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Start Guide To Mastering Your
Attention Ignoring Distractions
And Getting More Done In Less
Time

Fast Focus A Quick Start Guide To Mastering Your Attention Ignoring Distractions And Getting More Done In Less Time

The book Lifehack calls "The Bible of business and personal productivity." "A completely revised and updated edition of the blockbuster bestseller from 'the personal productivity guru'"—Fast Company Since it was first published almost fifteen years ago, David Allen's Getting Things Done has become one of the most influential business books of its era, and the ultimate book on personal organization. "GTD" is now shorthand

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for an entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots. Allen has rewritten the book from start to finish, tweaking his classic text with important perspectives on the new workplace, and adding material that will make the book fresh and relevant for years to come. This new edition of Getting Things Done will be welcomed not only by its hundreds of thousands of existing fans but also by a whole new generation eager to adopt its proven principles.

Fast Focus A Quick-start Guide to Mastering Your Attention, Ignoring Distractions, and Getting More Done in Less Time!

Combat and prevent the effects of burnout with a detoxifying and nourishing cleanse program that

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liberates your body from poisons that make you sick, tired, and overweight—from the New York Times bestselling author of Dr. Kellyann's Bone Broth Diet and The 10-Day Belly Slimdown “If you are feeling tired, unhealthy, and emotionally burned-out and want a fresh way to rejuvenate, Kellyann has a message for you: she’s been where you are. And she knows the way out.”—Mehmet Oz, MD “Dr.

Kellyann Petrucci has done a terrific job bringing the science of detoxification to the table. This is a top-notch way to deal with the multiple toxic challenges posed by our modern world.”—David Perlmutter, MD, #1 New York Times bestselling author of Grain Brain and Brain Wash Whether from stressful times like the holidays or from the demands of your regular routine, your body naturally becomes depleted over time, making it

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even more difficult to lose weight and maintain the energy and vitality you need to get through the day. This is something Dr. Kellyann Petrucci experienced firsthand in 2017 while she was writing her last book, doing nonstop TV appearances, and running her business. She gained 20 pounds, her hormones went haywire, and she was at a loss for how to turn things around. She decided it was time to hit the reset button and created her simplest plan yet, specifically designed to help the millions of women who are overweight, overworked, and overextended get reenergized both physically and mentally. This is a comfortable, incredibly powerful 5-day cleanse protocol that resets your metabolism, giving you the kind of quick, confidence-boosting results you need to get back on a healthy track. The power ingredient in the Cleanse and Reset is

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collagen, which improves skin elasticity and brings back that coveted youthful glow, eases joint pain, heals leaky gut, supports weight management, and has anti-inflammatory properties. The healing and reparative smoothies, shakes, soups, and bone broth blends that you'll enjoy on the 5-day cleanse are packed with collagen and can be adapted to any diet, with a focus on modifying the cleanse for the keto diet (along with great collagen alternatives for vegetarians and vegans!). The program also includes an optional 1-day "keto push" that you can follow for an extra boost the day before you begin your cleanse. Dr. Kellyann's Cleanse and Reset will help you slim your body, deep-cleanse your cells, and reclaim your energy and focus so you can start feeling truly good again. Thousands of years ago, Hippocrates said that all disease begins in the gut.

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Scientific research has proven this idea to be true. In *Healthy Gut, Healthy You*, clinician and researcher Dr. Michael Ruscio shows how modern lifestyle changes and the widespread use of antibiotics have made our guts more vulnerable than ever before.

A Process of Ongoing Improvement Own Your Morning. Elevate Your Life.

An Introduction to Community-Based Social Marketing

Focus: A Quick-start Guide to Mastering Your Attention (How to Focus Your Mind and Focus the Hidden Driver of Excellence)

Rich Dad, Poor Dad

Fast Focus

18 Minutes

The First 20 Hours

Have you ever wondered how to focus your mind? Have you wrestled with how to stay focused? Focus has been

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described as the hidden driver of excellence. This book takes a look at how best to harness the power of focus to improve concentration. It describes techniques on how to focus and concentrate to help reach your goals. Imagine having more free time to spend with your friends and loved ones. Imagine having the freedom to pursue things you're passionate about, whether it's gardening, hiking, reading, or restoring a classic car. In this book you'll discover:

- *The 10 obstacles that are crippling your ability to concentrate*
- *How to truly know whether you have a focus problem*
- *The 11 workspace tweaks that'll help you reach a flow state*
- *A simple workflow method that can double your productivity*
- *How to use*

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music to help you get into the zone (and the BEST type of music to use) • How to manage your email without letting it destroy your focus • How to avoid meetings that hobble your concentration • The one workflow method scientists claim increases productivity without fail • A surprising (and simple!) technique that'll instantly increase your focus • How to arrange your day to take maximum advantage of your fluctuating energy levels • How to stop others from interrupting you without hurting their feelings You see, the secret to success - to accomplishing your goals and living your dreams - lies in the power of focus. Once you learn how to focus on the most important goals in your life,

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it becomes much easier to develop the strategies and the skills needed to accomplish them, and to see them become a reality.

An instant New York Times bestseller and #1 Wall Street Journal bestseller. JIM KWIK, the world's #1 brain coach, has written the owner's manual for mental expansion and brain fitness. Limitless gives people the ability to accomplish more--more productivity, more transformation, more personal success and business achievement--by changing their Mindset, Motivation, and Methods. These "3 M's" live in the pages of Limitless along with practical techniques that unlock the superpowers of your brain and change your habits. For over 25 years,

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Jim Kwik has worked closely with successful men and women who are at the top in their fields as actors, athletes, CEOs, and business leaders from all walks of life to unlock their true potential. In this groundbreaking book, he reveals the science-based practices and field-tested tips to accelerate self learning, communication, memory, focus, recall, and speed reading, to create fast, hard results. Learn how to: FLIP YOUR MINDSET Your brain is like a supercomputer and your thoughts program it to run. That's why the Kwik Brain process starts with unmasking assumptions, habits, and procrastinations that stifle you, redrawing the borders and boundaries of what you think is possible. It

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*teaches you how to identify what you want in every aspect of your life, so you can move from negative thinking to positive possibilities. **IGNITE YOUR MOTIVATION** Uncovering what motivates you is the key that opens up limitless mental capacity. This is where **Passion + Purpose + Energy** meet to move you closer to your goals, while staying focused and clear. Your personal excitement will be sustainable with self-renewing inspirations. Your mind starts strong, stays strong, and drives further exponentially faster. **MASTER THE METHOD** We've applied the latest neuroscience for accelerated learning. Our process, programs, podcasts, and products unleash your brain's own superpowers. Finish a book 3x faster*

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through speed reading (and remember every part of it), learn a new language in record time, and master new skills with ease. These are just a few of the life-changing self-help benefits. With Kwik Brain, you'll get brain-fit and level-up your mental performance. With the best Mindset, Motivation and Method, your powers become truly limitless.

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

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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

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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!

Jump-Start Your Reading Skills!

Speed reading used to require months of training. Now you can rev up your reading in just a few minutes a day.

*With quizzes to determine your present reading level and exercises to introduce new skills quickly, 10 Days to Faster Reading will improve your reading comprehension and speed as it shows you how to: * Break the Bad Habits That Slow You Down **

*Develop Your Powers of Concentration * Cut Your Reading*

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Time in Half Use Proven, Specially
Designed Reading Techniques * Boost
the Power of Your Peripheral Vision **

Learn How to Scan and Skim a

Written Report ...And All in 10 Days!

*Fostering Sustainable Behavior
Can I Have Your Attention?
An Easy & Proven Way to Build Good
Habits & Break Bad Ones*

Sprint

*How Women with ADHD Can
Conquer Chaos, Find Focus, and Get
More Done*

*Deep Learning for Coders with fastai
and PyTorch*

Healthy Gut, Healthy You

*The Personalized Plan to Transform
Your Health from the Inside Out*

**Discusses how to
eliminate cash flow**

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worries and experience
peace of mind by
time

*becoming the master of
your business rather
than being a slave to
it.*

*And just like that,
everything changed . . .*

A global pandemic.

Panic. Social

*distancing. Working from
home. In a heartbeat, we
went from happy hours to
virtual happy hours.*

*From conferences to
virtual conferences.*

*From selling to virtual
selling. To remain
competitive, sales and*

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business professionals were required to shift the way they engaged prospects and customers. Overnight, virtual selling became the new normal. Now, it is here to stay. Virtual selling can be challenging. It's more difficult to make human to human connections. It's natural to feel intimidated by technology and digital tools. Few of us haven't felt the wave of insecurity the instant a video camera is pointed

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***in our direction. Yet,
virtual selling is
powerful because it
allows you to engage
more prospects and
customers, in less time,
at a lower cost, while
reducing the sales
cycle. Virtual Selling
is the definitive guide
to leveraging video-
based technology and
virtual communication
channels to engage
prospects, advance
pipeline opportunities,
and seal the deal.
You'll learn a complete
system for blending***

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**video, phone, text, live
chat, social media, and
direct messaging into
your sales process to
increase productivity
and reduce sales cycles.
Jeb Blount, one of the
most celebrated sales
trainers of our
generation, teaches you:
How to leverage human
psychology to gain more
influence on video calls
The seven technical
elements of impactful
video sales calls The
five human elements of
highly effective video
sales calls How to**

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**overcome your fear of
the camera and always be
video ready How to
deliver engaging and
impactful virtual demos
and presentations
Powerful video messaging
strategies for engaging
hard to reach
stakeholders The Four-
Step Video Prospecting
Framework The Five-Step
Telephone Prospecting
Framework The LDA Method
for handling telephone
prospecting objections
Advanced email
prospecting strategies
and frameworks How to**

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**leverage text messaging
for prospecting and down
pipeline communication**

**The law of familiarity
and how it takes the
friction out of virtual
selling The 5C's of**

**Social Selling Why it is
imperative to become
proficient with reactive
and proactive chat**

**Strategies for direct
messaging – the "Swiss
Army Knife" of virtual
selling How to leverage
a blended**

**virtual/physical selling
approach to close deals
faster As you dive into**

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***these powerful insights,
and with each new
chapter, you'll gain
greater and greater
confidence in your
ability to effectively
engage prospects and
customers through
virtual communication
channels. And, with this
newfound confidence,
your success and income
will soar. Following in
the footsteps of his
blockbuster bestsellers
People Buy You,
Fanatical Prospecting,
Sales EQ, Objections,
and Inked, Jeb Blount's***

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Virtual Selling puts the same strategies employed by his clients—a who's who of the world's most prestigious organizations—right into your hands.

The #1 New York Times bestseller. Over 4 million copies sold!
Tiny Changes, Remarkable Results No matter your goals, Atomic Habits offers a proven framework for improving--every day.
James Clear, one of the world's leading experts on habit formation,

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reveals practical strategies that will teach you exactly how to form good habits, break bad ones, and master the tiny behaviors that lead to remarkable results. If you're having trouble changing your habits, the problem isn't you. The problem is your system. Bad habits repeat themselves again and again not because you don't want to change, but because you have the wrong system for change. You do not rise to the level of

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your goals. You fall to the level of your systems. Here, you'll get a proven system that can take you to new heights. Clear is known for his ability to distill complex topics into simple behaviors that can be easily applied to daily life and work. Here, he draws on the most proven ideas from biology, psychology, and neuroscience to create an easy-to-understand guide for making good habits inevitable and

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bad habits impossible. Along the way, readers will be inspired and entertained with true stories from Olympic gold medalists, award-winning artists, business leaders, life-saving physicians, and star comedians who have used the science of small habits to master their craft and vault to the top of their field. Learn how to: make time for new habits (even when life gets crazy); overcome a lack of motivation and

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willpower; design your environment to make success easier; get back on track when you fall off course; ...and much more. Atomic Habits will reshape the way you think about progress and success, and give you the tools and strategies you need to transform your habits--whether you are a team looking to win a championship, an organization hoping to redefine an industry, or simply an individual who wishes to quit smoking, lose weight, reduce

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stress, or achieve any other goal.

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

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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

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**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.**

Deep Work

**The Art of Stress-Free
Productivity**

Limitless

The 5AM Club

The Queen of Distraction

**Agile Project Management
QuickStart Guide**

**Find Your Focus, Master
Distraction, and Get the**

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Right Things Done Relentless Focus

What's being widely regarded as "one of the most life changing books ever written" may be the simplest approach to achieving everything you've ever wanted, and faster than you ever thought possible. What if you could wake up tomorrow and any-or EVERY-area of your life was beginning to transform? What would you change? The Miracle Morning is already transforming the lives of tens of thousands of people around the world by showing them how to wake up each day with more ENERGY, MOTIVATION, and FOCUS to

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take your life to the next level. It's been right here in front of us all along, but this book has finally brought it to life. Are you ready? The next chapter of YOUR life—the most extraordinary life you've ever imagined—is about to begin. It's time to WAKE UP to your full potential... Attention To Detail lays out a system -- a framework -- to help people develop and/or improve attention to detail in themselves, employees, or in teams or entire organizations. Using simple language and leaving out fluff, the book is designed to be a relatively quick read, packed with

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*The highly acclaimed manual
for changing everyday
habits--now in an all-new
third edition!*

*Want to improve the design
of your website or web
application without having
to write CSS styles from
scratch? Learning HTML and
CSS is a lot more
challenging than it used to
be. Responsive web design
adds more layers of
complexity to design and
develop websites. In this
book you will become
familiar with the new cards
component, setting up the
new flexbox grid layout,
customizing the look and*

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feel, how to follow the mobile-first development workflow, and more! Web designer and developer Jacob Lett has built 100+ websites and WordPress themes. Let him show you exactly how to build responsive layouts that look great in every browser and device. He shares what you can't learn from the official documentation... the process of actually building a full layout. This book is focused on the workflow and does not duplicate what you can already find in the official documentation. This book will show you how to reference the documentation and use it effectively in

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your projects. **BONUS:**
Includes a link to download a free cheat sheets bundle and a 1 hour training video. Who is this for? You're an absolute beginner and want to become a web developer. You learned HTML and CSS 5-10 years ago but are new to responsive web design basics. You have used Bootstrap before but want to learn new techniques and workflow. What will I learn? Learn what responsive web design is, the history behind it, and how the Bootstrap 4 frontend framework makes it easier to implement. Learn the web design process and workflow necessary to make a

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responsive website and application with Bootstrap

4. Learn what's new in Bootstrap 4 with a deep focus on CSS3 Flexbox, Cards, and the responsive grid layout. What will I build? Responsive Marketing Homepage - Topics covered: responsive images, image cards, parallax background images, Google fonts, carousel cross-fade, and vertical centered text. Bootstrap Admin Dashboard - Topics covered: 100% height sidebar, card deck, FontAwesome icons, responsive charts and tables, and custom navigation tree menu. How is this training unique? Learn

Read Free Fast Focus A Quick Start Guide To Mastering Your Attention Ignoring Distractions by doing as you build two professional responsive layouts examples step-by-step. Focused on the workflow vs duplicating what you can find in the official documentation. This book will show you how to reference the documentation and use it effectively in your projects. Uses hyperlinks to point to code demos, snippets, videos, and external resources. What do I need? Some experience with HTML and CSS is helpful but not necessary. Does not require knowing Sass, command line, or Photoshop. A computer with Google Chrome. A text editor like Atom and an internet

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connection. You want to build a beautiful website or user interface that works on all major browsers. Let Jacob show you how step by step. If you like detailed step by step guides, plenty of examples, and printable cheat sheets, then you'll love Jacob Lett's approach at how he creates responsive layouts using Bootstrap 4. Buy the Bootstrap 4 Quick Start today and start building responsive layouts in less time and with less effort!

Agile Scrum

A Simplicity Manifesto in the Age of Distraction

Make Time

A Quick & Easy Guide to

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Asexuality

*The Pleasures of Suffering
and the Search for Meaning*

*A Quick Start Guide to
Financial Forecasting*

*27 Small Tweaks to Beat
Procrastination, Skyrocket
Productivity, Outsmart
Distractions, & Do More in
Less Time*

Improve Attention to Detail
Although we have been successful in our careers, they have not turned out quite as we expected. We both have changed positions several times-for all the right reasons-but there are no pension plans vesting on our behalf. Our retirement funds are growing only through our individual contributions. Michael and I have a wonderful marriage with three great children. As I write this, two are in

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college and one is just beginning high school. We have spent a fortune making sure our children have received the best education available. One day in 1996, one of my children came home disillusioned with school. He was bored and tired of studying. "Why should I put time into studying subjects I will never use in real life?" he protested. Without thinking, I responded, "Because if you don't get good grades, you won't get into college." "Regardless of whether I go to college," he replied, "I'm going to be rich."

"This book will challenge you to rethink your vision of a good life. With sharp insights and lucid prose, Paul Bloom makes a captivating case that pain and suffering are essential to happiness. It's an exhilarating antidote to toxic positivity." —Adam

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Grant, #1 New York Times bestselling author of Think Again and host of the TED podcast WorkLife One of Behavioral Scientist's "Notable Books of 2021" From the author of Against Empathy, a different kind of happiness book, one that shows us how suffering is an essential source of both pleasure and meaning in our lives Why do we so often seek out physical pain and emotional turmoil? We go to movies that make us cry, or scream, or gag. We poke at sores, eat spicy foods, immerse ourselves in hot baths, run marathons. Some of us even seek out pain and humiliation in sexual role-play. Where do these seemingly perverse appetites come from? Drawing on groundbreaking findings from psychology and brain science, The Sweet Spot shows how the right kind of suffering sets the

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stage for enhanced pleasure. Pain can distract us from our anxieties and help us transcend the self. Choosing to suffer can serve social goals; it can display how tough we are or, conversely, can function as a cry for help. Feelings of fear and sadness are part of the pleasure of immersing ourselves in play and fantasy and can provide certain moral satisfactions. And effort, struggle, and difficulty can, in the right contexts, lead to the joys of mastery and flow. But suffering plays a deeper role as well. We are not natural hedonists—a good life involves more than pleasure. People seek lives of meaning and significance; we aspire to rich relationships and satisfying pursuits, and this requires some amount of struggle, anxiety, and loss. Brilliantly argued, witty, and humane, Paul

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Bloom shows how a life without chosen suffering would be empty—and worse than that, boring. Mike Knight, an executive in a semiconductor firm, learns that his eight-year-old son Tim has a rare form of brain cancer. Tim's best hope for long-term survival is a drug called Supragrel. Unfortunately, Supragrel is still in early clinical trials and may reach the market too late. Mike makes the agonizing decision to quit his job and go to work for Altus Labs, the developer of Supragrel, in hopes of helping them bring the drug to market more quickly. Mike is in for the challenge of his life as he struggles to keep his family together while racing against time to implement world-class project management in Altus Labs. Critical Chain Project Management is a

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superior project management process that has been quietly implemented in some of the world's best-known companies for over a decade. This book tells you the story of a Critical Chain Project Management implementation. The venue is a major pharmaceutical company, but it could happen anywhere in corporate America.

Get back the missing mental concentration; enhance your productivity and outcomes you have desired for so long in your life!!! What if there was finally a way to accomplish all those goals and dreams, you have been thinking about for a long time, and even wrote it down in your secret diary? Imagine if there was a process in place to overcome the mental gravity and distractions that hold you back from

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accomplishing your goals and dreams. What if there was a way to achieve everything and still have a balanced personal life? Architect and Entrepreneur, Renil M. George presents remarkable findings and process that has helped him achieve remarkable success as an entrepreneur, by honing in on mental concentration and using the various processes described that he learnt from various mentors. Here are the top five reasons, why you should read this book. In this book you'll learn:

- How to eradicate distractions and procrastination from your life
- How to use the missing element of goal setting
- How to focus on your priorities
- How to make the right environment for productivity
- How to take care of yourself for better mental clarity and concentration

Bonus: How to use

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nutrition and vitamins in order to make yourself the most productive and focused you can be! Buy this book NOW to increase your mental concentration and focus, and increase your productivity by eliminating nearly all of your distractions. Pick up your copy today by clicking the BUY NOW button at the top of this page!

Detoxify, Nourish, and Restore Your Body for Sustained Weight Loss...in Just 5 Days

Virtual Selling

The 10 Cash Flow Rules You Can't Afford to Ignore

How to Focus on What Matters Every Day

How to Improve Concentration at Work, School, and Home

Atomic Habits

The Goal

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Rules for Focused Success in a
Distracted World

NEW YORK TIMES BESTSELLER

WALL STREET JOURNAL

BESTSELLER "Sprint offers a transformative formula for testing ideas that works whether you're at a startup or a large organization. Within five days, you'll move from idea to prototype to decision, saving you and your team countless hours and countless dollars. A must read for entrepreneurs of all stripes." --Eric Ries, author of *The Lean Startup* From three partners at Google Ventures, a unique five-day process for solving tough problems, proven at more than a hundred

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companies. Entrepreneurs and leaders face big questions every day: What's the most important place to focus your effort, and how do you start? What will your idea look like in real life? How many meetings and discussions does it take before you can be sure you have the right solution? Now there's a surefire way to answer these important questions: the sprint. Designer Jake Knapp created the five-day process at Google, where sprints were used on everything from Google Search to Google X. He joined Braden Kowitz and John Zeratsky at Google Ventures, and together they

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have completed more than a hundred sprints with companies in mobile, e-commerce, healthcare, finance, and more. A practical guide to answering critical business questions, *Sprint* is a book for teams of any size, from small startups to Fortune 100s, from teachers to nonprofits. It's for anyone with a big opportunity, problem, or idea who needs to get answers today.

Do you want to save hours a day and do more in less time? Feel productive instead of stressed, defeated, and overwhelmed? If (1) you wonder where your time goes, (2) you can't

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motivate or organize yourself, and (3) you struggle to buckle down and concentrate when it really matters, - newsflash, your to-do list is not cutting it anymore. You need to develop *Relentless Focus* and all that comes with it.

Relentless Focus teaches the most important of skills - the ability to get stuff done. Without it? The difference between the life you want versus settling for "good enough." 27+ ways to utilize every last waking minute to its fullest potential. Self-motivation is notoriously difficult, so this book contains systems, hacks, tips, psychological

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phenomenon, and external motivators to make success and productivity inevitable. Exact instructions to implement in your life today. Each tactic for focus and productivity is the product of years of practice and experimentation - tactics which have allowed me to create a successful business and sell well over 150,000 books. What about Relentless Focus will you learn?

- Why to manage your energy as opposed to your time.
- The most productive morning routine you've ever seen.
- How to batch tasks for optimum efficiency.
- How to safeguard and free up your time. Other ways to

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maximize your day: •The best ways to upgrade your

obsolete to-do list. •How to live by your daily calendar.

•Planning distraction blackouts and competing with yourself. •How to re-imagine your daily priorities. •The best ways to deal with any distraction.

We've all been there—angry with ourselves for overeating, for our lack of willpower, for failing at yet another diet that was supposed to be the last one. But the problem is not you, it's that dieting, with its emphasis on rules and regulations, has stopped you from listening to your body. Written by two prominent

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nutritionists, Intuitive Eating focuses on nurturing your body rather than starving it, encourages natural weight loss, and helps you find the weight you were meant to be. Learn:

- *How to reject diet mentality forever*
- *How our three Eating Personalities define our eating difficulties*
- *How to feel your feelings without using food*
- *How to honor hunger and feel fullness*
- *How to follow the ten principles of Intuitive Eating, step-by-step*
- *How to achieve a new and safe relationship with food and, ultimately, your body*

With much more compassionate, thoughtful

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advice on satisfying, healthy living, this newly revised edition also includes a chapter on how the Intuitive Eating philosophy can be a safe and effective model on the path to recovery from an eating disorder.

"Surviving a disaster requires planning, preparations, and skills. Being prepared can save lives, but "getting prepared" can often seem like a daunting task. If you've ever wanted to protect yourself and your loved ones, but you just didn't know where to begin, this Quick-Start Guide is everything you need (and

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nothing you don't) to help you survive a natural or manmade crisis."--Page 4 of cover.

*The Sweet Spot
How to Think Fast, Find Your Focus, and Sharpen Your Concentration*

A Straightforward System to Develop Attention to Detail in Yourself, Employees, Or Across an Organization

*Be Fast Or be Gone
A Stress-free Guide to Creating To-do Lists That Work!*

*Getting Things Done
The Procrastination Cure: 21 Proven Tactics for Conquering Your Inner Procrastinator, Mastering Your Time, and Boosting Your*

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EXPANDED AND UPDATED
**Deliver Products in Short
Cycles with Rapid Adaptation
to Change, Fast Time-to-
Market, and Continuous
Improvement -- Which
Supports Innovation and
Drives Competitive Advantage**
**Shifting customer needs are
common in today's
marketplace. Businesses must
be adaptive and responsive to
change while delivering an
exceptional customer
experience to be competitive.**
**There are a variety of
frameworks supporting the
development of products and
services, and most
approaches fall into one of**

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two broad categories: traditional or agile.

Traditional practices such as waterfall engage sequential development, while agile involves iterative and incremental deliverables.

Organizations are increasingly embracing agile to manage projects, and best meet their business needs of rapid response to change, fast delivery speed, and more. With clear and easy to follow step-by-step instructions, Agile Scrum helps you: - Implement and use the most popular agile framework -- Scrum - Deliver products in short cycles with rapid adaptation to change, fast time-to-market, and

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continuous improvement - Support innovation and drive competitive advantage Agile Scrum is for those interested or involved in innovation, project management, product development, software development or technology management. It's for those who have not yet used Scrum. It's also for people already using Scrum, in roles such as Product Owners, Scrum Masters, Development Team members (business analysts, solution and system architects, designers, developers, testers, etc.), customers, end users, agile coaches, executives, managers, and other stakeholders. For those

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already using Scrum, this guide can serve as a reference on practices for consideration and potential adaptation. Reactions to Agile Scrum have been incredibly positive. "A superbly written and presented guide to team-based project management that is applicable across a broad range of businesses from consumer products to high-tech." - IndieBRAG "Recommended." - The US Review of Books "The book is excellent." - Readers' Favorite "An all-inclusive instruction guide that is impressively 'user-friendly' in tone, content, clarity, organization, and presentation." - Midwest Book Review "A-type

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personalities (those inclined to avoid instruction manuals) and non-readers will rejoice upon discovering this guide which makes getting started with Agile Scrum a breeze." - Literary Classics Book Reviews "A must-have for a project manager wanting to introduce Scrum to the organization." - PM World Journal "A clear and authoritative roadmap for successful implementation." - BookViral Agile Scrum has received 17 FIRST PLACE WINS in national and international competitions: 5th Annual Beverly Hills International Book Awards - Business-General category 5th Annual Beverly Hills

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**International Book Awards
- Technology category 2016
London Book Festival -
Business category Fall 2016
Pinnacle Book Achievement
Awards - Business category
2017 Feathered Quill Book
Awards - Informational
(Business) category 2016 New
Apple Book Awards -
Technology category 2017
Independent Press Award -
Technology category 11th
Annual National Indie
Excellence Awards -
Technology category 2017
Pacific Rim Book Festival -
Business category 2017
Bookvana Awards -
Green/Conscious Business
category 2017 Book
Excellence Awards -**

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Technology category 14th Annual Best Book Awards - Business Reference category 2017 New York City Big Book Awards - Technology category 2017 Royal Dragonfly Book Awards - Science & Technology category 2017 Human Relations Indie Book Awards - Workplace category 2018 Florida Book Festival - Business category 2018 Pacific Book Awards - Business category Agile Scrum -- get your copy today! Major New York Times bestseller Winner of the National Academy of Sciences Best Book Award in 2012 Selected by the New York Times Book Review as one of the ten best books of 2011 A

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Globe and Mail Best Books of the Year 2011 Title One of The Economist's 2011 Books of the Year One of The Wall Street Journal's Best Nonfiction Books of the Year 2011 2013 Presidential Medal of Freedom Recipient Kahneman's work with Amos Tversky is the subject of Michael Lewis's The Undoing Project: A Friendship That Changed Our Minds In the international bestseller, Thinking, Fast and Slow, Daniel Kahneman, the renowned psychologist and winner of the Nobel Prize in Economics, takes us on a groundbreaking tour of the mind and explains the two systems that drive the way

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we think. System 1 is fast, intuitive, and emotional; System 2 is slower, more deliberative, and more logical. The impact of overconfidence on corporate strategies, the difficulties of predicting what will make us happy in the future, the profound effect of cognitive biases on everything from playing the stock market to planning our next vacation—each of these can be understood only by knowing how the two systems shape our judgments and decisions. Engaging the reader in a lively conversation about how we think, Kahneman reveals where we can and cannot trust our

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intuitions and how we can tap into the benefits of slow thinking. He offers practical and enlightening insights into how choices are made in both our business and our personal lives—and how we can use different techniques to guard against the mental glitches that often get us into trouble. Winner of the National Academy of Sciences Best Book Award and the Los Angeles Times Book Prize and selected by The New York Times Book Review as one of the ten best books of 2011, Thinking, Fast and Slow is destined to be a classic. Do you rule the realm of disorganization, clutter, and chaos? Are you constantly

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battling to get things done? Are you ready to give up and toss your day planner into the dungeon (otherwise known as your closet)? If so, you might just be The Queen of Distraction. And whether or not you've been formally diagnosed with attention deficit/hyperactivity disorder (ADHD), you probably already know that something's got to give. The Queen of Distraction presents practical skills to help women with ADHD achieve focus and balance in all areas of life, whether it's at home, at work, or in relationships. Psychotherapist Terry Matlen delves into the feminine side of ADHD—the elements of this condition

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that are particular to women, such as: relationships, skin sensitivities, meal-planning, parenting, and dealing with out-of-control hormones. In addition, the book offers helpful tips and strategies to get your symptoms under control, and outlines a number of effective treatment options for you to pursue. From getting dressed in the morning, to making it to a job interview, to planning dinner—sometimes just getting through the day can be an ordeal for a woman with ADHD. If you've been accused of getting lost in your own world, maybe it's time to make a change. If you're ready to start getting

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organized and stop leaving your groceries in the car, this book can help. It's more than just a survival guide; it's an ADHD how-to to help you thrive!

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

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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

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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

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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 The Practical Guide to Improving Your Mental Concentration, Killing Procrastination and Increasing Productivity Your Quick Start Guide with Step-By-Step Instructions A Quick-Start Guide to

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**Leveraging Video,
Technology, and Virtual
Communication Channels to
Engage Remote Buyers and
Close Deals Fast
Focus**

**Never Run Out of Cash
Thinking, Fast and Slow
10 Days to Faster Reading
Bootstrap 4 Quick Start
Can I Have Your Attention?** is not
your traditional self-help book
that offers 12 simple steps to
enhance brainpower. Nor is it a
book on Eastern Wisdom,
spirituality, or conventional
meditation. It is an eye-popping
adventure that combines ancient,
high-speed attention-building
processes with cutting-edge

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attention research in psychology, neurology, and biology. Through Joseph Cardillo's engaging personal account of the world of human attention—which synthesizes the stories of more than two dozen experts—you will uncover surprising secrets about the workings of your own mind. Did you know that: — You can use your attention to perfect any daily activity—from piano playing to work- related activities to perfecting your golf swing? — In just one-six-hundredth of a second, a random detail you glimpse in the corner of your eye can determine whether you like someone you just met, cause or

avoid an accident, make you feel happy or depressed all day, and lead you to succeed or fail at anything you try? — Specifically designed meditation techniques can be used to scan and shift brain waves, altering one's attention as effectively as electrode-packed biofeedback instruments? — Most importantly, you can train your attention to turn such processes on or off on command? This fresh look at ancient attention skills and new science will transform your thinking about what human attention is as well as offer a guide to incorporating its insights into your daily life. Can I Have

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Your Attention? even presents a redefinition of attention deficit and reveals a variety of natural, non-medical tools that can significantly amp up anyone's attention!

Get Projects Done Quickly & Add Value Immediately Through Agile Project Management! Agile Project Management is simply shifting the world of project management at its core and theres a reason why. With an approach to projects that is quite different from the traditional waterfall methodology, Agile Project Management focuses on added value fast while staying on track to achieve a defined business goal.

Completing projects in small chunks, piece by piece, allows project stakeholders to implement deliverables much faster than waiting for all phases of the project to be completed as well as allowing for modifications to project items based on changing needs. Often overlooked as a project management style that is only for IT related projects, Agile methodology can be utilized to complete projects across any industry including company reorganization, improving upon or redefining business processes and simply any project that does has short production and implementation times.

The author writes, "At the heart of this simple book lies the key to many of the struggles we face these days, from being productive and achieving our goals, to getting healthy and fit in the face of fast food and inactivity, to finding simplicity and peace amidst chaos and confusion. That key is itself simple: focus. Our ability to focus will allow us to create in ways that perhaps we haven't in years. It'll allow us to slow down and find peace of mind. It'll allow us to simplify and focus on less-on the essential things, the things that matter most.

Deep learning is often viewed as the exclusive domain of math

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PhDs and big tech companies. But as this hands-on guide

demonstrates, programmers comfortable with Python can achieve impressive results in deep learning with little math background, small amounts of data, and minimal code. How? With fastai, the first library to provide a consistent interface to the most frequently used deep learning applications. Authors Jeremy Howard and Sylvain Gugger, the creators of fastai, show you how to train a model on a wide range of tasks using fastai and PyTorch. You'll also dive progressively further into deep learning theory to gain a complete

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understanding of the algorithms behind the scenes. Train models in computer vision, natural language processing, tabular data, and collaborative filtering Learn the latest deep learning techniques that matter most in practice Improve accuracy, speed, and reliability by understanding how deep learning models work Discover how to turn your models into web applications Implement deep learning algorithms from scratch Consider the ethical implications of your work Gain insight from the foreword by PyTorch cofounder, Soumith Chintala

Discover the Secret to Driving

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**Growth, Profitability, and Cash
Flow Higher**

**Racing the Clock with Critical
Chain Project Management**

How to Learn Anything . . . Fast!

Intuitive Eating, 2nd Edition

Surviving an Urban Disaster

Upgrade Your Brain, Learn

Anything Faster, and Unlock

Your Exceptional Life

Responsive Web Design and

Development Basics for Beginners

A Revolutionary Program That

Works

Learn How To Take Quick Action,
Make Fast Decisions, And Get More
Done In Less Time! Do you regularly
procrastinate? Do you often struggle to
get started on important projects? Do

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you allow tasks to pile up until they make you feel stressed and overwhelmed? If so, there's a simple solution: THE PROCRASTINATION CURE. Imagine looking at your to-do list and immediately tackling, completing, and crossing off tasks. Imagine making quick decisions regarding which projects receive your immediate attention. Imagine finishing your work each day with hours to spare! Amazon bestselling author, Damon Zahariades, provides a start-to-finish blueprint for beating your inner procrastinator. He'll show you, step by step, how to overcome your tendency to put off important chores, projects, and activities, and consistently take action that catapults your productivity. You'll receive more than 21 proven tactics for conquering your impulse to procrastinate. You'll also

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learn the REASONS you procrastinate, along with actionable advice on how to nip them in the bud. In THE PROCRASTINATION CURE, you'll discover: The 13 most common reasons people postpone taking action Why your to-do list might be encouraging you to procrastinate (and what to do about it) How to create an action-prompting reward system tailored to your personal proclivities 4 easy tips for silencing your inner perfectionist and getting to work Surprising advice from Mark Twain on how to beat procrastination The one decision that'll spur you to take action and complete tasks in record time The power of accountability (and how to find the perfect partner) How to prioritize tasks and projects according to your personal goals A 3-step system for tracking your energy levels,

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Chunking to tackle large, daunting projects One of the most common forms of self-sabotage (and how to avoid it) How to muzzle your inner critic and eliminate negative self-talk A curious strategy novelist Victor Hugo successfully used to tame his inner procrastinator And much, much more! Plus, you'll receive 3 BONUS tactics, each of which will prove instrumental in overcoming your inner procrastinator. There's also a BONUS SECTION that includes detailed answers to common questions asked about how to curb the procrastination habit.

THE PROCRASTINATION CURE is for anyone who struggles to take action. Whether you're a student, corporate executive, entrepreneur, or stay-at-home parent, the tactics

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described in this book can set the stage for a personal transformation. Grab your copy of THE PROCRASTINATION CURE today to finally conquer your inner procrastinator and get to work on tasks and projects you're tempted to put off until later! This how-to guide is written in the great self-help, personal development tradition of Cal Newport, David Allen, and S.J. Scott. Scroll to the top of the page and click the "BUY NOW" button!

Forget the 10,000 hour rule— what if it's possible to learn the basics of any new skill in 20 hours or less? Take a moment to consider how many things you want to learn to do. What's on your list? What's holding you back from getting started? Are you worried about the time and effort it takes to acquire new skills—time you don't

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have and effort you can't spare? Research suggests it takes 10,000 hours to develop a new skill. In this nonstop world when will you ever find that much time and energy? To make matters worse, the early hours of practicing something new are always the most frustrating. That's why it's difficult to learn how to speak a new language, play an instrument, hit a golf ball, or shoot great photos. It's so much easier to watch TV or surf the web . . . In *The First 20 Hours*, Josh Kaufman offers a systematic approach to rapid skill acquisition—how to learn any new skill as quickly as possible. His method shows you how to deconstruct complex skills, maximize productive practice, and remove common learning barriers. By completing just 20 hours of focused, deliberate practice you'll go from knowing

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absolutely nothing to performing noticeably well. Kaufman personally

field-tested the methods in this book.

You'll have a front row seat as he develops a personal yoga practice, writes his own web-based computer programs, teaches himself to touch type on a nonstandard keyboard, explores the oldest and most complex board game in history, picks up the ukulele, and learns how to windsurf.

Here are a few of the simple techniques he teaches: Define your target performance level: Figure out what your desired level of skill looks like, what you're trying to achieve, and what you'll be able to do when you're done. The more specific, the better. Deconstruct the skill: Most of the things we think of as skills are actually bundles of smaller subskills. If you break down the subcomponents, it's

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easier to figure out which ones are most important and practice those first.

Eliminate barriers to practice:

Removing common distractions and unnecessary effort makes it much easier to sit down and focus on deliberate practice. Create fast feedback loops: Getting accurate, real-time information about how well you're performing during practice makes it much easier to improve.

Whether you want to paint a portrait, launch a start-up, fly an airplane, or juggle flaming chainsaws, The First 20 Hours will help you pick up the basics of any skill in record time . . . and have more fun along the way.

Legendary leadership and elite performance expert Robin Sharma introduced The 5am Club concept over twenty years ago, based on a revolutionary morning routine that has

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helped his clients maximize their productivity, activate their best health and bulletproof their serenity in this age of overwhelming complexity. Now, in this life-changing book, handcrafted by the author over a rigorous four-year period, you will discover the early-rising habit that has helped so many accomplish epic results while upgrading their happiness, helpfulness and feelings of aliveness. Through an enchanting—and often amusing—story about two struggling strangers who meet an eccentric tycoon who becomes their secret mentor, *The 5am Club* will walk you through: How great geniuses, business titans and the world's wisest people start their mornings to produce astonishing achievements A little-known formula you can use instantly to wake up early feeling inspired, focused and flooded

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with a fiery drive to get the most out of each day A step-by-step method to

protect the quietest hours of daybreak so you have time for exercise, self-

renewal and personal growth A

neuroscience-based practice proven to

help make it easy to rise while most people are sleeping, giving you

precious time for yourself to think,

express your creativity and begin the

day peacefully instead of being rushed

“Insider-only” tactics to defend your

gifts, talents and dreams against

digital distraction and trivial diversions

so you enjoy fortune, influence and a

magnificent impact on the world Part

manifesto for mastery, part playbook

for genius-grade productivity and part

companion for a life lived beautifully,

The 5am Club is a work that will

transform your life. Forever.

This book is for anyone who wants to

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learn about asexuality, and for Ace people themselves, to validate their experiences. Asexuality is often called The Invisible Orientation. You don't learn about it in school, you don't hear "ace" on television. So, it's kinda hard to be ace in a society so steeped in sex that no one knows you exist. Too many young people grow up believing that their lack of sexual desire means they are broken – so writer Molly Muldoon and cartoonist Will Hernandez, both in the ace community, are here to shed light on society's misconceptions of asexuality and what being ace is really like. This book is for anyone who wants to learn about asexuality, and for Ace people themselves, to validate their experiences. Asexuality is a real identity and it's time the world recognizes it. Here's to being invisible

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How to Solve Big Problems and Test
New Ideas in Just Five Days

Quick-start Guide : the Survival
Essentials Made Easy, Small Steps,
Big Results

The Miracle Morning

Concentration

Dr. Kellyann's Cleanse and Reset
A Quick-start Guide to Mastering Your
Attention, Ignoring Distractions, and
Getting More Done in Less Time!

**Do you find yourself absorbed
in unimportant things and
unable to focus on tasks that
will help you achieve your
goals? Do you feel unfulfilled
in your life and are unsure
where to start in making your
life more meaningful? If these**

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questions pertain to you, then you have come to just the right place to begin positively changing your life! While many people believe that having self-discipline and trashing procrastination are the two most important aspects of creating a life worth living where you achieve all those beautiful aspirations, there is a significant piece of the puzzle they are missing that builds a stronger foundation for those two things. Concentration is one of the greatest powers you can have in your life, for it provides you with heightened perception and the ability to see the world through

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prescription glasses instead of fogged-up goggles. It leads to greater problem-solving abilities, and it allows us to choose our own thoughts and ideas without other people's minds getting in the way of our own greatness to reach the ultimate achievement. In this book, we will talk about: Why it's so darn hard to concentrate in today's world Why concentration is essential to living the best life The science behind concentration Concentration strategies to use at home, work, and school Techniques to use in all other aspects of life Strategies for those that have concentration-

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hindering disorders A personal story of how learning concentration skills changed my life for the better to reach success If you are ready to stop living your life behind a foggy window and ready to embrace life in a clearer state, then I challenge you to join me in this book to learn the everyday strategies that I used to flip my entire life around! If you don't think you can do it, let me give you a boost of confidence: I didn't think I could either! But I realized that something had to change if I wanted to live a better and more fulfilling life. Developing concrete concentration skills

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**did just that for me and more!
If you are ready to join the
concentration bandwagon,
then it is time to get cozy,
purchase and absorb yourself
in this book! What are you
waiting for? Tomorrow might
be the first day you can really
start living!**

**Takes you step-by-step,
through a simple system that'll
help you master your attention
and triple your productivity.**

**The strategies described in
this fast-moving action guide
are routinely used by business
owners, executives, athletes,
students, and parents to
achieve a state of hyperfocus.
From the New York Times**

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bestselling authors of Sprint comes a simple 4-step system for improving focus, finding greater joy in your work, and getting more out of every day. "A charming manifesto—as well as an intrepid do-it-yourself guide to building smart habits that stick. If you want to achieve more (without going nuts), read this book."—Charles Duhigg, bestselling author of The Power of Habit and Smarter Faster Better Nobody ever looked at an empty calendar and said, "The best way to spend this time is by cramming it full of meetings!" or got to work in the morning and

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thought, Today I'll spend hours on Facebook! Yet that's exactly what we do. Why? In a world where information refreshes endlessly and the workday feels like a race to react to other people's priorities faster, frazzled and distracted has become our default position. But what if the exhaustion of constant busyness wasn't mandatory? What if you could step off the hamster wheel and start taking control of your time and attention? That's what this book is about. As creators of Google Ventures' renowned "design sprint," Jake and John have helped hundreds of teams solve

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important problems by changing how they work.

Building on the success of these sprints and their experience designing ubiquitous tech products from Gmail to YouTube, they spent years experimenting with their own habits and routines, looking for ways to help people optimize their energy, focus, and time. Now they've packaged the most effective tactics into a four-step daily framework that anyone can use to systematically design their days. Make Time is not a one-size-fits-all formula. Instead, it offers a customizable menu of bite-size tips and strategies

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Time

that can be tailored to individual habits and lifestyles. Make Time isn't about productivity, or checking off more to-dos. Nor does it propose unrealistic solutions like throwing out your smartphone or swearing off social media. Making time isn't about radically overhauling your lifestyle; it's about making small shifts in your environment to liberate yourself from constant busyness and distraction. A must-read for anyone who has ever thought, If only there were more hours in the day..., Make Time will help you stop passively reacting to the

Read Free Fast Focus A Quick
Start Guide To Mastering Your
Attention Ignoring Distractions
And Getting More Done In Less
Time

**demands of the modern world
and start intentionally making
time for the things that
matter.**