

The Power Of Less The Fine Art Of Limiting Yourself To Essential In Business And In Life 1st Edit

Going beyond the bestsellers Predictably Irrational and Thinking, Fast and Slow, the first “how to” guide that shows you how to help customers, employees, coworkers, and clients make better choices to get what they truly want. Of the ten million bits of information our brains process each second, only fifty bits are devoted to conscious thought. Because our brains are wired to be inattentive, we often choose without thinking, acting against our own interests—what we truly want. As the former Chief Scientist of Express Scripts, a Fortune 25 healthcare company dedicated to making the use of prescription medications safer and more affordable, Bob Nease is an expert on applying behavioral sciences to health care. Now, he applies his knowledge to the wider world, providing important practical solutions marketers, human resources professionals, teachers, and even parents can use to improve the behavior of others around them, and get the positive results they want. Nease offers a set of powerful and effective strategies to change behavior, including: Require Choice—compel people to deliberately choose among options Lock in Good Intentions—allow people to make decisions today about choices they will face in the future Let It Ride—set the default to the desired option and let people opt out if they wish Get in the Flow—go to where peoples’ attention is likely to be naturally Reframe the Choices—set the framework people use to consider options and choices Piggyback It—connect the desired choice or behavior with something they already like or are engaged in Simplify . . . Wisely—make right choices frictionless and easy, make wrong choices more difficult And more.

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

Contentment is a super power. If you can learn the skills of contentment, your life will be better in so many ways: You'll enjoy your life more. Your relationship will be stronger. You'll be better at meeting people. You'll be healthier, and good

at forming healthy habits. You'll like and trust yourself more. You'll be jealous less. You'll be less angry and more at peace. You'll be happier with your body. You'll be happier no matter what you're doing or who you're with. Those are a lot of benefits, from one small bundle of skills. Putting some time in learning the skills of contentment is worth the effect and will pay off for the rest of your life.

An edition expanded with more than 100 pages of new content offers a blueprint for a better life, whether one's dream is escaping the rat race, experiencing high-end world travel, earning a monthly five-figure income with zero management or just living more and working less.

What really sets the best managers above the rest? It's their power to build a cadre of employees who have great inner work lives—consistently positive emotions; strong motivation; and favorable perceptions of the organization, their work, and their colleagues. The worst managers undermine inner work life, often unwittingly. As Teresa Amabile and Steven Kramer explain in *The Progress Principle*, seemingly mundane workday events can make or break employees' inner work lives. But it's forward momentum in meaningful work—progress—that creates the best inner work lives. Through rigorous analysis of nearly 12,000 diary entries provided by 238 employees in 7 companies, the authors explain how managers can foster progress and enhance inner work life every day. The book shows how to remove obstacles to progress, including meaningless tasks and toxic relationships. It also explains how to activate two forces that enable progress: (1) catalysts—events that directly facilitate project work, such as clear goals and autonomy—and (2) nourishers—interpersonal events that uplift workers, including encouragement and demonstrations of respect and collegiality. Brimming with honest examples from the companies studied, *The Progress Principle* equips aspiring and seasoned leaders alike with the insights they need to maximize their people's performance.

OVER 250,000 COPIES IN PRINT, WITH A NEW CHAPTER ON THE 2018 TAX CUTS. There's a massive freight train bearing down on the average American investor, and it's coming in the form of higher taxes. The United States Government has made trillions of dollars in unfunded promises for programs like Social Security and Medicare—and the only way to deliver on these promises is to raise taxes. Some experts have even suggested that tax rates will need to double, just to keep our country solvent. Unfortunately, if you're like most Americans, you've saved the majority of your retirement assets in tax-deferred vehicles like 401(k)s and IRAs. If tax rates go up, how much of your hard-earned money will you really get to keep? In *The Power of Zero*, McKnight provides a concise, step-by-step roadmap on how to get to the 0% tax bracket by the time you retire, effectively eliminating tax rate risk from your retirement picture. Now, in this expanded edition, McKnight has updated the book with a new chapter on the 2017 Tax Cuts and Jobs Act, showing readers how to navigate the new tax law in its first year of being in effect, and how they can extend the life of their

retirement savings by taking advantage of it now. The day of reckoning is fast approaching. Are you ready to do what it takes to experience the power of zero?

A leading not-for-profit CEO counsels companies on practical methods for cutting costs while improving results, providing coverage of such topics as non-financial incentives and grassroots marketing while describing the examples of flourishing not-for-profit organizations.

A guide to overcoming the mind's resistance to change, with a method for forming habits, increasing mindfulness, and dealing with life struggles.

President Donald J. Trump lays out his professional and personal worldview in this classic work—a firsthand account of the rise of America's foremost deal-maker. "I like thinking big. I always have. To me it's very simple: If you're going to be thinking anyway, you might as well think big."—Donald J. Trump Here is Trump in action—how he runs his organization and how he runs his life—as he meets the people he needs to meet, chats with family and friends, clashes with enemies, and challenges conventional thinking. But even a maverick plays by rules, and Trump has formulated time-tested guidelines for success. He isolates the common elements in his greatest accomplishments; he shatters myths; he names names, spells out the zeros, and fully reveals the deal-maker's art. And throughout, Trump talks—really talks—about how he does it. Trump: The Art of the Deal is an unguarded look at the mind of a brilliant entrepreneur—the ultimate read for anyone interested in the man behind the spotlight. Praise for Trump: The Art of the Deal "Trump makes one believe for a moment in the American dream again."—The New York Times "Donald Trump is a deal maker. He is a deal maker the way lions are carnivores and water is wet."—Chicago Tribune "Fascinating . . . wholly absorbing . . . conveys Trump's larger-than-life demeanor so vibrantly that the reader's attention is instantly and fully claimed."—Boston Herald "A chatty, generous, chutzpa-filled autobiography."—New York Post

"Witty, compelling, and just plain fun to read . . ." —Evelyn Lamb, Scientific American The Freakonomics of math—a math-world superstar unveils the hidden beauty and logic of the world and puts its power in our hands The math we learn in school can seem like a dull set of rules, laid down by the ancients and not to be questioned. In How Not to Be Wrong, Jordan Ellenberg shows us how terribly limiting this view is: Math isn't confined to abstract incidents that never occur in real life, but rather touches everything we do—the whole world is shot through with it. Math allows us to see the hidden structures underneath the messy and chaotic surface of our world. It's a science of not being wrong, hammered out by centuries of hard work and argument. Armed with the tools of mathematics, we can see through to the true meaning of information we take for granted: How early should you get to the airport? What does "public opinion" really represent? Why do tall parents have shorter children? Who really won Florida in 2000? And how likely are you, really, to develop

cancer? How Not to Be Wrong presents the surprising revelations behind all of these questions and many more, using the mathematician's method of analyzing life and exposing the hard-won insights of the academic community to the layman—minus the jargon. Ellenberg chases mathematical threads through a vast range of time and space, from the everyday to the cosmic, encountering, among other things, baseball, Reaganomics, daring lottery schemes, Voltaire, the replicability crisis in psychology, Italian Renaissance painting, artificial languages, the development of non-Euclidean geometry, the coming obesity apocalypse, Antonin Scalia's views on crime and punishment, the psychology of slime molds, what Facebook can and can't figure out about you, and the existence of God. Ellenberg pulls from history as well as from the latest theoretical developments to provide those not trained in math with the knowledge they need. Math, as Ellenberg says, is "an atomic-powered prosthesis that you attach to your common sense, vastly multiplying its reach and strength." With the tools of mathematics in hand, you can understand the world in a deeper, more meaningful way. How Not to Be Wrong will show you how.

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.

With the arrival of the 21st century we have encountered a mental and material explosion in the Western world: we have near-unlimited information at our fingertips, we can have children who are healthy and safe, and we have wealth and possessions beyond what most of the world can dream of. However, this is not a boast. We are more stressed than we have ever been: the majority of us are profoundly unhappy. Despite the potential of prosperity, our fears are undiminished: we are stuck with cars and computers and houses and mobiles and hundreds of other tiny apparent "needs" that, when all combined, build to something unsustainable. Though we are surrounded by what we want, our desire to keep and still get more creates a pressure that we cannot tolerate. But we do not need to "keep up with the Joneses". The flip side of our society's growth is that we can choose what to accept, and what not to accept: what to keep, and what to lose, joyfully and consciously. With this handbook of simplicity, Leo Babauta shows us: • why less is powerful • how to know what you want, and what you need • how to choose what is essential, and clear out the rest With The Power of Less, you will be able to start a complete shift from wanting everything to needing nothing, be able to live

your life simply without compromise, and discover that though we cannot have everything we want, we can obtain anything we will ever need. With this book, you will find how to go through life not carefully, but carefreely.

From Flow, a beautiful, mindful guide to having less stuff. Less stress. Less distraction. Less everything. In less comes the freedom of letting go. This thoughtful and surprising book shows us how to get there, by paring down not just the jumble of things around us, but the clutter in our heads, too. And to help, interact with special paper goodies, including a one-thought-a-day diary, a foldout tiny house to let you imagine the pleasures of living in a small and cozy space, and art posters that depict a beautiful picture of what it means to do less, not more. Paper goodies from The Big Book of Less include: 2 journals A dot journal poster 4 art posters 1 foldout tiny house with 20 accessories And even more hidden treasures Decluttering your life and mind makes room for more—more listening, more focus, more wisdom, more time. More life.

The author brings an amazing story of a world that looks only too possible, and a family struggling to maintain its humanity in circumstances that daily threaten their every value and their very existence.

The New York Times bestselling author of Chase the Lion reveals seven powerful habits that can help you tackle God-sized goals by turning yesterday's regrets and tomorrow's anxieties into fuel for a better today. "This book will change the trajectory of your life."—John Maxwell, #1 New York Times bestselling author, entrepreneur, and leadership expert Too many people delay, downsize, or shrug off their dreams just because they don't know where to start, but playing it safe doesn't account for the massive cost of a life not fully lived. Win the Day is the jump-start you need to go after your goals, one day at a time. You'll discover how to: 1. Flip the Script: If you want to change your life, start by changing your story. 2. Kiss the Wave: The obstacle is not the enemy; the obstacle is the way. 3. Eat the Frog: If you want God to do the super, you've got to do the natural. 4. Fly the Kite: How you do anything is how you'll do everything. 5. Cut the Rope: Playing it safe is risky. 6. Wind the Clock: Time is measured in minutes; life is measured in moments. 7. Seed the Clouds: Sow today what you want to see tomorrow. As Batterson unpacks each of these daily habits, you'll see how simple it is to pursue them with focus and dedication—not someday down the road, but now. Transform your perspective of a single day and you'll discover the potential waiting to be grasped at the beginning of each new sunrise.

Learn the best time to do everything--from drink your coffee to have sex or go for a run--according to your body's chronotype. Most advice centers on what to do, or how to do it, and ignores the when of success. But exciting new research proves there is a right time to do just about everything, based on our biology and hormones. As Dr. Michael Breus proves in The Power Of When, working with your body's inner clock for maximum health, happiness, and productivity is easy, exciting, and fun. The Power Of When presents a groundbreaking new program for getting back in

sync with your natural rhythm by making minor changes to your daily routine. After you've taken Dr. Breus's comprehensive Bio-Time Quiz to figure out your chronotype (are you a Bear, Lion, Dolphin or Wolf?), you'll find out the best time to do over 50 different activities. Featuring a foreword by Mehmet C. Oz, MD, and packed with fascinating facts, fun personality quizzes, and easy-to-follow guidelines, *The Power Of When* is the ultimate "lifehack" to help you achieve your goals.

How organizations--including Google, StubHub, Airbnb, and Facebook--learn from experiments in a data-driven world. Have you logged into Facebook recently? Searched for something on Google? Chosen a movie on Netflix? If so, you've probably been an unwitting participant in a variety of experiments--also known as randomized controlled trials--designed to test the impact of different online experiences. Once an esoteric tool for academic research, the randomized controlled trial has gone mainstream. No tech company worth its salt (or its share price) would dare make major changes to its platform without first running experiments to understand how they would influence user behavior. In this book, Michael Luca and Max Bazerman explain the importance of experiments for decision making in a data-driven world.

Today's parents often worry that their children will be at a disadvantage if they are not engaged in constant learning, but child development expert David Elkind reassures us that imaginative play goes far to prepare children for academic and social success. Through expert analysis of the research and powerful examples, Elkind shows how creative, spontaneous play fosters healthy mental and social development and sets the stage for academic learning in the first place. An important contribution to the literature about how children learn, *The Power of Play* restores play's respected place in children's lives and encourages parents to trust their instincts to stay away from many of the dubious educational products on the market.

Designed as an introduction to emergency management, this book includes pieces on: social, political, and fiscal aspects of risk management; land-use planning and building code enforcement regulations; insurance issues; emergency management systems; and managing natural and manmade disasters.

Amoral, cunning, ruthless, and instructive, this multi-million-copy New York Times bestseller is the definitive manual for anyone interested in gaining, observing, or defending against ultimate control – from the author of *The Laws of Human Nature*. In the book that *People* magazine proclaimed “beguiling” and “fascinating,” Robert Greene and Joost Elffers have distilled three thousand years of the history of power into 48 essential laws by drawing from the philosophies of Machiavelli, Sun Tzu, and Carl Von Clausewitz and also from the lives of figures ranging from Henry Kissinger to P.T. Barnum. Some laws teach the need for prudence (“Law 1: Never Outshine the Master”), others teach the value of confidence (“Law 28: Enter Action with Boldness”), and many recommend absolute self-preservation (“Law 15: Crush

Your Enemy Totally"). Every law, though, has one thing in common: an interest in total domination. In a bold and arresting two-color package, *The 48 Laws of Power* is ideal whether your aim is conquest, self-defense, or simply to understand the rules of the game.

With the countless distractions that come from every corner of a modern life, it's amazing that we ever able to accomplish anything. *The Power of Less* demonstrates how to streamline your life by identifying the essential and eliminating the unnecessary freeing you from everyday clutter and allowing you to focus on accomplishing the goals that can change your life for the better. *The Power of Less* will show you how to: Break any goal down into manageable tasks Focus on only a few tasks at a time Create new and productive habits Hone your focus Increase your efficiency By setting limits for yourself and making the most of the resources you already have, you'll finally be able work less, work smarter, and focus on living the life that you deserve.

There is only one boss. The customer. And he can fire everybody in the company from the chairman on down, simply by spending his money somewhere else. —Sam Walton What do your customers really want? "More for less," of course! They want more value, more service, more consistent delivery, more accuracy, and ever more responsiveness. They want less hassle, less bureaucracy, less sales pressure -- and, they want to pay "less" for this "more." Unless you can provide your customers with "more for less," you can be assured they will find someone else who can, and sooner rather than later. There's no magic to providing more for less, but it requires a management mindset that's different from the norm--and that's precisely what this book is about. The findings in the 2004-2005 Mindset Study, based on exclusive interviews with frontline executives, went into the making of this book. With clarity and insight, Spanyi has penned the definitive guide for business leaders who are determined to deliver more for less to their customers and shareholders. What would happen if women suddenly possessed a fierce new power? "The Power is our era's *The Handmaid's Tale*." --Ron Charles, *Washington Post* ****WINNER OF THE BAILEYS WOMEN'S PRIZE FOR FICTION**** One of the *New York Times*'s Ten Best Books of the Year One of President Obama's favorite reads of the Year A *Los Angeles Times* Best Book of the Year One of the *Washington Post*'s Ten Best Books of the Year An NPR Best Book of the Year One of *Entertainment Weekly*'s Ten Best Books of the Year A *San Francisco Chronicle* Best Book of the Year A *Bustle* Best Book of the Year A *Paste Magazine* Best Novel of the Year A *New York Times* Book Review Editors' Choice An Amazon Best Book of the Year "Alderman's writing is beautiful, and her intelligence seems almost limitless. She also has a pitch-dark sense of humor that she wields perfectly." --Michael Schaub, NPR In *THE POWER*, the world is a recognizable place: there's a rich Nigerian boy who lounges around the family pool; a foster kid whose religious parents hide their true nature; an ambitious American politician; a tough London girl from a tricky family. But then a vital new force takes root

and flourishes, causing their lives to converge with devastating effect. Teenage girls now have immense physical power--they can cause agonizing pain and even death. And, with this small twist of nature, the world drastically resets. From award-winning author Naomi Alderman, THE POWER is speculative fiction at its most ambitious and provocative, at once taking us on a thrilling journey to an alternate reality, and exposing our own world in bold and surprising ways. Overloaded? I'll bet you are. We all lead busy lives. You fall into bed exhausted at the end of the day, feeling that you've got a lot done. Perhaps you are getting lots done. But is it stuff that really matters? Or is it just stuff? It's time to wise up. You will never clear that list. Get used to the idea that some things will never get done. Not delayed. Not rescheduled. Not re-prioritized. But simply dropped. And from now on, instead of trying to clear that endless to-do list, you're going to do a much smarter thing. You're going to just do the important stuff. And the brilliant thing is, you already have the power to do this. That power is to do less. Soon enough, you'll have the space to enjoy the moment, be creative, find new or better ways of doing things, get ideas, and spot opportunities you would have missed when you were running around. In short – you'll be happier. Much happier. As soon as you stop doing, the power of doing less will begin to flow.

Do Less Better teaches leaders how to recognize the complexity and inefficiencies within their businesses and reveals how they can simplify and streamline through specialization and sacrifice. According to Bell, a company's willingness to focus on a particular vision or identity ensures viability and strengthens its competitive edge.

A practical guide to passive investing Time and again, individual investors discover, all too late, that actively picking stocks is a loser's game. The alternative lies with index funds. This passive form of investing allows you to participate in the markets relatively cheaply while prospering all the more because the money saved on investment expenses stays in your pocket. In his latest book, investment expert Richard Ferri shows you how easy and accessible index investing is. Along the way, he highlights how successful you can be by using this passive approach to allocate funds to stocks, bonds, and other prudent asset classes. Addresses the advantages of index funds over portfolios that are actively managed Offers insights on index-based funds that provide exposure to designated broad markets and don't make bets on individual securities Ferri is also author of the Wiley title: The ETF Book and co-author of The Bogleheads' Guide to Retirement Planning If you're looking for a productive investment approach that won't take all of your time to implement, then The Power of Passive Investing is the book you need to read.

- More than 500 appearances on national bestseller lists
- #1 Wall Street Journal, New York Times, and USA Today
- Won 12 book awards
- Translated into 35 languages
- Voted Top 100 Business Book of All Time on Goodreads

People are using this simple, powerful concept to focus on what matters most in their personal and work lives. Companies are helping their employees be more productive with study groups, training, and coaching. Sales teams are boosting sales.

Churches are conducting classes and recommending for their members. By focusing their energy on one thing at a time people are living more rewarding lives by building their careers, strengthening their finances, losing weight and getting in shape, deepening their faith, and nurturing stronger marriages and personal relationships. YOU WANT LESS. You want fewer distractions and less on your plate. The daily barrage of e-mails, texts, tweets, messages, and meetings distract you and stress you out. The simultaneous demands of work and family are taking a toll. And what's the cost? Second-rate work, missed deadlines, smaller paychecks, fewer promotions--and lots of stress. AND YOU WANT MORE. You want more productivity from your work. More income for a better lifestyle. You want more satisfaction from life, and more time for yourself, your family, and your friends. NOW YOU CAN HAVE BOTH — LESS AND MORE. In The ONE Thing, you'll learn to * cut through the clutter * achieve better results in less time * build momentum toward your goal* dial down the stress * overcome that overwhelmed feeling * revive your energy * stay on track * master what matters to you The ONE Thing delivers extraordinary results in every area of your life--work, personal, family, and spiritual. WHAT'S YOUR ONE THING?

"This book shows that you already know everyone you need to know to get anything you need in life"--Provided by the publisher.

Stuffocation is a movement manifesto for “experiential” living, a call to arms to stop accumulating stuff and start accumulating experiences, and a road map for a new way forward with the potential to transform our lives. Reject materialism. Embrace experientialism. Live more with less. Stuffocation is one of the most pressing problems of the twenty-first century. We have more stuff than we could ever need, and it isn't making us happier. It's bad for the planet. It's cluttering up our homes. It's making us stressed—and it might even be killing us. A rising number of us are already turning our backs on all-you-can-get consumption. We are choosing access over ownership, and taking our business to companies like Zipcar, Spotify, and Netflix. Fed up with materialism, we are ready for a new way forward. Trend forecaster James Wallman traces our obsession with stuff back to the original Mad Men, who first created desire through advertising. He interviews anthropologists studying the clutter crisis, economists searching for new ways of measuring progress, and psychologists who link stuffocation to declining well-being. And he introduces us to the innovators who are already living more consciously and with more meaning by choosing experience over stuff. Experientialism does not mean giving up all of our possessions. It is a solution that is less extreme but equally fundamental. It's about transforming what we value. Stuffocation is a paradigm-shifting look at our habits and an inspiring call for living more with less. It's the one important book you won't be able to live without. Praise for Stuffocation “The revelations come fast and furious as he asserts that acquiring ‘stuff’ is often just an easy way to ignore the tougher questions of life, dodging

‘why am I here?’ and ‘how should I live?’ for ‘will that go with the top I bought last week?’ Tart and often funny . . . [Stuffocation] will be an eye-opener for those long ago persuaded that more is better. A scintillating read that will provoke conversation (or at least closet cleaning).”—Booklist “James Wallman deftly hits upon a major insight for our times: that acquiring ‘stuff’ and ‘things’ is not nearly as meaningful as collecting experiences. Some of the happiest days of my life were when I had nothing and lived on a houseboat. Without stuff to tie me down, I felt completely free.”—Blake Mycoskie, founder of TOMS and author of the New York Times bestseller Start Something That Matters “A must-read . . . We think that more stuff will make us happier, but as the book nicely shows, we’re just plain wrong. A great mix of stories and science, Stuffocation reveals the downside of more, and what we can do about it.”—Jonah Berger, author of the New York Times bestseller Contagious “Wallman offers a deeply important message by weaving contemporary social science into very engaging stories. Reading the book is such a pleasure that you hardly recognize you’re being told that you should change how you live your life.”—Barry Schwartz, author of The Paradox of Choice “With a sociologist’s eye and a storyteller’s ear, Wallman takes us on a tour of today’s experience economy from the perspective not of businesses, nor even of consumers per se, but of everyday people.”—B. Joseph Pine II and James H. Gilmore, authors of The Experience Economy

Presents a controversial history of violence which argues that today's world is the most peaceful time in human existence, drawing on psychological insights into intrinsic values that are causing people to condemn violence as an acceptable measure.

Chinese edition of The power of less: the fine art of limiting yourself to the essential...in business and in life. This book offers the simplifi-mycin every modern life needs to combat busy-distraction-itis. These Zen habits can be learned easily and ubiquitously applicable.

NEW YORK TIMES BESTSELLER • This instant classic explores how we can change our lives by changing our habits. **NAMED ONE OF THE BEST BOOKS OF THE YEAR BY The Wall Street Journal • Financial Times** In The Power of Habit, award-winning business reporter Charles Duhigg takes us to the thrilling edge of scientific discoveries that explain why habits exist and how they can be changed. Distilling vast amounts of information into engrossing narratives that take us from the boardrooms of Procter & Gamble to the sidelines of the NFL to the front lines of the civil rights movement, Duhigg presents a whole new understanding of human nature and its potential. At its core, The Power of Habit contains an exhilarating argument: The key to exercising regularly, losing weight, being more productive, and achieving success is understanding how habits work. As Duhigg shows, by harnessing this new science, we can transform our businesses, our communities, and our lives. With a new Afterword by the author “Sharp, provocative, and useful.”—Jim Collins “Few

[books] become essential manuals for business and living. The Power of Habit is an exception. Charles Duhigg not only explains how habits are formed but how to kick bad ones and hang on to the good.”—Financial Times “A flat-out great read.”—David Allen, bestselling author of Getting Things Done: The Art of Stress-Free Productivity “You’ll never look at yourself, your organization, or your world quite the same way.”—Daniel H. Pink, bestselling author of Drive and A Whole New Mind “Entertaining . . . enjoyable . . . fascinating . . . a serious look at the science of habit formation and change.”—The New York Times Book Review

Overwhelmed by electronic gadgets? Buried under an avalanche of e-mails? Juggling too many tasks and responsibilities? Desperately in need of a deep breath and a time-out? For all of us who answer yes to any of these questions, help is on the way. Getting to the heart of our hassled and over-scheduled existence, Christine Louise Hohlbaum cheerfully investigates 101 ways to increase our quality of life and productivity by reevaluating how we perceive and use time. Everyone has their own personal bank account of time, and while we cannot control time itself, we can manage the activities with which we fill the time we have available to us. The Power of Slow gives readers practical, concise directions to change the relationship they have with time and debunks the myths of multitasking, speed, and urgency as the only ways to efficiency. Tips include: · When working on a project on your computer, close all the windows, with the exception of the one you need to do your job. · Learn to say no in a polite and constructive way to favors, invitations, and requests. · Manage your own expectations, as well as those of others, by clearly stating what is possible in the time frame given. · Declare gadget-free zones (both geographical and temporal) to really enjoy your leisure time. · Know when your plate is full. · Make commitments to difficult tasks in five-minute increments and gradually increase the increments. · Save your most favorite or the easiest tasks for last to avoid procrastination. The Power of Slow will help readers identify areas in need of improvement and show them how to become more efficient and less frazzled at work and at home---and live a better, more balanced life.

A groundbreaking approach to succeeding in business and life, using the science of resourcefulness. We often think the key to success and satisfaction is to get more: more money, time, and possessions; bigger budgets, job titles, and teams; and additional resources for our professional and personal goals. It turns out we’re wrong. Using captivating stories to illustrate research in psychology and management, Rice University professor Scott Sonenshein examines why some people and organizations succeed with so little, while others fail with so much. People and organizations approach resources in two different ways: “chasing” and “stretching.” When chasing, we exhaust ourselves in the pursuit of more. When stretching, we embrace the resources we already have. This frees us to find creative and productive ways to solve problems, innovate, and engage our work and lives more fully. Stretch shows why everyone—from executives to entrepreneurs, professionals to parents, athletes to artists—performs better with constraints; why seeking too many resources undermines our work and well-being; and why even those with a lot benefit from making the most out of a little. Drawing from examples in business, education, sports, medicine, and history, Scott Sonenshein

advocates a powerful framework of resourcefulness that allows anybody to work and live better.

Terry Hershey, popular speaker and frequent retreat leader, understands that life is busy and getting busier. However, he also knows from personal experience that there is an inevitable price to pay if we don't regularly take time simply to pause and let our souls catch up with our bodies. In *The Power of Pause*, Hershey counters the cultural decree that says we must always be busy if life is to be fulfilling. Through 52 short chapters featuring powerful stories, inspiring quotations, and everyday opportunities for simplicity, we learn to relish the practice of resting as we take back the life we were always intended to have.

Time is limited. Attention is scarce. Are you engaging your customers? Apple Stores, Disney, LEGO, Starbucks. Do these names conjure up images of mere goods and services, or do they evoke something more--something visceral? Welcome to the Experience Economy, where businesses must form unique connections in order to secure their customers' affections--and ensure their own economic vitality. This seminal book on experience innovation by Joe Pine and Jim Gilmore explores how savvy companies excel by offering compelling experiences for their customers, resulting not only in increased customer allegiance but also in a more profitable bottom line. Translated into thirteen languages, *The Experience Economy* has become a must-read for leaders of enterprises large and small, for-profit and nonprofit, global and local. Now with a brand-new preface, Pine and Gilmore make an even stronger case for experiences as the critical link between a company and its customers in an increasingly distractible and time-starved world. Filled with detailed examples and actionable advice, *The Experience Economy* helps companies create personal, dramatic, and even transformative experiences, offering the script from which managers can generate value in ways aligned with a strong customer-centric strategy.

A personal energy training program outlines strategies on how to prevent burnout and improve productivity, discussing such areas as how to work with four key sources of energy, balancing stress and recovery, expanding capacity, and implementing positive routines. Reprint. 60,000 first printing.

Outlines a four-step program for decluttering a home, increasing a child's sense of security, scheduling down time, and instilling calmness in the face of hectic environments.

Forget the aesthetics of mainstream minimalism and discover a life of authenticity and intention with this practical guide to living with less...your way. When Christine Platt set out on her journey to live with less, she never intended to become *The Afrominimalist*. She just wanted to tame the chaos in her closet! But after struggling with the austerity and whiteness of mainstream minimalism, Christine realized why minimalism often seems unattainable for so many: the emphasis on all-white, barren aesthetics distracts from the practice of living with intention. And so, she decided to do things her way by curating a life of less influenced by the African diaspora. In *The Afrominimalist's Guide to Living With Less*, Christine gets right to the heart of how childhood experiences and expectations manifest in adulthood, the delicate dance between needs and wants, and the complicated weight of familial and societal pressures. A far cry from Konmaried closets, capsule wardrobes, and conspicuous consumption, Christine's brand of "living with less" is more than a decluttering regimen. Inspired by her personal journey, Christine presents a

radical revisioning of minimalism, one that celebrates the importance of history and heritage, and gives you permission to make space for what really matters...your way. Beautifully illustrated with original black-and-white prints and line drawings, The Afrominimalist's Guide to Living With Less is a testament to the idea that anyone can be a minimalist and a warm invitation to a life curated with intention, perfect for readers of Joshua Fields Millburn and Ryan Nicodemus (The Minimalists), Marie Kondo, Joshua Becker, and Courtney Carver.

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