

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

It has, improbably, been called uncommonly lucid, even riveting by The New York Times, and it was a finalist for the 2004 National Book Awards nonfiction honor. It is a literally chilling read, especially in its minute-by-minute description of the events of the morning of 9/11 inside the Twin Towers. It is The 9/11 Commission Report, which was, before its publication, perhaps one of the most anticipated government reports of all time, and has been since an unlikely bestseller. The official statement by the National Commission on Terrorist Attacks Upon the United States—which was instituted in late 2002 and chaired by former New Jersey Governor Thomas Kean—it details what went wrong on that day (such as intelligence failures), what went right (the heroic response of emergency services and self-organizing civilians), and how to avert similar future attacks. Highlighting evidence from the day, from airport surveillance footage of the terrorists to phone calls from the doomed flights, and offering details that have otherwise gone unheard, this is an astonishing firsthand document of contemporary history. While controversial in parts—it has been criticized for failing to include testimony from key individuals, and it completely omits any mention of the mysterious collapse of WTC 7—it is nevertheless an essential record of one of the most transformational events of modern times. We are all overwhelmed with technological input in our daily lives – whether it is our mobile phone ringing, our Blackberry beeping 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.

**#1 NEW YORK TIMES BESTSELLER • ONE OF TIME MAGAZINE'S 100 BEST YA BOOKS OF ALL TIME** The extraordinary, beloved novel about the ability of books to feed the soul even in the darkest of times. When Death has a story to tell, you listen. It is 1939. Nazi Germany. The country is holding its breath. Death has never been busier, and will become busier still. Liesel Meminger is a foster girl living outside of Munich, who scratches out a meager existence for herself by stealing when she encounters something she can't resist—books. With the help of her accordion-playing foster father, she learns to read and shares her stolen books with her neighbors during bombing raids as well as with the Jewish man hidden in her basement. In superbly crafted writing that burns with intensity, award-winning author Markus Zusak, author of *I Am the Messenger*, has given us one of the most enduring stories of our time. “The kind of book that can be life-changing.” —The New York Times “Deserves a place on the same shelf with *The Diary of a Young Girl* by Anne Frank.” —USA Today **DON'T MISS BRIDGE OF CLAY, MARKUS ZUSAK'S FIRST NOVEL SINCE THE BOOK THIEF.**

“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

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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.

**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.

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.

The Arivind Eye Care System treats 2.7 million patients a year in the developing world for blindness and other eye problems and seems to violate every rule of business. Patients pay what they want (if they pay at all, which most don't), it delivers services for one percent of the cost of comparable care in developed countries, functions at many times the volume with a lower complication rate, and is completely self-sustaining. This book is the first to tell its extraordinary story.

**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.**

Offers advice on how to lead an organization into change, including establishing a sense of urgency, developing a vision and strategy, and generating short-term wins.

The inspirational bestseller that ignited a movement and asked us to find our WHY Discover

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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.

The unforgettable story of two unsung heroes of World War II: sisters Janny and Lien Brilleslijper who joined the Dutch Resistance, helped save dozen of lives, were captured by the Nazis, and ultimately survived the Holocaust. Eight months after Germany's invasion of Poland, the Nazis roll into The Netherlands, expanding their reign of brutality to the Dutch. But by the Winter of 1943, resistance is growing. Among those fighting their brutal Nazi occupiers are two Jewish sisters, Janny and Lien Brilleslijper from Amsterdam. Risking arrest and death, the sisters help save others, sheltering them in a clandestine safehouse in the woods, they called "The High Nest." This secret refuge would become one of the most important Jewish safehouses in the country, serving as a hiding place and underground center for resistance partisans as well as artists condemned by Hitler. From The High Nest, an underground web of artists arises, giving hope and light to those living in terror in Holland as they begin to restore the dazzling pre-war life of Amsterdam and The Hague. When the house and its occupants are eventually betrayed, the most terrifying time of the sisters' lives begins. As Allied troops close in, the Brilleslijper family are rushed onto the last train to Auschwitz, along with Anne Frank and her family. The journey will bring Janny and Lien close to Anne and her older sister Margot. The days ahead will test the sisters beyond human imagination as they are stripped of everything but their courage, their resilience, and their love for each other. Based on meticulous research and unprecedented access to the Brilleslijpers' personal archives of memoirs and photos, *Sisters of Auschwitz* is a long-overdue homage to two young women's heroism and moral bravery—and a reminder of the power each of us has to change the world. 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

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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.

NEW YORK TIMES BEST SELLER • A TODAY SHOW #READWITHJENNA BOOK CLUB PICK! • The moving story of an undocumented child living in poverty in the richest country in the world—an incandescent debut from an astonishing new talent “Heartrending, unvarnished, and powerfully courageous, this account of growing up undocumented in America will never leave you.” —Gish Jen, author of *The Resisters* In Chinese, the word for America, *Mei Guo*, translates directly to “beautiful country.” Yet when seven-year-old Qian arrives in New York City in 1994 full of curiosity, she is overwhelmed by crushing fear and scarcity. In China, Qian’s parents were professors; in America, her family is “illegal” and it will require all the determination and small joys they can muster to survive. In Chinatown, Qian’s parents labor in sweatshops. Instead of laughing at her jokes, they fight constantly, taking out the stress of their new life on one another. Shunned by her classmates and teachers for her limited English, Qian takes refuge in the library and masters the language through books, coming to think of *The Berenstain Bears* as her first American friends. And where there is delight to be found, Qian relishes it: her first bite of gloriously greasy pizza, weekly “shopping days,” when Qian finds small treasures in the trash lining Brooklyn’s streets, and a magical Christmas visit to Rockefeller Center—confirmation that the New York City she saw in movies does exist after all. But then Qian’s headstrong Ma Ma collapses, revealing an illness that she has kept secret for months for fear of the cost and scrutiny of a doctor’s visit. As Ba Ba retreats further inward, Qian has little to hold onto beyond his constant refrain: Whatever happens, say that you were born here, that you’ve always lived here. Inhabiting her childhood perspective with exquisite lyric clarity and unforgettable charm and strength, Qian Julie Wang has penned an essential American story about a family fracturing under the weight of invisibility, and a girl coming of age in the shadows, who never stops seeking the light.

The book *Lifhack* 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.

The overwhelming majority of a software system’s lifespan is spent in use, not in design or implementation. So, why does conventional wisdom insist that software engineers focus primarily on the design and development of large-scale computing systems? In this collection of essays and articles, key members of Google’s Site Reliability Team explain how and why their commitment to the entire lifecycle has enabled the company to successfully build, deploy, monitor, and maintain some of the largest software systems in the world. You’ll learn the principles and practices that enable Google engineers to make systems more scalable, reliable, and efficient—lessons directly applicable to your organization. This book is divided into four sections: Introduction—Learn what site reliability engineering is and why it differs from conventional IT industry practices Principles—Examine the patterns, behaviors, and areas of concern that influence the work of a site reliability engineer (SRE) Practices—Understand the theory and practice of an SRE’s day-to-day work: building and operating large distributed computing systems Management—Explore Google’s best practices for training, communication, and meetings that your organization can use

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There are two paths in life: Should & Must. We arrive at this crossroads over and over again, and every day. And we get to choose. Starting out or starting over, making a career change or making a life change, the most life-affirming thing you can do is to honor the voice inside that says you have something special to give, and then heed the call and act. Many have traveled this road before. Here's how you can, too. #choosemust An inspirational gift book for every recent graduate, every artist, every seeker, and every career change.

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 a 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.

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.

The critically acclaimed, award-winning, modern classic Speak is now a stunning graphic novel. "Speak up for yourself—we want to know what you have to say." From the first moment of her freshman year at Merryweather High, Melinda knows this is a big fat lie, part of the nonsense of high school. She is friendless—an outcast—because she busted an end-of-summer party by calling the cops, so now nobody will talk to her, let alone listen to her. Through her work on an art project, she is finally able to face what really happened that night: She was raped by an upperclassman, a guy who still attends Merryweather and is still a threat to her. With powerful illustrations by Emily Carroll, Laurie Halse Anderson's Speak: The Graphic Novel comes alive for new audiences and fans of the classic novel. This title has Common Core connections.

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

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One Thing" and improve your performance!

With an introduction by novelist David Vann Jon Krakauer's *Into the Wild* examines the true story of Chris McCandless, a young man, who in 1992 walked deep into the Alaskan wilderness and whose SOS note and emaciated corpse were found four months later. Internationally bestselling author and mountaineer Jon Krakauer explores the obsession which leads some people to discover the outer limits of self, leave civilization behind and seek enlightenment through solitude and contact with nature. In 2007, *Into the Wild* was adapted as a critically acclaimed film, directed by Sean Penn and Emile Hirsch and Kristen Stewart.

A NEW YORK TIMES BESTSELLER "One of the most important books of the current moment."—Time "A rousing call to action... It should be required reading for everyone."—Gabrielle Union, author of *We're Going to Need More Wine* "A brutally candid and unobstructed portrait of mainstream white feminism." —Ibram X. Kendi, author of *How to Be an Antiracist* A potent and electrifying critique of today's feminist movement announcing a fresh new voice in black feminism Today's feminist movement has a glaring blind spot, and paradoxically, it is women. Mainstream feminists rarely talk about meeting basic needs as a feminist issue, argues Mikki Kendall, but food insecurity, access to quality education, safe neighborhoods, a living wage, and medical care are all feminist issues. All too often, however, the focus is not on basic survival for the many, but on increasing privilege for the few. That feminists refuse to prioritize these issues has only exacerbated the age-old problem of both internecine discord and women who rebuff at carrying the title. Moreover, prominent white feminists broadly suffer from their own myopia with regard to how things like race, class, sexual orientation, and ability intersect with gender. How can we stand in solidarity as a movement, Kendall asks, when there is the distinct likelihood that some women are oppressing others? In her searing collection of essays, Mikki Kendall takes aim at the legitimacy of the modern feminist movement, arguing that it has chronically failed to address the needs of all but a few women. Drawing on her own experiences with hunger, violence, and hypersexualization, along with incisive commentary on politics, pop culture, the stigma of mental health, and more, *Hood Feminism* delivers an irrefutable indictment of a movement in flux. An unforgettable debut, Kendall has written a ferocious clarion call to all would-be feminists to live out the true mandate of the movement in thought and in deed.

A raw and funny memoir about sex, dating, and relationships in the digital age, intertwined with a brilliant investigation into the challenges to love and intimacy wrought by dating apps, by firebrand New York Times–bestselling author Nancy Jo Sales At forty-nine, famed *Vanity Fair* writer Nancy Jo Sales was nursing a broken heart and wondering, "How did I wind up alone?" On the advice of a young friend, she downloaded Tinder, then a brand-new dating app. What followed was a raucous ride through the world of online dating. Sales, an award-winning journalist and single mom, became a leading critic of the online dating industry, reporting and writing articles and making her directorial debut with the HBO documentary *Swiped: Hooking Up in the Digital Age*. Meanwhile, she was dating a series of younger men, eventually falling in love with a man less than half her age. *Nothing Personal* is Sales's memoir of coming-of-middle-age in the midst of a new dating revolution. She is unsparingly honest about her own experience of addiction to dating apps and hilarious in her musings about dick

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pics, sexting, dating FOMO, and more. Does Big Dating really want us to find love, she asks, or just keep on using its apps? Fiercely feminist, Nothing Personal investigates how Big Dating has overwhelmed the landscape of dating, cynically profiting off its users' deepest needs and desires. Looking back through the history of modern courtship and her own relationships, Sales examines how sexism has always been a factor for women in dating, and asks what the future of courtship will bring, if left to the designs of Silicon Valley's tech giants—especially in a time of social distancing and a global pandemic, when the rules of romance are once again changing.

The #1 New York Times bestseller. Over 3 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.

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.

The world is crazy. Creative work is hard. And nothing is getting any easier! In his previous books—Steal Like an Artist and Show Your Work!, New York Times bestsellers

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with over a million copies in print combined—Austin Kleon gave readers the key to unlock their creativity and then showed them how to share it. Now he completes his trilogy with his most inspiring work yet. *Keep Going* gives the reader life-changing, illustrated advice and encouragement on how to stay creative, focused, and true to yourself in the face of personal burnout or external distractions. Here is how to Build a Bliss Station—a place or fixed period where you can disconnect from the world. How to see that Every Day Is Groundhog Day—yesterday's over, tomorrow may never come, so just do what you can do today. How to Forget the Noun, Do the Verb—stop worrying about being a “painter” and just paint. Keep working. Keep playing. Keep searching. Keep giving. Keep living. Keep Going. It's exactly the message all of us need, at exactly the right time.

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.

The old saying goes, "To the man with a hammer, everything looks like a nail." But anyone who has done any kind of project knows a hammer often isn't enough. The more tools you have at your disposal, the more likely you'll use the right tool for the job - and get it done right. The same is true when it comes to your thinking. The quality of your outcomes depends on the mental models in your head. And most people are going through life with little more than a hammer. Until now. *The Great Mental Models: General Thinking Concepts* is the first book in *The Great Mental Models* series designed to upgrade your thinking with the best, most useful and powerful tools so you always have the right one on hand. This volume details nine of the most versatile, all-purpose mental models you can use right away to improve your decision making, productivity, and how clearly you see the world. You will discover what forces govern the universe and how to focus your efforts so you can harness them to your advantage, rather than fight with them or worse yet- ignore them. Upgrade your mental toolbox and get the first volume today. AUTHOR BIOGRAPHY Farnam Street (FS) is one of the world's fastest growing websites, dedicated to helping our readers master the best of what other people have already figured out. We curate, examine and explore the timeless ideas and mental models that history's brightest minds have

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used to live lives of purpose. Our readers include students, teachers, CEOs, coaches, athletes, artists, leaders, followers, politicians and more. They're not defined by gender, age, income, or politics but rather by a shared passion for avoiding problems, making better decisions, and lifelong learning. AUTHOR HOME Ottawa, Ontario, Canada

From the New York Times bestselling authors of *Sprint* comes a simple 4-step system for improving focus, finding greater joy in your work, and getting more out of every day. "A charming manifesto—as well as an intrepid do-it-yourself guide to building smart habits that stick. If you want to achieve more (without going nuts), read this book."—Charles Duhigg, bestselling author of *The Power of Habit* and *Smarter Faster Better* Nobody ever looked at an empty calendar and said, "The best way to spend this time is by cramming it full of meetings!" or got to work in the morning and thought, Today I'll spend hours on Facebook! Yet that's exactly what we do. Why? In a world where information refreshes endlessly and the workday feels like a race to react to other people's priorities faster, frazzled and distracted has become our default position. But what if the exhaustion of constant busyness wasn't mandatory? What if you could step off the hamster wheel and start taking control of your time and attention? That's what this book is about. As creators of Google Ventures' renowned "design sprint," Jake and John have helped hundreds of teams solve important problems by changing how they work. Building on the success of these sprints and their experience designing ubiquitous tech products from Gmail to YouTube, they spent years experimenting with their own habits and routines, looking for ways to help people optimize their energy, focus, and time. Now they've packaged the most effective tactics into a four-step daily framework that anyone can use to systematically design their days. *Make Time* is not a one-size-fits-all formula. Instead, it offers a customizable menu of bite-size tips and strategies that can be tailored to individual habits and lifestyles. *Make Time* isn't about productivity, or checking off more to-dos. Nor does it propose unrealistic solutions like throwing out your smartphone or swearing off social media. Making time isn't about radically overhauling your lifestyle; it's about making small shifts in your environment to liberate yourself from constant busyness and distraction. A must-read for anyone who has ever thought, If only there were more hours in the day..., *Make Time* will help you stop passively reacting to the demands of the modern world and start intentionally making time for the things that matter.

The instant Wall Street Journal, USA Today, and international bestseller "While the history books are filled with tales of obsessive visionary geniuses who remade the world in their image with sheer, almost irrational force, I've found that history is also made by individuals who fought their egos at every turn, who eschewed the spotlight, and who put their higher goals above their desire for recognition." —from the prologue Many of us insist the main impediment to a full, successful life is the outside world. In fact, the most common enemy lies within: our ego. Early in our careers, it impedes learning and the cultivation of talent.

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With success, it can blind us to our faults and sow future problems. In failure, it magnifies each blow and makes recovery more difficult. At every stage, ego holds us back. Ego Is the Enemy draws on a vast array of stories and examples, from literature to philosophy to history. We meet fascinating figures such as George Marshall, Jackie Robinson, Katharine Graham, Bill Belichick, and Eleanor Roosevelt, who all reached the highest levels of power and success by conquering their own egos. Their strategies and tactics can be ours as well. In an era that glorifies social media, reality TV, and other forms of shameless self-promotion, the battle against ego must be fought on many fronts. Armed with the lessons in this book, as Holiday writes, "you will be less invested in the story you tell about your own specialness, and as a result, you will be liberated to accomplish the world-changing work you've set out to achieve."

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

From the #1 New York Times-bestselling author of *The 48 Laws of Power* comes the definitive new book on decoding the behavior of the people around you. Robert Greene is a master guide for millions of readers, distilling ancient wisdom and philosophy into essential texts for seekers of power, understanding and mastery. Now he turns to the most important subject of all - understanding

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people's drives and motivations, even when they are unconscious of them themselves. We are social animals. Our very lives depend on our relationships with people. Knowing why people do what they do is the most important tool we can possess, without which our other talents can only take us so far. Drawing from the ideas and examples of Pericles, Queen Elizabeth I, Martin Luther King Jr, and many others, Greene teaches us how to detach ourselves from our own emotions and master self-control, how to develop the empathy that leads to insight, how to look behind people's masks, and how to resist conformity to develop your singular sense of purpose. Whether at work, in relationships, or in shaping the world around you, *The Laws of Human Nature* offers brilliant tactics for success, self-improvement, and self-defense.

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.

Read the Wall Street Journal Bestseller for "cultivating intense focus" for fast, powerful performance results for achieving success and true meaning in one's professional life (Adam Grant, author of *Give and Take*). Deep work is the ability to focus without distraction on a cognitively demanding task. It's a skill that allows you to quickly master complicated information and produce better results in less time. Deep Work will make you better at what you do and provide the sense of true fulfillment that comes from craftsmanship. In short, deep work is like a super power in our increasingly competitive twenty-first century economy. And yet, most people have lost the ability to go deep—spending their days instead in a frantic blur of e-mail and social media, not even realizing there's a better way. In *Deep Work*, author and professor Cal Newport flips the narrative on impact in a connected age. Instead of arguing distraction is bad, he instead celebrates the power of its opposite. Dividing this book into two parts, he first makes the case that in almost any profession, cultivating a deep work ethic will produce massive benefits. He then presents a rigorous training regimen, presented as a series of four "rules," for transforming your mind and habits to support this skill. 1. Work Deeply 2. Embrace Boredom 3. Quit Social Media 4. Drain the Shallows A mix of

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cultural criticism and actionable advice, *Deep Work* takes the reader on a journey through memorable stories—from Carl Jung building a stone tower in the woods to focus his mind, to a social media pioneer buying a round-trip business class ticket to Tokyo to write a book free from distraction in the air—and no-nonsense advice, such as the claim that most serious professionals should quit social media and that you should practice being bored. *Deep Work* is an indispensable guide to anyone seeking focused success in a distracted world. An Amazon Best Book of 2016 Pick in Business & Leadership Wall Street Journal Business Bestseller A Business Book of the Week at 800-CEO-READ

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.

Legendary leadership and elite performance expert Robin Sharma introduced The 5am Club concept over twenty years ago, based on a revolutionary morning routine that has helped his clients maximize their productivity, activate their best health and bulletproof their serenity in this age of overwhelming complexity. Now, in this life-changing book, handcrafted by the author over a rigorous four-year period, you will discover the early-rising habit that has helped so many

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accomplish epic results while upgrading their happiness, helpfulness and feelings of aliveness. Through an enchanting—and often amusing—story about two struggling strangers who meet an eccentric tycoon who becomes their secret mentor, *The 5am Club* will walk you through: How great geniuses, business titans and the world's wisest people start their mornings to produce astonishing achievements A little-known formula you can use instantly to wake up early feeling inspired, focused and flooded with a fiery drive to get the most out of each day A step-by-step method to protect the quietest hours of daybreak so you have time for exercise, self-renewal and personal growth A neuroscience-based practice proven to help make it easy to rise while most people are sleeping, giving you precious time for yourself to think, express your creativity and begin the day peacefully instead of being rushed “Insider-only” tactics to defend your gifts, talents and dreams against digital distraction and trivial diversions so you enjoy fortune, influence and a magnificent impact on the world Part manifesto for mastery, part playbook for genius-grade productivity and part companion for a life lived beautifully, *The 5am Club* is a work that will transform your life. Forever.

When a small-town family is pushed to the brink, how far will they go to protect one of their own? An edgy, propulsive read about what we will do in the name of love and blood Tony has always looked out for his younger brother, Nick. So when he's called to a hospital bed where Nick is lying battered and bruised after a violent sexual assault, his protective instincts flare, and a white-hot rage begins to build. As a small-town New England lawyer, Tony's wife, Julia, has cases involving kids all the time. When Detective Rice gets assigned to this one, Julia feels they're in good hands. Especially because she senses that Rice, too, understands how things can quickly get complicated. Very complicated. After all, one moment Nick was having a drink with a handsome stranger; the next, he was at the center of an investigation threatening to tear not only him, but his entire family, apart. And now his attacker, out on bail, is disputing Nick's version of what happened. As Julia tries to help her brother-in-law, she sees Tony's desire for revenge, to fix things for Nick, getting out of control. Tony is starting to scare her. And before long, she finds herself asking: does she really know what her husband is capable of? Or of what she herself is? Exploring elements of doubt, tragedy, suspense, and justice, *The Damage* is an all-consuming read that marks the explosive debut of an extraordinary new writer.

18 Minutes Find Your Focus, Master Distraction, and Get the Right Things Done Business Plus Stop stressing and start being your best self--master mindfulness for teens in no time. Homework, relationships, social media, life planning...you've got a lot going on, but you don't have to feel overwhelmed by it. In fact, you could actually enjoy life more while getting more done. *Mindfulness for Teens in 10 Minutes a Day* shows you how to take control of stress and become the boss of your feelings--and boost your focus while you're at it. Start feeling better with mindfulness, the practice of being fully present and cultivating calm, one moment at a time. *Mindfulness for Teens in 10 Minutes a Day* features simple and effective exercises--that fit perfectly into your daily routine--making it easy to keep yourself in the here and now, tackle challenges one at a time, and make the most of every minute. *Mindfulness for Teens in 10 Minutes a Day* includes: Practice peace--Learn to manage whatever life throws at you and bring focus, calm, and joy back to your day with mindfulness for teens. 60 guided exercises--Practice helpful exercises and develop essential mindfulness strategies sure to help you through high school and beyond. Mindfulness now--Discover how you can rock your homework, connect to others, chill out, and sleep better using mindfulness--it only takes 10

