

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

*The inspirational bestseller that ignited a movement and asked us to find our WHY Discover the book that is captivating millions on TikTok and that served as the basis for one of the most popular TED Talks of all time—with more than 56 million views and counting. Over a decade ago, Simon Sinek started a movement that inspired millions to demand purpose at work, to ask what was the WHY of their organization. Since then, millions have been touched by the power of his ideas, and these ideas remain as relevant and timely as ever. START WITH WHY asks (and answers) the questions: why are some people and organizations more innovative, more influential, and more profitable than others? Why do some command greater loyalty from customers and employees alike? Even among the successful, why are so few able to repeat their success over and over? People like Martin Luther King Jr., Steve Jobs, and the Wright Brothers had little in common, but they all started with WHY. They realized that people won't truly buy into a product, service, movement, or idea until they understand the WHY behind it. START WITH WHY shows that the leaders who have had the greatest influence in the world all think, act and communicate the same way—and it's the opposite of what everyone else does. Sinek calls this powerful idea The Golden Circle, and it provides a framework upon which organizations can be built, movements can be led, and people can be inspired. And it all starts with WHY.*

*Ideas are the currency of the twenty-first century. In order to succeed, you need to be able to sell your ideas persuasively. This ability is the single greatest skill that will help you accomplish your dreams. Many people have a fear of public speaking or are insecure about their ability to give a successful presentation. Now public speaking coach and bestselling author Carmine Gallo explores what makes a great presentation by examining the widely acclaimed TED Talks, which have redefined the elements of a successful presentation and become the gold standard for public speaking. TED ? which stands for technology, entertainment, and design ? brings together the world's leading thinkers. These are the presentations that set the world on fire, and the techniques that top TED speakers use will make any presentation more dynamic, fire up any team, and give anyone the confidence to overcome their fear of public speaking. In his book, Carmine Gallo has broken down hundreds of TED talks and interviewed the most popular TED presenters, as well as the top researchers in the fields of psychology, communications, and neuroscience to reveal the nine secrets of all successful TED presentations. Gallo's step-by-step method makes it possible for anyone to deliver a presentation that is engaging, persuasive, and memorable. Carmine Gallo's top 10 Wall Street Journal Bestseller Talk Like TED will give anyone who is insecure about their public speaking abilities the tools to communicate the ideas that matter most to them, the skill to win over hearts and minds, and the confidence to deliver the talk of their lives. The opinions expressed by Carmine Gallo in TALK LIKE TED are his own. His book is not endorsed, sponsored or authorized by TED Conferences, LLC or its affiliates.*

*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*

*WHAT'S IMPORTANT TO YOU TODAY? What if five minutes could change your routine and change your day? What if you checked in with how you are feeling for just those few minutes, maybe sitting down over that cup of coffee or tea, or quietly sitting by the window before you head towards the shower? Writing things down has been shown to help people more successfully achieve their dreams and goals. It is a way to help us focus on what matters, prioritise what we are going to do for the day ahead and track our progress. Five Minutes in the Morning offers a beautiful space and creative exercises to encourage reflection and intention setting at the start of the day. ALL IT TAKES IS FIVE MINUTES IN THE MORNING.*

***The Surprisingly Simple Truth Behind Extraordinary Results***

***How Radical Self-Care Can Change the World***

***Dare to Lead***

***The Japanese Secret to a Long and Happy Life***

***An Easy & Proven Way to Build Good Habits & Break Bad Ones***

***All the Time You Need to Replace Counter-Productive Habits with Ones That Really Work***

***Five Minutes in the Morning***

A practical guide to managing your attention--the most powerful resource you have to get stuff done, become more creative, and live a better 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 continue to do so anyway while we fill each moment of our lives to the brim with mindless distraction. Hyperfocus provides profound insights into how to best take charge of your attention to achieve a greater sense of purpose and productivity throughout the day. The most recent neuroscience reveals that our brain has two powerful modes that can be unlocked when we use our attention effectively: a focused mode (hyperfocus) as the foundation for being highly productive, and a creative mode (scatterfocus), which enables us to connect ideas in novel ways. Hyperfocus teaches you how to access each of the two mental modes so you can concentrate more deeply, think more clearly, and work and live more deliberately even in a busy world. 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-off intentionally; • multitasking strategically; and • learning when to pay attention and when to let your mind wander wherever it wants to. By understanding how you think about your attention, Hyperfocus reveals that the more effectively you learn to take charge of it, the better you'll be at every aspect of your life.

In the aftermath of a small-town school shooting, lawyer Jordan McAfee finds himself defending a youth who desperately needs someone to help him while detective Patrick Ducharme works with the primary witness--the daughter of the judge assigned to the case.

18 Minutes Find Your Focus, Master Distraction, and Get the Right Things Done Business Plus

18 Minutes (2011) is a helpful guide to getting more out of life by focusing on meaningful work, reaching your goals, and achieving your dreams. The chapters will help you identify the kind of work that is right for you and how to get it done. You'll also learn how to take control of your time.

The Present

Reclaim Creativity, Conquer Busyness, and Do Your Best Work

Summary and Analysis of 18 Minutes

The Best Place to Work

The 5AM Club

Rules for Focused Success in a Distracted World

Nineteen Minutes

**#1 NEW YORK TIMES BESTSELLER • Brené Brown has taught us what it means to dare greatly, rise strong, and brave the wilderness. Now, based on new research conducted with leaders, change makers, and culture shifters, she's showing us how to put those ideas into practice so we can step up and lead. Look for Brené Brown's new podcast, Dare to Lead, as well as her ongoing podcast Unlocking Us! NAMED ONE OF THE BEST BOOKS OF THE YEAR BY BLOOMBERG Leadership is not about titles, status, and wielding power. A leader is anyone who takes responsibility for recognizing the potential in people and ideas, and has the courage to develop that potential. When we dare to lead, we don't pretend to have the right answers; we stay curious and ask the right questions. We don't see power as finite and hoard it; we know that power becomes infinite when we share it with others. We don't avoid difficult conversations and situations; we lean into vulnerability when it's necessary to do good work. But daring leadership in a culture defined by scarcity, fear, and uncertainty requires skill-building around traits that are deeply and uniquely human. The irony is that we're choosing not to invest in developing the hearts and minds of leaders at the exact same time as we're scrambling to figure out what we have to offer that machines and AI can't do better and faster. What can we do better? Empathy, connection, and courage, to start. Four-time #1 New York Times bestselling author Brené Brown has spent the past two decades studying the emotions and experiences that give meaning to our lives, and the past seven years working with transformative leaders and teams spanning the globe. She found that leaders in organizations ranging from small entrepreneurial startups and family-owned businesses to nonprofits, civic organizations, and Fortune 50 companies all ask the same question: How do you cultivate braver, more daring leaders, and how do you embed the value of courage in your culture? In this new book, Brown uses research, stories, and examples to answer these questions in the no-BS style that millions of readers have come to expect and love. Brown writes, "One of the most important findings of my career is that daring leadership is a collection of four skill sets that are 100 percent teachable, observable, and measurable. It's learning and unlearning that requires brave work, tough conversations, and showing up with your whole heart. Easy? No. Because choosing courage over comfort is not always our default. Worth it? Always. We want to be brave with our lives and our work. It's why we're here." Whether you've read Daring Greatly and Rising Strong or you're new to Brené Brown's work, this book is for anyone who wants to step up and into brave leadership.**

**\*\*\*NATIONAL BESTSELLER\*\*\* STOP FOR A MOMENT. Are you here right now? Is your focus on this page? Or is it roaming elsewhere, to the past or future, to a worry, to your to-do list, or to your phone? Whether you're simply browsing, talking to friends, or trying to stay focused in an important meeting, you can't seem to manage to hang on to your attention. No matter how hard you try, you're somewhere else. The consequence is that you miss out on 50 percent of your life—including the most important moments. The good news: There's nothing wrong with you—your brain isn't broken. The human brain was built to be distractible. The even better news: You can train your brain to pay attention more effectively. Stay with me a little longer and soon you will be able to: Focus without all the struggle. Take back your attention from the pull of distraction. And function at your peak, for all that truly matters in your life.**

**"You're going to want to share copies of this book with your overbooked friends and colleagues, but before you do, take some time to read it yourself. Funt's wisdom around making space is priceless." —Seth Godin, author of The Practice Do you wish you could stop the mayhem of work and life and just take a minute? Do you sense you could contribute more if there were a little more room in the day? Does busyness deprive you and your burnt-out team of the oxygen your talents need to catch fire? Many have felt that way, yet taking a pause has seemed impossible—until now. In A Minute to Think, Juliet Funt, a globally recognized warrior in the battle against busyness, provides a powerful guide that**

will give you the permission, framework, and specific direction you need to do the following: Regain control of your overloaded, caffeinated, inbox-worshipping workday Liberate yourself and your teams from burnout and busywork Reclaim creativity and focus despite the chaos around you Bring thoughtfulness into designing your next work norms Tame the beast of email and escape the mire of meetings Find your precious minute to think You're not alone in your yearning for freedom from constant reactivity. The global workforce today is so fried that it belongs in the food court of a county fair. We're relentlessly behind the curve, dousing fires everywhere, and our 3 a.m. insomnia provides the only unscheduled thinking time of the day. What we need reinserted in our lives is the missing element of white space—short periods of open, unscheduled time that, when recaptured, change the very nature of work. White space is the stepping back, the strategic pause, the oxygen that allows the sparks of our efforts to catch fire. White space has the power to radically—and simply—reinvent the way we approach work in this maxed-out, post-COVID 21st-century world. With Juliet's memorable stories, easy-to-use tools, and razor-sharp instruction, she carves for us an escape route from the overwhelming amount of low-value tasks and the daily avalanche of e-mails, meetings, decks, and reports. Using research, client stories, and a relatable voice, Juliet shows all of us how to reclaim time for thinking and make room for what truly matters. Whether you are an individual trying to build a more sane and humane flow of daily work, a team that wants new levels of efficiency and effectiveness, or an entire organization changing your culture toward thoughtfulness, this book will lead you there.

In this instant New York Times bestseller, Angela Duckworth shows anyone striving to succeed that the secret to outstanding achievement is not talent, but a special blend of passion and persistence she calls "grit." "Inspiration for non-geniuses everywhere" (People). The daughter of a scientist who frequently noted her lack of "genius," Angela Duckworth is now a celebrated researcher and professor. It was her early eye-opening stints in teaching, business consulting, and neuroscience that led to her hypothesis about what really drives success: not genius, but a unique combination of passion and long-term perseverance. In Grit, she takes us into the field to visit cadets struggling through their first days at West Point, teachers working in some of the toughest schools, and young finalists in the National Spelling Bee. She also mines fascinating insights from history and shows what can be gleaned from modern experiments in peak performance. Finally, she shares what she's learned from interviewing dozens of high achievers—from JP Morgan CEO Jamie Dimon to New Yorker cartoon editor Bob Mankoff to Seattle Seahawks Coach Pete Carroll. "Duckworth's ideas about the cultivation of tenacity have clearly changed some lives for the better" (The New York Times Book Review). Among Grit's most valuable insights: any effort you make ultimately counts twice toward your goal; grit can be learned, regardless of IQ or circumstances; when it comes to child-rearing, neither a warm embrace nor high standards will work by themselves; how to trigger lifelong interest; the magic of the Hard Thing Rule; and so much more. Winningly personal, insightful, and even life-changing, Grit is a book about what goes through your head when you fall down, and how that—not talent or luck—makes all the difference. This is "a fascinating tour of the psychological research on success" (The Wall Street Journal).

**The Big Book of Conflict Resolution Games: Quick, Effective Activities to Improve Communication, Trust and Collaboration**

**Transform Your Life, Work, and Confidence with Everyday Courage**

**Atomic Habits**

**The ONE Thing**

**Find Your Focus, Master Distraction, and Get the Right Things Done**

**Two Minute Mornings**

**A Focus Journal**

*Peter Bregman, author of the Wall Street Journal bestseller 18 Minutes, offers strategies to replace energy-wasting, counter-productive habits that commonly derail us with truly effective ones. The things we want most—peace of mind, fulfilling relationships, to do well at work—are surprisingly straightforward to realize. But too often our best efforts to attain them are built on destructive habits that sabotage us. In Four Seconds, Peter Bregman shows us how to replace negative patterns with energy boosting and productive behaviors. To thrive in our fast-paced world all it takes is to pause for as few as four seconds—the length of a deep breath—allowing us to make intentional and tactical choices that lead to better outcomes. Four Seconds reveals: Why listening—not arguing—is the best strategy for changing someone's mind Why setting goals can actually harm performance How to use strategic disengagement to recover focus and willpower How taking responsibility for someone else's failure can actually help your team Practical and insightful, Four Seconds provides simple solutions to create the results you want without the stress.*

*Groundbreaking and comprehensive, Driven to Distraction has been a lifeline to the approximately eighteen million Americans who are thought to have ADHD. Now the bestselling book is revised and updated with current medical information for a new generation searching for answers. Through vivid stories and case histories of patients—both adults and children—Hallowell and Ratey explore the varied forms ADHD takes, from hyperactivity to daydreaming. They dispel common myths, offer helpful coping tools, and give a thorough accounting of all treatment options as well as tips for dealing with a diagnosed child, partner, or family member. But most importantly, they focus on the positives that can come with this "disorder"—including high energy, intuitiveness, creativity, and enthusiasm.*

*An empowering book on propelling profound social change by going inward, from a mindfulness teacher and activist who has turned personal practice into movements The practice of self-care is most often touted for its profound mind, body, and spirit benefits. Shelly Tygielski shows that self-care can also be a powerful tool for spurring transformative collective action. In a winning combination of memoir, manifesto, and how-to, Shelly shares her evolution from a Jerusalem-born child of traditional Sephardic Jewish parents to a middle-class American suburban youth who questioned her faith to a young executive in corporate America. As she used radical self-care practices to manage a serious chronic health issue, she had an epiphany: finding true health and peace is not a solo endeavor but one that lives in connection with others. Tygielski considers herself an unlikely meditator, activist, and teacher. But as such,*

she is uniquely qualified to speak to all today who wonder, "What can I do?" or, "Will my actions even make a difference?" Tygielski's work began as "me" work and transformed into "we" work. In *Sit Down to Rise Up*, she shows that this is possible for all of us.

Based upon his weekly *Harvard Business Review* columns (which is one of the most popular columns on HBR.com, receiving hundreds of thousands of unique page views a month), *18 MINUTES* clearly shows how busy people can cut through all the daily clutter and distractions and find a way to focus on those key items which are truly the top priorities in our lives. Bregman works from the premise that the best way to combat constant and distracting interruptions is to create productive distractions of one's own. Based upon a series of short bite-sized chapters, his approach allows us to safely navigate through the constant chatter of emails, text messages, phone calls, and endless meetings that prevent us from focusing our time on those things that are truly important to us. Mixing first-person insights along with unique case studies, Bregman sprinkles his charming book with pathways which help guide us -- pathways that can get us on the right trail in 18 minutes or less.

18 Minutes

Ask a Manager

Hyperfocus

Peak Mind

Why Some Companies Make the Leap ... and Others Don't

Make Time

Grit

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

**From the best-selling author of *The Wind-Up Bird Chronicle* and *After Dark*, a rich and revelatory memoir about writing and running, and the integral impact both have made on his life. In 1982, having sold his jazz bar to devote himself to writing, Haruki Murakami began running to keep fit. A year later, he'd completed a solo course from Athens to Marathon, and now, after dozens of such races, not to mention triathlons and a slew of critically acclaimed books, he reflects upon the influence the sport has had on his life and-even more important-on his writing. Equal parts training log, travelogue, and reminiscence, this revealing memoir covers his four-month preparation for the 2005 New York City Marathon and includes settings ranging from Tokyo's Jingu Gaien gardens, where he once shared the course with an Olympian, to the Charles River in Boston among young women who outpace him. Through this marvellous lens of sport emerges a cornucopia of memories and insights: the eureka moment when he decided to become a writer, his greatest triumphs and disappointments, his passion for vintage LPs, and the experience, after the age of fifty, of seeing his race times improve and then fall back. By turns funny and sobering, playful and philosophical, *What I Talk About When I Talk About Running* is both for fans of this masterful yet guardedly private writer and for the exploding population of athletes who find similar satisfaction in distance running.**

**"Coyle spent three years researching the question of what makes a successful group tick, visiting some of the world's most productive groups--including Pixar, Navy SEALs, Zappos, IDEO, and the San Antonio Spurs. Coyle discovered that high-performing groups ... generate three key messages that enable them to excel: 1. Safety (we are connected), 2. Shared risk (we are vulnerable together), 3. Purpose (we are part of the same story)"--*The #1 New York Times* bestseller. Over 4 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.**

**Recognizing and Coping with Attention Deficit Disorder**

**You Can Change Other People**

**A Minute to Think**

**Ikigai**

**Find Your Focus, Own Your Attention, Invest 12 Minutes a Day**

**Sit Down to Rise Up**

**Lasting Happiness in a Changing World**

A totalitarian regime has ordered all books to be destroyed, but one of the book burners suddenly realizes their merit.

New York Times bestseller • Finalist for the Pulitzer Prize "This is a book to shake up the world." —Ann Patchett  
New York Times 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. Based on Stanford University psychologist Kelly McGonigal's wildly popular course "The Science of Willpower," The Willpower Instinct is the first book to explain the science of self-control and how it can be harnessed to improve our health, happiness, and productivity. Informed by the latest research and combining cutting-edge insights from psychology, economics, neuroscience, and medicine, The Willpower Instinct explains exactly what willpower is, how it works, and why it matters. For example, readers will learn:

- Willpower is a mind-body response, not a virtue. It is a biological function that can be improved through mindfulness, exercise, nutrition, and sleep.
- Willpower is not an unlimited resource. Too much self-control can actually be bad for your health.
- Temptation and stress hijack the brain's systems of self-control, but the brain can be trained for greater willpower
- Guilt and shame over your setbacks lead to giving in again, but self-forgiveness and self-compassion boost self-control.
- Giving up control is sometimes the only way to gain self-control.
- Willpower failures are contagious—you can catch the desire to overspend or overeat from your friends—but you can also catch self-control from the right role models.

In the groundbreaking tradition of Getting Things Done, The Willpower Instinct combines life-changing prescriptive advice and complementary exercises to help readers with goals ranging from losing weight to more patient parenting, less procrastination, better health, and greater productivity at work. Throughout your life, you've had parents, coaches, teachers, friends, and mentors who have pushed you to be better than your excuses and bigger than your fears. What if the secret to having the confidence and courage to enrich your life and work is simply knowing how to push yourself? Using the science habits, riveting stories and surprising facts from some of the most famous moments in history, art and business, Mel Robbins will explain the power of a "push moment." Then, she'll give you one simple tool you can use to become your greatest self. It take just five seconds to use this tool, and every time you do, you'll be in great company. More than 8 million people have watched Mel's TEDx Talk, and executives inside of the world's largest brands are using the tool to increase productivity, collaboration, and engagement. In The 5 Second Rule, you'll discover it takes just five seconds to:

- Become confident
- Break the habit of procrastination and self-doubt
- Beat fear and uncertainty
- Stop worrying and feel happier
- Share your ideas with courage

The 5 Second Rule is a simple, one-size-fits-all solution for the one problem we all face—we hold ourselves back. The secret isn't knowing what to do—it's knowing how to make yourself do it. p.p1 {margin: 0.0px 0.0px 0.0px 0.0px; font: 12.0px Arial}

Talk Like TED

The Shallows: What the Internet Is Doing to Our Brains

What I Talk About When I Talk About Running

Own Your Morning. Elevate Your Life.

How Self-Control Works, Why It Matters, and What You Can Do to Get More of It

Why You Can't Pay Attention--and How to Think Deeply Again

The Culture Code

Make workplace conflict resolution a game that EVERYBODY wins! Recent studies show that typical managers devote more than a quarter of their time to resolving coworker disputes. The Big Book of Conflict-Resolution Games offers a wealth of activities and exercises for groups of any size that let you manage your business (instead of managing personalities). Part of the acclaimed, bestselling Big Books series, this guide offers step-by-step directions and customizable tools that empower you to heal rifts arising from ineffective communication, cultural/personality clashes, and other specific problem areas—before they affect your organization's bottom line. Let The Big Book of Conflict-Resolution Games help you to: Build trust Foster morale Improve processes Overcome diversity issues And more Dozens of physical and verbal activities help create a safe environment for teams to explore several common forms of conflict—and their resolution. Inexpensive, easy-to-implement, and proved effective at Fortune 500 corporations and mom-and-pop businesses alike, the exercises in The Big Book of Conflict-Resolution Games delivers everything you need to make your workplace more efficient, effective, and engaged.

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

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

Includes an excerpt from Love on the brain.

'A habit-forming work of genius' *STYLIST* 'Adrienne is here to motivate and encourage us all' *FEARNE COTTON* 'Bursting with ideas' *INDEPENDENT* 'Read this book' *EMMA GANNON* \_\_\_\_\_ From the popular podcast Power Hour comes a book about making the most of the first hour of your day, to pursue your passions and unlock your full potential. How

many times have you said, 'I'd love to do that, but I don't have time'? The Power Hour message is simple: one hour a day is all you need to change your life for the better. We all have an hour to dedicate to ourselves and our dreams, whether we think we do or not. Power Hour will show you how to harness the first hour of your day in order to achieve your goals - whether those are writing a book, getting fit or pursuing your passion - before the rest of the world wakes up and starts competing for your attention. From the importance of developing a growth mindset to creating powerful habits and the significance of daily movement, it will help you reclaim your time and unlock your full potential. Most importantly, it will make you realise that there is no better time than now to make a change and create a life you love. Stop waiting for the right time, or for more time. Start with just one hour today.

'A bible' EVENING STANDARD 'Invaluable' MARIE CLAIRE 'A must-read' GLAMOUR

'Hugely inspirational' LAUREN ARMES 'Authentic' VOGUE 'I love this book' JAKE HUMPHREY

The Secrets of Highly Successful Groups

100 Common Misconceptions about 18 Minutes

The 5 Second Rule

The Willpower Instinct

The Power of Passion and Perseverance

Start with Why

The Book of Joy

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

*Can a good company become a great one and, if so, how? After a five-year research project, Collins concludes that good to great can and does happen. In this book, he uncovers the underlying variables that enable any type of organization to*

*NEW YORK TIMES BESTSELLER • Our ability to pay attention is collapsing. From the New York Times bestselling author of Chasing the Scream and Lost Connections comes a groundbreaking examination of why this is happening—and how to get our attention back. “The book the world needs in order to win the war on distraction.”—Adam Grant, author of Think Again “Read this book to save your mind.”—Susan Cain, author of Quiet In the United States, teenagers can focus on one task for only sixty-five seconds at a time, and office workers average only three minutes. Like so many of us, Johann Hari was finding that constantly switching from device to device and tab to tab was a diminishing and depressing way to live. He tried all sorts of self-help solutions—even abandoning his phone for three months—but nothing seemed to work. So Hari went on an epic journey across the world to interview the leading experts on human attention—and he discovered that everything we think we know about this crisis is wrong. We think our inability to focus is a personal failure to exert enough willpower over our devices. The truth is even more disturbing: our focus has been stolen by powerful external forces that have left us uniquely vulnerable to corporations determined to raid our attention for profit. Hari found that there are twelve deep causes of this crisis, from the decline of mind-wandering to rising pollution, all of which have robbed some of our attention. In Stolen Focus, he introduces readers to Silicon Valley dissidents who learned to hack human attention, and veterinarians who diagnose dogs with ADHD. He explores a favela in Rio de Janeiro where everyone lost their attention in a particularly surreal way, and an office in New Zealand that discovered a remarkable technique to restore workers' productivity. Crucially, Hari learned how we can reclaim our focus—as individuals, and as a society—if we are determined to fight for it. Stolen Focus will transform the debate about attention and finally show us how to get it back.*

*INTERNATIONAL BESTSELLER • 1.5 MILLION+ COPIES SOLD WORLDWIDE “Workers looking for more fulfilling positions should start by identifying their ikigai.” —Business Insider “One of the unintended—yet positive—consequences of the [pandemic] is that it is forcing people to reevaluate their jobs, careers, and lives. Use this time wisely, find your personal ikigai, and live your best life.” —Forbes Find your ikigai (pronounced ee-key-guy) to live longer and bring more meaning and joy to all your days. “Only staying active will make you want to live a hundred years.” —Japanese proverb According to the Japanese, everyone has an ikigai—a reason for living. And according to the residents of the Japanese village with the world's longest-living people, finding it is the key to a happier and longer life. Having a strong sense of ikigai—where what you love, what you're good at, what you can get paid for, and what the world needs all overlap—means that each day is infused with meaning. It's the reason we get up in the morning. It's also the reason many Japanese never really retire (in fact there's no word in Japanese that means retire in the sense it does in English): They remain active and work at what they enjoy, because they've found a real purpose in life—the happiness of always being busy. In researching this book, the authors interviewed the residents of the Japanese village with the highest percentage of 100-year-olds—one of the world's Blue Zones. Ikigai reveals the secrets to their longevity and happiness: how they eat, how they move, how they work, how they foster collaboration and community, and—their best-kept secret—how they find the ikigai that brings satisfaction to their lives. And it provides practical tools to help you discover your own ikigai. Because who doesn't want to find happiness in every day?*

*Brave Work. Tough Conversations. Whole Hearts.*

*Find Your Focus, Master Distraction, and Get the Right Things Done By Peter Bregman*

*The Love Hypothesis*

*The Art and Science of Creating an Extraordinary Workplace*

*Four Seconds*

*How to Manage Your Attention in a World of Distraction*

### *Deep Work*

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

**NATIONAL BESTSELLER** Two great spiritual masters share their own hard-won wisdom about living with joy even in the face of adversity. The occasion was a big birthday. And it inspired two close friends to get together for a talk about something very important to them. The friends were His Holiness the Dalai Lama and Archbishop Desmond Tutu. The subject was joy. Both winners of the Nobel Prize, both great spiritual masters and moral leaders of our time, they are also known for being among the most infectiously happy people on the planet, despite having experienced great personal and national suffering. From the beginning the book was envisioned as a three-layer birthday cake, the first being their personal stories and teachings about joy. Both the Dalai Lama and Tutu have been tested by extraordinary adversity, oppression, and conflict. The second layer consists of the exciting research into joy as well as the other qualities essential for any enduring happiness, like gratitude, humility, humour, compassion, generosity, and forgiveness. And the third encompasses practical exercises and guidance based on the Dalai Lama's and Tutu's own daily practices, which anchor their emotional and spiritual lives. Most of all, during that landmark week in Dharamsala, they demonstrated by their own exuberance, compassion, and even wise-cracking humour, how joy can be transformed from a fleeting emotion into an enduring way of being.

• 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?**

In this book, we have hand-picked the most sophisticated, unanticipated, absorbing (if not at times crackpot!), original and musing book reviews of "18 Minutes: Find Your Focus, Master Distraction, and Get the Right Things Done." Don't say we didn't warn you: these reviews are known to shock with their unconventionality or intimacy. Some may be startled by their biting sincerity; others may be spellbound by their unbridled flights of fantasy. Don't buy this book if: 1. You don't have nerves of steel. 2. You expect to get pregnant in the next five minutes. 3. You've heard it all.

How to Focus on Your Goals and Create a Life You Love

Good to Great

Driven to Distraction (Revised)

The Gift That Makes You Happier And More Successful At Work And In Life, Today!

How Great Leaders Inspire Everyone to Take Action

Fahrenheit 451

Another Spencer Johnson #1 Bestseller #1 New York Times Business #1 Wall Street Journal #1 BusinessWeek From the Author of Who Moved My Cheese? Dr. Spencer Johnson's stories of timeless, simple truths have changed the work and lives of millions of readers around the world. Now comes an insightful new tale of inspiration and practical guidance for these turbulent times. Good Things Happen To Those Who Open The Present The Gift That Makes Your Work And Life Better Each Day! For over two decades, Spencer Johnson has been inspiring and entertaining millions with his simple yet insightful stories of work and life that speak directly to the heart and soul. The Present is an engaging

story of a young man's journey to adulthood, and his search for The Present, a mysterious and elusive gift he first hears about from a great old man. This Present, according to the old man, is "the best present a person can receive." Later, when the young boy becomes a young man, disillusioned with his work and his life, he returns to ask the old man, once again, to help him find The Present. The old man responds, "Only you have the power to find The Present for yourself." So the young man embarks on a tireless search for this magical gift that holds the secret to his personal happiness and business success. It is only after the young man has searched high and low and given up his relentless pursuit that he relaxes and discovers The Present—and all of the promises it offers. The Present will help you focus on what will make you happier and more successful in your work and in your personal life, today! Like the young man, you may find that it is the best gift you can give yourself.

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

From the New York Times bestselling authors of *Sprint* comes a simple 4-step system for improving focus, finding greater joy in your work, and getting more out of every day. "A charming manifesto—as well as an intrepid do-it-yourself guide to building smart habits that stick. If you want to achieve more (without going nuts), read this book."—Charles Duhigg, bestselling author of *The Power of Habit* and *Smarter Faster Better* Nobody ever looked at an empty calendar and said, "The best way to spend this time is by cramming it full of meetings!" or got to work in the morning and thought, "Today I'll spend hours on Facebook! Yet that's exactly what we do. Why? In a world where information refreshes endlessly and the workday feels like a race to react to other people's priorities faster, frazzled and distracted has become our default position. But what if the exhaustion of constant busyness wasn't mandatory? What if you could step off the hamster wheel and start taking control of your time and attention? That's what this book is about. As creators of Google Ventures' renowned "design sprint," Jake and John have helped hundreds of teams solve important problems by changing how they work. Building on the success of these sprints and their experience designing ubiquitous tech products from Gmail to YouTube, they spent years experimenting with their own habits and routines, looking for ways to help people optimize their energy, focus, and time. Now they've packaged the most effective tactics into a four-step daily framework that anyone can use to systematically design their days. *Make Time* is not a one-size-fits-all formula. Instead, it offers a customizable menu of bite-size tips and strategies that can be tailored to individual habits and lifestyles. *Make Time* isn't about productivity, or checking off more to-dos. Nor does it propose unrealistic solutions like throwing out your smartphone or swearing off social media. Making time isn't about radically overhauling your lifestyle; it's about making small shifts in your environment to liberate yourself from constant busyness and distraction. A must-read for anyone who has ever thought, "If only there were more hours in the day...", *Make Time* will help you stop passively reacting to the demands of the modern world and start intentionally making time for the things that matter.

Bregman shows how busy people can cut through all the daily clutter and distractions and finally find a way to focus on those key items that are truly the top priorities in our lives.

A Novel

Power Hour

How to Focus on What Matters Every Day

The 9 Public-Speaking Secrets of the World's Top Minds

Stolen Focus

The Four Steps to Help Your Colleagues, Employees—Even Family—Up Their Game

How to Navigate Clueless Colleagues, Lunch-Stealing Bosses, and the Rest of Your Life at Work