How To Be A Productivity Ninja

In the world of smartphones, instant internet access and on-demand documentaries, studying should be easier than ever. Yet all this background noise can make us unfocused and inefficient learners. So how can you cut through the distractions and get back to productive, rewarding learning? Four little words: Think like a Ninja. Paralysed by procrastination? Harness some Ninja Focus to get things started. Overwhelmed by exam nerves? You need some Zen-like Calm to turn those butterflies into steely focus. Surrounded by too many scrappy notes and unfinished to-do lists? Get Weapon-savvy with the latest organizational technology. With nine Ninja techniques to learn, there is a solution here for everyone who wants to learn better – and they don't involve giving up the rest of your life. Written by one of the world's foremost productivity experts, How to be a Study Ninja is a fun, accessible and practical guide on how to get the most out of your studying and love the quest for knowledge again.

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, 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 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 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 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 stress, or achieve any other goal.

We all know the benefits of healthy eating, but in practice, it's often just not compatible with a busy, working lifestyle. Grabbing food on the go between meetings, before you rush to the gym, after catching up with friends – there's just not enough time to be fussy – what you eat often takes a backseat. But what if that didn't have to be the case? What if what you were eating actually gave you more time; boosting your productivity, increasing your focus, and ensuring that you didn't fall victim to that daily 3pm energy slump? Productivity and nutrition experts Graham Allcott and Colette Heneghan present a new way to think about what you eat: the Productivity Ninja way. A new book in the bestselling Productivity Ninja series, Work Fuel shows you how eating well can and should fit into your lifestyle, however busy it is. From surviving conferences and work trips to how to best put together your food shopping list, Work Fuel provides you with an investment plan, promising to improve your performance, focus and energy by changing the way that you eat.

A practical guide to managing your attention--the most powerful resource you have to get stuff done, become more creative, and live a meaningful life Our attention has never been as overwhelmed as it is today. Many of us recognize that our brains struggle to multitask. Despite this, we feel compelled to do so anyway while we fill each moment of our lives to the brim with mindless distraction. Hyperfocus provides profound insights into how you can best take charge of your attention to achieve a greater sense of purpose and productivity throughout the day. The most recent neuroscientific research reveals that our brain has two powerful modes that can be unlocked when we use our attention effectively: a focused mode (hyperfocus), which is the foundation for being highly productive, and a creative mode (scatterfocus), which enables us to connect ideas in novel ways. Hyperfocus helps you access each of the two mental modes so you can concentrate more deeply, think more clearly, and work and live more deliberately every day. Chris Bailey examines such topics such as: • identifying and dealing with the four key types of distraction and interruption; • establishing a clear physical and mental environment in which to work; • controlling motivation and working fewer hours to become more productive; • taking time-outs with intention; • multitasking strategically; and • learning when to pay attention and when to let your mind wander wherever it wants to. By transforming how you think about your attention, Hyperfocus reveals that the more effectively you learn to take charge of it, the better you'll be able to manage every aspect of your life.

The Productivity Ninja Guide to Nutrition
Work Fuel
How to Be Productive
How to Get More Done in Less Time
The Complete Guide to Increasing Your Productivity and Improving Your Bottom Line
How to Be A Great Coach
from How to be a Productivity Ninja

In the world of smartphones, instant internet access and on-demand documentaries, studying should be easier than ever. Yet all this background noise can make us unfocused and inefficient learners. So how can you cut through the distractions and get back to productive, rewarding learning? Four little words: Think like a Ninja. Paralysed by procrastination? Harness some Ninja Focus to get things started. Overwhelmed by exam nerves? You need some Zen-like Calm to turn those butterflies into steely focus. Surrounded by too many scrappy notes and unfinished to-do lists? Get Weapon-savvy with the latest organizational technology. With nine Ninja techniques to learn, there is a solution here for everyone who wants to learn better – and they don't involve giving up the rest of your life. Written by one of the world's foremost productivity experts, How to be a Knowledge Ninja is a fun, accessible and practical guide on how to get the most out of your studying and love the quest for knowledge again.

Double Your Productivity with these habits. Are you tired of losing focus, procrastinating, and leaving projects unfinished? What if you could dramatically increase your productivity? What if you could stop being overwhelmed and get an extra hour a day to do the things you love? What would finally having time to spend with your family, some alone time to read, or exercise mean to you? In this book, international bestselling author Marc Reklau shows you his proven secrets to extreme productivity. Learn the best strategies to overcome procrastination, improve your mindset, and achieve your goals. More than anything else in your life or career, the way you manage your time will determine your success or failure. It's simple: The better you use your time, the more you will get accomplished, hence the more you will earn. The secret of successful people is to focus on the most important things on their to-do lists and actually do them. This simple, fast-paced e-Book will help you to get more done in less time and with less stress. It will take you through simple, practical, and doable steps and create a system for optimal productivity that can change your life forever. You'll do things faster - and even more importantly - you will do the right things! (Most people don't have time because they waste it on doing unimportant stuff) You'll learn: How to use your to-do lists correctly The best tricks to overcome procrastination and do the important stuff How to stop being busy and aim for results How to save 7 to 14 hours a week by changing just one habit. How to identify your REAL priorities and the tasks that bring most ROI How to get control of your emails and avoid an overflowing inbox How to detect and prevent burning out How to reduce stress from client-imposed deadlines to virtually zero and much more!

World-leading productivity expert Graham Allcott's businessbible is given a complete update for 2019. Do you waste too much time on your phone? Scroll throughTwitter or Instagram when you should be getting down to your real tasks? Isyour attention easily distracted? We've got the solution: The Way of theProductivity Ninja. In the age of information overload, traditional timemanagement techniquessimply don't cut it anymore. Using techniques includingRuthlessness, Mindfulness, Zen-like Calm and Stealth & Camouflage, this fullyrevised new edition of How to be a Productivity Ninjaoffers a fun andaccessible guide to working smarter, getting more done and learning to love whatyou do again.

In the age of information overload, traditional time management techniques simply don't cut it when it comes to overflowing inboxes, ever-expanding to-do lists and endless, pointless meetings. Thankfully there is a better way: The Way of the Productivity Ninja.Using techniques including Ruthlessness, Mindfulness, Zen-like Calm and Stealth & Camouflage you will get your inbox down to zero, make the most of your attention, beat procrastination and learn to work smarter, not harder.Written by one of the UK's foremost productivity experts, How to be a Productivity Ninja is a fun, accessible and practical guide to staying cool, calm and collected, getting more done, and learning to love your work again.

An Easy & Proven Way to Build Good Habits & Break Bad Ones
The Ultimate Simple Productivity System
Accomplishing More by Managing Your Time, Attention, and Energy
7 Easy Steps to Master Productivity Apps, Productive Habits, Work Efficiency & Personal Productivity
SUMMARY - How To Be A Productivity Ninja: Worry Less, Achieve More And Love What You Do By Graham Allcott
Off the Clock
Leave the Office Earlier

Why do Americans work so hard? Are the long hours spent at work really necessary to increase organizational productivity? Leslie A. Perlow documents the worklife of employees who assume that for their own success and the success of their organization they must put in extended hours on the job. Perlow doesn't buy it. She challenges the basic assumption that the more emp better the corporation will do.For nine months, Perlow studied the work practices of a product development team of software engineers at a Fortune 500 corporation. She reports her findings in detailed stories about individual employees and in more analytic chapters. Perlow first describes the individual heroics necessary to succeed in the existing work culture. She then explains of rewards perpetuates crises and continuous interruptions,while discouraging cooperation. Finally, she shows how the resulting work practices damage both organizational productivity and the quality of individuals' lives outside of work. Perlow initiated a collaborative effort to restructure the way team members worked. Managers who were involved credit the project for the rare on-time launch of the product the engineers were developing. In the end, Finding Time shows that it is possible to create new work practices that enable individuals to have more personal and family time while also improving the corporation's productivity.

Take your productivity to the next level and make the most of your time! Do you have too much to do and not enough time to do it? Don't we all! Productivity For Dummies shows you how to overcome this common problem by tackling key issues that are preventing you from remaining focused and making the most of your time. This insightful text gets to the root of the problem, a how to identify and analyse the items on your to-do list to deliver on deadlines and maximise your schedule. Numerous techniques and technologies have been developed to address productivity needs, and this resource shows you which will work for your situation. Productivity is crucial to your success - whether you want to find a new job, earn a promotion you've had your eye progress in your career, understanding how to improve your productivity is essential in increasing the value you bring to your organisation. At the very least, increased productivity means that you get things done faster—which translates into fewer overtime hours and more time concentrating on the things that are most important to you. Eliminate procrastination and laziness from routine Organise your work environment to create a space conducive to productivity Increase your concentration and stay focused on the task at hand Make decisions quickly, and stay cool, calm, and collected no matter what the situation is Productivity For Dummies helps you solve the age-old problem of having too much to do and not enough time to do it.

A fresh, personal, and entertaining exploration of a topic that concerns all of us: how to be more productive at work and in every facet of our lives. Chris Bailey turned down lucrative job offers to pursue a lifelong dream—to spend a year performing a deep dive experiment into the pursuit of productivity, a subject he had been enamored with since he was a teenager. After obtaini degree, he created a blog to chronicle a year-long series of productivity experiments he conducted on himself, where he also continued his research and interviews with some of the world's foremost experts, from Charles Duhigg to David Allen. Among the experiments that he tackled: Bailey went several weeks with getting by on little to no sleep; he cut out caffeine and sugar; h isolation for 10 days; he used his smartphone for just an hour a day for three months; he gained ten pounds of muscle mass; he stretched his work week to 90 hours; a late riser, he got up at 5:30 every morning for three months—all the while monitoring the impact of his experiments on the quality and quantity of his work. The Productivity Project—and the lessons Chris learned that year-long journey. Among the counterintuitive insights Chris Bailey will teach you: · slowing down to work more deliberately; · shrinking or eliminating the unimportant; · the rule of three; · striving for imperfection; · scheduling less time for important tasks; · the 20 second rule to distract yourself from the inevitable distractions; · and the concept of productive procrastination. In opening and thoroughly engaging read, Bailey offers a treasure trove of insights and over 25 best practices that will help you accomplish more.

Trying to remember a bunch of details and tasks isn't the best use of your brainpower. By collecting all of your tasks in one place, you can reserve your mental energy for work that drives significant results, both in your professional life and your personal life. To start, productivity expert Maura Thomas takes us through an exercise called "brain dumping," which will clear your min things you're trying to remember you have to do—all the things that are distracting you or keeping you up at night. She then shows us the right way to use a calendar, the tools you'll need to succeed, and a better way of categorizing your tasks in order to identify the best use of your time and inspire you to take action. This is not another book on time management; this is a book control of your busy life. Not only will you be focusing on the things that truly matter, but you'll also experience boosts in your mood and mindset—you'll feel more in control and less overwhelmed; you'll feel a greater sense of accomplishment now that you're focusing on what's truly important to you.

The Productivity Project
Achieving clarity and getting results in a world where work never ends
Boost Your Results, Reduce Your Hours
Productivity For Dummies
The Productivity Zone
Study smarter. Focus better. Achieve more.
Get Your Inbox Down to Zero

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 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.

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

Is your inbox overloaded? Feel like your email is controlling your life? You need the ninja way of email management! In this short ebook, an edited extract from Graham Allcott's acclaimed How to be a Productivity Ninja, you'll learn the simple skills to get your inbox down to zero - and keep it there, day after day. Following Allcott's straightforward advice, anyone - from a student to a Chief Executive - can keep on top of their messages and feel in command, calm and up to date. You'll learn to be ruthless, to separate thinking from doing, and how to make your email inbox work for you - and not the other way around! If you want to know what it takes to be REALLY productive, read this. It's not just about to-do lists and managing your emails - it's about productivity you can really feel and a getting a better quality of life.

How to be a Productivity Ninja 2019 UPDATED EDITION
Achieving Clarity and Getting Results in a World Where Work Never Ends
How Corporations, Individuals, and Families Can Benefit from New Work Practices
Feel Less Busy While Getting More Done
Work Smarter, Not Harder
Worry Less, Achieve More, Love what You Do
Productivity for Librarians

THIS IS A FREE EBOOK SAMPLER. IT INCLUDES THE FIRST 42 PAGES OF THE FULL BOOK. If you would like to purchase Graham Allcott's How to be a Productivity Ninja in full, you can do so with all good ebook retailers. In the age of information overload, traditional time management techniques simply don't cut it when it comes to overflowing inboxes, ever-expanding to-do lists and endless, pointless meetings. Thankfully there is a better way: The Way of the Productivity Ninja. Using techniques including Ruthlessness, Mindfulness, Zen-like Calm and Stealth & Camouflage you will get your inbox down to zero, make the most of your attention, beat procrastination and learn to work smarter, not harder. Written by one of the UK's foremost productivity experts, How to be a Productivity Ninja is a fun, accessible and practical guide to staying cool, calm and collected, getting more done, and learning to love your work again. If you enjoy this free sampler why not check out the complete book and learn the ways of the Productivity Ninja!

Do you find that your bad habits are getting in the way of your work? Or that you simply can't maintain a clean workspace? Do you question every day why you just can't get your work done? If you answered yes to any of these questions, it might be time to reevaluate the way you work. Productivity is something that affects us all. We tend to associate being productive with our work lives, but it has a clear effect on everything that we do. Being more productive allows us to be better workers, leaders, parents, and friends. Once you regain control over your negative work habits, you will not only work better but live better! "How to Be Productive" uses a strategic, personal approach to help you to get more done in a way that is meaningful to you. This 7-step guide will teach you how to tackle your productivity in a logical and effective manner- one that will differ from person to person. These 7 steps won't just teach you how to be productive in a work setting, but rather, all the places in which you can implement this knowledge. Learn how to build a strong productivity foundation and apply it to all your goals. Before you know it, you will be productive in everything that you do. YOU WILL LEARN: How to be strategic with your approach. How to establish and maintain productive habits. To utilize productivity technology around us. The role mental and physical health plays in our productivity. To create personal accountability. The uses of awards and delayed gratification. Productivity tools outside of work. What is stopping you? Why are you stuck in your old ways? Learn how to rid yourself of the doubts, fears, and anxieties that are holding you back, as well as all the ways you've been working wrong. Take matters into your own hands and be the best possible version of yourself that you can be!

To do: take the stress out of work defeat information overload be more efficient. Whether you are overwhelmed by your to-do list, or get stressed just looking at your full inbox, this Practical Guide from productivity expert Graham Allcott reveals how to think, and act, more productively and to start loving work. Following a simple A-Z of expert tips and real-life examples, you will learn to improve your focus, regain control, and feel cool, calm and collected.

Zen To Done is a simple system to help you get organized and productive--keeping your life saner and less stressed--with a set of simple habits. Zen To Done takes some of the best aspects of popular productivity systems (GTD, Stephen Covey, and others), then combines and simplifies them, giving you just what you need--and no more. Simply put, ZTD teaches you: (1) The key habits needed to be organized and productive. (2) How to implement these habits. (3) How to organize the habits into a simple system that will keep everything in your life in its place. (4) How to simplify what you need to do. (5) How to implement an even simpler version called Minimal ZTD. If you're tired of doing things the hard way and just want a simple, easy, yet effective way to accomplish your goals, Zen To Done is just what you need.

Hyperfocus
From To-Do to Done
How to be a Knowledge Ninja
How to Get Creative Work Done in an "Always on" World
Extreme Productivity
The Art of Stress-Free Productivity
How to Fix Meetings

Long hours. Juggling family and work. Deadlines. High stress levels. Today's professionals are feeling more overworked and overwhelmed than ever before. Yet you CAN get more done than you ever thought possible—and still get home to your real life sooner. Laura Stack, "The Productivity Pro,"® shows you how. Leave the Office Earlier explores the ten key factors that improve results, lower stress, and save time in today's workplace. Fun, interactive quizzes speed you to exactly the advice and techniques you need the most. You can tailor this information-loaded book to your own needs by focusing on your problem areas—such as time-wasters, distractions, email overload, or poor organization—and by following the easy-to-implement solutions. With Laura Stack's help, you'll work more efficiently and be more productive in every area of your life, so that you can really live according to your priorities. Don't just work faster. Work better, reduce stress, and leave the office earlier! www.broadwaybooks.com

Productivity for Librarians provides tips and tools for organizing, prioritizing and managing time along with reducing stress. The book presents a resources guide for continued learning about and exploration of productivity in relation to individual circumstances featuring motivation, procrastination and time management guidelines. Addressing the unique challenges faced by librarians, the author supplies a balanced view of a variety of tools and techniques for dealing with overwork and stress. There are many books on productivity, but none specifically targeted at library workers. We face unique challenges in our profession and this book will address these This book will not espouse a single approach to dealing with overwork and stress, but will instead present a balanced view of several tools and techniques that are of assistance This book provides a resource guide for continued learning about and exploration of productivity as applied to the reader's individual circumstances. The author has also created an online community for readers to share information and continue their work

** Our summary is short, simple and pragmatic. It allows you to have the essential ideas of a big book in less than 30 minutes. By reading this summary, you will learn how to become a true task ninja and thus effectively achieve your goals. You will also learn : how to work faster and better; how to reduce and eliminate stress; how to act effectively; how to avoid procrastination; how to control your time. Ninjas were warrior-assassassins in ancient Japan. They were feared because they were true masters in the art of accomplishing their missions, whatever they were. To be inspired by them and apply their techniques today may seem absurd. However, reaching a specific goal requires a particular state of mind and ninjas have a lot to teach on this subject. Are you ready to put on their black robe to become a ninja? *Buy now the summary of this book for the modest price of a cup of coffee!*

World-leading productivity expert Graham Allcott's business bible is given a complete update for 2019. Do you waste too much time on your phone? Scroll through Twitter or Instagram when you should be getting down to your real tasks? Is your attention easily distracted? We've got the solution: The Way of the Productivity Ninja. In the age of information overload, traditional time management techniques simply don't cut it anymore. Using techniques including Ruthlessness, Mindfulness, Zen-like Calm and Stealth & Camouflage, this fully revised new edition of How to be a Productivity Ninja offers a fun and accessible guide to working smarter, getting more done and learning to love what you do again.

How to be a Study Ninja
24 Lessons for Turning on the Productivity of Every Employee
How to Be a Productivity Ninja
Occupational Outlook Handbook
A Practical Guide to Productivity
Atomic Habits
Ask a Manager

'A fun, interesting, and useful read!' David Allen, bestselling author of Getting Things Done Nearly all of us want to be more productive, but finding the method that works for you among the hundreds and hundreds of different tips, tricks and hacks can be a daunting prospect. After graduating college, Chris Bailey decided to dedicate a whole year to doing just that - experimenting with as many of the techniques as he could, and finding the things that work. Among the experiments that he undertook are: going several weeks on little to no sleep; cutting out caffeine and sugar; taking a daily siesta; living in total isolation for 10 days; stretching his workweek to 90 hours; and getting up at 5:30 every morning, all the while monitoring the impact of his experiments on the quality and quantity of his work. The results were often surprising! This book is the result of Chris's year-long journey, distilling the lessons he learned into a few core truths about how we get things done (or, indeed, don't). Among the many counterintuitive insights Chris discovered that had the biggest impact on his productivity were striving for imperfection; scheduling less time for important tasks; the 20 second rule to distract yourself from distractions; and the concept of productive procrastination. In this accessible and fun guide, Chris Bailey offers over 30 tried-and-tested best practices that will help everyone to accomplish more - and become more awesome.

Turn Strategy into Performance! In today ' s world of rapid, disruptive change, strategy can ' t be separate from execution—it has to emerge from execution. You have to continually adjust your strategy to fit new realities. But if your organization isn ' t set up to be fast on its feet, you could easily go the way of Blockbuster or Borders. Laura Stack shows you how to quickly drive strategic initiatives and get great results from your team. Her LEAD Formula outlines the Four Keys to Successful Execution: the ability to Leverage your talent and resources, design an Environment to support an agile culture, create Alignment between strategic priorities and operational activities, and Drive the organization forward quickly. She includes a leadership team assessment, group reading guides, and bonus self-development resources. Stack will equip you with the knowledge, skills, and inspiration to help you hit the ground running!

We've all experienced days where we're "in the zone," effortlessly meeting our objectives and feeling amazing. Wouldn't it be great if we could experience this feeling every day? With this book you can discover how. The Productivity Zone takes you through the 10 Core Drivers that help you avoid procrastination and perfectionism and perform in the Productivity Zone. These 10 Core Drivers are grouped into three core segments: Championship Psychology, Winning Strategies, and Sustainable Results. This is the only resource that combines both the skills and the mindset together in these 10 core drivers into one package. A deficiency in any one of the elements will stand between you and your best results.

These quick reads, based on McGraw-Hill bestsellers, are designed to meet the needs of busy people. Titles in the series focus on each book's main themes and action ideas, reduced to a manageable page count for on-the-go readers. Rules, guidelines, best practices, problem-solving approaches, and more for applying effective coaching methods in the workplace
How to Go from Busy to Productive by Mastering Your To-Do List

Execution IS the Strategy
Stop the Tug of War with Time
Forget Time Management: How to Get Things Done in the Age of Information Overload
Getting Things Done
The Productivity Revolution

'An accessible thought provoking book that offers something of interest to anyone responsible for organising (or participating in) meetings.' Jackie Weaver, Chief Officer of the Cheshire Association of Local Councils Zoom fatigue? Calendar full of meetings that could just be an email? Online and offline, too much valuable time is wasted in meetings. Often little advance planning takes place, resulting in productivity drains rather than productivity gains. Providing realistic and practical advice, productivity professionals Graham Allcott and Hayley Watts show how to reduce the amount of time you spend in meetings, and ensure that the ones that you do attend are genuine opportunities to collaborate and get things done. Learn how to hold and attend meetings where the focus is on the outcome; get to grips with the 40–20–40 Continuum, so that only 20 per cent of your attention for each meeting is spent in the meeting itself – the rest is in the preparation and the follow-through; and understand when it's necessary to say that you won't be attending – and how best to do so.

The need to be more productive is the bane of any executive or manager—both at work and at home—but this doesn't have to be a problem anymore. This book introduces nine habits that can turn procrastination into productivity and the pain of overburden into the pleasure of achievement. Ben Elijah offers a tool to help turn ideas into action, make the best use of time, make decisions more quickly, manage projects, achieve goals or just get tasks done. And what's more his tools will quickly turn into habits so you will feel things get done automatically. The book is packed full of tips, hints, diagrams and anecdotes and each habit is explained simply, with a cue, an action and a reward.

"All the tips and techniques you need to stay calm, get through your tasks, make the most of your time and stop procrastinating. It's fun, easy to follow and practical--and may just be the kick up the bottom you need "--"Closer" When it comes to overflowing inboxes, ever-expanding to-do lists, and endless meetings, traditional time-management techniques--like those in bestselling books by David Allen or Dominic Wolff-- simply don't cut it in the age of information overload Thankfully there's a better way. Graham Allcott, founder of one of the United Kingdom's most prominent productivity workshop companies, Think Productive (thinkproductive.com), presents "How to be a Productivity Ninja," his brilliant--and originally self-published--guide to cutting through the procrastination, getting more done, and enjoying your work and your life more as a result. Using techniques including Ruthlessness, Mindfulness, Zen-like Calm, and Stealth and Camouflage, you will get your inbox down to zero, maximize your attention span, and learn work smarter, not harder. Think Productive is quickly expanding throughout the world, with a Canadian branch now up and running. It is anticipated that 2015 will see the launch of Think Productive US. Watch Graham explain the nine steps to becoming a Productivity Ninja at bit.ly/ninjaway and read a free sample at bit.ly/ninjaextract. Graham Allcott is a productivity trainer, social entrepreneur, and founder of Think Productive, which runs public productivity workshops throughout the world and has run in-house workshops for staff at organizations including the Bill & Melinda Gates Foundation, American Express, JP Morgan, Amazon, eBay, PayPal, and GlaxoSmithKline.

From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called "the Dear Abby of the work world." Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit "reply all" • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager "A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work."—Booklist (starred review) "The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience."—Library Journal (starred review) "I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor."—Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide "Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way."—Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together

How to Manage Your Attention in a World of Distraction
Control Your Time and Get Things Done!
Worry Less, Achieve More and Love What You Do
How to be a Productivity Ninja
Finding Time
Meet Less, Focus on Outcomes and Get Stuff Done
A Simple Approach to Become More Productive

How to Be a Productivity NinjaWorry Less, Achieve More and Love What You DoProductivity Ninja

"Required reading for professionals—and aspiring professionals—of all levels." —Shirley Ann Jackson, President of Rensselaer Polytechnic Institute and Former Chairman of U.S. Nuclear Regulatory Commission Robert C. Pozen, one of the business world's most successful—and productive—executives, reveals the surprising secrets to workplace productivity and high performance. It's far too easy for working professionals to become overwhelmed by a pile of time-sensitive projects, a backlog of emails, and endless meetings. In order to be truly productive, they must make a critical shift in mindset from hours worked to results produced. With Extreme Productivity, Pozen explains how individuals can maximize their time and energy by determining and focusing on their highest priorities. He also provides a toolkit of practical tips and techniques to help professionals at all stages of their careers maximize their time at work. This essential handbook empowers every person with proven methods for prioritizing their time to achieve high-impact results and refine their career goals for long-term success, all while leading a full and meaningful personal life as well.

Peopled by larger-than-life heroes and villains, charged with towering questions of good and evil, Atlas Shrugged is Ayn Rand's magnum opus: a philosophical revolution told in the form of an action thriller—nominated as one of America's best-loved novels by PBS's The Great American Read. Who is John Galt? When he says that he will stop the motor of the world, is he a destroyer or a liberator? Why does he have to fight his battles not against his enemies but against those who need him most? Why does he fight his hardest battle against the woman he loves? You will know the answer to these questions when you discover the reason behind the baffling events that play havoc with the lives of the amazing men and women in this book. You will discover why a productive genius becomes a worthless playboy...why a great steel industrialist is working for his own destruction...why a composer gives up his career on the night of his triumph...why a beautiful woman who runs a transcontinental railroad falls in love with the man she has sworn to kill. Atlas Shrugged, a modern classic and Rand's most extensive statement of Objectivism—her groundbreaking philosophy—offers the reader the spectacle of human greatness, depicted with all the poetry and power of one of the twentieth century's leading artists.

Productivity for Creative People
The Productivity Habits
How to be Really Productive
The Productivity Pro Shows You How to Do More in Less Time...and Feel Great About It
How Leaders Achieve Maximum Results in Minimum Time
Atlas Shrugged
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