

graphics and multimedia

Whether it's a faulty memory, a tendency to multitask, or difficulty managing our time, every one of us has limitations conspiring to keep us from being organized. But, as organizational guru and former Google CIO Douglas C. Merrill points out, it isn't our fault. Our brains simply aren't designed to deal with the pressures and competing demands on our attention in today's fast-paced, information-saturated, digital world. What's more, he says, many of the ways in which our society is structured are outdated, imposing additional chaos that makes us feel stressed, scattered, and disorganized. But it doesn't have to be this way. Luckily, we have a myriad of amazing new digital tools and technologies at our fingertips to help us manage the strains on our brains and on our lives; the trick is knowing when and how to use them. This is why Merrill, who helped spearhead Google's effort to "organize the world's information," offers a wealth of tips and strategies for how to use these new tools to become more organized, efficient, and successful than ever. But if you're looking for traditional, rigid, one-size-fits-all strategies for organization, this isn't the book for you. Instead, Merrill draws on his intimate knowledge of how the brain works to help us develop fresh, innovative, and flexible systems of organization tailored to our individual goals, constraints, and lifestyles. From how to harness the amazing power of search, to how to get the most out of cloud computing, to techniques for filtering through the enormous avalanche of information that assaults us at every turn, to tips for minimizing distractions and better integrating work and life, *Getting Organized in the Google Era* is chock-full of practical, invaluable, and often counterintuitive advice for anyone who wants to be more organized and productive—and less stressed—in our 21st-century world.

A renowned cognitive psychologist reveals the science behind achieving breakthrough discoveries, allowing readers to confidently solve problems, improve decision-making, and achieve success. Insights-like Darwin's understanding of the way evolution actually works, and Watson and Crick's breakthrough discoveries about the structure of DNA-can change the world. Yet we know very little about when, why, or how insights are formed-or what blocks them. In *Seeing What Others Don't*, Gary Klein unravels the mystery. Klein is a keen observer of people in their natural settings-scientists, businesspeople, firefighters, police officers, soldiers, family members, friends, himself-and uses a marvelous variety of stories to illuminate his research into what insights are and how they happen. What, for example, enabled Harry Markopolos to put the finger on Bernie Madoff? How did Dr. Michael Gottlieb make the connections between different patients that allowed him to publish the first announcement of the AIDS epidemic? How did Martin Chalfie come up with a million-dollar idea (and a Nobel Prize) for a natural flashlight that enabled researchers to look inside living organisms to watch biological processes in action? Klein also dissects impediments to insight, such as when organizations claim to value employee creativity and to encourage breakthroughs but in reality block disruptive ideas and prioritize avoidance of mistakes. Or when information technology systems are "dumb by design" and block potential discoveries. Both scientifically sophisticated and fun to read, *Seeing What Others Don't* shows that insight is not just a "eureka!" moment but a whole new way of understanding.

Start with Why
Working Backwards
The Scribe Method
Industrial-arts Magazine
Turning Followers Into Superfans
Ogilvy on Advertising
How to Create Tech Products Customers Love

The Worthy Woman Workbook: Build Lasting Self-Worth for Survivors is an interactive book that explains why healing from trauma is important to increasing self-worth. The Worthy Woman Workbook came about after publishing *Healing Worthlessness: Coming into Self-Love as a Trauma Survivor*, a courageous book about trauma and recovery where Desiree Leigh Thompson shares her story in detail about developmental and sexual trauma in hopes of helping other survivors find their own healing paths. The Worthy Woman Workbook analyzes several concepts for healing that were shared in *Healing Worthlessness*. Thus, *The Worthy Woman Workbook*, is an educational tool that is self-reflective, thought provoking, and engaging so that the reader can gain insight into their own patterns of thought, emotions, and behaviors that are keeping them stuck in unhealthy habits and coping strategies. The workbook explains the fundamentals of trauma, the underpinnings of worthiness, the seven steps to building lasting self-worth with insightful questions, activities, and inspiration that lead to a more intentional and fulfilling life.

Valuing Black Lives and Property in America's Black Cities
The Enlightened Bracketologist
The Kingdom That Never Came
Ugly is Only Skin-Deep
The Remarkable Ways We Gain Insights
Be the One Who Makes Everyone Else's World Bigger and Better
The Six Mindsets That Distinguish the Best Leaders from the Rest