

## **Decide: Work Smarter, Reduce Your Stress, And Lead By Example**

The old saying goes, "To the man with a hammer, everything looks like a nail." But anyone who has done any kind of knows a hammer often isn't enough. The more tools you have at your disposal, the more likely you'll use the right to job - and get it done right. The same is true when it comes to your thinking. The quality of your outcomes depends mental models in your head. And most people are going through life with little more than a hammer. Until now. The 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 the most versatile, all-purpose mental models you can use right away to improve your decision making, productivity, clearly you see the world. You will discover what forces govern the universe and how to focus your efforts so you can use them to your advantage, rather than fight with them or worse yet- ignore them. Upgrade your mental toolbox and get this 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 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

Shows how everyone has the capacity to succeed and how most use only a small portion of their talents. You've probably heard the advice "put on your own oxygen mask before assisting others." This is true both in airplanes and in classrooms—you have to take care of yourself before you can help someone else. If teachers are stressed out and how can they have the patience, positive energy, and enthusiasm to provide the best instruction for students? Author David Anderson asked that question as a teacher himself, and the answers he found form the basis of *The Well-Balanced Teacher*. He found that teachers need to take care of themselves in five key areas to keep themselves in shape to care for their students. In addition to paying proper attention to their basic needs for nutrition, hydration, sleep, exercise, and emotional and spiritual refreshment, teachers also need Belonging: Teachers need to feel positive connections with other people, both in school and outside school. Significance: Teachers want to know that they make a positive difference through the work they do. Positive engagement: When teachers enjoy their work, they have great energy and passion for their teaching. Boundaries: Healthy teachers set boundaries and create routines so that they can have rich lives both in the classroom and at home. Anderson devotes a chapter to each of these needs, describing in frank detail his own struggles and offering a multi-

practical tips to help readers find solutions that will work for them. When teachers find ways to take care of their o they will be healthier and happier, and they will have the positive energy and stamina needed to help their students grow into healthy adults themselves.

New York Times Bestseller How women can make it to the top by adopting the new rules of leadership Women hold percent of the most senior-level leadership positions in U.S. Corporations—a number that hasn't changed in over 30 How can women break through? Break Your Own Rules distills the six faulty assumptions (or "rules") most women f that get in the way—then delivers the correlating new rules that promise to clear that path. For example, the old ru "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 authors' new research and ongoing work with over 5,000 professional women Showcases previously-untold stories 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 wh really takes for any woman to succeed at the highest levels Foreword by Sharon Allen, Chairman of Deloitte This har guide is for women who are ready to transform their assumptions and join the senior ranks of American business.

The Productive Leader

The 48 Laws Of Power

How to get Control of Your Time and Your Life

Great at Work

Your Brain at Work, Revised and Updated

The Hidden Habits of Top Performers

The Cult of Smart

How to Work Smarter, Get Ahead, and Restore Your Well-Being

Are you struggling to stay afloat in a sea of paperwork, emails, meetings and an ever-growing to-do list? Are you working longer and longer hours in a vain attempt to catch up and, any time you do, they drop another pile of work on you? Don ' t worry, you are not alone and help is at hand. You don ' t need work to longer hours or even harder, you need to work smarter by making the time you spend at work really effective. You can do it and you will be amazed at how much more you can get done when you optimize your time. Effective Time Management in easy steps will show you how, not just by working more effectively now but also how to plan your future career. And you ' ll have more

free time outside work plus the energy to enjoy it. This book will show you, in easy steps, how to: Understand what you spend your time on now and how much of it is wasted Identify your long-term goals and plan how to get there Identify the things that really matter and prioritize them How to use your time most effectively and organize your work Understand how to read, write, use the 'phone and manage emails effectively Learn how to say No and deal with interruptions Make meetings more effective Make the most out of home working Reduce stress and make the most out of life Develop your own personal action plan

Table of Contents Introduction Time Flies Priorities More on Time Getting Organized Saying No Distractions Effective Meetings Effective Delegation Home Working Stress Life and Everything Personal Action Plan

We can teach leadership. The authors share their personal experiences of how they have bridged theory and practice in curricular and co-curricular settings to set the pace and tone for leadership development and life-long learning. Starting from theories of leadership, they share how it can be taught with rigor, intentionality, structure, and organization. Assessment is key from conception to implementation. Scholars, educators, and practitioners from different fields and professions are invited to adjust, adopt, and adapt concepts, ideas, methods and processes discussed in this book to their own institutional contexts and reality.

THE MILLION COPY INTERNATIONAL BESTSELLER Drawn from 3,000 years of the history of power, this is the definitive guide to help readers achieve for themselves what Queen Elizabeth I, Henry Kissinger, Louis XIV and Machiavelli learnt the hard way. Law 1: Never outshine the master Law 2: Never put too much trust in friends; learn how to use enemies Law 3: Conceal your intentions Law 4: Always say less than necessary. The text is bold and elegant, laid out in black and red throughout and replete with fables and unique word sculptures. The 48 laws are illustrated through the tactics, triumphs and failures of great figures from the past who have wielded - or been victimised by - power. \_\_\_\_\_ (From the Playboy interview with Jay-Z, April 2003)

PLAYBOY: Rap careers are usually over fast: one or two hits, then styles change and a new guy comes along. Why have you endured while other rappers haven't? JAY-Z: I would say that it's from still being able to relate to people. It's natural to lose yourself when you have success, to start surrounding yourself with fake people. In The 48 Laws of Power, it says the worst thing you can do is build a fortress around yourself. I still got the people who grew up with me, my cousin and my childhood friends. This guy right here (gestures to the studio manager), he's my friend, and he told me that one of my records, Volume Three, was wack. People set higher standards for me, and I love it. Explains how self-delusion is part of a person's psychological defense system, identifying common misconceptions people have on topics such as caffeine withdrawal, hindsight, and brand loyalty.

Essentialism

How To Stop Worrying And Start Living

## How to Deal With Difficult People

### Thinking in Bets

#### Think Smarter

#### Bridging Theory and Practice

#### The First 90 Days, Updated and Expanded

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.

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-

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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\*\*

"A welcome antidote to our toxic hustle culture of burnout."—Arianna Huffington "This book is so important and could truly save lives."—Elizabeth Gilbert "A clarion call to work smarter [and] accomplish more by doing less."—Adam Grant We work feverishly to make ourselves happy. So why are we so miserable? Despite our constant search for new ways to optimize our bodies and minds for peak performance, human beings are working more instead of less, living harder not smarter, and becoming more lonely and anxious. We strive for the absolute best in every aspect of our lives, ignoring what we do well naturally and reaching for a bar that keeps rising higher and higher. Why do we measure our time in terms of efficiency instead of meaning? Why can't we just take a break? In *Do Nothing*, award-winning journalist Celeste Headlee illuminates a new path ahead, seeking to institute a global shift in our thinking so we can stop sabotaging our well-being, put work aside, and start living instead of doing. As it turns out, we're searching for external solutions to an internal problem. We won't find what we're searching for in punishing diets, productivity apps, or the latest self-improvement schemes. Yet all is not lost—we just need to learn how to take time for ourselves, without agenda or profit, and redefine what is truly worthwhile. Pulling together threads from history, neuroscience, social science, and even paleontology, Headlee examines long-held assumptions about time use, idleness, hard work, and even our ultimate goals. Her research reveals that the habits we cling to are doing us harm; they developed recently in human history, which means they are habits that can, and must, be broken. It's time to reverse the trend that's making us all sadder, sicker, and less productive, and return to a way of life that allows us to thrive.

A researcher and consultant burrows deep inside the heads of one modern two-career couple to examine how each partner processes the workday—revealing how a more nuanced understanding of the brain can allow us to better organize, prioritize, recall, and sort our daily lives. Emily and Paul are the parents of two young children, and professionals with different careers. Emily is the newly promoted vice president of marketing at a large corporation; Paul works from home or from clients' offices as an independent IT consultant. Their days are filled with a bewildering blizzard of emails, phone calls, more emails, meetings, projects, proposals, and plans. Just staying ahead of the storm has become a seemingly insurmountable task. In *Your Brain at Work*, Dr. David Rock goes inside Emily and Paul's brains to see how they function as each attempts to sort, prioritize, organize, and act on the vast quantities of information they receive in one typical day. Dr. Rock is an expert on how the brain functions in a work setting. By analyzing what is going on in their heads, he offers solutions Emily and Paul (and all of

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us) can use to survive and thrive in today's hyperbusy work environment—and still feel energized and accomplished at the end of the day. In *Your Brain at Work*, Dr. Rock explores issues such as: why our brains feel so taxed, and how to maximize our mental resources why it's so hard to focus, and how to better manage distractions how to maximize the chance of finding insights to solve seemingly insurmountable problems how to keep your cool in any situation, so that you can make the best decisions possible how to collaborate more effectively with others why providing feedback is so difficult, and how to make it easier how to be more effective at changing other people's behavior and much more.

How to Achieve More, Reduce Stress and Gain 2 Hours Per Day

Doing Good Better

Why Smart People Hurt

Power Up Your Mind

The Great Mental Models: General Thinking Concepts

The Liferhack Guide to Working Smarter, Faster, Better

Too Important to Fail

What Stops Us from Getting Things Done and What to Do about It

**Wall Street Journal Business Bestseller A Financial Times Business Book of the Month Named by The Washington Post as One of the 11 Leadership Books to Read in 2018** From the New York Times bestselling coauthor of *Great by Choice* comes an authoritative, practical guide to individual performance—based on analysis from an exhaustive, 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 restaurant (tucked away under a Tokyo subway station underpass) 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 (even before they were identified). Each chapter contains 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 you achieve more by working less, backed by

unprecedented statistical analysis.

"Have you ever found yourself stretched too thin? Do you simultaneously feel overworked and underutilized? Are you often busy but not productive? Do you feel your time is constantly being hijacked by other people's agendas? If you answered yes to any of these questions, the way out is the way of the Essentialist. Essentialism isn't about getting more done in less time. It's about getting only the right things done. Only once we discern what is absolutely essential and eliminate everything else can we make our highest possible contribution toward things that truly matter. By forcing us to apply more selective criteria for where to spend our precious time and energy, the disciplined pursuit of less empowers us to reclaim control of our own choices, instead of giving others the implicit permission to choose for us. Essentialism is not one more thing to do. It's a whole new way of doing less, but better, in every area of our lives"--Back cover.

Read the Wall Street Journal Bestseller for "cultivating intense focus" for fast, powerful performance results for achieving success and true meaning in one's professional life (Adam Grant, author of Give and Take). Deep work is the ability to focus without distraction on a cognitively demanding task. It's a skill that allows you to quickly master complicated information and produce better results in less time. Deep Work will make you better at what you do and provide the sense of true fulfillment that comes from craftsmanship. In short, deep work is like a super power in our increasingly competitive twenty-first century economy. And yet, most people have lost the ability to go deep--spending their days instead in a frantic blur of e-mail and social media, not even realizing there's a better way. In Deep Work, author and professor Cal Newport flips the narrative on impact in a connected age. Instead of arguing distraction is bad, he instead celebrates the power of its opposite. Dividing this book into two parts, he first makes the case that in almost any profession, cultivating a deep work ethic will produce massive benefits. He then presents a rigorous training regimen, presented as a series of four "rules," for transforming your mind and habits to support this skill. 1. Work Deeply 2. Embrace Boredom 3. Quit Social Media 4. Drain the Shallows A mix of cultural criticism and actionable advice, Deep Work takes the reader on a journey through memorable stories--from Carl Jung building a stone tower in the woods to focus his mind, to a social media pioneer buying a round-trip business class ticket to Tokyo to write a book free from distraction in the air--and no-nonsense advice, such as the claim that most serious professionals should quit social media and that you should practice being bored. Deep Work is an indispensable guide to anyone seeking focused success in a distracted world. An Amazon Best Book of 2016 Pick in Business & Leadership Wall Street Journal Business Bestseller A Business Book of the Week at 800-CEO-READ

An up-and-coming visionary in the world of philanthropy and a cofounder of the effective altruism movement explains why most of our ideas about how to make a difference are wrong and presents a counterintuitive way for each of us to do the

most good possible. While a researcher at Oxford, William MacAskill decided to devote his study to a simple question: How can we do good better? MacAskill realized that, while most of us want to make a difference, we often decide how to do so based on assumptions and emotions rather than facts. As a result, our good intentions often lead to ineffective, sometimes downright harmful, outcomes. As an antidote, MacAskill and his colleagues developed effective altruism—a practical, data-driven approach to doing good that allows us to make a tremendous difference regardless of our resources. Effective altruists operate by asking certain key questions that force them to think differently, set aside biases, and use evidence and careful reasoning rather than act on impulse. In *Doing Good Better*, MacAskill lays out these principles and shows that, when we use them correctly—when we apply the head and the heart to each of our altruistic endeavors—each of us has the power to do an astonishing amount of good.

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

Work Smarter, Reduce Your Stress, and Lead by Example

How To Win Friends And Influence People

Brain Dancing

Why You Have Too Many Friends on Facebook, why Your Memory is Mostly Fiction, and 46 Other Ways You're Deluding Yourself

The 30-Day Plan to Take Back Your Life

Critical Thinking to Improve Problem-Solving and Decision-Making Skills

Learn Faster, Work Smarter

The world's most trusted guide for leaders in transition Transitions are a critical time for leaders. In fact, most agree that moving into a new role is the biggest challenge a manager will face. While transitions offer a chance to start fresh and make needed changes in an organization, they also place leaders in a position of acute vulnerability. Missteps made during the crucial first three months in a new role can jeopardize or even derail your success. In this updated and expanded version of the international bestseller *The First 90 Days*, Michael D. Watkins offers proven strategies for conquering the challenges of transitions—no matter where you are in your career. Watkins, a noted expert on leadership transitions and adviser to senior leaders in all types of organizations, also addresses today's increasingly demanding professional landscape, where managers face not only more frequent transitions but also steeper expectations once they step into their new jobs. By walking you through every aspect of the transition scenario, Watkins identifies the most common pitfalls new leaders encounter and provides the tools and strategies you need to avoid them. You'll learn how to secure critical early wins, an important first step in establishing yourself in your new role. Each chapter also includes checklists, practical tools, and self-assessments to help you assimilate key lessons and apply them to your own situation. Whether you're starting a new job, being promoted from within, embarking on an overseas assignment, or

being tapped as CEO, how you manage your transition will determine whether you succeed or fail. Use this book as your trusted guide.

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!

The goal of How To Stop Worrying And Start Living is to lead the reader to a more enjoyable and fulfilling life, helping them to become more aware of, not only themselves, but others around them. Carnegie tries to address the everyday nuances of living, in order to get the reader to focus on the more important aspects of life. Dale Carnegie (1888–1955) was an American writer and lecturer and the developer of famous courses in self-improvement, salesmanship, corporate training, public speaking, and interpersonal skills. Born into poverty on a farm in Missouri, he was the author of How to Win Friends and Influence People (1936), a massive bestseller that remains popular today. He also wrote How to Stop Worrying and Start Living (1948), Lincoln the Unknown (1932), and several other books.

**DON'T LET PROBLEM PEOPLE GET TO YOU!** Whether it's a manager who keeps moving the goal posts, an uncooperative colleague, negative friend, or critical family member, some people are just plain hard to get along with. Often, your immediate response is to shrink or sulk, become defensive or attack. But there are smarter moves to make when dealing with difficult people. This book explains how to cope with a range of situations with difficult people and to focus on what you can change. This book will help you to: Understand what makes difficult people tick and how best to handle them Learn ways to confidently stand up to others and resist the urge to attack back Develop strategies to calmly navigate emotionally-charged situations Deal with all kinds of difficult people – hostile, manipulative and the impossible Know when to choose your battles, and when to walk away Why let someone else's bad attitude ruin your day? How to Deal With Difficult People arms you with all the tools and tactics you need to handle all kinds of people – to make your life less stressful and a great deal easier.

Smart Tactics for Overcoming the Problem People in Your Life

Work Smarter, Learn Faster and Manage Information More Effectively

## The Goal

Communication, Advocacy, and Work/Family Balance

How to Break Up with Your Phone

The Disciplined Pursuit of Less

Effective Time Management in easy steps

You are Not So Smart

Packed with tested strategies and practical tips, this book is the essential, life-changing guide for everyone who owns a smartphone. Is your phone the first thing you reach for in the morning and the last thing you touch before bed? Do you frequently pick it up “ just to check, ” only to look up forty-five minutes later wondering where the time has gone? Do you say you want to spend less time on your phone—but have no idea how to do so without giving it up completely? If so, this book is your solution. Award-winning journalist Catherine Price presents a practical, hands-on plan to break up—and then make up—with your phone. The goal? A long-term relationship that actually feels good. You ’ ll discover how phones and apps are designed to be addictive, and learn how the time we spend on them damages our abilities to focus, think deeply, and form new memories. You ’ ll then make customized changes to your settings, apps, environment, and mindset that will ultimately enable you to take back control of your life.

How we became so burdened by red tape and unnecessary paperwork, and why we must do better. We've all had to fight our way through administrative sludge--filling out complicated online forms, mailing in paperwork, standing in line at the motor vehicle registry. This kind of red tape is a nuisance, but, as Cass Sunstein shows in *Sludge*, it can also impair health, reduce growth, entrench poverty, and exacerbate inequality. Confronted by sludge, people just give up--and lose a promised outcome: a visa, a job, a permit, an educational opportunity, necessary medical help. In this lively and entertaining look at the terribleness of sludge, Sunstein explains what we can do to reduce it. Because of sludge, Sunstein, explains, too many people don't receive benefits to which they are entitled. Sludge even prevents many people from exercising their constitutional rights--when, for example, barriers to voting in an election are too high. (A Sludge Reduction Act would be a Voting Rights Act.) Sunstein takes readers on a tour of the not-so-wonderful world of sludge, describes justifications for certain kinds of sludge, and proposes "Sludge Audits" as a way to measure the effects of sludge. On balance, Sunstein argues, sludge infringes on human dignity, making people feel that their time and even their lives don't matter. We must do better.

"How to Win Friends and Influence People" is one of the first best-selling self-help books ever published. It can enable you to make friends quickly and easily, help you to win people to your way of thinking, increase your influence, your prestige, your ability to get things done, as well as enable you to win new clients, new customers. Twelve Things This Book Will Do For You: Get you out of a mental rut, give you new thoughts, new visions, new ambitions. Enable you to make friends quickly and easily. Increase your popularity. Help you to win people to your way of thinking.

Increase your influence, your prestige, your ability to get things done. Enable you to win new clients, new customers. Increase your earning power. Make you a better salesman, a better executive. Help you to handle complaints, avoid arguments, keep your human contacts smooth and pleasant. Make you a better speaker, a more entertaining conversationalist. Make the principles of psychology easy for you to apply in your daily contacts. Help you to arouse enthusiasm among your associates. Dale Carnegie (1888-1955) was an American writer and lecturer and the developer of famous courses in self-improvement, salesmanship, corporate training, public speaking, and interpersonal skills. Born into poverty on a farm in Missouri, he was the author of *How to Win Friends and Influence People* (1936), a massive bestseller that remains popular today.

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.

Do Nothing

Work Smarter Not Harder: 18 Productivity Tips That Boost Your Work Day Performance

Making Smarter Decisions When You Don't Have All the Facts

How Our Broken Education System Perpetuates Social Injustice

How to Jump Start Productivity, Empower Employees, and Achieve More

Decide

Living a Grace-Paced Life in a Burnout Culture

Rules for Focused Success in a Distracted World

*"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.

Wall Street Journal bestseller! Poker champion turned business consultant Annie Duke teaches you how to get comfortable with uncertainty and make better decisions as a result. In Super Bowl XLIX, Seahawks coach Pete Carroll made one of the most controversial calls in football history: With 26 seconds remaining, and trailing by four at the Patriots' one-yard line, he called for a pass instead of a hand off to his star running back. The pass was intercepted and the Seahawks lost. Critics called it the dumbest play in history. But was the call really that bad? Or did Carroll actually make a great move that was ruined by bad luck? Even the best decision doesn't yield the best outcome every time. There's always an element of luck that you can't control, and there is always information that is hidden from view. So the key to long-term success (and avoiding worrying yourself to death) is to think in bets: How sure am I? What are the possible ways things could turn out? What decision has the highest odds of success? Did I land in the unlucky 10% on the strategy that works 90% of the time? Or is my success attributable to dumb luck rather than great decision making? Annie Duke, a former World Series of Poker champion turned business consultant, draws on examples from business, sports, politics, and (of course) poker to share tools anyone can use to embrace uncertainty and make better decisions. For most people, it's difficult to say "I'm not sure" in a world that values and, even, rewards the appearance of certainty. But professional poker players are comfortable with the fact that great decisions don't always lead to great outcomes and bad decisions don't always lead to bad outcomes. By shifting your thinking from a need for certainty to a goal of accurately assessing what you know and what you don't, you'll be less vulnerable to reactive emotions, knee-jerk biases, and destructive habits in your decision making. You'll become more confident, calm, compassionate and successful in the long run.

Make the most of your creative and intellectual gifts by overcoming the unique challenges they bring with this guide by the author of *Natural Psychology*. Many smart and creative people experience unique challenges as a result of their valuable gifts. These can range from anxiety and over-thinking to mania, depression, and despair. In *Why Smart People Hurt*, creativity coach Dr. Eric Maisel pinpoints these often-devastating challenges and offers solutions based on the groundbreaking principles and practices of natural psychology. Are you still searching for meaning after all these years? Many smart people struggle with reaching for or maintaining success because, after all of the work they put into attaining it, it still seems meaningless. In *Why Smart people Hurt*, Dr. Maisel will teach you how to stop searching for meaning and create it for yourself. In *Why Smart People Hurt*, you will find:

- Evidence that you are not alone in your struggles
- Strategies for coping with a brain that goes into overdrive at the drop of a hat
- Questions that will help you create your own personal roadmap to a calm and meaningful life

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.

Thursday is the New Friday

Deep Work

How Effective Altruism Can Help You Help Others, Do Work that Matters, and Make Smarter Choices about Giving Back

How to Decide

Proven Strategies for Getting Up to Speed Faster and Smarter

Strategies for Overcoming Distraction, Regaining Focus, and Working Smarter All Day Long

How to Change the Patterns of Thinking that Block Women's Paths to Power

A Guide for the Bright, the Sensitive, and the Creative

**Named one of Vulture's Top 10 Best Books of 2020! Leftist firebrand Fredrik deBoer exposes the lie at the heart of our educational system and demands top-to-bottom reform. Everyone agrees that education is the key to creating a more just and equal world, and that our schools are broken and failing. Proposed reforms variously target incompetent teachers, corrupt union practices, or outdated curricula, but no one acknowledges a scientifically-proven fact that we all understand intuitively: Academic potential varies between individuals, and cannot be dramatically improved. In *The Cult of Smart*, educator and outspoken leftist Fredrik deBoer exposes this omission as the central flaw of our entire society, which has created and perpetuated an unjust class structure based on intellectual ability. Since cognitive talent varies from person to person, our education system can never create equal opportunity for all. Instead, it teaches our children that hierarchy and competition are natural, and that human value should be based on intelligence. These ideas are counter to everything that the left believes, but until they acknowledge the existence of individual cognitive differences, progressives remain complicit in keeping the status quo in place. This passionate, voice-driven manifesto demands that we embrace**

***a new goal for education: equality of outcomes. We must create a world that has a place for everyone, not just the academically talented. But we'll never achieve this dream until the Cult of Smart is destroyed.***

***Train your brain for better decisions, problem solving, and innovation Think Smarter: Critical Thinking to Improve Problem-Solving and Decision-Making Skills is the comprehensive guide to training your brain to do more for you. Written by a critical thinking trainer and coach, the book presents a pragmatic set of tools to apply critical thinking techniques to everyday business issues. Think Smarter is filled with real world examples that demonstrate how the tools work in action, in addition to dozens of practice exercises applicable across industries and functions, Think Smarter is a versatile resource for individuals, managers, students, and corporate training programs. Thinking is the foundation of everything you do, but we rely largely on automatic thinking to process information, often resulting in misunderstandings and errors. Shifting over to critical thinking means thinking purposefully using a framework and toolset, enabling thought processes that lead to better decisions, faster problem solving, and creative innovation. Think Smarter provides clear, actionable steps toward improving your critical thinking skills, plus exercises that clarify complex concepts by putting theory into practice. Features include: A comprehensive critical thinking framework Over twenty-five "tools" to help you think more critically Critical thinking implementation for functions and activities Examples of the real-world use of each tool Learn what questions to ask, how to uncover the real problem to solve, and mistakes to avoid. Recognize assumptions you can rely on versus those without merit, and train your brain to tick through your mental toolbox to arrive at more innovative solutions. Critical thinking is the top skill on the wish list in the business world, and sharpening your ability can have profound effects throughout all facets of life. Think Smarter: Critical Thinking to Improve Problem-Solving and Decision-Making Skills provides a roadmap to more effective and productive thought.***

***From one of the top HR specialists in the world comes this much-needed guide to help people maximize productivity and increase revenue. Whether it's in corporate America or in our own living rooms, people are wasting time. From the minute we wake up and check our Facebook page or emails—before we even crawl out of bed—to late at night when we stay up longer than we should, watching our favorite show. There's a precise moment that falls between working enough hours to be productive and working too many hours, yielding a diminishing marginal return. The difference between the person able to master this and most Americans that fail miserably at it is quality of life! If one continues to work past this moment, a negative return will ensue, and that negative return produces guilt. It lowers the amount of time for recreational activities and spending time with***

**family. We've siloed productivity to our work life, however; the impact on our personal life is often loss. An alarming 39% of workers in high-tech companies believe they are depressed, as reported by PC Magazine in December 2018. 72% of people who have daily stress and anxiety say it interferes with their lives—anxiety and stress alone have reduced productivity by 56%. More than 80% of people have experienced some form of anxiety, stress, or depression in the workplace. People are spending more time at work than at home or with their loved ones; or, if they are at home, they are working. They are always “on.” As a result of this disparity, people are not fully living their lives. And the “work-life balance” marketed by some HR consulting firms and employers simply does not work. It's all work and no life! Studies have also proven that when people are unhappy in their personal lives or careers, their productivity goes down and everything and everyone around them suffers. This causes a domino effect, which trickles into every area of their lives. Previous generations used to say, “Work harder,” but we've now learned we must “work smarter.” Polak has practiced and tested his methods in hundreds of opportunities and has been paid millions by the largest corporations in the world to share these tools. He feels that every individual and business should have these tools, and will share them with us here.**

**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.**

**Work Smart Now**

**A Process of Ongoing Improvement**

**Teaching Leadership**

**Simple Tools for Making Better Choices**

## **Neuroscience Hacks to Work Smarter, Better, Happier**

### **Upgrade Your Life**

#### **Sludge**

#### **How to Break Away from Overworking, Overdoing, and Underliving**

Are you trying to do more with less? Do you feel pulled in every direction? Are you trapped on the hamster wheel of busy? TIME IS PRECIOUS There are only so many hours in the day. Yet there has never been more pressure to do more, ramp up results and deliver. Interruptions, distractions and bad habits all throw our productivity and potential into chaos. WE'RE ON 24/7 It's a cruel irony that in a world of immense connectivity, we feel increasingly disconnected and unproductive. The incessant emails, phone calls and social media alerts steal precious family and leisure time. It can seem impossible to "switch off." THE PRODUCTIVE LEADER The productive leader knows how to achieve more. They reduce stress, maximise their time and stay focused by leveraging their skills, people and resources. They are in control, inspire others and are happier. Are you ready to become a productive leader? THIS BOOK WILL: - Uncover the key skills and attributes needed for a more productive approach to your work, your life and your team. - Explore which habits hinder or help your productivity and how these impact on your team and your workload. - Help you discover the ways you can amplify your productivity to bring new levels of achievement and success into your life, work and team. - Show you how you can engage and empower your team to truly drive performance and ramp up their productivity. ENDORSEMENTS: " This is a fast-moving, practical book that shows you how to increase your performance, results and rewards immediately. Every step or idea is proven and easy to apply." Brian Tracy, Best-Selling Author, East That Frog. "Sally Foley-Lewis has written the penultimate book on productivity! Cleverly crafted with real world strategies that you can implement in a matter of minutes. It will become an all time classic reference book for the modern leaders of business. Well Done ... 10 out of 10!" - Keith Abraham CSP, Multi-Award Winning Keynote Speaker, 5 x Best-Selling Author Founder of the Passionate Performance Program "In this phenomenal book, Sally Foley-Lewis says, "It matters not what role you're in or what your job title is. You are a leader. A leader is not a job title - it's a behaviour." This gem alone can transform the path of a human being. Sally is one of those people whose insights are powerful and command attention. Read. This. Book!" - Karen Jacobsen, The GPS Girl "Loved your insights and the way they were delivered with a combination of story telling and statistics. I could see myself in your examples and what I can see I can take action on. Productivity has increased and time has been saved. Thank you!" - Julie Cross CSP "Sally Foley-Lewis is the real deal. She practices what she shares in this book. She shares not only what works for her clients, but what she puts into practice to make her one of the most productive people I know. Her book is filled with practical ideas shared clearly and with humour. Your small investment in this productivity tool will pay off many times over - if you apply her techniques to your life." - Rebecca Morgan, CSP, CMC, bestselling author of 26 books, USA "Who has time to be more productive? I'm too busy! Feel lighter, less stress and learn to become more accountable for results with "The Productive Leader" by Sally Foley Lewis." - Scott Friedman CSP, Global Speaking Fellow, Founder of Together We Can Change the World

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.

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.

The Well-Balanced Teacher

How to Work Smarter and Stay Sane Inside the Classroom and Out

Leadership Lessons for Nonprofits

Break Your Own Rules

The Leading Brain

Beyond Collaboration Overload

Reset