

## 168 Hours You Have More Time Than You Think

Mornings are a madcap time for many of us. We wake up in a haze—often after hitting snooze a few times. Then we rush around to get ready and out the door so we can officially start the day. Before we know it, hours have slipped by without us accomplishing anything beyond downing a cup of coffee, dashing off a few emails, and dishing with our coworkers around the water cooler. By the time the workday wraps up, we're so exhausted and defeated that any motivation to accomplish something in the evening has vanished. But according to time management expert Laura Vanderkam, mornings hold the key to taking control of our schedules. If we use them wisely, we can build habits that will allow us to lead happier, more productive lives. Drawing on real-life anecdotes and scientific research that shows why the early hours of the day are so important, Vanderkam reveals how successful people use mornings to help them accomplish things that are often impossible to take care of later in the day. While many of us are still in bed, these folks are scoring daily victories to improve their health, careers, and personal lives without sacrificing their sanity. For instance, former PepsiCo chairman and CEO Steve Reinemund would rise at 5:00 a.m., run four miles, pray, and eat breakfast with his family before heading to work to run a Fortune 500 company. *What the Most Successful People Do Before Breakfast* is a fun, practical guide that will inspire you to rethink your morning routine and jump-start your life before the day has even begun.

"I don't know when I've been so wowed by a new author" —Chip Heath, co-author of *The Power of Moments* and *Switch* A talented journalist reveals the hidden patterns behind what we call "luck" -- and shows us how we can all improve outcomes despite life's inevitable randomness. "Do you believe in luck?" is a polarizing question, one you might ask on a first date. Some of us believe that we make our own luck. Others see inequality everywhere and think that everyone's fate is at the whim of the cosmos. Karla Starr has a third answer: unlucky, "random" outcomes have predictable effects on our behavior that often make us act in self-defeating ways without even realizing it. In this groundbreaking book, Starr traces wealth, health, and happiness back to subconscious neurological processes, blind cultural assumptions, and tiny details you're in the habit of overlooking. Each chapter reveals how we can cultivate personal strengths to overcome life's unlucky patterns. For instance:

- Everyone has free access to that magic productivity app—motivation. The problem? It isn't evenly distributed. What lucky accidents of history explain patterns behind why certain groups of people are more motivated in some situations than others?
- If you look like an underperforming employee, your resume can't override the gut-level assumptions that a potential boss will make from your LinkedIn photo. How can we make sure that someone's first impression is favorable?
- Just as people use irrelevant traits to make assumptions about your intelligence, kindness, and trustworthiness, we also make inaccurate snap judgments. How do these judgments affect our interactions, and what should we assume about others to maximize our odds of having lucky encounters? We don't always realize when the world's invisible biases work to our advantage or recognize how much of a role we play in our own lack of luck. By ending the guessing game about how

luck works, Starr allows you to improve your fortunes while expending minimal effort.

168 Hours You Have More Time Than You Think Penguin

“Can literally double your productivity and performance overnight. This may be the most important book on time and personal management you will ever read.” —Brian Tracy, international bestselling author of *Eat That Frog! Your mind can't be two places at once*. Too many of us have become addicted to the popular, enticing, dangerously misleading drug of multitasking. Devora Zack was once hooked herself. But she beat it and became more efficient, and you can too. Zack marshals convincing neuroscientific evidence to prove that you really can't do more by trying to tackle several things at once—it's an illusion. There is a better way to deal with all the information and interruptions that bombard us today. Singletasking explains exactly how to clear and calm your mind, arrange your schedule and environment, and gently yet firmly manage the expectations of people around you so that you can accomplish a succession of tasks, one by one—and be infinitely more productive. Singletasking is the secret to success and sanity. “Devora Zack shows us how doing one thing at a time reduces stress, increases efficiency, and produces higher quality results. If you want to work smarter, not harder, read this book!” —Ken Blanchard, #1 New York Times-bestselling coauthor of *The One Minute Manager®* “Don't let Zack's lighthearted tone fool you—Singletasking is backed by hard science, and this book's pragmatic advice can really change your work and your life.” —David Bach, #1 New York Times-bestselling author of *The Automatic Millionaire* “Zack shows readers how they can manage the expectations of others, unplug from technology (at times), and operate in the moment.” —Library Journal

Get More Done—One Thing at a Time

Your Best Just Got Better

Project: Happily Ever After

The Intelligent Woman's Guide to True Love

Be More Productive, Set Better Goals, and Live Life On Purpose

Your 168

All the Money in the World

*It's an unquestioned truth of modern life: we are starved for time. We tell ourselves we'd like to read more, get to the gym regularly, try new hobbies, and accomplish all kinds of goals. But then we give up because there just aren't enough hours to do it all. Or if we don't make excuses, we make sacrifices- taking time out from other things in order to fit it all in. There has to be a better way...and Laura Vanderkam has found one. After interviewing dozens of successful, happy people, she realized that they allocate their time differently than most of*

*us. Instead of letting the daily grind crowd out the important stuff, they start by making sure there's time for the important stuff. When plans go wrong and they run out of time, only their lesser priorities suffer. Vanderkam shows that with a little examination and prioritizing, you'll find it is possible to sleep eight hours a night, exercise five days a week, take piano lessons, and write a novel without giving up quality time for work, family, and other things that really matter.*

*Three powerful mini e-books about high productivity, now together in paperback Laura Vanderkam has combined her three popular mini e-books into one comprehensive guide, with a new introduction. It will help readers build habits that lead to happier, more productive lives, despite the pressures of their busy schedules. Through interviews and anecdotes, she reveals . . . What the Most Successful People Do Before Breakfast—to jump-start the day productively. What the Most Successful People Do On the Weekend—to recharge and prepare for a great week. What the Most Successful People Do at Work—to accomplish more in less time.*

*Available through bookstores for the first time, the internationally acclaimed time management system that has been used by millions, written by Francesco Cirillo, creator of the Pomodoro Technique. Francesco Cirillo developed his famed system for improving productivity as a college student thirty years ago. Using a kitchen timer shaped like a pomodoro (Italian for tomato), Cirillo divided the time he spent working on a project into 25-minute intervals, with 5-minute breaks in between, in order to get more done, without interruptions. By grouping a number of pomodoros together, users can tackle a project of any length, and drastically improve their productivity, enhance their focus, and better achieve their goals. Originally self-published, and shared virally online, this new publication of The Pomodoro Technique includes several new chapters on how teams can use the pomodoro method to save time and increase productivity. The process underlying Cirillo's technique includes five stages: planning the day's tasks, tracking your efforts, recording your daily activities, processing what you have done, and visualizing areas for improvement. With this tried and tested method, readers can simplify their work, find out how much time and effort a task really requires, and improve their focus so they can get more done in the same amount of time each day.*

*Every woman has had this experience: you get to the end of the day and realize you did nothing for you. And if you go days, weeks, or even months in this cycle, you begin to feel like you have lost a bit of yourself. While life is busy with a litany of must-dos--work, parenting,*

*keeping house, grocery shopping, laundry and on and on--women do not have to push their own needs aside. Yet this is often what happens. There's just no time, right? Wrong. In this practical and liberating book, Jessica Turner empowers women to take back pockets of time they already have in their day in order to practice self-care and do the things they love. Turner uses her own experiences and those of women across the country to teach readers how to balance their many responsibilities while still taking time to invest in themselves. She also addresses barriers to this lifestyle, such as comparison and guilt, and demonstrates how eliminating these feelings and making changes to one's schedule will make the reader a better wife, mother, and friend. Perfect for any woman who is doing everything for everyone--except herself--The Fringe Hours is ideal for both individuals and small group use.*

*The 5 Elements of Effective Thinking*

*Juliet's School of Possibilities*

*The Smitten Kitchen Cookbook*

*The First 2 Hours*

*The Management of Time*

*You Have More Time Than You Think*

**SUMMARY - 168 Hours: You Have More Time Than You Think By Laura Vanderkam**

Imagine if your best just got better every single day In Your Best Just Got Better, productivity expert Jason Womack teaches readers that working longer hours doesn't make up for a flawed approach to productivity and performance. Workers need to clarify their habits, build mindset-based strategies, and be proactive. Womack's signature "workplace performance" techniques offer specific strategies to consistently and incrementally improve performance. Readers will: Understand the fundamentals of workflow and the principles of human performance Arm themselves with the tools and the processes to get more of their work done, on time, with fewer resources, and with less stress Making your best better won't happen overnight, but learning how to effectively manage just a few critical success factors lead to an effective workday and an overall successful professional career.

The universal lament about money is that there is never enough. We spend endless hours trying to figure out ways to stretch every dollar and kicking ourselves whenever we spend too much or save too little. For all the stress and effort we put into every choice, why are most of us unhappy about our finances? According to Laura Vanderkam, the key is to change your perspective. Instead of looking at money as a scarce resource, consider it a tool that you can use creatively to build a better life for yourself and the people you care about. Drawing on the latest happiness research as well as the stories of dozens of real people, Vanderkam offers a contrarian approach that forces us to examine our own beliefs, goals, and values.

An organized home office is your key to finally getting things done. Start here if:â€ You are fed up with paperâ€ You are fed up with emailâ€ You are fed up with being disorganized throughout your life Don't have an entire room for a dedicated home office? Turn an

alcove, a loft, a corner of your bedroom or the dining room table into an upbeat home office you want to run to...not from. Tame never-ending email. Organize electronic files. Add just a few essential tech tools, leading to an organized mind so you can enjoy your day more. Everyone deserves a home office. If you are an entrepreneur, run a home-based business or work remotely, a home office is a necessity. Even if you don't work from home, everyone needs a space to pay bills, answer email, and charge your electronics. You can learn to have better time management skills in a home office that makes you smile. Faster than you thought possible, you'll learn to:â€¢Clear your deskâ€¢Reduce unwanted emailâ€¢Stop losing computer filesâ€¢Go paper-less without scanningâ€¢Never lose important papers againâ€¢Save time with one change to your to-do listâ€¢Stay organized longer

The SORT and Succeed system is just five simple steps to organize your home office one area at a time. Find time, save money, and overcome information overload with organizing strategies you'll actually use. Starting with an entrepreneurial mindset, you'll be motivated to complete your projects with a repeatable system for success. Darla DeMorrow is a Certified Professional Organizer ® with more than a decade of experience working in corporate offices and home offices. She developed the SORT and Succeed system to help you get organized and stay organized.

Do your most important work when you are your most resourceful Are you drowning in email? Overloaded with calendar invitations? Frustrated by wasteful meetings and an ever-growing workload? Then you know that being busy does not mean being productive. Most workers are being asked to take on more responsibilities with less support, advised to simply 'be innovative.' But you only have a finite amount of energy and thinking capacity available to you in a day. Most of us are wasting it on things that aren't contributing to our most important work: the activities that require problem solving, decision making and critical thinking. Developed for business professionals, The First Two Hours teaches you how to design your day, rather than be at the mercy of it. Using research on neuroscience, energy flow and the body's natural rhythms, it divides the workday into manageable blocks and helps you determine when you are most resourceful, and therefore when you should complete your most demanding tasks. Optimize your day in blocks of two hours Take back control of your work life by creating a workflow designed for you Do your most important work at the right time of day so it gets the resources it deserves Decide when you need to be 'on' and when you can be 'available' so you can maximise productivity In a time of near-constant information overload, this practical handbook helps you focus on getting done what you need to get done, when you are best able to do it. By learning to invest your energy strategically, you can be in the driver's seat every work day and achieve a level of productivity beyond what you thought possible. The First 2 Hours is the second book in Donna McGeorge's It's About Time series. With The 25-Minute Meeting, you'll learn to give your meetings purpose and stop them wasting your time; with The First 2 Hours, you'll find the best time of the day to do your most productive work; and with The 1-Day Refund, you'll discover how to give yourself the extra capacity to think, breathe, live and work.

Surge

The Results-Only Revolution

Off the Clock

The 168 Hour Week

What the Happiest People Know About Wealth

The Pomodoro Technique

Everyone has an opinion, anecdote, or horror story about women and work. Now the acclaimed author of *What the Most Successful People Do Before Breakfast* shows how real working women with families are actually making the most of their time. “Having it all” has become the subject of countless books, articles, debates, and social media commentary, with passions running high in all directions. Many now believe this to be gospel truth: Any woman who wants to advance in a challenging career has to make huge sacrifices. She’s unlikely to have a happy marriage, quality time with her kids (assuming she can have kids at all), a social life, hobbies, or even a decent night’s sleep. But what if balancing work and family is actually not as hard as it’s made out to be? What if all those tragic anecdotes ignore the women who quietly but consistently do just fine with the juggle? Instead of relying on scattered stories, time management expert Laura Vanderkam set out to add hard data to the debate. She collected hour-by-hour time logs from 1,001 days in the lives of women who make at least \$100,000 a year. And she found some surprising patterns in how these women spend the 168 hours that every one of us has each week. Overall, these women worked less and slept more than they assumed they did before they started tracking their time. They went jogging or to the gym, played with their children, scheduled date nights with their significant others, and had lunches with friends. They made time for the things that gave them pleasure and meaning, fitting the pieces together like tiles in a mosaic—without adhering to overly rigid schedules that would eliminate flexibility and spontaneity. Vanderkam shares specific strategies that her subjects use to make time for the things that really matter to them. For instance, they . . .

- \* Work split shifts (such as seven hours at work, four off, then another two at night from home). This allows them to see their kids without falling behind professionally.
- \* Get creative about what counts as quality family time. Breakfasts together and morning story time count as much as daily family dinners, and they’re often easier to manage.
- \* Take it easy on the housework. You can free up a lot of time by embracing the philosophy of “good enough” and getting help from other members of your household (or a cleaning service).
- \* Guard their leisure time. Full weekend getaways may be rare, but many satisfying hobbies can be done in small bursts of time. An hour of crafting feels better than an hour of reality TV. With examples from hundreds of real women, Vanderkam proves that you don’t have to give up on the things you really want. *I Know How She Does It* will inspire you to build a life that works, one hour at a time.

**NEW YORK TIMES BEST SELLER • Celebrated food blogger and best-selling cookbook author Deb Perelman knows just the thing for a Tuesday night, or your most special occasion—from salads and slaws that make perfect side dishes (or a full meal) to savory tarts and galettes; from Mushroom Bourguignon to Chocolate Hazelnut Crepe. “Innovative, creative, and effortlessly funny.” —Cooking Light**

Deb Perelman loves to cook. She isn’t a chef or a restaurant owner—she’s never even waitressed. Cooking in her tiny Manhattan kitchen was, at least at first, for special occasions—and, too often, an unnecessarily daunting venture. Deb found herself overwhelmed by the number of recipes available to her. Have you ever searched for the perfect birthday cake on Google? You’ll get more than three million results. Where do you start? What if you pick a recipe that’s downright bad? With the same warmth, candor, and can-do spirit her award-winning blog, *Smitten Kitchen*, is known for, here Deb presents more than 100 recipes—almost entirely new, plus a few favorites from the site—that guarantee delicious results every time. Gorgeously illustrated with hundreds of her beautiful color photographs, *The Smitten Kitchen Cookbook* is all about approachable, uncompromised home cooking. Here you’ll find better uses for

**your favorite vegetables: asparagus blanketing a pizza; ratatouille dressing up a sandwich; cauliflower masquerading as pesto. These are recipes you'll bookmark and use so often they become your own, recipes you'll slip to a friend who wants to impress her new in-laws, and recipes with simple ingredients that yield amazing results in a minimum amount of time. Deb tells you her favorite summer cocktail; how to lose your fear of cooking for a crowd; and the essential items you need for your own kitchen. From salads and slaws that make perfect side dishes (or a full meal) to savory tarts and galettes; from Mushroom Bourguignon to Chocolate Hazelnut Crepe Cake, Deb knows just the thing for a Tuesday night, or your most special occasion.**

**If the Corporate Grind is Keeping You Down, Skip It! Grindhopping is the hottest career alternative for anyone who wants to skip the long hours, low pay, and lackluster rewards of entry-level corporate jobs. Join the wave of young professionals who are starting their own companies, freelancing, consulting, job-hopping, and networking their way to success. Discovering Grindhopping will help you get up and go after your dreams. get off the corporate treadmill. get out of the job you hate. get paid for the work you love. get better at negotiating. get savvy about networking. get smart about taking risks. get in on the biggest opportunities. get hopping and make it happen!**

**What do you do when your marriage is so unhappy that you begin to fantasize about your husband's funeral? That's how bad it got for Alisa Bowman. . . So she launched a last-ditch effort to save her marriage. Project: Happily Ever After is her fearlessly honest and humorous account of how she went from being a "divorce daydreamer" to renewing her wedding vows—and all of the steps in between. From bikini waxes to erotica, romance instruction manuals to second honeymoons, the silent treatment to power struggles, she goes where many marriage-improvement gurus have feared to tread. Equal parts funny, poignant, and most importantly, useful, Bowman's story will give other miserably-married folks courage and hope. And in addition to telling her own story, she packs straightforward prescriptive guidance, including a "10-Step Marital Improvement Guide." Readers will laugh. They'll cry. And they can start on the road toward their own happy ending!**

**18 Minutes**

**What Happens When No One Leads the World**

**Every Nation for Itself**

**The Upbeat, Organized Home Office**

**Why Work Sucks and How to Fix It**

**Thursday is the New Friday**

**The Sweet Spot**

**"There are a lot of books about goal setting. This one is special." — Scott Warner, CEO, Gigg When it comes to productivity, hard work is half the battle. The first half—the crucial half—is planning well. The DO LESS method is a simple way to achieve your goals more often, in less time, and with greater peace of mind. Learn how to: Decide the right goals for you Create workable strategies for reaching them Harness time for maximum efficiency From the big-picture down to the details, Claire Diaz-Ortiz walks you through every step of setting and achieving**

smart goals. She helps you brainstorm goals, choose the best ones, and adjust them to make them realistic. Then she helps you strategize how to reach them, day-by-day, year-by-year. Whether you want to finish a house project, lose weight, or write a book, *Design Your Day*—by someone who read 150 books while caring for an infant—is an all-in-one guide to smart productivity. Use Claire's tricks and tools and you'll be amazed at what you can do in a day, let alone a lifetime.

"[*Why Time Flies*] captures us. Because it opens up a well of fascinating queries and gives us a glimpse of what has become an ever more deepening mystery for humans: the nature of time." —The New York Times Book Review "Erudite and informative, a joy with many small treasures." —Science "Time" is the most commonly used noun in the English language; it's always on our minds and it advances through every living moment. But what is time, exactly? Do children experience it the same way adults do? Why does it seem to slow down when we're bored and speed by as we get older? How and why does time fly? In this witty and meditative exploration, award-winning author and New Yorker staff writer Alan Burdick takes readers on a personal quest to understand how time gets in us and why we perceive it the way we do. In the company of scientists, he visits the most accurate clock in the world (which exists only on paper); discovers that "now" actually happened a split-second ago; finds a twenty-fifth hour in the day; lives in the Arctic to lose all sense of time; and, for one fleeting moment in a neuroscientist's lab, even makes time go backward. *Why Time Flies* is an instant classic, a vivid and intimate examination of the clocks that tick inside us all.

G-Zero — \JEE-ZEER-oh\ —n A world order in which no single country or durable alliance of countries can meet the challenges of global leadership. What happens when the G20 doesn't work and the G7 is history. If the worst threatened—a rogue nuclear state, a major health crisis, the collapse of the global financial system—where would the world look for leadership? For the first time in seven decades, there is no single power or alliance of powers ready to take on the challenges of global leadership. A generation ago, the United States, Europe, and Japan were the world's powerhouses, the free-market democracies that propelled the global economy forward. But today, they struggle just to find their footing. Acclaimed geopolitical analyst Ian Bremmer argues that this leadership vacuum is here to stay, as power is regionalized instead of globalized. Now that so many challenges transcend borders—from the stability of the global economy and climate change to cyber-attacks and terrorism—the need for international cooperation has never been greater.

"I well recall a conversation with an executive I hoped to interview about her astonishing productivity. I began our call with an assurance that I would not take much of her time. She laughed. 'Oh, I have all the time in the world,' she said." Most of us feel constantly behind, unsure how to escape feeling oppressed by busyness. Laura Vanderkam, unlike other time-management gurus, believes that in order to get more done, we must first feel like we have all the time in the world. Think about it: why haven't you trained for that 5K or read *War and Peace*? Probably because you feel beaten down by all the time you don't seem to have. In this book, Vanderkam reveals the seven counterintuitive principles the most time-free people have adopted. She teaches mindset shifts to help you feel calm on the busiest days and tools to help you get more done without feeling overwhelmed. You'll meet people such as... An elementary school principal who figured out how to spend more time mentoring teachers, and less time supervising the cafeteria An executive who builds lots of meeting-free space into his calendar, despite managing teams across multiple continents A CEO who does focused work in a Waffle House early in the morning, so he can keep an open door and a relaxed mindset all day An artist who overcame a creative block, and reached new heights of productivity, by being more gentle with herself, rather than more demanding The strategies in this book can help if your life feels out of control, but they can also help if you want to take your career, your relationships, and your personal happiness to the next level. Vanderkam has packed this book with



insights from busy yet relaxed professionals, including "time makeovers" of people who are learning how to use these tools. Off the Clock can inspire the rest of us to create lives that are not only productive, but enjoyable in the moment.

How to Work Fewer Hours, Make More Money, and Spend Time Doing What You Want

Can You Learn to Be Lucky?

What the Most Successful People Do Before Breakfast

What the Most Successful People Do on the Weekend

Your Guide to Put Any Idea Into Action

Feel Less Busy While Getting More Done

Saving Your Marriage When the Fairytale Falters

**Drawing on her 18 years of experience working remotely, plus original interviews with managers, employees, and free agents who've perfected their remote routines, Laura Vanderkam shares strategies for productivity, creativity, and health in the new corner office. How do you do great work while sitting near the same spot where you watch Netflix? How can you be responsive without losing the focus necessary for getting things done? How can you maintain and grow your network when you spend less time face to face? The key is to detach yourself from old ways of working and adopt new habits to match your new environment. Long before public health concerns pushed many of us indoors, some of the most successful people fueled their careers with carefully perfected work-from-home routines. Drawing on those profiles and her own insights, productivity expert and mother of five Laura Vanderkam reveals how to turn "being cooped up" into the ultimate career advantage. Her hacks include:**

- **Manage by task, not time.** Going to an office for 8 hours makes you feel like you've done something, even if you haven't. Remote workers should set 3-5 ambitious goals for each day and consider the work day done when these are crossed off.
- **Get the rhythm right.** A well-planned day features time for focused work, interactive work, and rejuvenating breaks. In place of a commute, a consciously chosen shut down ritual keeps work from continuing all night.
- **Nurture connections.** Wise remote workers can build broader and more effective networks than people sitting in the same cubicle five days a week. Whether you're an introvert or an extrovert, a self-starter or someone who prefers detailed directions, you can do your clearest thinking and deepest work at home--and have more energy left over to achieve personal goals or fuel bigger professional ambitions. In fact, soon you might find it hard to imagine working any other way.

**How many times have you had an idea that you were really passionate about--one that you really believed was important? How many times have you waited until you had the perfect amount of time or the perfect environment or the perfect set of circumstances to act on that idea? How many times have your ideas vanished into thin air because those "perfect" opportunities never came? No more. We've been on a two-decade quest to find better ways to take action on our ideas--and share those strategies with others. In this book, you'll learn exactly how to harness the power of now to take action on your ideas. You'll learn how to alleviate anxiety, face your fears, and overcome overwhelm--all so you can bring**

**your ideas to life.**

**Laura Vanderkam, the author of What the Most Successful People Do Before Breakfast, shows how we can take control of our weekends in What the Most Successful People Do on the Weekend. Many of us breathe a grateful TGIF when Friday rolls around, envisioning a weekend full of both productivity and refreshment. Yet too often our precious weekends seem to disappear, eaten up by unproductive work or leisure that fails to energize us. Monday morning comes too fast, finding us still unrested, with tasks still undone. Drawing on real-life stories and scientific research, Vanderkam explains why doing nothing can be more exhausting than doing something and why happy people make weekend plans in advance. She shares weekend tips gleaned from busy people such as politician and news host Mike Huckabee, former CEO Frank Baxter, and TV producer Aliza Rosen. She lists the kind of weekend activities that make people happiest, explains why it's important to unplug at least for a little while, and shares the secret of why Sunday nights may be the most important hours. What the Most Successful People Do on the Weekend is a fun, practical guide that will inspire you to rethink your weekends and start your workweek refreshed, renewed, and on track. Laura Vanderkam is the author of 168 Hours: You Have More Time Than You Think and All the Money in the World: What the Happiest People Know About Getting and Spending. Her work has appeared in the Wall Street Journal, the Huffington Post, USA Today, Scientific American, and Reader's Digest, among other publications. She lives outside Philadelphia with her husband and their three children.**

**“An indispensable manual...Tranquility by Tuesday offers plenty of inspiration for a more serene life, and down-to-earth and evidence-backed advice for actually making it happen.” --Oliver Burkeman, New York Times bestselling author of Four Thousand Weeks For anyone who's sick of letting to-do lists dictate their time, Laura Vanderkam, the bestselling author of What the Most Successful People Do Before Breakfast, shares nine strategies for reclaiming your hours Do you find yourself hoping that someday, life will be less hectic? One day, you say, you'll finally have time for the activities that you love – writing that book, completing that triathlon, traveling with friends. But if the COVID-19 pandemic has taught us anything, it's that life is unpredictable. If we're not careful, dull, unfulfilling tasks can quickly occupy our precious hours, derail our best-laid plans, and make life feel like a slog. In Tranquility by Tuesday, Laura Vanderkam explains that if you want something to happen, you need to design your life to make it happen. Work crises, childcare emergencies, and home repairs are inevitable, and the mundane tasks of life – cooking, cleaning, laundry – aren't going anywhere. To make time for what matters, you need a resilient schedule, not a perfect schedule. Based on a time diary study of over 150 people, Vanderkam shares nine strategies for building opportunities for joy, nourishment, and fulfillment into your week, such as: Three times a week is a habit One big adventure, one little adventure Effortful before effortless This is more than a time management book about “how to do it all.” It's a look at how real people changed their lives using Vanderkam's nine rules, and how you can do the same. It's about intentionally living the life that you want to live, and**

**becoming an autonomous steward of life's possibilities.**

**Why Time Flies**

**Find Your Unicorn Space**

**Make Better Use of Your Most Valuable Time**

**Tranquility by Tuesday**

**A Mostly Scientific Investigation**

**Finding Purpose and Satisfaction in a Values-Based Life**

**A Powerful Program for a Stronger, Happier You**

*\* Our summary is short, simple and pragmatic. It allows you to have the essential ideas of a big book in less than 30 minutes. \*As you read this summary, you will discover that we all have much more free time than we think. The 168 hours in the title refer to the number of hours in a week. \*You will also discover that : the feeling of being constantly overloaded actually comes from poor time management; the 168 hours in a week are more than enough time to devote to one's professional life, family and well-being; for a better use of time, we must focus on the important activities that are important to us and that allow us to grow; our obligations are not inevitable, but can be delegated or reduced to a minimum. \*In today's society, time is a precious resource that seems to be in short supply. The balance between professional and personal life is sometimes difficult to find, and well-being suffers as a result. It is necessary to devote time to all our ambitions and fulfillment. They should be at the top of our priorities. In fact, each of us has much more time than we think: it's all about organization. \*Buy now the summary of this book for the modest price of a cup of coffee! Do you hate cramming all of your errands into the weekend? Do you resent having to beg permission to watch your kid's weekday soccer game? Are you tired of seeing people who aren't very good at their jobs get promoted because they arrive early and stay late? There's got to be a better way—and there is! Cali Ressler and Jody Thompson show that everyone benefits when we change the focus from hours to outcomes. It's just that our traditional definition of work—Monday through Friday, nine to five—doesn't make sense in the always-on global economy. So, Ressler and Thompson created the Results-Only Work Environment. In a ROWE, you control when, where, and how long you work. As long as you meet your objectives, the way you spend your time is entirely up to you. Suddenly, work isn't a place you go, it's a thing you do. In a ROWE, there are no mandatory meetings or fixed schedules. You stop doing any activity that wastes time, and no one criticizes you for "leaving early" or "coming in late." If you do your best work at midnight or on Sundays, go for it! ROWE sounds like a fantasy, but Ressler and Thompson have already made it a reality at Best Buy, a Fortune 100 company. They have proven that ROWE not only makes employees happier but also delivers better results. And now the authors are helping companies implement ROWE nationwide. Infused with passion and common sense, Why Work Sucks and How to Fix It will change the way you think about your job, your company, and your quality of life. Read it and join the revolution! There are 168 hours in a week. This book is about where the time really goes, and how we can all use it better. It's an unquestioned truth of modern life: we are starved for time. With the rise of two-income families, extreme jobs, and 24/7*

*connectivity, life is so frenzied we can barely find time to breathe. We tell ourselves we'd like to read more, get to the gym regularly, try new hobbies, and accomplish all kinds of goals. But then we give up because there just aren't enough hours to do it all. Or else, if we don't make excuses, we make sacrifices. To get ahead at work we spend less time with our spouses. To carve out more family time, we put off getting in shape. To train for a marathon, we cut back on sleep. There has to be a better way—and Laura Vanderkam has found one. After interviewing dozens of successful, happy people, she realized that they allocate their time differently than most of us. Instead of letting the daily grind crowd out the important stuff, they start by making sure there's time for the important stuff. They focus on what they do best and what only they can do. When plans go wrong and they run out of time, only their lesser priorities suffer. It's not always easy, but the payoff is enormous. Vanderkam shows that it really is possible to sleep eight hours a night, exercise five days a week, take piano lessons, and write a novel without giving up quality time for work, family, and other things that really matter. The key is to start with a blank slate and to fill up your 168 hours only with things that deserve your time. Of course, you probably won't read to your children at 2:00 am, or skip a Wednesday morning meeting to go hiking, but you can cut back on how much you watch TV, do laundry, or spend time on other less fulfilling activities. Vanderkam shares creative ways to rearrange your schedule to make room for the things that matter most. 168 Hours is a fun, inspiring, practical guide that will help men and women of any age, lifestyle, or career get the most out of their time and their lives.*

*From the New York Times bestselling author of Fair Play comes an inspirational guide for setting new personal goals, rediscovering your interests, cultivating creativity, and reclaiming your Unicorn Space. With her acclaimed New York Times bestseller (and Reese's Book Club pick) Fair Play, Eve Rodsky began a national conversation about greater equality on the home front. But she soon realized that even when the domestic workload becomes more balanced, people still report something missing in their lives—that is, unless they create and prioritize time for activities that not only fill their calendars but also unleash their creativity. Rodsky calls this vital time Unicorn Space—the active and open pursuit of creative self-expression in any form that makes you uniquely YOU. To help readers embrace all the unlikely, surprising, and delightful places where their own Unicorn Space may be found, she speaks with trail blazers, thought leaders, academics, and countless real people who have discovered theirs everywhere—from activism to artistic endeavors to second careers. Rodsky reveals what researchers already know: Creativity is not optional. It's essential. Though most of us do need to remind ourselves how (and where) to find it. With her trademark mix of research based, how-to advice and big-picture inspirational thinking, Rodsky shows you a clear path to reclaim your permission to have fun, manifest your own Unicorn Space in an already too-busy life, and unleash your special gifts and undiscovered talents into the world.*

*168 Hours*

*A Short Guide to Making Over Your Mornings--and Life (A Penguin Special from Portfolio)*

*And Two Other Short Guides to Achieving More at Work and at Home*

*Marry Smart*

*The New Corner Office*

*9 Ways to Calm the Chaos and Make Time for What Matters*

*Design Your Day*

Create your own schedule, maximize your leisure time, and work less while making more by following the revolutionary-yet realistic-four-day work week outlined in this groundbreaking book. In *Thursday is the New Friday*, author Joe Sanok offers the exercises, tools, and training that have helped thousands of professionals—from authors and scholars to business leaders and innovators—create the schedule they want, resulting in less work, greater income, and more time for what they most desire. Outlining the exact same strategies Joe used to go from working 60-hour weeks in the beginning of his career to now working 4 or less days a week, *Thursday is the New Friday* will help you: Understand how you too can apply these principles and customize them for your own situation to be more productive at work while enjoying more leisure time. Discard unnecessary tasks and learn efficiencies that would not have been discovered otherwise. Find inspiration in the stories and testimonials from Joe's clients and colleagues who have implemented his methodology into their own work lives with incredible results. Understand the psychological research behind the principles of the four-day workweek and why we are actually more productive with one less workday. Most importantly, *Thursday is the New Friday* empowers you with a practical, evidence-based methodology to create your own work schedule and dedicate more of your precious personal time to pursuing your hobbies and spending time with your family and friends.

Learn how to achieve more by doing less! Live in that zone you've glimpsed but can't seem to hold on to—the sweet spot where you have the greatest strength, but also the greatest ease. Not long ago, Christine Carter, a happiness expert at UC Berkeley's Greater Good Science Center and a speaker, writer, and mother, found herself exasperated by the busyness of modern life: too many conflicting obligations and not enough time, energy, or patience to get everything done. She tried all the standard techniques—prioritizing, multitasking, delegating, even napping—but none really worked. Determined to create a less stressful life for herself—without giving up her hard-won career success or happiness at home—she road-tested every research-based tactic that promised to bring more ease into her life. Drawing on her vast knowledge of the latest research related to

happiness, productivity, and elite performance, she followed every strategy that promised to give her more energy—or that could make her more efficient, creative, or intelligent. Her trials and errors are our reward. In *The Sweet Spot*, Carter shares the combination of practices that transformed her life from overwhelmed and exhausting to joyful, relaxed, and productive. From instituting daily micro-habits that save time to bigger picture shifts that convert stress into productive and creative energy, *The Sweet Spot* shows us how to

- say “no” strategically and when to say “yes” with abandon
- make decisions about routine things once to free our minds to focus on higher priorities
- stop multitasking and gain efficiency
- “take recess” in sync with the brain’s need for rest
- use technology in ways that bolster, instead of sap, energy
- increase your ratio of positive to negative emotions

Complete with practical “easiest thing” tips for instant relief as well as stories from Carter’s own experience of putting *The Sweet Spot* into action, this timely and inspiring book will inoculate you against “The Overwhelm,” letting you in on the possibilities for joy and freedom that come when you stop trying to do everything right—and start doing the right things. ONE OF GREATER GOOD’S FAVORITE BOOKS OF THE YEAR

“[For fans] of a certain kind of self-improvement book—the kind, like *The Happiness Project* or *168 Hours: You Have More Time Than You Think* or *Getting Things Done*, that offers up strategies for making certain areas of life work better without requiring that you embrace a new belief system.”—KJ Dell’Antonia, *The New York Times* (Motherlode blog)

“A breath of fresh air . . . Based on personal experiments with living life in what she calls the ‘pressure cooker,’ Dr. Carter offers advice in easily digestible nuggets.”—Working Mother

“Carter gives actionable ways to balance your life, your health, and your career. This book is packed with smart advice and hard-earned wisdom.”—Inc.

“Learn more about escaping the ‘busyness trap’ and uncovering a happier, less stressed you.”—Shape

“A highly readable, diligently researched advice book that offers concrete tips on how to get off the treadmill of busyness.”—Greater Good

“Chock-full of concrete tips on how to sharpen your focus, improve your efficiency, and use technology to your advantage.”—The Week

“Illuminates the simple and sustainable path toward a precious and happy balance.”—Deepak Chopra

Offers real-life stories, items, and methods that allow for a deeper understanding of any issue, provide the power to use failure as a step toward success, and develop a habit of creating probing questions.

"Microbiology covers the scope and sequence requirements for a single-semester microbiology course for non-majors. The book presents the core concepts of microbiology with a focus on applications for careers in allied health. The pedagogical features of the text make the material interesting and accessible while maintaining the career-application focus and scientific rigor inherent in the subject matter. Microbiology's art program enhances students' understanding of concepts through clear and effective illustrations, diagrams, and photographs. Microbiology is produced through a collaborative publishing agreement between OpenStax and the American Society for Microbiology Press. The book aligns with the curriculum guidelines of the American Society for Microbiology."--BC Campus website.

**The Fringe Hours**

**The Acclaimed Time-Management System That Has Transformed How We Work**

**Living Life Your Way 24/7**

**Why Some People Seem to Win More Often Than Others**

**Build a Rewarding Career Without Paying Your Dues**

**Making Time for You**

**Singletasking**

Riley Jenkins is an ambitious consultant who can't figure out why her firm hasn't promoted her to full partner. She's doing everything humanly possible--working weekends, answering emails immediately, attending every meeting, and sacrificing her personal life. Even so, she loses clients who say they're looking for fresher ideas. But she simply doesn't have time to do more. Pressured to attend a women's leadership retreat, Riley is forced to put her phone down for a silly group cooking exercise. At first, she can't think about anything but her mounting emails. But soon she's fascinated by the mysterious yet kindly conference leader, Juliet. Riley wonders why this woman has such a powerful, calming presence. Over the course of the weekend, Riley tries to figure out Juliet's secret. During a climatic walk on the beach, Juliet finally explains how she's able to achieve so much with such little stress. Vanderkam applies everything she's learned about time-management and work-life balance to this charming and inspiring story.

A simple and tested system to reduce or eliminate procrastination, meet your goals and live the life and lifestyle you choose. A radical departure from self help books, this book is grounded in research about individual productivity, time management and goal achievement. The author explains in detail why past goal attainment efforts have failed. What follows is a step by step system to experiencing a better life. The book presents a formula in both metaphor and steps for experiencing measurable results in income, personal competence, self confidence and core traits required for getting off the hamster wheel of life. Devoid completely of metaphysical thinking, this is an approach for real people in the real world that want to have a better life. Ultimately, the system and original methods are developed from the most current scientific research in goal achievement, productivity, motivation and procrastination. Always easy to understand and apply, this book is for the person who has tried many ways or strategies to achieve some result in life only to be turned away. The book offers a new and unique approach to living.

The third mini-ebook by the acclaimed author of *What the Most Successful People Do Before Breakfast* reveals how a few simple changes can make you more productive and fulfilled in your career. In her bestselling mini-ebook *What the Most Successful People Do Before Breakfast*, Laura Vanderkam showed us how to take advantage of our often ignored morning hours to achieve our dreams. Then in the sequel, *What the Most Successful People Do on the Weekend*, she revealed why the key to a better week is a better weekend. Now, in the third mini-ebook of this trilogy, *What the Most Successful People Do at Work*, Vanderkam shows us how to ignite our careers by taking control of our work days. For many of us the typical workday makes us feel like hamsters on the proverbial wheel. Plagued by crises and distractions, we work hard all day. But when we go home we're not much closer to reaching our goals. But it doesn't have to be that way. Vanderkam shows how successful people employ certain daily practices to make sure their work hours are invested, not squandered. Drawing on research and interviews with people as varied as children's book illustrator LeUyen Pham, productivity guru David Allen, fitness personality Chalene Johnson, and former race car driver Sarah Fisher, Vanderkam shows how to take control of your career by taking control of your 9-to-5.

Challenging perceptions that smart women are at a disadvantage when looking to marry, a guide for single intellectuals shares step-by-step instructions and practical advice on how to find a satisfying, long-term partner. Original. 30,000 first printing.

A Little Story about the Power of Priorities

How the Most Successful People Work from Home

What the Most Successful People Do at Work

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

Five Simple Steps to SORT and Succeed for an Organized Mind, Better Time Management Skills & an Office that Makes You Smile

Grindhopping

Microbiology

In today's climate of corporate down-sizing, professionals find themselves taking on more and more responsibilities. This work



gives readers a creative alternative to working harder over longer hours. Casting aside superficial time-saving techniques, it shows how to create a time investment portfolio that generates maximum yields in both personal growth and work performance.

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.

Start small for big results with this inspiring guide to lifelong wellness—from popular health blogger and author of Operation Beautiful. In Healthy Tipping Point, Caitlin Boyle shares the down-to-earth philosophy and authoritative advice that has made her websites so popular. Believing that reaching a tipping point means much more than tipping the scales, Boyle helps readers find their personal ideal balance in food, fitness, love, and life, in a breakthrough program organized around three shifts:

- Get Real: Challenge negative-thought patterns to create space for success
- Eat Clean: Ditch conventional “diet” advice and follow a simple eating plan tailored to keep energy high, while helping the environment—including forty-five delicious vegetarian recipes for foodies on the go
- Embrace Strength: Commit to a high-powered fitness program designed to help one learn to love exercise and build a strong, lean body—with targeted guidance for novice runners, bikers, swimmers, and others

Featuring twenty inspiring success stories and photos of people who have transformed their lives, the book proves that a healthy body is absolutely attainable. Healthy living and a healthy self-image go hand in hand. For anyone who struggles to get fit, Healthy Tipping Point provides the drive to thrive.

Put your values first and focus on what matters most Despite our good intentions, many of us experience a chronic imbalance between the desire to live our values and the distractions and never-ending to-do lists that can get in the way. In Your 168: Finding Purpose and Satisfaction in a Values-Based Life, readers learn how to pursue a values-based life by identifying and committing to their values and priorities. The book is written by bestselling author Harry Kraemer, former Chairman and CEO of Baxter International and currently a professor of management and strategy at Northwestern University's Kellogg School of Management, where he was a Professor of the Year. Kraemer uses personal stories and insights from others to help readers discover the dissonance between what they say is most important and where they actually devote their time. This is an eye-opener for most people, uncovering the obstacles to leading a value-based life. In Your 168, you will learn how to make changes and build new habits that put your values first by:

- Using self-reflection to identify what matters most and become more aware of how you spend your time
- Re-evaluating priorities such as career, family, health, recreation, spirituality, and making a difference
- Avoiding

unpleasant “surprises” and “hitting the brick wall” Experiencing better balance in real time amid shifting priorities—personally and professionally Fans of Kraemer's previous books on values-based leadership will embrace this new release - *Your 168: Finding Purpose and Satisfaction in a Values-Based Life*. The book provides actionable advice, filled with tips on how to live a life of meaning and experience a greater sense of purpose. Everyone will feel inspired to make lasting change. All of Harry's proceeds from the book sales are donated to the One Acre Fund in Africa.

Reclaim Your Creative Life in a Too-Busy World

Work Smarter, Think Bigger, Achieve More

How to Accomplish More by Doing Less

A Short Guide to Making Over Your Career (A Penguin Special from Portfolio)

I Know How She Does It

Healthy Tipping Point

How Successful Women Make the Most of Their Time