes – your personal transformation that will see you gaining confidence and understanding your own behaviour, your interpersonal transformation to guide you in having an impact on those around you, and lastly your commercial transformation to get your professional life moving in the direction you want. Results is full of helpful examples and exercises to get you on the road to the results you need. Learn how to: Prioritise and focus on the right goals at the right time Achieve the results you want by following the Clarity Coaching Model Improve your overall performance to gain better relationships with your colleagues,

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close friends and family Add more purpose to your life by allowing time for creativity and innovation Encourage others to follow in your footsteps! Praise for Results: "This book is going to wake up your innate ability to create results." – Sháá Wasmund MBE, author of the Sunday Times No. 1 bestseller Stop Talking, Start Doing "A visionary guide to success in the new transformation economy – simple principles, practical applications and bottom line results". – Michael Neill, No. 1 bestselling author of The Inside-Out Revolution and The Space Within "Results shows you how to unlock the potential of all individuals and every type of organization." – Eva Hamilton MBE, Founder and CEO, Key4Life "Results is a pleasure to read and full of deep insights into preparing ourselves for a more innovative way of thinking and organizing – it provides a guiding philosophy which puts our innate capacities at the heart of everything. It is a book that anyone interested in innovation – both inside and out – should read." – Paul Sternberg, Associate Dean and Head of Design Innovation, Ravensbourne University "There is a magic in this book, offering wisdom to everyone. Blink and you'll miss it. Blink and you'll get it." – Jim Lewcock, CEO, The Specialist Works "Jamie Smart has cracked the code for creating real results in a way that fits perfectly with who you really are." – Rich Litvin, Founder, 4PC and co-author of The Prosperous Coach "As an owner of a business a key success factor for me has been to focus on discovering and working with authentic people that enable me to continually deliver results. Without doubt the clarity principles and Jamie's insights have been an exponential multiplier for me in my business and personal life." – Chris Norton, Director, Mentor Group "Results provides a refreshing approach to personal and entrepreneurial transformation, and most importantly – to achieving results!" – Vlatka Hlupic, award-winning author of The Management Shift "We all know we can have our best ideas, have a clarity of insight, at unexpected times. In this boo

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.

For anyone tired of chasing ever-elusive desires, of doing more only to find that more needs doing, and of making more money only to need more money, best-selling author Chin-Ning Chu shows you that life was meant to be easy, if you know the secrets. From the best-selling author of The Working Woman's Art of War, comes an important and timely book about the side of success that most don't know about ?e power of selective yielding, of surrendering to a successful destiny, and of getting what you want by not wanting it too much. Using Carl Jung's famous parable of the rainmaker as a framework, Chin-Ning Chu explains universal truths about the nature of effort, success, willpower, detachment, "creating luck," and more. Illustrating the four "secrets of the rainmaker" with rich anecdotes from history, personal experience, and popular culture, Ching-Ning explains how to create success by attaining inner harmony, how to partner effort with ease, how to make peace with time, and how to stop reacting and start restfully controlling the events of your life.

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).

World-leading productivity expert Graham Allcott's businessbible is given a complete update for 2019. Do you waste too much time on your phone? Scroll throughTwitter or Instagram when you should be getting down to your real tasks? Isyour attention easily distracted? We've got the solution: The Way of theProductivity Ninja. In the age of information overload, traditional timemanagement techniquessimply don't cut it anymore. Using techniques includingRuthlessness, Mindfulness, Zen-like Calm and Stealth & Camouflage, this fullyrevised new edition of How to be a Productivity Ninjaoffers a fun andaccessible guide to working smarter, getting more done and learning to love whatyou do again. A practical and spiritual guide for working moms to learn how to have more by doing less. This is a book for working women and mothers who are ready to release the culturally inherited belief that their worth is equal to their productivity, and instead create a personal and professional life that's based on presence, meaning, and joy. As opposed to focusing on "fitting it all in," time management, and leaning in, as so many books geared at ambitious women do, this book embraces the notion that through doing less women can have--and be--more. The addiction to busyness and the obsession with always trying to do more leads women, especially working mothers, to feel like they're always failing their families, their careers, their spouses, and themselves. This book will give women the permission and tools to change the way they approach their lives and allow them to embrace living in tune with the cyclical nature of the feminine, cutting out the extraneous busyness from their lives so they have more satisfaction and joy, and letting themselves be more often instead of doing all the time. Do Less offers the reader a series of 14 experiments to try to see what would happen if she

did less in one specific way. So, rather than approaching doing less as an entire life overhaul (which is overwhelming in and of itself), this book gives the reader bite-sized steps to try incorporating over 2 weeks!

The #1 New York Times bestseller. Over 3 million copies sold! *Tiny Changes, Remarkable Results* No matter your goals, *Atomic Habits* offers a proven framework for improving--every day. James Clear, one of the world's leading experts on habit formation, reveals practical strategies that will teach you exactly how to form good habits, break bad ones, and master the tiny behaviors that lead to remarkable results. If you're having trouble changing your habits, the problem isn't you. The problem is your system. Bad habits repeat themselves again and again not because you don't want to change, but because you have the wrong system for change. You do not rise to the level of your goals. You fall to the level of your systems. Here, you'll get a proven system that can take you to new heights. Clear is known for his ability to distill complex topics into simple behaviors that can be easily applied to daily life and work. Here, he draws on the most proven ideas from biology, psychology, and neuroscience to create an easy-to-understand guide for making good habits inevitable and bad habits impossible. Along the way, readers will be inspired and entertained with true stories from Olympic gold medalists, award-winning artists, business leaders, life-saving physicians, and star comedians who have used the science of small habits to master their craft and vault to the top of their field. Learn how to: • make time for new habits (even when life gets crazy); • overcome a lack of motivation and willpower; • design your environment to make success easier; • get back on track when you fall off course; ...and much more. *Atomic Habits* will reshape the way you think about progress and success, and give you the tools and strategies you need to transform your habits--whether you are a team looking to win a championship, an organization hoping to redefine an industry, or simply an individual who wishes to quit smoking, lose weight, reduce stress, or achieve any other goal.

How often do you say `YES' to something, when you know you really wanted to say `NO'? You have the right and the power to choose. This book will show you how. *The Yes/No Book* is about choice. It empowers you with the ability to know exactly when to say `YES' and when to say `NO', showing you how to handle both with no fear, no guilt and with confidence and self-assurance. Empowered with the decision-making skills to know how and when to say `YES' and `NO' you will develop increasing control over your life. You will become more focussed, more productive, less stressed, more involved in doing the things you want to do and less in doing time-sapping chores that offer no benefit or joy. The book is structured into two parts. The first examines our addiction to `YES', the second tells us how to embrace and start using `NO' and how to choose when each is best for us.

Make every day a success (and stop being constantly behind). Imagine waking up excited and full of energy, ready to win today. Ahead of you, a day full of business results and personal time. No more feeling stressed out and constantly putting off what matters: you have a system that works for you to help you create more with your 24 hours. High-performance & business coach Matt Sandrini shares his secret principles used to take top entrepreneurs from dangerously overwhelmed to extremely productive. Based on years of experience coaching multi-millionaire and billionaire founders, the latest research in behaviour psychology, and his personal experience building remote businesses, Matt Sandrini lays out the step-by-step to taking back control of your week and obtaining uncompromising results. In this book, you will learn... The formula used by millionaires to calculate the value of your day The danger of the hustle: why short days are the key to results How to successfully delegate (and focus on your strengths) Why the myth of work/life balance is hurting your performance How to let go of opportunities that don't take you anywhere A step-by-step process to take control of your week, today How to master new skills and become a leader in your space How to say no to distractions (without feeling guilty) The secret used by top entrepreneurs to read 2+ books a month BONUS: a free workbook & short course to help you take action Buy this book NOW and stop feeling constantly behind: get the results you deserve in business AND life. Stop procrastination and pick up your copy today by clicking the BUY NOW button at the top of this page!

The highly successful four-part strategy for raising your performance at work and home so that you can thrive in a busy, challenging world, from the experts who have worked with Fortune 100 and Fortune 500 companies across the globe. Do you wish you could be more focused and productive? Would you like to ensure your most confident performance when the stakes are high and your stress levels are even higher? The way your body reacts in any given situation determines your ability to think clearly and your capacity for managing your emotions. When you understand the way your body reacts and how to manage it, your physical intelligence, you can handle that stressful presentation, the make-or-break meeting and the important pitch. Claire Dale and Patricia Peyton have spent the past thirty years helping business leaders, top performers and professional athletes improve their physical intelligence in order to achieve outstanding success and a deeper sense of fulfillment. This practical guide contains the effective techniques you need to develop your strength, flexibility, resilience and endurance, leaving you feeling confident and fully equipped to deal with whatever comes your way. Each step-by-step strategy can be easily integrated into a busy day and is combined with useful tips and inspiring stories of people who have turned their lives around through physical intelligence.

Stress. It's unavoidable today, it seems. High-intensity workplaces. Nonstop at-home demands. Traffic that follows you wherever you go. Stress is near impossible to avoid, and whether we acknowledge it or not, it's definitely taking a toll on our productivity and well-being. But is that spinach salad at lunch really helping to reinvigorate you at halftime? Is the yoga class on the way to work truly decreasing your mental workload throughout the day? Or do all these stress-reduction techniques we utilize to help us persevere through the day just become one more thing to do? In *Stress Less. Achieve More.* executive coach and psychotherapist Aimee Bernstein offers a more effective and realistic approach: Don't try to numb yourself from the pressure or run from it. Embrace it! See it as an energy source that you can tap into in order to accomplish more while feeling calm and centered. Part training manual, part spiritual guide, this must-have book for the stressed individual uncovers a total mental/physical/emotional formula to: • Stop reacting defensively • Retrain natural responses to stress triggers • Resolve conflicts harmoniously • Energize fatigued teammates • Relax in

difficult situations• And moreWhen we swim against the stream of stress, we'll drown in its relentless current every time. But when we learn how to turn stress into an ally, we can thrive under even the most demanding circumstances. With the tips, techniques, and exercises in *Stress Less. Achieve More.* the overwhelmed will finally find the relief they've been searching for.

"The book will use many of the examples, exercises and metaphors that have been tried and tested for many years, and that form the heart of the Certified Clarity Coach Training Programme"--

Everyone gets 168 hours a week, but it never feels like enough, does it? Work gobbles up the lion's share--many professionals are working as much as 70 hours a week--leaving less and less for rest, exercise, family, and friends. You know, all those things that make life great. Most people think productivity is about finding or saving time. But it's not. It's about making our time work for us. Just imagine having free time again. It's not a pipe dream. In *Free to Focus*, New York Times bestselling author Michael Hyatt reveals to readers nine proven ways to win at work so they are finally free to succeed at the rest of life--their health, relationships, hobbies, and more. He helps readers redefine their goals, evaluate what's working, cut out the nonessentials, focus on the most important tasks, manage their time and energy, and build momentum for a lifetime of success.

For many people, a successful work/life balance is frustratingly elusive. Monday mornings fill us with dread, as we face increasingly long hours, constant stress, and the struggle to maintain a decent quality of life. Work/life balance is typically seen as a time-management issue, but that's not it. Working harder in the little time you have won't help. What's needed is a change of attitude and approach, where you can stop tearing your hair out, and go home feeling happy, confident and stress-free. In the process, you will become much more productive, relaxed and an asset to your business. *WORK LESS, ACHIEVE MORE* shows you how.For many people, a successful work/life balance is frustratingly elusive. Monday mornings fill us with dread, as we face increasingly long hours, constant stress, and the struggle to maintain a decent quality of life. Work/life balance is typically seen as a time-management issue, but that's not it. Working harder in the little time you have won't help. What's needed is a change of attitude and approach, where you can stop tearing your hair out, and go home feeling happy, confident and stress-free. In the process, you will become much more productive, relaxed and an asset to your business. *WORK LESS, ACHIEVE MORE* shows you how.

The Secrets of the Rainmaker When the Rainmaker arrived in the parched village, he set up his tent and disappeared inside for four days. On the fifth day, the rain started to fall. The people of the village asked what he did to accomplish this miracle. The Rainmaker replied, "I have done nothing." And so the story begins. In our modern age, we seem the opposite of the Rainmaker. We busy ourselves to the point of exhaustion, give up sleep to do even more, rush here, rush there, go everywhere, and get nowhere. We believe that an enormous effort is required to achieve success, and if we fail, it is because we did not work hard enough. The Rainmaker, however, teaches us that the most successful people do not necessarily work harder. In fact, they are often more at ease than the people around them. The truth is that success comes to those who find a balance between effort and ease, striving and compromise. For those who know the Rainmaker's secrets, prosperity seems more like the result of good luck or being in the right place at the right time--the pieces just come together. Using simple metaphors and exercises--and offering immediate applications--Chin-Ning Chu explains how you can discover the Rainmaker's power of doing less and achieving more. She teaches the arts of fine-tuning and focusing your actions, putting your mind at ease and seeing the fun in the game of life, and discovering the unlimited, miracle-producing power of giving in to and working with--rather than fighting against--your successful destiny. A groundbreaking approach to succeeding in business and life, using the science of resourcefulness. We often think the key to success and satisfaction is to get more: more money, time, and possessions; bigger budgets, job titles, and teams; and additional resources for our professional and personal goals. It turns out we're wrong. Using captivating stories to illustrate research in psychology and management, Rice University professor Scott Sonenshein examines why some people and organizations succeed with so little, while others fail with so much. People and organizations approach resources in two different ways: "chasing" and "stretching." When chasing, we exhaust ourselves in the pursuit of more. When stretching, we embrace the resources we already have. This frees us to find creative and productive ways to solve problems, innovate, and engage our work and lives more fully. *Stretch* shows why everyone—from executives to entrepreneurs, professionals to parents, athletes to artists—performs better with constraints; why seeking too many resources undermines our work and well-being; and why even those with a lot benefit from making the most out of a little. Drawing from examples in business, education, sports, medicine, and history, Scott Sonenshein advocates a powerful framework of resourcefulness that allows anybody to work and live better.

"There are a lot of books about goal setting. This one is special." — Scott Warner, CEO, Gigg When it comes to productivity, hard work is half the battle. The first half—the crucial half—is planning well. The *DO LESS* method is a simple way to achieve your goals more often, in less time, and with greater peace of mind. Learn how to: Decide the right goals for you Create workable strategies for reaching them Harness time for maximum efficiency From the big-picture down to the details, Claire Diaz-Ortiz walks you through every step of setting and achieving smart goals. She helps you brainstorm goals, choose the best ones, and adjust them to make them realistic. Then she helps you strategize how to reach them, day-by-day, year-by-year. Whether you want to finish a house project, lose weight, or write a book, *Design Your Day*—by someone who read 150 books while caring for an infant—is an all-in-one guide to smart productivity. Use Claire's tricks and tools and you'll be amazed at what you can do in a day, let alone a lifetime.

This guide fuses the wisdom of the East and West, and explores how ancient Asian battle strategies and cultural mindsets can be applied today to achieve mental toughness and winning business techniques.

Be more effective with less effort by learning how to identify and leverage the 80/20 principle: that 80 percent of all our results in business and in life stem from a mere 20 percent of our efforts. The 80/20 principle is one of the great secrets of highly effective

people and organizations. Did you know, for example, that 20 percent of customers account for 80 percent of revenues? That 20 percent of our time accounts for 80 percent of the work we accomplish? The 80/20 Principle shows how we can achieve much more with much less effort, time, and resources, simply by identifying and focusing our efforts on the 20 percent that really counts. Although the 80/20 principle has long influenced today's business world, author Richard Koch reveals how the principle works and shows how we can use it in a systematic and practical way to vastly increase our effectiveness, and improve our careers and our companies. The unspoken corollary to the 80/20 principle is that little of what we spend our time on actually counts. But by concentrating on those things that do, we can unlock the enormous potential of the magic 20 percent, and transform our effectiveness in our jobs, our careers, our businesses, and our lives.

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

World-leading productivity expert Graham Allcott's business bible is given a complete update for 2019. Do you waste too much time on your phone? Scroll through Twitter or Instagram when you should be getting down to your real tasks? Is your attention easily distracted? We've got the solution: *The Way of the Productivity Ninja*. In the age of information overload, traditional time management techniques simply don't cut it anymore. Using techniques including Ruthlessness, Mindfulness, Zen-like Calm and Stealth & Camouflage, this fully revised new edition of *How to be a Productivity Ninja* offers a fun and accessible guide to working smarter, getting more done and learning to love what you do again.

While it is often said that a person with a negative attitude cannot be helped, it is also true that a person with a positive attitude cannot be stopped. Life is an obstacle course in which we can often become our own biggest obstacle, but a positive attitude can be transformational. In one sense, this book is a road map for a life journey in achieving more. It offers direction and can help you make positive decisions in a noisy and cluttered environment. Success is neither a miracle nor a mystery. It is the natural outcome of consistently applying certain principles on an ongoing basis. Success does not depend upon special skills, formal education or superior intelligence. Success is a matter of understanding and acting upon principles that have been in existence for centuries. These principles may be simple in themselves but none of them will work unless they are put into firm and decisive action. This book effectively teaches not only the principles of success but also how to avoid expensive and demoralising mistakes. The principles themselves are universal, cutting across country, culture and religion. Diligently practising them will help you develop confidence and allow your life to become more meaningful and rewarding. Applying these principles may require a lot of self-discipline and commitment but, once learned and applied, the results can be rewarding and gratifying. If you want to be successful and happy, then become a student and study the life of successful people in depth; if you want to become wealthy, then study the principles of acquiring wealth. Learning to make a living and learning to live are two different things. This book helps you design a more meaningful life, by making positive choices and avoiding the most common pitfalls. Acquiring facts is knowledge; interpreting facts is understanding; and the proper application of facts is wisdom. This book by Shiv Khera is designed to help you create an action plan to optimize your potential - in other words, to achieve more.

A bold and inspiring memoir and manifesto from a renowned voice in the women's leadership movement who shows women how to cultivate the single skill they really need in order to thrive: the ability to let go. Once the poster girl for doing it all, after she had her first child, Tiffany Dufu struggled to accomplish everything she thought she needed to in order to succeed. Like so many driven and talented women who have been brought up to believe that to have it all, they must do it all, Dufu began to feel that achieving her career and personal goals was an impossibility. Eventually, she discovered the solution: letting go. In *Drop the Ball*, Dufu recounts how she learned to reevaluate expectations, shrink her to-do list, and meaningfully engage the assistance of others—freeing the space she needed to flourish at work and to develop deeper, more meaningful relationships at home. Even though women are half the workforce, they still represent only eighteen per cent of the highest level leaders. The reasons are obvious: just as women reach middle management they are also starting families. Mounting responsibilities at work and home leave them with no bandwidth to do what will most lead to their success. Offering new perspective on why the women's leadership movement has stalled, and packed with actionable advice, Tiffany Dufu's *Drop the Ball* urges women to embrace imperfection, to expect less of themselves and more from others—only then can they focus on what they truly care about, devote the necessary energy to achieving their real goals, and create the type of rich, rewarding life we all desire.

Close your eyes. Take a deep breath. Imagine your perfect day. What if that perfect day was every day? You're probably doing a lot—taking care of your family, killing it at your job, volunteering, organizing, scheduling, delegating. At the end of all of that, do you have any time or energy left to take care of the most important person: you? Self-care movement leader Suzanne Falter gets it. In fact, she lived the life that every woman today feels expected to lead, chasing career goals while balancing the commitment of raising a family. But after facing an unthinkable tragedy, Suzanne transformed her identity as a stressed-out workaholic to find her way back to wholeness and balance. In *The Extremely Busy Woman's Guide to Self-Care*, Suzanne shares simple, bite-sized suggestions to help you ease onto the path of effective self-care in a way that feels doable rather than demanding. The road to soothing self-care is right in front of you—all you have to do is say yes to the journey and take the first step.

BUSINESS STRATEGY. "The 4 Disciplines of Execution" offers the what but also how effective execution is achieved. They share numerous examples of companies that have done just that, not once, but over and over again. This is a book that every leader should read! (Clayton Christensen, Professor, Harvard Business School, and author of "The Innovator's Dilemma). Do you remember the last major initiative you watched die in your organization? Did it go down with a loud crash? Or was it slowly and

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quietly suffocated by other competing priorities? By the time it finally disappeared, it s likely no one even noticed. What happened? The whirlwind of urgent activity required to keep things running day-to-day devoured all the time and energy you needed to invest in executing your strategy for tomorrow. "The 4 Disciplines of Execution" can change all that forever.

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