

18 Minutes Find Your Focus Master Distraction And Get The Right Things Done

An updated version of the StrengthsFinder program developed by Gallup experts to help readers discover their distinct talents and strengths and how they can be translated into personal and career successes.

STOP FOR A MOMENT. Are you here right now? Is your focus on this page? Or is it roaming elsewhere, to the past or future, to a worry, to your to-do list, or to your phone? Whether you're simply browsing, talking to friends, or trying to stay focused in an important meeting, you can't seem to manage to hang on to your attention. No matter how hard you try, you're somewhere else. The consequence is that you miss out on 50 percent of your life—including the most important moments. The good news: There's nothing wrong with you—your brain isn't broken. The human brain was built to be distractible. The even better news: You can train your brain to pay attention more effectively. Stay with me a little longer and soon you will be able to: Focus without all the struggle. Take back your attention from the pull of distraction. And function at your peak, for all that truly matters in your life.

Peter Bregman, author of the Wall Street Journal bestseller *18 Minutes*, offers strategies to replace energy-wasting, counter-productive habits that commonly derail us with truly effective ones. The things we want most—peace of mind, fulfilling relationships, to do well at work—are surprisingly straightforward to realize. But too often our best efforts to attain them are built on destructive habits that sabotage us. In *Four Seconds*, Peter Bregman shows us how to replace negative patterns with energy boosting and productive behaviors. To thrive in our fast-paced world all it takes is to pause for as few as four seconds—the length of a deep breath—allowing us to make intentional and tactical choices that lead to better outcomes. *Four Seconds* reveals: Why listening—not arguing—is the best strategy for changing someone's mind Why setting goals can actually harm performance How to use strategic disengagement to recover focus and willpower How taking responsibility for someone else's failure can actually help your team Practical and insightful, *Four Seconds* provides simple solutions to create the results you want without the stress.

3 Day Potty Training is a fun and easy-to-follow guide for potty training even the most stubborn child just 3 days. Not just for pee and poop but for day and night too! Lora's method is all about training the child to learn their own body signs. If the parent is having to do all the work, then the child isn't truly trained, but with Lora's method your child will learn when their body is telling them that they need to use the potty and they will communicate that need to you.

The Creative Curriculum comes alive! This videotape-winner of the 1989 Silver Apple Award at the National Educational Film and Video Festival-demonstrates how teachers set the stage for learning by creating a dynamic well-organized environment. It shows children involved in seven of the interest areas in the *The Creative Curriculum* and explains how they learn in each area. Everyone conducts in-service training workshops for staff and parents or who teaches early childhood education courses will find the video an indispensable tool for explaining appropriate practice.

The inspirational bestseller that ignited a movement and asked us to find our WHY Discover the book that is captivating millions on TikTok and that served as the basis for one of the most popular TED Talks of all time—with more than 56 million views and counting. Over a decade ago, Simon Sinek started a movement that inspired millions to demand purpose at work, to ask what was the WHY of their organization. Since then, millions have been touched by the power of his ideas, and these ideas remain as relevant and timely as ever. *START WITH WHY* asks (and answers) the questions: why are some people and organizations more innovative, more influential, and more profitable than others? Why do some command greater loyalty from customers and employees alike? Even among the successful, why are so few able to repeat their success over and over? People like Martin Luther King Jr., Steve Jobs, and the Wright Brothers had little in common, but they all started with WHY. They realized that people won't truly buy into a product, service, movement, or idea until they understand the WHY behind it. *START WITH WHY* shows that the leaders who have had the greatest influence in the world all think, act and communicate the same way—and it's the opposite of what everyone else does. Sinek calls this powerful idea *The Golden Circle*, and it provides a framework upon which organizations can be built, movements can be led, and people can be inspired. And it all starts with WHY.

Think *Game of Thrones* meets *Buffy the Vampire Slayer* with a drizzle of *E.L. James* - Telegraph Perfect for fans of *Jessica Jones* and *True Blood*, this is a blockbuster modern fantasy set in a divided world where one woman must uncover the truth to seek her revenge. Half-Fae, half-human Bryce Quinlan loves her life. Every night is a party and Bryce is going to savour all the pleasures Lunathion – also known as Crescent City – has to offer. But then a brutal murder shakes the very foundations of the city, and brings Bryce's world crashing down. Two years later, Bryce still haunts the city's most notorious nightclubs – but seeking only oblivion now. Then the murderer attacks again. And when an infamous Fallen angel, Hunt Athalar, is assigned to watch her every footstep, Bryce knows she can't forget any longer. As Bryce and Hunt fight to unravel the mystery, and their own dark pasts, the threads they tug ripple through the underbelly of the city, across warring continents, and down to the deepest levels of Hel, where things that have been sleeping for millennia are beginning to stir ... With unforgettable characters and page-turning suspense, this richly inventive new fantasy series by #1 New York Times bestselling author Sarah J. Maas delves into the heartache of loss, the price of freedom – and the power of love.

New York Times Bestseller Over 2.5 million copies sold For David Goggins, childhood was a nightmare - poverty, prejudice, and physical abuse colored his days and haunted his nights. But through self-discipline, mental toughness, and hard work, Goggins transformed himself from a depressed, overweight young man with no future into a U.S. Armed Forces icon and one of the world's top endurance athletes. The only man in history to complete elite training as a Navy SEAL, Army Ranger, and Air Force Tactical Air Controller, he went on to set records in numerous endurance events, inspiring *Outside* magazine to name him *The Fittest (Real) Man in America*. In this curse-word-free edition of *Can't Hurt Me*, he shares his astonishing life story and reveals that most of us tap into only 40% of our capabilities. Goggins calls this *The 40% Rule*, and his story illuminates a path that anyone can follow to push past pain, demolish fear, and reach their full potential.

From the Booker Prize winning author of *Amsterdam*, a brilliant new novel. On the hottest day of the summer of 1935, thirteen-year-old Briony Tallis sees her sister Cecilia strip off her clothes and plunge into the fountain in the garden of their country house. Watching her is Robbie Turner, son of the Tallis's cleaning lady, whose education has been subsidized by Cecilia's and Briony's father, and who, like Cecilia, has recently come down from Cambridge. By day's end, their lives will be changed – irrevocably. Robbie and Cecilia will have crossed a boundary they had not imagined at its start. And Briony will have witnessed mysteries, seen an unspeakable word, and committed a crime for which she will spend the rest of her life trying to atone... Brilliant and utterly enthralling in its depiction of love and war and class and childhood and England, *An Atonement* is a profound – and profoundly moving – exploration of shame and forgiveness, of atonement and of the possibility of absolution.

18 Minutes Find Your Focus, Master Distraction, and Get the Right Things Done Business Plus

The Wall Street Journal bestselling author of *18 Minutes* unlocks the secrets of highly successful leaders and pinpoints the missing ingredient that makes all the difference You have the opportunity to lead: to show up with confidence, connected to others, and committed to a purpose in a way that inspires others to follow. Maybe it's in your workplace, or in your relationships, or simply in your own life. But great leadership—leadership that aligns teams, inspires action, and achieves results—is hard. And what makes it hard isn't theoretical, it's practical. It's not about knowing what to say or do. It's about whether you're willing to experience the discomfort, risk, and uncertainty of saying or doing it. In other words, the most critical challenge of leadership is emotional courage. If you are willing to feel everything, you can do anything. *Leading with Emotional Courage*, based on the author's popular blogs for Harvard Business Review, provides practical, real-world advice for building your emotional courage muscle. Each short, easy to read chapter details a distinct step in this emotional "workout," giving you grounded advice for handling the difficult situations without sacrificing professional ground. By building the courage to say the necessary but difficult things, you become a stronger leader and leave the "should've's" behind. Theoretically, leadership is straightforward, but how many people actually lead? The gap between theory and practice is huge. Emotional courage is what bridges that gap. It's what sets great leaders apart from the rest. It gets results. It cuts through the distractions, the noise, and the politics to solve problems and get things done. This book is packed with actionable steps you can take to start building these skills now. Have the courage to speak up when others remain silent Be stable and grounded in the face of uncertainty Respond productively to opposition without getting distracted Weather others' anger without shutting down or getting defensive *Leading with Emotional Courage* coaches you to build your emotional courage, exercise it effectively, and create an environment in which people around you take accountability to get hard things done.

Champion Your Best Ideas! Every time you communicate, you're trying to do something, change something, or move someone to action. You're trying to make a point. But the only way to make a point is to have a point. And the surprising truth is, very few communicators know their points or even understand what a point is, rendering them pointless. Communications expert Joel Schwartzberg says a point is not just a topic, an idea, or a theme. A real point is a proposition of value. It's a contention you can propose, argue, illustrate, and prove. In this concise and practical book, you'll learn to identify your point, strengthen it, stick to it, and sell it. Whether you want to improve your impact in speeches, staff meetings, pitches, emails, PowerPoint presentations, or any other communication setting, Schwartzberg's novel approach teaches you how to go from simply sharing a thought to making a difference. Which would you rather do? From the constant pull of technology to the 24-hour news cycle to the overwhelming demands of work, our ability to concentrate is being strained as never before. We're all suffering from a collective attention deficit disorder that is leaving us feeling scattered, overwhelmed, and anxious - yet unable to resist distractions like emails, Zoom calls, or new texts or notifications. We actually use 100 per cent of our attention at every waking moment, but Dr Jha has discovered that unless we create room in our minds through specific and targeted daily practice, we cannot control what captures our attention leaving us vulnerable to every distraction, an experience she calls attention degradation. *Peak Mind* introduces the one cognitive training technique proven to improve attention and performance: mindfulness training. Dr Jha explains exactly how to implement this twelve-minute-a-day training program into daily life. Honed and proven in her lab, this revolutionary program will help you learn to ignore distractions and take control of your attention. Smart and accessible, interweaving science and illustrative stories from high-level people who've successfully used her techniques, *Peak Mind* debunks common assumptions and offers stunning new tools to radically improve our lives.

For those who could read between the lines, the censored news out of China was terrifying. But the president insisted there was nothing to worry about. Fortunately, we are still a nation of skeptics. Fortunately, there are those among us who study pandemics and are willing to look unflinchingly at worst-case scenarios. Michael Lewis's taut and brilliant nonfiction thriller pits a band of medical visionaries against the wall of ignorance that was the official response of the Trump administration to the outbreak of COVID-19. The characters you will meet in these pages are as fascinating as they are unexpected. A thirteen-year-old girl's science project on transmission of an airborne pathogen develops into a very grown-up model of disease control. A local public-health officer uses her worm's-eye view to see what the CDC misses, and reveals great truths about American society. A secret team of dissenting doctors, nicknamed the Wolverines, has everything necessary to fight the pandemic: brilliant backgrounds, world-class labs, prior experience with the pandemic scares of bird flu and swine flu...everything, that is, except official permission to implement their work. Michael Lewis is not shy about calling these people heroes for their refusal to follow directives that they know to be based on misinformation and bad science. Even the internet, as crucial as it is to their exchange of ideas, poses a risk to them. They never know for sure who else might be listening in.

A surprisingly simple way for students to master any subject--based on one of the world's most popular online courses and the bestselling book *A Mind for Numbers* *A Mind for Numbers* and its wildly popular online companion course "Learning How to Learn" have empowered more than two million learners of all ages from around the world to master subjects that they once struggled with. Fans often wish they'd discovered these learning strategies earlier and ask how they can help their kids master these skills as well. Now in this new book for kids and teens, the authors reveal how to make the most of time spent studying. We all have the tools to learn what might not seem to come naturally to us at first--the secret is to understand how the brain works so we can unlock its power. This book explains: • Why sometimes letting your mind wander is an important part of the learning process • How to avoid "rut think" in order to think outside the box • Why having a poor memory can be a good thing • The value of metaphors in developing understanding • A simple, yet powerful, way to stop procrastinating Filled with illustrations, application questions, and exercises, this book makes learning easy and fun.

INSTANT NEW YORK TIMES BESTSELLER The only definitive book authored by Wim Hof on his powerful method for realizing our physical and spiritual potential. “This method is very simple, very accessible, and endorsed by science. Anybody can do it, and there is no dogma, only acceptance. Only freedom.” —Wim Hof Wim Hof has a message for each of us: “You can literally do the impossible. You can overcome disease, improve your mental health and physical performance, and even control your physiology so you can thrive in any stressful situation.” With The Wim Hof Method, this trailblazer of human potential shares a method that anyone can use—young or old, sick or healthy—to supercharge their capacity for strength, vitality, and happiness. Wim has become known as “The Iceman” for his astounding physical feats, such as spending hours in freezing water and running barefoot marathons over deserts and ice fields. Yet his most remarkable achievement is not any record-breaking performance—it is the creation of a method that thousands of people have used to transform their lives. In his gripping and passionate style, Wim shares his method and his story, including:

- **Breath**—Wim’s unique practices to change your body chemistry, infuse yourself with energy, and focus your mind
- **Cold**—Safe, controlled, shock-free practices for using cold exposure to enhance your cardiovascular system and awaken your body’s untapped strength
- **Mindset**—Build your willpower, inner clarity, sensory awareness, and innate joyfulness in the miracle of living
- **Science**—How users of this method have redefined what is medically possible in study after study
- **Health**—True stories and testimonials from people using the method to overcome disease and chronic illness
- **Performance**—Increase your endurance, improve recovery time, up your mental game, and more
- **Wim’s Story**—Follow Wim’s inspiring personal journey of discovery, tragedy, and triumph
- **Spiritual Awakening**—How breath, cold, and mindset can reveal the beauty of your soul

Wim Hof is a man on a mission: to transform the way we live by reminding us of our true power and purpose. “This is how we will change the world, one soul at a time,” Wim says. “We alter the collective consciousness by awakening to our own boundless potential. We are limited only by the depth of our imagination and the strength of our conviction.” If you’re ready to explore and exceed the limits of your own potential, The Wim Hof Method is waiting for you.

Discover how to change the lives of the people around you In *You Can Change Other People*, the world’s #1 executive coach, Peter Bregman, and Howie Jacobson, Ph.D., share the Four Steps to help the people around you make positive change — even if they’ve been stuck for years. The authors rely on over 50 years of collective professional experience to show you exactly what to say to influence those around you for the better. Changing the way you talk will stop you from being perceived as a critic, and turn you into a welcomed and effective ally. You’ll learn how to: Disarm their defensiveness and increase their confidence to act Turn people’s biggest problems into even bigger opportunities Ensure accountability and follow through without making them dependent on you No one wants to be changed; but change and personal growth are critical to success, and more importantly, to a fulfilled life. *You Can Change Other People* is a must-read for those who want to improve their impact with co-workers, family members, and everyone in between.

Don’t let your competitors race ahead of you. Get *The Official ACT Prep Guide* today! *The Official ACT Prep Guide 2021-2022* is created by the same people who crafted the ACT. With inside knowledge of the ACT test, the writers of this book packed the guide with practical and useful info to help you ace the test. You’ll learn how to approach each question type on the test and how to read and retain info quickly. In the book, you’ll find answer keys to all the provided sample questions. Unlike other ACT prep guides, this book includes official information from the people who wrote the ACT test. It includes information regarding ACT super scores and more. Gain an edge with six practice tests designed to whip you into peak ACT shape. Don’t waste any more time with guides written by outsiders. *The Official ACT Prep Guide 2021-2022* contains all the inside info you need about new additions to the ACT test. The only book with 6(!) official practice tests written by the makers of the ACT Full of advice and suggestions to increase your studying speed Detailed explanations for every answer in the book Includes 400 flashcards online This guide will allow you to do your absolute best on the test of your life. Do not miss out!

“Open Water is tender poetry, a love song to Black art and thought, an exploration of intimacy and vulnerability between two young artists learning to be soft with each other in a world that hardens against Black people.”—Yaa Gyasi, author of *HOMEGOING* In a crowded London pub, two young people meet. Both are Black British, both won scholarships to private schools where they struggled to belong, both are now artists—he a photographer, she a dancer—and both are trying to make their mark in a world that by turns celebrates and rejects them. Tentatively, tenderly, they fall in love. But two people who seem destined to be together can still be torn apart by fear and violence, and over the course of a year they find their relationship tested by forces beyond their control. Narrated with deep intimacy, *Open Water* is at once an achingly beautiful love story and a potent insight into race and masculinity that asks what it means to be a person in a world that sees you only as a Black body; to be vulnerable when you are only respected for strength; to find safety in love, only to lose it. With gorgeous, soulful intensity, and blistering emotional intelligence, Caleb Azumah Nelson gives a profoundly sensitive portrait of romantic love in all its feverish waves and comforting beauty. This is one of the most essential debut novels of recent years, heralding the arrival of a stellar and prodigious young talent.

NEW YORK TIMES BESTSELLER “A masterful book.” —Marc Levinson, *The Washington Post* “A juicy tour of the company Bezos built.”—*The New York Times Book Review* From the bestselling author of *The Everything Store*, an unvarnished picture of Amazon’s unprecedented growth and its billionaire founder, Jeff Bezos, revealing the most important business story of our time. Almost ten years ago, Bloomberg journalist Brad Stone captured the rise of Amazon in his bestseller *The Everything Store*. Since then, Amazon has expanded exponentially, inventing novel products like Alexa and disrupting countless industries, while its workforce has quintupled in size and its valuation has soared to well over a trillion dollars. Jeff Bezos’s empire, once housed in a garage, now spans the globe. Between services like Whole Foods, Prime Video, and Amazon’s cloud computing unit, AWS, plus Bezos’s ownership of *The Washington Post*, it’s impossible to go a day without encountering its impact. We live in a world run, supplied, and controlled by Amazon and its iconoclast founder. In *Amazon Unbound*, Brad Stone presents a deeply reported, vividly drawn portrait of how a retail upstart became one of the most powerful and feared entities in the global economy. Stone also probes the evolution of Bezos himself—who started as a geeky technologist totally devoted to building Amazon, but who transformed to become a fit, disciplined billionaire with global ambitions; who ruled Amazon with an iron fist, even as he found his personal life splashed over the tabloids. Definitive, timely, and revelatory, Stone has provided an unvarnished portrait of a man and company that we couldn’t imagine modern life without.

WHAT'S IMPORTANT TO YOU TODAY? What if five minutes could change your routine and change your day? What if you checked in with how you are feeling for just those few minutes, maybe sitting down over that cup of coffee or tea, or quietly sitting by the window before you head towards the shower? Writing things down has been shown to help people more successfully achieve their dreams and goals. It is a way to help us focus on what matters, prioritise what we are going to do for the day ahead and track our progress. *Five Minutes in the Morning* offers a beautiful space and creative exercises to encourage reflection and intention setting at the start of the day. **ALL IT TAKES IS FIVE MINUTES IN THE MORNING.**

#1 NATIONAL BESTSELLER • Two starcrossed magicians engage in a deadly game of cunning in the spellbinding novel that captured the world's imagination. • "Part love story, part fable ... defies both

genres and expectations." —The Boston Globe The circus arrives without warning. No announcements precede it. It is simply there, when yesterday it was not. Within the black-and-white striped canvas tents is an utterly unique experience full of breathtaking amazements. It is called Le Cirque des Rêves, and it is only open at night. But behind the scenes, a fierce competition is underway: a duel between two young magicians, Celia and Marco, who have been trained since childhood expressly for this purpose by their mercurial instructors. Unbeknownst to them both, this is a game in which only one can be left standing. Despite the high stakes, Celia and Marco soon tumble headfirst into love, setting off a domino effect of dangerous consequences, and leaving the lives of everyone, from the performers to the patrons, hanging in the balance.

WINNER OF THE 2021 JOYCE CAROL OATES PRIZE NAMED A BEST BOOK OF 2020 BY O MAGAZINE, THE NEW YORKER, THE WASHINGTON POST, REAL SIMPLE, THE GUARDIAN, AND MORE FINALIST FOR: THE STORY PRIZE, THE L.A. TIMES BOOK PRIZE, THE ASPEN WORDS LITERARY PRIZE, THE CHAUTAUQUA PRIZE "Sublime short stories of race, grief, and belonging . . . an extraordinary new collection . . ." —The New Yorker "Evans's new stories present rich plots reflecting on race relations, grief, and love . . ." —The New York Times Book Review, Editor's Choice "Danielle Evans demonstrates, once again, that she is the finest short story writer working today." —Roxane Gay, The New York Times—bestselling author of *Difficult Women* and *Bad Feminist* The award-winning author of *Before You Suffocate Your Own Fool Self* brings her signature voice and insight to the subjects of race, grief, apology, and American history. Danielle Evans is widely acclaimed for her blisteringly smart voice and X-ray insights into complex human relationships. With *The Office of Historical Corrections*, Evans zooms in on particular moments and relationships in her characters' lives in a way that allows them to speak to larger issues of race, culture, and history. She introduces us to Black and multiracial characters who are experiencing the universal confusions of lust and love, and getting walloped by grief—all while exploring how history haunts us, personally and collectively. Ultimately, she provokes us to think about the truths of American history—about who gets to tell them, and the cost of setting the record straight. In "Boys Go to Jupiter," a white college student tries to reinvent herself after a photo of her in a Confederate-flag bikini goes viral. In "Richard of York Gave Battle in Vain," a photojournalist is forced to confront her own losses while attending an old friend's unexpectedly dramatic wedding. And in the eye-opening title novella, a black scholar from Washington, DC, is drawn into a complex historical mystery that spans generations and puts her job, her love life, and her oldest friendship at risk.

From the acclaimed Booker Prize-winning author comes a dazzling novel of family, love and love's disappointments Anna's aged mother is dying. Condemned by her children's pity to living, subjected to increasingly desperate medical interventions, she turns her focus to her hospital window, through which she escapes into visions of horror and delight. When Anna's finger vanishes and a few months later her knee disappears, Anna too feels the pull of the window. She begins to see that all around her, others are similarly vanishing, yet no one else notices. All Anna can do is keep her mother alive. But the window keeps opening wider, taking Anna and the reader ever deeper into an eerily beautiful story of grief and possibility, of loss and love and orange-bellied parrots. Hailed on publication in Australia as Richard Flanagan's greatest novel yet, *The Living Sea of Waking Dreams* is a rising ember storm illuminating what remains when the inferno beckons: one part elegy, one part dream, one part hope.

Conceive, believe, and achieve--simple strategies to build executive functioning skills Executive functioning is the way we manage our daily lives, including organization, planning ahead, and getting started on important tasks. These abilities may be easier for some and more challenging for others to master. *Focus and Thrive* is full of practical tools to help teens uncover strengths and develop executive functioning skills like staying focused, getting organized, making plans, and managing time. From creating a checklist to maintaining a daily routine, this supportive executive functioning guide can help you feel more confident in finishing everyday tasks at school, at home, at work, and beyond. Ultimately, this straightforward approach to building executive function skills will put you on the path to achieving your goals with focus and determination. This executive functioning book for teens features: Step-by-step solutions--Discover simple strategies to tackle difficult situations you face everyday. Easy "life hacks"--Learn how you can overcome challenges like forgetting your belongings, communicating your needs, and more. Powerful tools--Find a system that works for you with graphic organizers and sample checklists you can copy and reuse. Develop better organization and time-management skills with this executive functioning resource for teens.

IDEO founder and Stanford d.school creator David Kelley and his brother Tom Kelley, IDEO partner and the author of the bestselling *The Art of Innovation*, have written a powerful and compelling book on unleashing the creativity that lies within each and every one of us. Too often, companies and individuals assume that creativity and innovation are the domain of the "creative types." But two of the leading experts in innovation, design, and creativity on the planet show us that each and every one of us is creative. In an incredibly entertaining and inspiring narrative that draws on countless stories from their work at IDEO, the Stanford d.school, and with many of the world's top companies, David and Tom Kelley identify the principles and strategies that will allow us to tap into our creative potential in our work lives, and in our personal lives, and allow us to innovate in terms of how we approach and solve problems. It is a book that will help each of us be more productive and successful in our lives and in our careers.

"Exciting and engaging vocabulary instruction can set students on the path to a lifelong fascination with words. This book provides a research-based framework and practical strategies for vocabulary development with children from the earliest grades through high school. The authors emphasize instruction that offers rich information about words and their uses and enhances students' language comprehension and production. Teachers are guided in selecting words for instruction; developing student-friendly explanations of new words; creating meaningful learning activities; and getting students involved in thinking about, using, and noticing new words both within and outside the classroom. Many concrete examples, sample classroom dialogues, and exercises for teachers bring the material to life. Helpful appendices include suggestions for trade books that help children enlarge their vocabulary and/or have fun with different aspects of words"--

Based on the Book of Genesis, Dinah shares her perspective on religious practices and sexual politics.

Los Angeles Times bestseller • More than 1.5 million copies sold "If hygge is the art of doing nothing, ikigai is the art of doing something—and doing it with supreme focus and joy." —New York Post Bring meaning and joy to all your days with this internationally bestselling guide to the Japanese concept of ikigai (pronounced ee-key-guy)—the happiness of always being busy—as revealed by the daily habits of the world's longest-living people. *And from the same authors, don't miss *The Book of Ichigo Ichie*—about making the most of every moment in your life.* * * * What's your ikigai? "Only staying active will make you want to live a hundred years." —Japanese proverb According to the Japanese, everyone has an ikigai—a reason for living. And according to the residents of the Japanese village with the world's longest-living people, finding it is the key to a happier and longer life. Having a strong sense of ikigai—the place where passion, mission, vocation, and profession intersect—means that each day is infused with meaning. It's the reason we get up in the morning. It's also the reason many Japanese never really retire (in fact there's no word in Japanese that means retire in the sense it does in English): They remain active and work at what they enjoy, because they've found a real purpose in life—the happiness of always being busy. In researching this book, the authors interviewed the residents of the Japanese village with the highest percentage of 100-year-olds—one of the world's Blue Zones. Ikigai reveals the secrets to their longevity and happiness: how they eat, how they move, how they work, how they foster collaboration and community, and—their best-kept secret—how they find the ikigai that brings satisfaction to their lives. And it provides practical tools to help you discover your own ikigai. Because who doesn't want to find happiness in every day? A PENGUIN LIFE TITLE

Score your highest in Operations Management Operations management is an important skill for current and aspiring business leaders to develop and master. It deals with the design and management of

products, processes, services, and supply chains. Operations management is a growing field and a required course for most undergraduate business majors and MBA candidates. Now, Operations Management For Dummies serves as an extremely resourceful aid for this difficult subject. Tracks to a typical course in operations management or operations strategy, and covers topics such as evaluating and measuring existing systems' performance and efficiency, materials management and product development, using tools like Six Sigma and Lean production, designing new, improved processes, and defining, planning, and controlling costs of projects. Clearly organizes and explains complex topics Serves as an supplement to your Operations Management textbooks Helps you score your highest in your Operations Management course Whether your aim is to earn an undergraduate degree in business or an MBA, Operations Management For Dummies is indispensable supplemental reading for your operations management course.

The must-read summary of Gary Keller and Jay Papasan's book "The One Thing: The Surprisingly Simple Truth Behind Extraordinary Results". This complete summary of the ideas in Gary Keller and Jay Papasan's book "The One Thing" explains that, surprisingly enough, the best way to achieve incredible results is to do less. The key is to focus on actions that will rule out less meaningful or time-consuming things. This summary points out the six main steps to get there: 1. Live with purpose 2. Live by your priorities 3. Live for productivity 4. Make three commitments 5. Watch out for four thieves 6. Start now! Added-value of this summary: • Save time • Understand the key concepts • Learn key secrets to achieving incredible results To learn more read "The One Thing" and improve your performance!

NEW YORK TIMES BESTSELLER "I come from a family forged by tragedies and bound by a remarkable, unbreakable love," Hunter Biden writes in this deeply moving memoir of addiction, loss, and survival. When he was two years old, Hunter Biden was badly injured in a car accident that killed his mother and baby sister. In 2015, he suffered the devastating loss of his beloved big brother, Beau, who died of brain cancer at the age of forty-six. These hardships were compounded by the collapse of his marriage and a years-long battle with drug and alcohol addiction. In Beautiful Things, Hunter recounts his descent into substance abuse and his tortuous path to sobriety. The story ends with where Hunter is today—a sober married man with a new baby, finally able to appreciate the beautiful things in life.

We are all overwhelmed with technological input in our daily lives – whether it is our mobile phone ringing, our Blackberry bleeping or emails that pour in endlessly – we are all becoming hyperstimulated and unable to switch on (concentrate) or switch off (relax) because we're all on permanent standby. As a result, we have lost the art of concentrating properly. Luckily, this cutting edge personal development book is here to help readers navigate their way through the deluge and provides the tools we need to learn how to concentrate and focus. Rooted in scientific fact and research, it includes a detailed look at how your brain works, what inhibits brain function and concentration and covers things such as lack of down-time, distraction, poor lifestyle habits and stress. Featuring techniques and exercises to help improve concentration, it is guaranteed to help us all improve the way we work and the way we live our lives.

The best-selling workbook and grammar guide, revised and updated! Hailed as one of the best books around for teaching grammar, The Blue Book of Grammar and Punctuation includes easy-to-understand rules, abundant examples, dozens of reproducible exercises, and pre- and post-tests to help teach grammar to middle and high schoolers, college students, ESL students, homeschoolers, and more. This concise, entertaining workbook makes learning English grammar and usage simple and fun. This updated Twelfth Edition reflects the latest updates to English usage and grammar and features a two-color design and lay-flat binding for easy photocopying. Clear and concise, with easy-to-follow explanations, offering "just the facts" on English grammar, punctuation, and usage Fully updated to reflect the latest rules, along with quizzes and pre- and post-tests to help teach grammar Ideal for students from seventh grade through adulthood in the US and abroad For anyone who wants to understand the major rules and subtle guidelines of English grammar and usage, The Blue Book of Grammar and Punctuation offers comprehensive, straightforward instruction.

Based upon his weekly Harvard Business Review columns (which is one of the most popular columns on HBR.com, receiving hundreds of thousands of unique page views a month), 18 MINUTES clearly shows how busy people can cut through all the daily clutter and distractions and find a way to focus on those key items which are truly the top priorities in our lives. Bregman works from the premise that the best way to combat constant and distracting interruptions is to create productive distractions of one's own. Based upon a series of short bite-sized chapters, his approach allows us to safely navigate through the constant chatter of emails, text messages, phone calls, and endless meetings that prevent us from focusing our time on those things that are truly important to us. Mixing first-person insights along with unique case studies, Bregman sprinkles his charming book with pathways which help guide us -- pathways that can get us on the right trail in 18 minutes or less.

This 90 day journal was developed to combine all of the tools to success in one place. You will look forward to filling out your journal everyday which includes gratitude and methods for success that will help create habits and 60 minutes of daily focus to transform your life and achieve your goals and dreams.

For companies to be competitive, leaders must engage people at all levels in order to focus their energy and enable them to apply lean principles to everything they do. Strategy deployment, called hoshin kanri by Toyota, has proven to be the most effective process for meeting this ongoing challenge. In his new book Getting the Right Things Done, author and LEI faculty member Pascal Dennis outlines the nuts and bolts of strategy deployment, answering two tough questions that ultimately can make or break a company's lean transformation: * What kind of planning system is required to inspire meaningful company-wide continuous improvement? * How might we change existing mental models that do not support a culture of continuous improvement? Getting the Right Things Done demonstrates how strategy deployment can help leaders harness the full power of Lean. Organization leaders at all levels and the management teams who are responsible for strategy deployment will find this book especially insightful. It tells the story of a fictional (yet very real) midsized company, Atlas Industries that needs to dramatically improve to compete with emerging rivals and meet new customer demands. Getting the Right Things Done chronicles the journey of the company and its President/COO, an experienced lean leader who was hired five years ago to steer Atlas in the right direction. While Atlas had already applied some basic lean principles, it had not really connected the people and business processes so that the company could dramatically improve. Atlas' challenge: "Something was missing: a way of focusing and aligning the efforts of good people, and a delivery system, something that would direct the tools to the right places." Enter strategy deployment. The book is designed to provide readers with a framework for understanding the key components of strategy deployment: agreeing on the company's "True North," working within the PDCA cycle, getting conse

A year's worth of daily readings written to add good perspectives on leadership and life for both Christian and secular audiences.

The first in New York Times bestselling author Michael Grant's breathtaking dystopian sci-fi saga, Gone is a page-turning thriller that invokes the classic The Lord of the Flies along with the horror of Stephen King. In the blink of an eye, everyone disappears. Gone. Except for the young. There are teens, but not one single adult. Just as suddenly, there are no phones, no internet, no television. No way to get help. And no way to figure out what's happened. Hunger threatens. Bullies rule. A sinister creature lurks. Animals are mutating. And the teens themselves are changing, developing new talents—unimaginable, dangerous, deadly powers—that grow stronger by the day. It's a terrifying new world. Sides are being chosen, a fight is shaping up. Townies against rich kids. Bullies against the weak. Powerful against powerless. And time is running out: on your birthday, you disappear just like everyone else. . . . Michael Grant's Gone has been praised for its compelling storytelling, multidimensional characters, and multiple points of view.

In 1967, after a session with a psychiatrist she'd never seen before, eighteen-year-old Susanna Kaysen was put in a taxi and sent to McLean Hospital. She spent most of the next two years in the ward for

teenage girls in a psychiatric hospital as renowned for its famous clientele—Sylvia Plath, Robert Lowell, James Taylor, and Ray Charles—as for its progressive methods of treating those who could afford its sanctuary. Kaysen's memoir encompasses horror and razor-edged perception while providing vivid portraits of her fellow patients and their keepers. It is a brilliant evocation of a "parallel universe" set within the kaleidoscopically shifting landscape of the late sixties. *Girl, Interrupted* is a clear-sighted, unflinching document that gives lasting and specific dimension to our definitions of sane and insane, mental illness and recovery.

A fireman in charge of burning books meets a revolutionary school teacher who dares to read. Depicts a future world in which all printed reading material is burned.

[Copyright: 9f2338c646eba96a1c722950fe3beca9](#)