

Decide Work Smarter Reduce Your Stress And Lead By Example

"How did I get here?" These are the words of many Christian men on the brink of burnout or in the midst of breakdown. They are exhausted, depressed, anxious, stressed, and joyless. Their time is spent doing many good things, but their pace is unsustainable—lacking the rest, readjustment, and recalibration everyone needs on a regular basis. But there is good news: God has graciously provided a way for men to reset their lives at a more sustainable pace. Drawing on his own experiences—and time spent with other men who have also experienced burnout—pastor David Murray offers weary men hope for the future, helping them identify the warning signs of burnout and offering practical strategies for developing patterns that help them live a grace-paced life and reach the finish line with their joy intact.

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

Decide Work Smarter, Reduce Your Stress, and Lead by Example John Wiley & Sons

The book Lifhack calls "The Bible of business and personal productivity." "A completely revised and updated edition of the blockbuster bestseller from 'the personal productivity guru'"—Fast Company Since it was first published almost fifteen years ago, David Allen's Getting Things Done has become one of the most influential business books of its era, and the ultimate book on personal organization. "GTD" is now shorthand for an entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots. Allen has rewritten the book from start to finish, tweaking his classic text with important perspectives on the new workplace, and adding material that will make the book fresh and relevant for years to come. This new edition of Getting Things Done will be welcomed not only by its hundreds of thousands of existing fans but also by a whole new generation eager to adopt its proven principles.

Looks at the theory that large groups have more collective intelligence than a smaller number of experts, drawing on a wide range of disciplines to offer insight into such topics as politics, business, and the environment.

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

New York Times bestseller • Finalist for the Pulitzer Prize "This is a book to shake up the world." —Ann Patchett Nicholas Carr's bestseller The Shallows has become a foundational book in one of the most important debates of our time: As we enjoy the internet's bounties, are we sacrificing our ability to read and think deeply? This 10th-anniversary edition includes a new afterword that brings the story up to date, with a deep examination of the cognitive and behavioral effects of smartphones and social media.

The emergence of the #MeToo and #TimesUp movements have awakened society and encouraged women to find their voice and claim back their power. Contending with a host of difficult issues that demand psychological strength - in this crucial book, prominent psychotherapist and licensed clinical social worker Amy Morin gives women the techniques to build mental muscle in 13 steps. Delving into critical issues like sexism, social media, social comparison, and social pressure, Amy offers thoughtful, intelligent advice, practical tips, and specific strategies; combining them with her personal experiences, stories from former patients, and both well-known and untold examples from women from across industries and pop culture. Throughout, she explores the areas women - and society at large - must focus on to become

(and remain) mentally strong. Amy reveals that healthy, mentally tough women don't insist on perfection; they don't compare themselves to other people; they don't see vulnerability as a weakness; they don't let self-doubt stop them from reaching their goals. Insightful, grounded, and extremely timely, **13 THINGS MENTALLY STRONG WOMEN DON'T DO** can help every woman flourish - and Amy will take readers on this journey with her, every step of the way.

A short, thoughtful piece by Virginia Woolf on reading. 'I have sometimes dreamt, at least, that when the Day of Judgement dawns and the great conquerors and lawyers and statesmen come to receive their rewards – their crowns, their laurels, their names carved indelibly upon imperishable marble – the Almighty will turn to Peter and will say, not without a certain envy when he sees us coming with our books under our arms, 'Look, these need no reward. We have nothing to give them here. They have loved reading.'

The old saying goes, "To the man with a hammer, everything looks like a nail." But anyone who has done any kind of project knows a hammer often isn't enough. The more tools you have at your disposal, the more likely you'll use the right tool for the job - and get it done right. The same is true when it comes to your thinking. The quality of your outcomes depends on the mental models in your head. And most people are going through life with little more than a hammer. Until now. **The Great Mental Models: General Thinking Concepts** is the first book in **The Great Mental Models** series designed to upgrade your thinking with the best, most useful and powerful tools so you always have the right one on hand. This volume details nine of the most versatile, all-purpose mental models you can use right away to improve your decision making, productivity, and how clearly you see the world. You will discover what forces govern the universe and how to focus your efforts so you can harness them to your advantage, rather than fight with them or worse yet- ignore them. Upgrade your mental toolbox and get the first volume today. **AUTHOR BIOGRAPHY** Farnam Street (FS) is one of the world's fastest growing websites, dedicated to helping our readers master the best of what other people have already figured out. We curate, examine and explore the timeless ideas and mental models that history's brightest minds have used to live lives of purpose. Our readers include students, teachers, CEOs, coaches, athletes, artists, leaders, followers, politicians and more. They're not defined by gender, age, income, or politics but rather by a shared passion for avoiding problems, making better decisions, and lifelong learning. **AUTHOR HOME** Ottawa, Ontario, Canada

THE #1 SUNDAY TIMES BESTSELLER 'Excellent.' The Times 'Offers a fresh take on how to create your own balance, be more productive and feel fulfilled in the high-pressure social media age.' **Cosmopolitan**, **12 BEST NEW BOOKS TO READ** 'Serves some serious inspiration for the business-minded.' **Bustle**, **TOP DEBUT BOOKS OF 2021** 'Pinpoints and unpacks the confusing and impossible messages we are all fed about modern work, how we are supposedly meant to be "nailing" all areas of our life all at once.' Emma Gannon 'Essential reading for anyone who takes their working life seriously.' Anna Codrea-Rado _____ We all know the pressure of feeling like we should be grinding 24/7 while simultaneously being told that we should 'just relax' and take care of ourselves, like we somehow have to decide between success and sanity. But in today's complex working world, where every hobby can be a hustle and social media is the lens through which we view ourselves and others, this seemingly impossible choice couldn't be further from our reality. In **Working Hard, Hardly Working**, entrepreneur and self-proclaimed 'lazy workaholic' Grace Beverley challenges this unrealistic and unnecessary split, and offers a fresh take on how to create your own balance, be more productive and feel fulfilled. Insightful, curious and refreshingly honest, **Working Hard, Hardly Working** will make you reflect on what you want from your life and work - and then help you chart your path to get there. _____

A BOOK TO HELP YOU: Create your own Productivity Method: Work smart and do more of what you love Make your routine work for you: Optimise your habits and reap the benefits Understand your value: Get into your flow and enjoy your everyday Engage in effective self-care: How stepping back can help you move forwards _____ Real comments from Grace's readers: 'A truly important read' 'A refreshing and honest perspective I could really relate to' 'You should read this book!' 'So well-informed, funny and REAL' 'I got so much out of this lovely book' 'Incredibly wise, practically helpful and inspirational' 'A really helpful and insightful book' 'Every single person can benefit from this book' 'You will not regret buying this book' **A #1 Sunday Times bestseller, April 2021**

Offers a collection of essays on philosophies and strategies for defining, leading, and managing projects. This book explains to technical and non-technical readers alike what it takes to get through a large software or web development project. It does not cite specific methods, but focuses on philosophy and strategy.

The world-wide first book about the issue "Successful coming down from psychiatric drugs" primarily addresses treated people who want to withdraw on their own decision. It also addresses their relatives and therapists. Millions of people are taking psychiatric drugs, for example: Haloperidol, Prozac, Risperidone or Zyprexa. For them, detailed accounts of how others came off these substances without ending up once again in the doctor's office are of fundamental interest. In this manual, 25 former psychiatric patients from Australia, Austria, England, Germany, Hungary, Ireland, Japan, the Netherlands, New Zealand, Sweden, Switzerland and the USA - and for the first time, a relative - write about their experiences with withdrawal. Additionally, ten professionals, working in psychotherapy, medicine, psychiatry, social work, natural healing, on the Internet and even in a runaway-house, report on how they helped in the withdrawal process. Prefaces by Judi Chamberlin, Pirkko Lahti, Loren R. Mosher and Peter Lehmann

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

Hobbits and hooligans -- Ignorant, irrational, misinformed nationalists -- Political participation corrupts -- Politics doesn't empower you or me -- Politics is not a poem -- The right to competent government -- Is democracy competent? -- The rule of the knowers -- Civic enemies Every idea in this book is focused on increasing your overall levels of productivity, performance, and output and on making you more valuable in whatever you do. You can apply many of these ideas to your personal life as well. Each of these twenty-one methods and techniques is complete in itself. All are necessary. One strategy might be effective in one situation and another might apply to another task. All together, these twenty-one ideas represent a smorgasbord of personal effectiveness techniques that you can use at any time, in any order or sequence that makes sense to you at the moment. The key to success is action. These principles work to bring about fast, predictable improvements in performance and results. The faster you learn and apply them, the faster you will move ahead in your career - guaranteed! There will be no limit to what you can accomplish when you learn how to Eat That Frog!

A cutting-edge guide to applying the latest research in brain science to leadership - to sharpen performance, encourage innovation, and enhance job satisfaction. ****Featured on NPR, Success, Investor Business Daily, Thrive Global, MindBodyGreen, The Chicago Tribune, and more**** There's a revolution taking place that most businesses are still unaware of. The understanding of how our brains work has radically shifted, exploding long-held myths about our everyday cognitive performance and fundamentally changing the way we engage and succeed in the workplace. Combining their expertise in both neuropsychology

and management consulting, neuropsychologist Friederike Fabritius and leadership expert Dr. Hans W. Hagemann present simple yet powerful strategies for: - Sharpening focus - Achieving the highest performance - Learning and retaining information more efficiently - Improving complex decision-making - Cultivating trust and building strong teams Based on the authors' popular leadership programs, which have been delivered to tens of thousands of leaders all over the world, this clear, insightful, and engaging book will help both individuals and teams perform at their maximum potential, delivering extraordinary results. **Named a Best Business Book of 2017 by Strategy+Business**

THE PHENOMENAL INTERNATIONAL BESTSELLER: 1 MILLION COPIES SOLD Transform your life with tiny changes in behaviour, starting now. People think that when you want to change your life, you need to think big. But world-renowned habits expert James Clear has discovered another way. He knows that real change comes from the compound effect of hundreds of small decisions: doing two push-ups a day, waking up five minutes early, or holding a single short phone call. He calls them atomic habits. In this ground-breaking book, Clear reveals exactly how these minuscule changes can grow into such life-altering outcomes. He uncovers a handful of simple life hacks (the forgotten art of Habit Stacking, the unexpected power of the Two Minute Rule, or the trick to entering the Goldilocks Zone), and delves into cutting-edge psychology and neuroscience to explain why they matter. Along the way, he tells inspiring stories of Olympic gold medalists, leading CEOs, and distinguished scientists who have used the science of tiny habits to stay productive, motivated, and happy. These small changes will have a revolutionary effect on your career, your relationships, and your life.

_____ A NEW YORK TIMES AND SUNDAY TIMES BESTSELLER 'A supremely practical and useful book.' Mark Manson, author of *The Subtle Art of Not Giving a F*ck* 'James Clear has spent years honing the art and studying the science of habits. This engaging, hands-on book is the guide you need to break bad routines and make good ones.' Adam Grant, author of *Originals* 'Atomic Habits is a step-by-step manual for changing routines.' Books of the Month, Financial Times 'A special book that will change how you approach your day and live your life.' Ryan Holiday, author of *The Obstacle is the Way*

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

A new breakthrough idea about how to win customer loyalty from Matthew Dixon, the bestselling author of *The Challenger Sale* Everyone knows that the best way to create customer loyalty is with service so good, so over the top, that it surprises and delights. But what if everyone is wrong? In their acclaimed bestseller *The Challenger Sale*, Matthew Dixon and his colleagues at CEB busted longstanding myths about sales. Now they've turned to a new vital business subject - customer loyalty - with a book that turns conventional wisdom on its head. Companies devote untold time and resources trying to dazzle customers. Yet CEB's careful research proves that is wildly overrated: loyalty has a lot more to do with how well companies deliver on their basic promises than on how dazzling the service experience might be. Forget bells and whistles and just solve your customer's problems. *The Effortless Experience* lays out the four pillars of a low-effort customer experience, with robust data, insights and profiles. Here are tools and templates you can start applying right away to improve service, reduce costs, and ultimately generate the elusive loyalty that the 'dazzle factor' fails to deliver. The rewards are there for the taking, and the pathway to achieving them is now clearly marked. 'A business detective story, in which cherished truths are systematically investigated-and frequently debunked' -Dan Heath, coauthor of *Decisive*, *Switch*, and *Made to Stick* Matt Dixon is Executive Director of the Sales & Service Practice at CEB. He is a frequent contributor to the Harvard Business Review, and his previous book, *The Challenger Sale*, was a Wall Street Journal bestseller. Nick Toman is Senior Director of Research for CEB's Sales & Services Practice and is a frequent contributor to the Harvard Business Review. Rick DeLisi is Senior Director of Advisory Services for CEB's Sales & Service Practice and a noted public speaker and facilitator.

"Stylish, smart, and scary as hell." —Chris Bohjalian, #1 New York Times bestselling author "A nightmarish white-knuckler." —O, The Oprah Magazine Oliver Park, a recovering addict from Indiana, finally has everything he ever wanted: sobriety and a loving, wealthy partner in Nathan, a prominent DC trauma surgeon. Despite their difference in age and disparate backgrounds, they've made a perfect life together. With everything to lose, Oliver shouldn't be visiting Haus, a gay bathhouse. But through the entrance he goes, and it's a line crossed. Inside, he follows a man into a private room, and it's the final line. Whatever happens next, Nathan can never know. But then, everything goes wrong, terribly wrong, and Oliver barely escapes with his life. He races home in full-blown terror as the hand-shaped bruise grows dark on his neck. The truth will destroy Nathan and everything they have together, so Oliver does the thing he used to do so well: he lies. What follows is a classic runaway-train narrative, full of the exquisite escalations, edge-of-your-seat thrills, and oh-my-god twists. P. J. Vernon's *Bath Haus* is a scintillating thriller with an emotional punch, perfect for readers curious for their next must-read novel.

In the present book, *How to Win Friends and Influence People*, Dale Carnegie says, "You can make someone want to do what you want them to do by seeing the situation from the other person's point of view and arousing in the other person an eager want." You learn how to make people like you, win people over to your way of thinking, and change people without causing offense or arousing resentment. For instance, "let the other person feel that the idea is his or hers" and "talk about your own mistakes before criticizing the other person." This book is all about building relationships. With good relationships, personal and business successes are easy and swift to achieve.

This book aims to help consumers and practitioners develop the skills to assess health advice - and hopefully to make decisions that will improve the quality of their care. For some people, making better-informed decisions could be life saving. We hope that it will be useful if you are struggling to come to terms with an illness or injury, and the best ways of managing it. Or you may simply want to lead a healthier life, and may be wondering how to make sense of the often conflicting flood of health information that deluges us every day, through the media, and from our friends and health practitioners.

Have you ever found yourself struggling with information overload? Have you ever felt both overworked and underutilised? Do you ever feel busy but not productive? If you answered yes to any of these, the way out is to become an Essentialist. In *Essentialism*, Greg McKeown, CEO of a Leadership and Strategy agency in Silicon Valley who has run courses at Apple, Google and Facebook, shows you how to achieve what he calls the disciplined pursuit of less. Being an Essentialist is about a disciplined way of thinking. It means challenging the core assumption of 'We can have it all' and 'I have to do everything' and replacing it with the pursuit of 'the right thing, in the right way, at the right time'. By applying a more selective criteria for what is essential, the pursuit of less allows us to regain control of our own choices so we can channel our time, energy and effort into making the highest possible

contribution toward the goals and activities that matter. Using the experience and insight of working with the leaders of the most innovative companies and organisations in the world, McKeown shows you how to put Essentialism into practice in your own life, so you too can achieve something great.

An ember storm of a novel, this is Booker Prize-winning novelist Richard Flanagan at his most moving—and astonishing—best. In a world of perennial fire and growing extinctions, Anna's aged mother is dying—if her three children would just allow it. Condemned by their pity to living she increasingly escapes through her hospital window into visions of horror and delight. When Anna's finger vanishes and a few months later her knee disappears, Anna too feels the pull of the window. She begins to see that all around her others are similarly vanishing, but no one else notices. All Anna can do is keep her mother alive. But the window keeps opening wider, taking Anna and the reader ever deeper into a strangely beautiful novel about hope and love and orange-bellied parrots.

Through a blend of compelling exercises, illustrations, and stories, the bestselling author of *Thinking in Bets* will train you to combat your own biases, address your weaknesses, and help you become a better and more confident decision-maker. What do you do when you're faced with a big decision? If you're like most people, you probably make a pro and con list, spend a lot of time obsessing about decisions that didn't work out, get caught in analysis paralysis, endlessly seek other people's opinions to find just that little bit of extra information that might make you sure, and finally go with your gut. What if there was a better way to make quality decisions so you can think clearly, feel more confident, second-guess yourself less, and ultimately be more decisive and be more productive? Making good decisions doesn't have to be a series of endless guesswork. Rather, it's a teachable skill that anyone can sharpen. In *How to Decide*, bestselling author Annie Duke and former professional poker player lays out a series of tools anyone can use to make better decisions. You'll learn:

- To identify and dismantle hidden biases.
- To extract the highest quality feedback from those whose advice you seek.
- To more accurately identify the influence of luck in the outcome of your decisions.
- When to decide fast, when to decide slow, and when to decide in advance.
- To make decisions that more effectively help you to realize your goals and live your values.

Through interactive exercises and engaging thought experiments, this book helps you analyze key decisions you've made in the past and troubleshoot those you're making in the future. Whether you're picking investments, evaluating a job offer, or trying to figure out your romantic life, *How to Decide* is the key to happier outcomes and fewer regrets.

The *Challenge Built to Last*, the defining management study of the nineties, showed how great companies triumph over time and how long-term sustained performance can be engineered into the DNA of an enterprise from the very beginning. But what about the company that is not born with great DNA? How can good companies, mediocre companies, even bad companies achieve enduring greatness? The *Study For* years, this question preyed on the mind of Jim Collins. Are there companies that defy gravity and convert long-term mediocrity or worse into long-term superiority? And if so, what are the universal distinguishing characteristics that cause a company to go from good to great? The *Standards* Using tough benchmarks, Collins and his research team identified a set of elite companies that made the leap to great results and sustained those results for at least fifteen years. How great? After the leap, the good-to-great companies generated cumulative stock returns that beat the general stock market by an average of seven times in fifteen years, better than twice the results delivered by a composite index of the world's greatest companies, including Coca-Cola, Intel, General Electric, and Merck. The *Comparisons* The research team contrasted the good-to-great companies with a carefully selected set of comparison companies that failed to make the leap from good to great. What was different? Why did one set of companies become truly great performers while the other set remained only good? Over five years, the team analyzed the histories of all twenty-eight companies in the study. After sifting through mountains of data and thousands of pages of interviews, Collins and his crew discovered the key determinants of greatness -- why some companies make the leap and others don't. The *Findings* The findings of the Good to Great study will surprise many readers and shed light on virtually every area of management strategy and practice. The findings include:

- Level 5 Leaders: The research team was shocked to discover the type of leadership required to achieve greatness.
- The Hedgehog Concept (Simplicity within the Three Circles): To go from good to great requires transcending the curse of competence.
- A Culture of Discipline: When you combine a culture of discipline with an ethic of entrepreneurship, you get the magical alchemy of great results.
- Technology Accelerators: Good-to-great companies think differently about the role of technology.
- The Flywheel and the Doom Loop: Those who launch radical change programs and wrenching restructurings will almost certainly fail to make the leap.

"Some of the key concepts discerned in the study," comments Jim Collins, "fly in the face of our modern business culture and will, quite frankly, upset some people." Perhaps, but who can afford to ignore these findings?

The first book to use the unexpected discoveries of neuroscience to help us make the best decisions Since Plato, philosophers have described the decision-making process as either rational or emotional: we carefully deliberate, or we "blink" and go with our gut. But as scientists break open the mind's black box with the latest tools of neuroscience, they're discovering that this is not how the mind works. Our best decisions are a finely tuned blend of both feeling and reason—and the precise mix depends on the situation. When buying a house, for example, it's best to let our unconscious mull over the many variables. But when we're picking a stock, intuition often leads us astray. The trick is to determine when to use the different parts of the brain, and to do this, we need to think harder (and smarter) about how we think. Jonah Lehrer arms us with the tools we need, drawing on cutting-edge research as well as the real-world experiences of a wide range of "deciders"—from airplane pilots and hedge fund investors to serial killers and poker players. Lehrer shows how people are taking advantage of the new science to make better television shows, win more football games, and improve military intelligence. His goal is to answer two questions that are of interest to just about anyone, from CEOs to firefighters: How does the human mind make decisions? And how can we make those decisions better?

Cut back on waste and reduce your carbon footprint by going (almost) zero waste with these 100 tips on how to be less wasteful in your home and your community. In a perfect world, we would all be able to fit a year's worth of waste in a mason jar. But for most of us, doing so can be immensely intimidating or simply not feasible. In *The (Almost) Zero Waste Guide*, author Melanie Mannarino shares 100 simple tips for being less wasteful with what you eat, how you live in your home, when you're curating your wardrobe, when you practice self-care, during your travels near and far, and in your community. What's more, she even advises on how you can reduce your "unseen" waste—such as purchasing clothes with more sustainable fabrics and adopting a "Meatless Monday" regimen to help decrease your carbon footprint. If you're someone who wants to reduce waste in your daily life and make a positive impact on the planet without making drastic changes in your habits, then look no further. This highly accessible and practical guide will have you living a greener, more sustainable life that is (almost) zero waste in no time!

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

From the creator of *Bulletproof Coffee* and author of the bestselling *The Bulletproof Diet* comes a revolutionary plan to upgrade your brainpower—in two weeks or less. For the last decade, Silicon Valley entrepreneur Dave Asprey has worked with world-renowned doctors and scientists to uncover the latest, most innovative methods for making humans perform better—a process known as "biohacking." In his first book, *The Bulletproof Diet*, he shared his biohacking tips for taking control of your own biology. Now, in *Head Strong*, Asprey shows readers how to biohack their way to a sharper, smarter, faster, more resilient brain. Imagine feeling like your mind is operating at its clearest and sharpest, and being able—possibly for the first time in your life—to do more in less time? What it suddenly became easier to do the very hardest things you do? Or if you could feel 100% confident about your intellect, and never again fear being the person in the room who just isn't smart enough, or can't remember something important? How would you treat people if the mood swings, short temper, and food cravings that disrupt your day could simply disappear? In *Head Strong*, Asprey shows us that all of this is possible—and more. Using his simple lifestyle modifications (or "hacks") to take advantage of how the structure of your brain works, readers will learn how to take their mental performance to the next level. Combining the latest findings in neuroscience and neurobiology with a hacker-inspired "get it done now" perspective, Asprey offers a program structured around key areas of brain performance that will help you: Power the brain with exactly what it needs to perform at its best all day long Eliminate the sources of "kryptonite," both nutritional and environmental, that make the brain slower. Supercharge the cellular powerhouses of our brains, the mitochondria, to eliminate cravings and turn up mental focus. Reverse inflammation to perform better right now, then stay sharp and energized well into your golden years. Promote neuron growth to enhance processing speed and reinforce new learning—hotwiring your brain for success. Asprey's easy to follow, two-week program offers a detailed plan to supercharge brain performance, including: which foods to eat and which ones to avoid, how to incorporate the right kinds of physical activity into your day, a detox protocol for your home and body; meditation and breathing for performance, recommended brain-boosting supplements; and how to adjust the lighting in your home and work space to give your brain the quality light it thrives on. A better brain—and a happier, easier, more productive life—is within reach. You just need to get *Head Strong*.

Praise for *How Learning Works* "How Learning Works is the perfect title for this excellent book. Drawing upon new research in psychology, education, and cognitive science, the authors have demystified a complex topic into clear explanations of seven powerful learning principles. Full of great ideas and practical suggestions, all based on solid research evidence, this book is essential reading for instructors at all levels who wish to improve their students' learning." —Barbara Gross Davis, assistant vice chancellor for educational development, University of California, Berkeley, and author, *Tools for Teaching* "This book is a must-read for every instructor, new or experienced. Although I have been teaching for almost thirty years, as I read this book I found myself resonating with many of its ideas, and I discovered new ways of thinking about teaching." —Eugenia T. Paulus, professor of chemistry, North Hennepin Community College, and 2008 U.S. Community Colleges Professor of the Year from The Carnegie Foundation for the Advancement of Teaching and the Council for Advancement and Support of Education "Thank you Carnegie Mellon for making accessible what has previously been inaccessible to those of us who are not learning scientists. Your focus on the essence of learning combined with concrete examples of the daily challenges of teaching and clear tactical strategies for faculty to consider is a welcome work. I will recommend this book to all my colleagues." —Catherine M. Casserly, senior partner, The Carnegie Foundation for the Advancement of Teaching "As you read about each of the seven basic learning principles in this book, you will find advice that is grounded in learning theory, based on research evidence, relevant to college teaching, and easy to understand. The authors have extensive knowledge and experience in applying the science of learning to college teaching, and they graciously share it with you in this organized and readable book." —From the Foreword by Richard E. Mayer, professor of psychology, University of California, Santa Barbara; coauthor, *e-Learning and the Science of*

Instruction; and author, Multimedia Learning

From the founders of the trailblazing software company 37signals, here is a different kind of business book - one that explores a new reality. Today, anyone can be in business. Tools that used to be out of reach are now easily accessible. Technology that cost thousands is now just a few pounds or even free. Stuff that was impossible just a few years ago is now simple. That means anyone can start a business. And you can do it without working miserable 80-hour weeks or depleting your life savings. You can start it on the side while your day job provides all the cash flow you need. Forget about business plans, meetings, office space - you don't need them. With its straightforward language and easy-is-better approach, Rework is the perfect playbook for anyone who's ever dreamed of doing it on their own. Hardcore entrepreneurs, small-business owners, people stuck in day jobs who want to get out, and artists who don't want to starve anymore will all find valuable inspiration and guidance in these pages. It's time to rework work.

Would you like to know how to get more done when you work remotely, work in a cubicle, or work at home for your own business? Are you letting distractions rule your day? Are you finding it impossible to focus on important projects? Work Smarter Not Harder is your personal guide for helping you on your journey to increased productivity and better work habits.

'A landmark contribution to humanity's understanding of itself' The New York Times Why can it sometimes feel as though half the population is living in a different moral universe? Why do ideas such as 'fairness' and 'freedom' mean such different things to different people? Why is it so hard to see things from another viewpoint? Why do we come to blows over politics and religion? Jonathan Haidt reveals that we often find it hard to get along because our minds are hardwired to be moralistic, judgemental and self-righteous. He explores how morality evolved to enable us to form communities, and how moral values are not just about justice and equality - for some people authority, sanctity or loyalty matter more. Morality binds and blinds, but, using his own research, Haidt proves it is possible to liberate ourselves from the disputes that divide good people.

This book presents an understanding of work-family balance for working adults belonging to a number of different family structures (e.g. single and/or childfree adults, LGBT couples, families with female breadwinners). It contends that family structure should serve as a way of thinking about diversity (i.e., race, gender, age, family) in the U.S. workplace. It also argues that—in addition to accommodations occurring through workplace policy—the negotiation of work-family balance happens as a result of self-advocacy that occurs in everyday communication about family at work. Relaying the stories of a number of different working adults belonging to a variety of different family structures, it explores the range of obstacles faced in the attempt at balancing work and family life, generates informed ideas for eliminating barriers commonly experienced in balancing work and family, and problematizes enduring assumptions regarding gender roles and the myth of steadfast public and private spheres.

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). THE TOP 10 SUNDAY TIMES BESTSELLER Shortlisted for the FT Business Book of the Year Award 2019 'Easily the most important book to be published this century. I find it hard to take any young activist seriously who hasn't at least familiarised themselves with Zuboff's central ideas.' - Zadie Smith, The Guardian The challenges to humanity posed by the digital future, the first detailed examination of the unprecedented form of power called "surveillance capitalism," and the quest by powerful corporations to predict and control us. The heady optimism of the Internet's early days is gone. Technologies that were meant to liberate us have deepened inequality and stoked divisions. Tech companies gather our information online and sell it to the highest bidder, whether government or retailer. Profits now depend not only on predicting our behaviour but modifying it too. How will this fusion of capitalism and the digital shape our values and define our future? Shoshana Zuboff shows that we are at a crossroads. We still have the power to decide what kind of world we want to live in, and what we decide now will shape the rest of the century. Our choices: allow technology to enrich the few and impoverish the many, or harness it and distribute its benefits. The Age of Surveillance Capitalism is a deeply-reasoned examination of the threat of unprecedented power free from democratic oversight. As it explores this new capitalism's impact on society, politics, business, and technology, it exposes the struggles that will decide both the next chapter of capitalism and the meaning of information civilization. Most critically, it shows how we can protect ourselves and our communities and ensure we are the masters of the digital rather than its slaves.

Taking the reader on a journey from discovering a marketable passion to generating an income from it, this book is a practical guide to tackling one of the key questions of our era: how to make a living doing the thing you love. Aimed at all those who want their work to be fun and fulfilling, and who feel they might have a unique gift or message to share with the world, this is an amazingly effective guide to making money doing what you love. It is the only book to take readers through the whole process of creating an income from a passion, identifying which interest they could monetize, choosing a bespoke path and learning how to become an expert in their chosen field. Part 1 explains how to discover a marketable passion with the help of the Dream Job Chart, which guides you in assessing your business ideas, skills and the causes you are passionate about. Once you have clarity on your passion, Part 2 describes the three possible paths to creating an income from it, offering inspiring examples of both famous and everyday people who have successfully followed each path. The Adventurer's Path is for those of a braver disposition and with few family commitments. The Strategist's Path is for those with patience, flexibility and a lower tolerance for risk. The Grinder's Path is for those who feel a need to continue with their present work while also pursuing their dream. Finally, Part 3 explores the four stages to becoming an expert in your chosen field, so that people will pay you for your skill or product. Along the way you will learn: Why bad luck can't stop you the right time to quit your job how to use freelancing or consultancy to help you reach your goal how to make progress with your passion even if you are working full-time what to do if you're over 50 and want to create an income from your passion and much, much more!

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