

Busy How To Thrive In A World Of Too Much

A Success Best Book of 2015 Business psychologist Tony Crabbe outlines a unique three-step approach to combating one of the modern life's great problems: being too busy. *BUSY* is divided into four digestible sections—Mastery, Differentiation, and Engagement—that will teach readers how to switch from managing time to managing attention, how to transition toward a career strategy that doesn't hinge on productivity, how to think differently about success by re-engaging with what matters, and how to create the impetus, energy, and clarity to put all these changes into effect. Crabbe draws on entertaining psychological studies to show why we're getting it wrong at the moment and to develop a fresh new approach to taking back one's life from chaotic outside forces. Rarely has a book been more timely in both its scope and in its immediate impact.

No matter what your passion is—business, technology, science, or plumbing—this practical guide will enable you to unleash your innate creative skills based on your unique personality type and succeed in everything you do. Whether you can admit it to yourself or not, you are creative. In today's complex world, creativity is the key to finding and living your passion.

Whatever that passion is—cooking, technology, writing, or even plumbing—*Creative You* reveals your own personal style of creativity to help you build an environment of innovation at work and home. Discover your creative personality type with a simple quiz and detailed descriptions of the sixteen personality types. Plus, tools and techniques show you how to apply creativity to your everyday life. Drop excuses like I'm too old to start being creative and creativity is only for artists. Confidently use creativity to live your passion by using your natural style. Whether you are starting from scratch or enhancing an already developed skill, discover the creative you that you've been searching for.

Live the life you want, not the life you settle for. Helping people build healthy new habits that improve their lives is more important than ever. Arianna Huffington launched Thrive Global to do just that--Thrive's specific mission is to end the epidemic of stress and burnout and help individuals and companies unlock their greatest potential. Science continues to show that we don't have to sacrifice our well-being in order to succeed; in fact, it turns out that well-being is critical to peak performance. Learning to thrive means: Moving from awareness to action - from knowing what to do to actually doing it Embracing solutions that appeal to wisdom, wonder, intuition, reflection, and are steeped in science Taking the time to rest and recover in order to fuel and maximize productivity, both personal and professional Making the mindset shifts and habit changes that supercharge performance in ways that truly matter to us Eschewing trendy self-care fixes or the latest health fads, *Your Time to Thrive* is the revolutionary guide to living and working based on Microsteps--tiny, science-backed changes. By making them too-small-to fail, we can incorporate them into our daily lives right away, and begin building healthier ways of living and working. This book is a Microstep bible. With chapters dedicated to sleep, nutrition, movement, focus and prioritization, communication and relationships, unplugging and recharging, creativity and inspiration, and purpose/meaning, *Your Time to Thrive* shares practical, usable, research-supported mini-habits that will yield huge benefits and empower people to truly thrive in all parts of their lives.

Are you happy with the way you work? Are you engaged, energised in the office? Or do you sometimes feel that your days are dominated by process and technology? Reimagining business is about waking up to a new environment, based on collaborative and flexible working, on technology that, used correctly, liberates rather than constrains. The future of work must be based on being open, on focusing on results, not process and on empowerment, not hierarchy. Dave Coplin, Chief Envisioning Officer at Microsoft UK, has been immersed in the technologies that are making waves in the workplace. This is his call to reimagine business. #bizreimagined

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A comprehensive book of “need-to-know” insights for busy leaders Being a great leader means getting the fundamentals right. It also means consistently doing the “little things” that make a positive difference in the lives of employees, customers, and other stakeholders. The Busy Leader’s Handbook: How to Lead People and Places That Thrive is a practical, easy-to-use book filled with gentle reminders of what we should be doing every day—especially when work is at its most intense. The Handbook is packed with proven best practices, tools, tips, and tactics for engaging employees, revitalizing cultures, delighting customers, and building high-performance companies. Short, succinct, and accessible, each chapter is “stand-alone,” offering helpful advice for meeting common business challenges. Plus, the strategies, approaches, and tactics are designed to be put into action immediately. Best-selling author, businessman, visionary, and entrepreneur Quint Studer draws on his 30-plus years of experience in helping organizations of all sizes and leaders at every level reach peak performance. Comprehensive in scope, his book overflows with insights and practical advice to help you make smart leadership decisions. For example: Why putting the right foundational structures in place early on creates clarity and heads off problems that cause businesses to struggle and fail The importance of followership: why being a good leader requires that you first be a good follower Why we tend to run from self-disruption and a sense of being unsettled (and how to learn to embrace them instead) Why leaders should seek consent, not consensus How to engage employees and create a positive workplace culture How to help employees find meaning and purpose in their work How to conduct difficult conversations and resolve conflicts—and why having these skills (or not) can make or break you as a leader Advice for attracting and hiring the best talent, retaining them over time, and dealing with the low performers who drive them away Why mentoring is so powerful and how to encourage it inside your company Tips and tactics for seeing the world through your customer’s eyes How to reduce customer anxiety (and encourage them to buy) with the right words at the right times for the right reasons The Busy Leader’s Handbook functions as a desk reference and pocket guide for anyone in a leadership position. It’s also a great training tool for onboarding new leaders. Whether you work for a start-up, a small or mid-size business, or a large corporation, this book will change how you think, inspire you to do your job better—and help your organization thrive.

"An influential podcaster and thought leader provides time, energy, and priority management tactics to help you crush it at work and thrive at home"--

Robert F. Sibert Medal Winner Take to the sky with Apis, one honeybee, as she embarks on her journey through life! An Orbis Pictus Honor Book Selected for the Texas Bluebonnet Master List Finalist for the AAAS/Subaru SB&F Prize for Excellence in Science Books A tiny honeybee emerges through the wax cap of her cell. Driven to protect and take care of her hive, she cleans the nursery and feeds the larvae and the queen. But is she strong enough to fly? Not yet! Apis builds wax comb to store honey, and transfers pollen from other bees into the storage. She defends the hive from invaders. And finally, she begins her new life as an adventurer. The confining walls of the hive fall away as Apis takes to the air, finally free, in a brilliant double-gatefold illustration where the clear blue sky is full of promise-- and the wings of dozens of honeybees, heading out in search of nectar to bring back to the hive. Eric Rohmann's exquisitely detailed illustrations bring the great outdoors into your hands in this poetically written tribute to the hardworking honeybee. Award-winning author Candace Fleming describes the life cycle of the honeybee in accessible, beautiful language. Similar in form and concept to the Sibert and Orbis Pictus award book Giant Squid, Honeybee also features a stunning gatefold and an essay on the plight of honeybees. Cook Prize Honor Book A Kids' Book Choice Award Finalist An American Library Association Notable Children's Book A New York Public Library Best Book of the Year Named a Best Book of the Year by Kirkus Reviews, NPR, Shelf Awareness, School Library Journal, Publishers Weekly and more! A Horn Book

Fanfare Best Book of the Year A Bank Street Best Children's Book of the Year! A Bulletin of the Center for Children's Books Blue Ribbon Book A Booklist Editor's Choice A Junior Library Guild Gold Standard Selection

An evidence-based resilience toolkit to help you find better, more sustainable ways to succeed at work and life In *The Burnout Fix*, the award-winning psychologist and board-certified leadership coach Dr. Jacinta M. Jiménez shows you how to harness science-backed resilience strategies to survive, and thrive, in today's "always on, always connected" world—where a reported 60% of employees report being stressed out all or most of the time at work. Packed with compelling, real-world stories from years of coaching and the latest research in positive, social, and motivational psychology, *The Burnout Fix* shows how neglecting to nurture your personal pulse can undermine all your efforts at working harder and "smarter." You'll learn how integrate healthy personal "PULSE" practices into all aspects of your life, from pacing for performance and leveraging leisure time to securing a support system and evaluating how to regain control of your time and priorities. Whether you are an individual who wishes to build out a set of lasting resilience capabilities, a leader dedicated to keeping your team or organization engaged and flourishing, *The Burnout Fix* will reshape the way you think about success while giving you—and your people—the tools and strategies you need to thrive.

In *Thrive*, Arianna Huffington makes an impassioned and compelling case for the need to redefine what it means to be successful in today's world. Arianna Huffington's personal wake-up call came in the form of a broken cheekbone and a nasty gash over her eye--the result of a fall brought on by exhaustion and lack of sleep. As the cofounder and editor-in-chief of the Huffington Post Media Group--one of the fastest growing media companies in the world--celebrated as one of the world's most influential women, and gracing the covers of magazines, she was, by any traditional measure, extraordinarily successful. Yet as she found herself going from brain MRI to CAT scan to echocardiogram, to find out if there was any underlying medical problem beyond exhaustion, she wondered is this really what success feels like? As more and more people are coming to realize, there is far more to living a truly successful life than just earning a bigger salary and capturing a corner office. Our relentless pursuit of the two traditional metrics of success--money and power--has led to an epidemic of burnout and stress-related illnesses, and an erosion in the quality of our relationships, family life, and, ironically, our careers. In being connected to the world 24/7, we're losing our connection to what truly matters. Our current definition of success is, as *Thrive* shows, literally killing us. We need a new way forward. In a commencement address Arianna gave at Smith College in the spring of 2013, she likened our drive for money and power to two legs of a three-legged stool. They may hold us up temporarily, but sooner or later we're going to topple over. We need a third leg--a third metric for defining success--to truly thrive. That third metric, she writes in *Thrive*, includes our well-being, our ability to draw on our intuition and inner wisdom, our sense of wonder, and our capacity for compassion and giving. As Arianna points out, our eulogies celebrate our lives very differently from the way society defines success. They don't commemorate our long hours in the office, our promotions, or our sterling PowerPoint presentations as we relentlessly raced to climb up the career ladder. They are not about our resumes--they are about cherished memories, shared adventures, small kindnesses and acts of generosity, lifelong passions, and the things that made us laugh. In this deeply personal book, Arianna talks candidly about her own challenges with managing time and prioritizing the demands of a career and raising two daughters--of juggling business deadlines and family crises, a harried dance that led to her collapse and to her "aha moment." Drawing on the latest groundbreaking research and scientific findings in the fields of psychology, sports, sleep, and physiology that show the profound and transformative effects of meditation, mindfulness, unplugging, and giving, Arianna shows us the way to a revolution in our culture, our thinking, our workplace, and our lives.

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Close your eyes. Take a deep breath. Imagine your perfect day. What if that perfect day was every day? You're probably doing a lot—taking care of your family, killing it at your job, volunteering, organizing, scheduling, delegating. At the end of all of that, do you have any time or energy left to take care of the most important person: you? Self-care movement leader Suzanne Falter gets it. In fact, she lived the life that every woman today feels expected to lead, chasing career goals while balancing the commitment of raising a family. But after facing an unthinkable tragedy, Suzanne transformed her identity as a stressed-out workaholic to find her way back to wholeness and balance. In *The Extremely Busy Woman's Guide to Self-Care*, Suzanne shares simple, bite-sized suggestions to help you ease onto the path of effective self-care in a way that feels doable rather than demanding. The road to soothing self-care is right in front of you—all you have to do is say yes to the journey and take the first step.

Buster, a half-German Shepherd mutt, was adopted by Roy Hattersley in December 1995. He began to dictate his diaries soon after his arrival. Buster became England's most famous dog in 1996 when he defended himself against a goose in St. James's Park -- a goose which, unfortunately, belonged to the Queen. Pursued by the press ever since, he has sought solace in writing. *Buster's Diaries* is the comically heart-warming true story of Buster's triumph over adversity, as he describes his rescue from a paw-to-mouth existence on scraps to his new life in the lap of luxury -- and at the same time reveals the secrets of the strange relationship between dog and the Man on the other end of the lead. Never before have readers been offered such insights into the aromatic canine world. The irresistible fragrance of chicken bones picked off the sidewalk. The special rituals required to receive delicious treats (pig ears, dog biscuits). The sawdust balls Buster must eat to stay healthy while the Man gobbles down chocolate cookies. The painful digestive consequences of eating cream filled cookies while still wrapped. The diaries also reveal the strain of living with the Man -- the constant power struggle of who's boss, the "training" ceremonies, the Man's strange excrement collection syndrome and reliance on new dog humiliation technology. *Buster's Diaries* will make you laugh and it will make you cry but it has a happy ending.

Many parents of a teenager or young adult feel as though they're guessing about what to do next--with mixed results. We want to stay connected with our maturing child, but we're not sure how. And deep down, we fear our child doesn't want or need us. Based on brand-new research and interviews with remarkable families, *Growing With* equips parents to take steps toward their teenagers and young adults in a mutual journey of intentional growth that trusts God to transform them all. By highlighting three groundbreaking family strategies, authors Kara Powell and Steven Argue show parents that it's never too early or too late to - accept the child you have, not the child you wish you had - work toward solutions rather than only identifying problems - develop empathy that nudges rather than judges - fight for your child, not against them - connect your children with a faith and church big enough to handle their doubts and struggles - dive into tough discussions about dating, career, and finances - and unleash your child's passions and talents to change our world For any parent who longs for their kids to keep their roots even as they spread their wings, *Growing With* offers practical help and hope for the days--and years--ahead.

Explains the importance of thinking in daily life, discussing how to achieve focus, creativity, and a positive outlook in a technology-driven world.

Combines anecdotes, advice, quotes, and other resources in a guide to balancing the demands of one's family and children with those of one's job, offering tips on eliminating stress, too many obligations, and other hindrances to a better family life.

Presents a new program to help understand attention-deficit hyperactivity disorder and how to make its traits and symptoms work positively to manage time, harness mental energy, and create supportive environments.

From the New York Times bestselling author of *Fair Play* and "the Marie Kondo of

relationships" comes an inspirational guide for setting new personal goals, rediscovering your interests, cultivating creativity, and reclaiming your Unicorn Space. With her acclaimed New York Times bestseller (and Reese's Book Club pick) *Fair Play*, Eve Rodsky began a national conversation about greater equality on the home front. But she soon realized that even when the domestic workload becomes more balanced, people still report something missing in their lives—that is, unless they create and prioritize time for activities that not only fill their calendars but also unleash their creativity. Rodsky calls this vital time Unicorn Space—the active and open pursuit of creative self-expression in any form that makes you uniquely YOU. To help readers embrace all the unlikely, surprising, and delightful places where their own Unicorn Space may be found, she speaks with trail blazers, thought leaders, academics, and countless real people who have discovered theirs everywhere—from activism to artistic endeavors to second careers. Rodsky reveals what researchers already know: Creativity is not optional. It's essential. Though most of us do need to remind ourselves how (and where) to find it. With her trademark mix of research based, how-to advice and big-picture inspirational thinking, Rodsky shows you a clear path to reclaim your permission to have fun, manifest your own Unicorn Space in an already too-busy life, and unleash your special gifts and undiscovered talents into the world. A book which explains the latest research into how the brain works, providing practical tips for training your brain to promote success in all areas of your life.

"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.

OUR CULTURE HAS BECOME OBSESSED WITH HUSTLING. As we struggle to keep up in a knowledge economy that never sleeps, we arm ourselves with life hacks, to-do lists, and an inbox-zero mentality, grasping at anything that will help us work faster, push harder, and produce more. There's just one problem: most of these solutions are making things worse. Creativity isn't produced on an assembly line, and endless hustle is ruining our mental and physical health while subtracting from our creative performance. Productivity and Creativity are not compatible; we are stuck between them, and like the opposite poles of a magnet, they are tearing us apart. When we're told to sleep more, meditate, and slow down, we nod our heads in agreement, yet seem incapable of applying this advice in our own lives. Why do we act against our creative best interests? **WE HAVE FORGOTTEN HOW TO FLOAT.** The answer lies in our history, culture, and biology. Instead of focusing on how we work, we must understand why we work—why we believe that what we do determines who we are. *Hustle and Float* explores how our work culture creates contradictions between what we think we want and what we actually need, and points the way to a more humane, more sustainable, and, yes, more creative, way of working and living.

I'm Not Too Busy is a message about taking the time to notice people, to care, to

cherish our relationships and to see the present. Life tends to get busy and this uplifting book provides a way to tell a friend or loved one that we offer our gift of time.

Buster, a half-German Shepherd mutt, was adopted by Roy Hattersley in December 1995. He began to dictate his diaries soon after his arrival. Buster became England's most famous dog in 1996 when he defended himself against a goose in St. James's Park -- a goose which, unfortunately, belonged to the Queen. Pursued by the press ever since, he has sought solace in writing. *Buster's Diaries* is the comically heart-warming true story of Buster's triumph over adversity, as he describes his rescue from a paw-to-mouth existence on scraps to his new life in the lap of luxury -- and at the same time reveals the secrets of the strange relationship between dog and the Man on the other end of the lead. Never before have readers been offered such insights into the aromatic canine world. The irresistible fragrance of chicken bones picked off the sidewalk. The special rituals required to receive delicious treats (pig ears, dog biscuits). The sawdust balls Buster must eat to stay healthy while the Man gobbles down chocolate cookies. The painful digestive consequences of eating cream filled cookies while still wrapped. The diaries also reveal the strain of living with the Man -- the constant power struggle of who's boss, the "training" ceremonies, the Man's strange excrement collection syndrome and reliance on new dog humiliation technology. *Buster's Diaries* will make you laugh and it will make you cry but it has a happy ending. While it exposes the man-made myths about d

Finding fulfillment in both love and work isn't easy--but it's possible. The majority of couples today are dual-career couples. As anyone who's part of such a relationship knows, this presents big challenges: trying to raise kids and achieve career goals while caring for and supporting your partner can seem impossible. Yet most advice for dual-career couples fails, framing the challenges as a zero-sum game in which one partner's gain is the other's loss and solutions feel like sacrifices or unsatisfactory trade-offs. This book is different. In *Couples That Work*, INSEAD professor Jennifer Petriglieri rejects conventional, one-size-fits-all solutions and instead focuses on how dual-career couples can tackle and resolve the challenges they face throughout their lives--together. She identifies three key phases of exploration and personal growth in every couple's work-life journey, showing how partners must navigate these together to strengthen their bond. Each phase is crystallized with a question: How can we make this work? The first phase focuses on the logistics of combining two busy lives and often involves the demands of young children. What do we really want? In the second phase, couples learn to navigate their midlife crises in ways that allow each partner to continue to feel happy and fulfilled. Who are we now? With careers winding down and kids grown up, this last phase offers new freedoms--and uncertainties. Based on a five-year research project, the book includes interviews with couples from over thirty countries--from executives to entrepreneurs and from twentysomething newlyweds to dual-career grandparents. Filled with vivid real-life stories, keen insights, and engaging exercises, *Couples That Work* will help couples develop their own unique answers to that most pressing question: How can we successfully combine love and work?

'Life-changing' Daily Express If you want to take control of your career - and your life - make sure you're not too busy to read this book. Today's world is one of too much: too much work to do, too much communication, too much competition, too much uncertainty and too much information. We are striving to keep up, but inevitably we're

falling behind, leaving us with a nagging sense of failure that is hard to shake off. In *Busy*, Tony Crabbe debunks the myth that satisfaction at work comes from getting everything done. Instead, he demonstrates that what will enable you to thrive is regaining a sense of mastery over your life, focusing on making an impact, engaging with loved ones and creating the momentum necessary to make changes. 'You'll want to ban "busy" from your vocabulary after reading this delightful takedown of busyness as an excuse . . . a very smart, fun and enlightening read' *Success Magazine*

Busyness is killing us all. But you won't beat it by better time management. Discover 5 steps to take back control of your life and time and live with Purpose, Productivity, and Peace. 12 illustrations. Access to free online toolkit.

The highly successful four-part strategy for raising your performance at work and home so that you can thrive in a busy, challenging world, from the experts who have worked with Fortune 100 and Fortune 500 companies across the globe. Do you wish you could be more focused and productive? Would you like to ensure your most confident performance when the stakes are high and your stress levels are even higher? The way your body reacts in any given situation determines your ability to think clearly and your capacity for managing your emotions. When you understand the way your body reacts and how to manage it, your physical intelligence, you can handle that stressful presentation, the make-or-break meeting and the important pitch. Claire Dale and Patricia Peyton have spent the past thirty years helping business leaders, top performers and professional athletes improve their physical intelligence in order to achieve outstanding success and a deeper sense of fulfillment. This practical guide contains the effective techniques you need to develop your strength, flexibility, resilience and endurance, leaving you feeling confident and fully equipped to deal with whatever comes your way. Each step-by-step strategy can be easily integrated into a busy day and is combined with useful tips and inspiring stories of people who have turned their lives around through physical intelligence.

If you're like most people, you can't afford to charter a yacht to the Bahamas on a moment's notice, nor can you take a week off work to attend a soul-cleansing spiritual retreat. So how is the busy, everyday, hard-working person supposed to find joy and passion in life? This is exactly the problem that Neil A. Panosian has spent most of his life trying to solve. A bartender and postal worker, the author felt uncomfortable with the rampant negativity in the world today and wanted to turn this discontent into something constructive—something the average person could use to increase their overall happiness, in just a few simple steps. So he started a blog dedicated to his pursuit of positivity, and quickly gained thousands of followers who were also looking for good ideas for improving their lives. Soon, he found that certain small actions were adding up to big rewards, and the rest is history. This fun-to-read book contains the best of the best—tools that can be used quickly and universally to increase joy, whether you're a busy professional, a blue-collar worker, or a single parent doing the best you can with little money or time.

Slow Down to Speed Up: Lead, Succeed, and Thrive in a 24/7 World is a powerful new resource for leaders from the C-Suite to the front line. Filled with innovative new approaches, pragmatic tools, and real-life success stories, this book tackles the universal challenge of getting better, faster, more sustainable results in a world of nonstop demands and constant connectivity. This book provides the concepts and tools to help leaders successfully strategize, prioritize, lead with purpose, find balance, and gain a competitive edge in today's fast-paced business environment. Based on Dr. Liz Bywater's 20 years of professional experience helping individuals, teams, and organizations thrive, the book contains real-world illustrations of the challenges faced by today's business leaders. Beyond that, it provides actionable guidance to help readers make the best decisions, create a proactive, future-focused work culture, catapult individual and team performance, and lead extraordinarily successful organizations.

"**Thrive In Overdrive**" shows readers precisely how they can rid themselves of the happiness-robbing condition called stress and enjoy a balanced life. Self-help expert Porter bases his plan on methods that have been time-tested by more than a million clients worldwide.

As seen on the TODAY Show, The New York Times, People Magazine, Mind Body Green, and more "If you would like to live a more fulfilled life, Samantha Boardman has exactly what you need. **Everyday Vitality** is one part memoir, one part wisdom from years of experience as a psychiatrist, and one part cutting edge scientific evidence. Brilliant, warm, and best of all—an actionable guide to a life well-lived." —Angela Duckworth, New York Times bestselling author of **Grit: The Power of Passion and Perseverance** Science-backed, research-driven, actionable strategies for countering stress and building your resilience "A great deal of everyday wellbeing lies beyond what is happening inside a person's head. Everyday opportunities and activities that foster growth and build positive resources are not 'icing on the cake,' but the active ingredients of everyday resilience." —Samantha Boardman, **Everyday Vitality** In **Everyday Vitality**, psychiatrist Dr. Samantha Boardman shows readers how to find strength within their stress and how to transform full days into more fulfilling days. Drawing from scientific research and her own clinical experience, she shares strategies for cultivating vitality—the positive feeling of aliveness and energy that lies at the core of well-being and at the heart of a good day. You will discover how increased vitality boosts productivity, builds coping skills, and enhances your ability to manage negative emotions. Dr. Boardman demonstrates how to override counterproductive responses to the onslaught of daily hassles and to respond with flexibility and fortitude instead of fear and rumination. Rather than disengaging from the world while you "find yourself," she shows you how to boost your vitality by living well within the world. As Dr. Boardman explains, the three main wellsprings of vitality are: meaningfully connecting with others; engaging in experiences that challenge you; and contributing to something beyond yourself. These activities foster resilience by boosting emotional stamina and generating

uplifts—the counterparts to daily irritations and annoyances. Whether it is having a good conversation, doing a favor for someone, going for a walk, or reading an interesting article and then calling a friend to talk about it, commonplace experiences and micromoments serve as the building blocks of everyday resilience. *Everyday Vitality* explains how to identify them in your life, develop them, and use them as a foundation on which to thrive. Whether you are twenty or eighty, *Everyday Vitality* will give you the tools you need to get the most out of each day and to live your life to the fullest.

Outlines an approach to high-performance problem-solving and decision-making that draws on insights from survival guides, pop culture and other sources. Co-written by the award-winning author of *The Upside of Turbulence*. 75,000 first printing.

- 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?**

"A transfixing book on how to sustain peak performance and avoid burnout" —Adam Grant, New York Times bestselling author of *Option B*, *Originals*, and *Give and Take* "An essential playbook for success, happiness, and getting the most out of ourselves." Arianna Huffington, author of *Thrive* and *The Sleep Revolution* "I doubt anyone can read *Peak Performance* without itching to apply something to their own lives." —David Epstein, New York Times bestselling author of *The Sports Gene* A few common principles drive performance, regardless of the field or the task at hand. Whether someone is trying to qualify for the

Olympics, break ground in mathematical theory or craft an artistic masterpiece, many of the practices that lead to great success are the same. In *Peak Performance*, Brad Stulberg, a former McKinsey and Company consultant and writer who covers health and the science of human performance, and Steve Magness, a performance scientist and coach of Olympic athletes, team up to demystify these practices and demonstrate how you can achieve your best. The first book of its kind, *Peak Performance* combines the inspiring stories of top performers across a range of capabilities—from athletic to intellectual and artistic—with the latest scientific insights into the cognitive and neurochemical factors that drive performance in all domains. In doing so, *Peak Performance* uncovers new linkages that hold promise as performance enhancers but have been overlooked in our traditionally-siloed ways of thinking. The result is a life-changing book in which you can learn how to enhance your performance via myriad ways including: optimally alternating between periods of intense work and rest; priming the body and mind for enhanced productivity; and developing and harnessing the power of a self-transcending purpose. In revealing the science of great performance and the stories of great performers across a wide range of capabilities, *Peak Performance* uncovers the secrets of success, and coaches you on how to use them. If you want to take your game to the next level, whatever "your game" may be, *Peak Performance* will teach you how.

Discover the proven ways parents can help their children learn, overcome adversity, get along with others, and become independent—while you relax and enjoy being a parent. How do children thrive? As a parent, you probably think about this all the time. You want your children to have happy, healthy, and meaningful lives—but what's the best way to support them? In *How Children Thrive*, developmental pediatrician and parent Dr. Mark Bertin provides a positive, simple, and empowering approach for raising children of all ages. Bringing together mindfulness, new science on brain development, and the messy reality of being a parent, Dr. Bertin has created a breakthrough guide that will help children—and their parents—flourish. Research has shown that the key to raising resilient, kind, and independent children lies in executive function, our mental capacity to manage just about everything in life. "Despite its wonky, overly scientific name, there is nothing complicated about building executive function," Dr. Bertin writes. "It's actually a lot more straightforward and less anxiety-provoking than most of the parenting advice out there." Through concise, easily applied chapters, Dr. Bertin provides simple strategies for helping your children develop healthy EF while taking care of yourself and enjoying your family. Highlights include: Mindfulness—how it directly builds EF and how to incorporate mindful practices for the whole family The importance of free play, the science behind it, and how to encourage more of it Technology—how much is too much? At what age is screen time OK? Help your kids have a healthy relationship with media. Create simple routines that support independence around homework, nutrition, sleep, friendships, and more Age-appropriate advice

for toddlers, teens, and even your twenty-somethings Limits and discipline: How to determine—and stick with—consequences for unwanted behavior Understand markers for whether your child is developmentally on track or if extra support might be needed Find the advice you need when you need it with short, independent chapters full of concrete practices Bring more calm, ease, and joy to your parenting while taking care of yourself—even when family life gets chaotic Give yourself permission to make mistakes and adapt along the way “The pressure to be the perfect parent is overwhelming,” writes Dr. Bertin, “but the truth is the job is too challenging and varied to ever be done to perfection.” With compassion and reassurance, Dr. Bertin presents a relaxed, instinctual, and evidence-based approach to raising children who thrive.

An essential toolkit for life and work during lockdown - and beyond You've stockpiled enough baked beans and toilet roll to last for 6 months. Now what do you do? As you shut the door on the world, you try to keep a lid on your anxiety. Work is going crazy, as the business world is turned upside down. You rush between keeping your boss happy, your children schooled and everyone fed. Despite endless cleaning, the house remains resolutely chaotic. Your thoughts pirouette in worry over health, loved ones and finances. As the day spins away from you, you ask yourself 'How will I get through this period?'... and that ?s exactly the wrong question to ask. In BUSY@HOME, business psychologist Tony Crabbe, explains that when we aim higher than 'getting through', we perform better, enjoy ourselves more and have more resilience. This deeply practical guide, based on extensive psychological research, will help you and your family navigate this unsettling and pressurized time. BUSY@HOME also reveals how to use the disruption of our routines, habits and endless busyness as a once-in-a-lifetime opportunity for a reset. This is not a book about surviving covid confinement; it ?s about thriving through this crisis, and building more bounce into your life beyond.

BusyHow to Thrive in a World of Too MuchGrand Central Publishing

“A welcome antidote to our toxic hustle culture of burnout.”—Arianna Huffington

“This book is so important and could truly save lives.”—Elizabeth Gilbert

“A clarion call to work smarter [and] accomplish more by doing less.”—Adam Grant

We work feverishly to make ourselves happy. So why are we so miserable?

Despite our constant search for new ways to optimize our bodies and minds for peak performance, human beings are working more instead of less, living harder not smarter, and becoming more lonely and anxious. We strive for the absolute best in every aspect of our lives, ignoring what we do well naturally and reaching for a bar that keeps rising higher and higher. Why do we measure our time in terms of efficiency instead of meaning? Why can't we just take a break? In Do Nothing, award-winning journalist Celeste Headlee illuminates a new path ahead, seeking to institute a global shift in our thinking so we can stop sabotaging our well-being, put work aside, and start living instead of doing. As it turns out, we're searching for external solutions to an internal problem. We won't find what we're

searching for in punishing diets, productivity apps, or the latest self-improvement schemes. Yet all is not lost—we just need to learn how to take time for ourselves, without agenda or profit, and redefine what is truly worthwhile. Pulling together threads from history, neuroscience, social science, and even paleontology, Headlee examines long-held assumptions about time use, idleness, hard work, and even our ultimate goals. Her research reveals that the habits we cling to are doing us harm; they developed recently in human history, which means they are habits that can, and must, be broken. It's time to reverse the trend that's making us all sadder, sicker, and less productive, and return to a way of life that allows us to thrive.

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

Author and consultant Jennifer Garvey Berger has worked with all types of leaders—from top executives at Google to nonprofit directors who are trying to make a dent in social change. She hears a version of the same plea from every client in nearly every sector around the world: "I know that complexity and uncertainty are testing my instincts, but I don't know which to trust. Is there some way to know what to do when I can't know what's next?" Her newest work is an answer to this plea. Using her background in adult development, complexity theories, and leadership consultancy, Garvey Berger discerns five pernicious and

pervasive "mind traps" to frame the book. These are: the desire for simple stories, our sense that we are right, our desire to get along with others in our group, our fixation with control, and our constant quest to protect and defend our egos. In addition to understanding why these natural impulses steer us wrong in a fast-moving world, leaders will get powerful questions and approaches that help them escape these patterns.

What's holding you back? Learn how to take the steps needed to get to a place where you are happier, more productive, and more at peace. Are you struggling with personal problems, a mental health condition, or addiction? Are you looking to permanently improve your well-being and happiness? If you'd like to lead a fuller, more satisfying life—or help a mentally ill loved one—this book is for you. In *From Survive to Thrive*, Dr. Margaret S. Chisolm, a psychiatrist at the Johns Hopkins School of Medicine, describes a tried-and-true plan to help anyone grappling with life's challenges learn how to flourish. Dr. Chisolm does not define health as the mere absence of illness. She wants you to be able to lead the best life possible—to thrive! In down-to-earth prose, Dr. Chisolm provides insight into how readers can cultivate healthy habits and more positive reactions to life's provocations, choosing not to allow past life circumstances or a disease state to define their well-being. She also • introduces the four perspectives through which all mental distress should be examined: disease, dimensional, behavior, and life story • describes the four pathways associated with well-being: family, work, education, and community • includes fascinating stories from her own clinical (and personal) experience featuring real people who found fulfillment by embracing these perspectives and pathways • supplements detailed, step-by-step advice with interactive elements, including self-assessments and self-reflection exercises • incorporates graphic elements to illustrate important lessons This upbeat guide is the first to detail evidence-based principles for improving well-being in those with mental illness.

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