

Deep Work Rules For Focused Success In A Distracted World

A blueprint for thriving in your job and building a career by applying the lessons of Silicon Valley's most innovative entrepreneurs. LinkedIn cofounder and chairman Reid Hoffman and author Ben Casnocha show how to accelerate your career in today's competitive world. The key is to manage your career as if it were a start-up business: a living, breathing, growing start-up of you. Why? Start-ups—and the entrepreneurs who run them—are nimble. They invest in themselves. They build their professional networks. They take intelligent risks. They make uncertainty and volatility work to their advantage. These are the very same skills professionals need to get ahead today. This book isn't about cover letters or resumes. Instead, you will learn the best practices of Silicon Valley start-ups, and how to apply these entrepreneurial strategies to your career. Whether you work for a giant multinational corporation, a small local business, or launching your own venture, you need to know how to: * Adapt your career plans as you change, the people around you change, and industries change. * Develop a competitive advantage to win the best jobs and opportunities. * Strengthen your professional network by building powerful alliances and maintaining a diverse mix of relationships. * Find the unique breakout opportunities that massively accelerate career growth. * Take proactive risks to become more resilient to industry tsunamis. * Tap your network for information and intelligence that help you make smarter decisions. A revolutionary new guide to thriving in today's fractured world of work, the strategies in this book will help you survive and thrive and achieve your boldest professional ambitions. The Start-Up of You empowers you to become the CEO of your career and take control of your future.

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

The Status Quo tries to sell us a set of lies about what it takes to succeed in life. That we need to look a certain way, act a certain way. That we should settle for less, wait our turn, pay our dues. Not to bother chasing that opportunity, or dare to speak up and speak out. Antoinette and Tricia aren't buying it. Ever since they were young girls, Antoinette and Tricia pushed each other to be successful on their own terms. As African American women, they learned a thing or two about owning their confidence and going high when others go low. As identical twins, they learned the power of true connection, as well as the necessity to individuate. And they learned that to succeed in a world where the deck is stacked against you, you need to ditch the old Status Quo rules. You've got to bet on yourself, and you've got to cultivate a tribe of people who will bet on you. Today, as high-powered media executives, Antoinette and Tricia are ready to share their wisdom with the next generation of Boss Ladies looking to make their mark. They've helped hundreds of women identify their goals, cultivate their confidence, and double down on their superpowers. Now, they want to do the same for you. Packed with their best tips, tricks, and tactics, Double Down will inspire you to hustle harder, soar higher, and bank more.

The murder of a world-famous physicist raises fears that the Illuminati are operating again after centuries of silence, and religion professor Robert Langdon is called in to assist with the case.

A full-color book about art, bravery and doing work that matters

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

"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.

Based on Gabriela Pereira's popular website and course, DIY MFA advocates "knowledge without the college" by providing tools and techniques for serious writers. It combines the three main elements of a traditional Masters in Fine Arts--writing, reading, and community--in one easy-to-access, portable book.

Deep Work Rules for Focused Success in a Distracted World Grand Central Publishing

One of the most valuable skills in our economy is becoming increasingly rare. If you master this skill, you'll achieve extraordinary results. Deep Work is an indispensable guide to anyone seeking focused success in a distracted world. 'Cal Newport is exceptional in the realm of self-help authors' New York Times 'Deep work' is the ability to focus without distraction on a cognitively demanding task. Coined by author and professor Cal Newport on his popular blog Study Hacks, deep work will make you better at what you do, let

you achieve more in less time and provide the sense of true fulfillment that comes from the mastery of a skill. In short, deep work is like a superpower in our increasingly competitive economy. And yet most people, whether knowledge workers in noisy open-plan offices or creatives struggling to sharpen their vision, have lost the ability to go deep—spending their days instead in a frantic blur of email and social media, not even realizing there's a better way. A mix of 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 surprising suggestions, such as the claim that most serious professionals should quit social media and that you should practice being bored. Put simply: developing and cultivating a deep work practice is one of the best decisions you can make in an increasingly distracted world and this book will point the way.

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 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

In unrelenting flow of choices confronts us at nearly every moment of our lives, and yet our culture offers us no clear way to choose. This predicament seems inevitable, but in fact it's quite new. In medieval Europe, God's calling was a grounding force. In ancient Greece, a whole pantheon of shining gods stood ready to draw an appropriate action out of you. Like an athlete in "the zone," you were called to a harmonious attunement with the world, so absorbed in it that you couldn't make a "wrong" choice. If our culture no longer takes for granted a belief in God, can we nevertheless get in touch with the Homeric moods of wonder and gratitude, and be guided by the meanings they reveal? All Things Shining says we can. Hubert Dreyfus and Sean Dorrance Kelly illuminate some of the greatest works of the West to reveal how we have lost our passionate engagement with and responsiveness to the world. Their journey takes us from the wonder and openness of Homer's polytheism to the monotheism of Dante; from the autonomy of Kant to the multiple worlds of Melville; and, finally, to the spiritual difficulties evoked by modern authors such as David Foster Wallace and Elizabeth Gilbert. Dreyfus, a philosopher at the University of California, Berkeley, for forty years, is an original thinker who finds in the classic texts of our culture a new relevance for people's everyday lives. His lively, thought-provoking lectures have earned him a podcast audience that often reaches the iTunesU Top 40. Kelly, chair of the philosophy department at Harvard University, is an eloquent new voice whose sensitivity to the sadness of the culture—and to what remains of the wonder and gratitude that could chase it away—captures a generation adrift. Re-envisioning modern spiritual life through their examination of literature, philosophy, and religious testimony, Dreyfus and Kelly unearth ancient sources of meaning, and teach us how to rediscover the sacred, shining things that surround us every day. This book will change the way we understand our culture, our history, our sacred practices, and ourselves. It offers a new—and very old—way to celebrate and be grateful for our existence in the modern world.

One of the most valuable skills in our economy is becoming increasingly rare. If you master this skill, you'll achieve extraordinary results. 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. A mix of 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.

In the thick of modern life, we are tempted to forget what we are doing and why we are doing it. We are busy socializing, building careers, and looking for fun—but what's it all

for? The ancient concept of “vocation” has recently gained popularity as we return to questions about the meaning of life. Almost all religions include the idea that divine purposes should guide our lives; Christianity has particularly accented it. The God who called Israel and sent Jesus has something in mind for us. God’s call challenges us, but also opens us to the best sort of life imaginable. In *Living Vocationally*, the challenge and the joy of the called life is thoroughly explored. Part one considers the benefits of living vocationally, biblical traditions of call, and subsequent Christian understandings. Part two examines why vocation pertains not only to careers, but indeed touches every dimension of our lives and encompasses our full journey through life. Because every person’s life includes many callings, some very difficult, part three considers the virtues we need to live the called life well. *Living Vocationally* demonstrates why to have found a calling is to have found a good way to live.

NEW YORK TIMES BESTSELLER USA TODAY BESTSELLER NATIONAL INDIE BESTSELLER THE WASHINGTON POST BESTSELLER Recommended by Entertainment Weekly, Real Simple, NPR, Slate, and Oprah Magazine #1 Library Reads Pick—October 2020 #1 Indie Next Pick—October 2020 BOOK OF THE YEAR (2020) FINALIST—Book of the Month Club A “Best Of” Book From: Oprah Mag * CNN * Amazon * Amazon Editors * NPR * Goodreads * Bustle * PopSugar * BuzzFeed * Barnes & Noble * Kirkus Reviews * Lambda Literary * Nerddette * The Nerd Daily * Polygon * Library Reads * io9 * Smart Bitches Trashy Books * LiteraryHub * Medium * BookBub * The Mary Sue * Chicago Tribune * NY Daily News * SyFy Wire * Powells.com * Bookish * Book Riot * Library Reads Voter Favorite * In the vein of *The Time Traveler’s Wife* and *Life After Life*, *The Invisible Life of Addie LaRue* is New York Times bestselling author V. E. Schwab’s genre-defying tour de force. A Life No One Will Remember. A Story You Will Never Forget. France, 1714: in a moment of desperation, a young woman makes a Faustian bargain to live forever—and is cursed to be forgotten by everyone she meets. Thus begins the extraordinary life of Addie LaRue, and a dazzling adventure that will play out across centuries and continents, across history and art, as a young woman learns how far she will go to leave her mark on the world. But everything changes when, after nearly 300 years, Addie stumbles across a young man in a hidden bookstore and he remembers her name. At the Publisher's request, this title is being sold without Digital Rights Management Software (DRM) applied.

The ultimate guide for anyone wondering how President Joe Biden will respond to the COVID-19 pandemic—all his plans, goals, and executive orders in response to the coronavirus crisis. Shortly after being inaugurated as the 46th President of the United States, Joe Biden and his administration released this 200 page guide detailing his plans to respond to the coronavirus pandemic. The National Strategy for the COVID-19 Response and Pandemic Preparedness breaks down seven crucial goals of President Joe Biden's administration with regards to the coronavirus pandemic: 1. Restore trust with the American people. 2. Mount a safe, effective, and comprehensive vaccination campaign. 3. Mitigate spread through expanding masking, testing, data, treatments, health care workforce, and clear public health standards. 4. Immediately expand emergency relief and exercise the Defense Production Act. 5. Safely reopen schools, businesses, and travel while protecting workers. 6. Protect those most at risk and advance equity, including across racial, ethnic and rural/urban lines. 7. Restore U.S. leadership globally and build better preparedness for future threats. Each of these goals are explained and detailed in the book, with evidence about the current circumstances and how we got here, as well as plans and concrete steps to achieve each goal. Also included is the full text of the many Executive Orders that will be issued by President Biden to achieve each of these goals. The National Strategy for the COVID-19 Response and Pandemic Preparedness is required reading for anyone interested in or concerned about the COVID-19 pandemic and its effects on American society.

The #1 best-selling summary of *Deep Work: Rules for Focused Success in a Distracted World* by Cal Newport. Learn how to apply the main ideas and principles from the original book in a quick, easy read! "Deep Work" highlights the power of focused work and uninterrupted concentration. Here you will find the most effective rules and strategies for focused success in a distracted world which will squeeze every drop of value out of your intellectual capacity. In "Deep Work", Cal Newport discusses his theories and strategies regarding concentration and performance optimization. He gives concise explanations and interesting anecdotes. The stories he chose to support his claims are both entertaining and instructive. After reading this book, you will know what deep work is and how it can help you boost your performance. The ideas and principles you will find here are all backed by science. Newport relied on the results of his studies and those of others. He also borrowed some powerful concepts from the field of corporate management. Consequently, reading this book will not only help you improve your individual performance - it will also help you understand how businesses work. This summary highlights key ideas and captures important lessons found in the original book. Unessential information has been removed to save the reader time. If you've already read the original, this summary will serve as a reminder of main ideas and key concepts. If you haven't, don't worry, here you will find every bit of practical information without having to use so much time to read the original book. (Note: this summary is written and published by Millionaire Mind Publishing. It is not the original book and not written by the original author.) Take action and get this book right now!

A groundbreaking new book from the bestselling author of *Shop Class as Soulcraft* In his bestselling book *Shop Class as Soulcraft*, Matthew B. Crawford explored the ethical and practical importance of manual competence, as expressed through mastery of our physical environment. In his brilliant follow-up, *The World Beyond Your Head*, Crawford investigates the challenge of mastering one's own mind. We often complain about our fractured mental lives and feel beset by outside forces that destroy our focus and disrupt our peace of mind. Any defense against this, Crawford argues, requires that we reckon with the way attention sculpts the self. Crawford investigates the intense focus of ice hockey players and short-order chefs, the quasi-autistic behavior of gambling addicts, the familiar hassles of daily life, and the deep, slow craft of building pipe organs. He shows that our current crisis of attention is only superficially the result of digital technology, and becomes more comprehensible when understood as the coming to fruition of certain assumptions at the root of Western culture that are profoundly at odds with human nature. *The World Beyond Your Head* makes sense of an astonishing array of common experience, from the frustrations of airport security to the rise of the hipster. With implications for the way we raise our children, the design of public spaces, and democracy itself, this is a book of urgent relevance to contemporary life.

Do more in less time. Get rid of your distraction addiction with Calvin Newport's compelling book: Deep Work. Cal Newport is an assistant professor of computer science at Georgetown University. In his fourth book, Newport defines deep work as the capacity for intense focus free of all distractions. In the first part of this book, Newport defines the concept of deep work and its value to one's personal life and professional career. Newport also argues that deep work is applicable to almost anyone, in any line of work because it is more about resolve and commitment. In the latter part of the book, Newport reveals the set of rules one has to follow to successfully transition from a fruitless, superficial life to one full of depth and meaning. Cal Newport's Deep Work will help you excel at what you do, achieve your peak productivity, and give you a sense of fulfillment like never before. Outperform the rest. Drown out the noise, and get ready to go deep.

The essential guide to getting ahead once you've gotten in—proven strategies for making the most of your college years, based on winning secrets from the country's most successful students “Highly recommended because it is full of practical tips that will help high school grads take the next step in life.”—Money How can you graduate with honors, choose exciting activities, build a head-turning resume, gain access to the best post-college opportunities, and still have a life? Based on interviews with star students at universities nationwide, from Harvard to the University of Arizona, How to Win at College presents seventy-five simple rules that will rocket you to the top of your class. These often surprising strategies include: • Don't do all your reading • Drop classes every term • Become a club president • Care about your grades, Ignore your GPA • Never pull an all-nighter • Take three days to write a paper • Always be working on a “grand project” • Do one thing better than anyone else you know Proving you can be successful and still have time for fun, How to Win at College is the must-have guide for making the most of these four important years—and getting and edge on life after graduation. “This deliberately provocative book is a good way for a smart student to see how out-of-the-box thinking can lead to success in college.”—Seattle Times

Unleash your leadership potential. No matter who you are, you can lead—and lead well. That is the message New York Times bestselling author John C. Maxwell gives in this power-packed guidebook: Leadership 101. Here the consummate leader offers a succinct and inspiring framework for enhancing the leadership abilities you already possess. Learn how to: Follow your vision and bring others with you Produce a lasting legacy Grow the loyalty of your followers Make continual investments in the quality of your leadership Increase your ability to influence others Determine your leadership "lid" Empower others through mentoring Create a foundation of trust Use self-discipline to improve your character—and your results One of the keys to successful leadership is applying the concepts that have made other leaders strong. Here's your opportunity to do just that.

BUSINESS STRATEGY. "The 4 Disciplines of Execution "offers the what but also how effective execution is achieved. They share numerous examples of companies that have done just that, not once, but over and over again. This is a book that every leader should read! (Clayton Christensen, Professor, Harvard Business School, and author of "The Innovator s Dilemma)." Do you remember the last major initiative you watched die in your organization? Did it go down with a loud crash? Or was it slowly and quietly suffocated by other competing priorities? By the time it finally disappeared, it s likely no one even noticed. What happened? The whirlwind of urgent activity required to keep things running day-to-day devoured all the time and energy you needed to invest in executing your strategy for tomorrow. "The 4 Disciplines of Execution" can change all that forever.

Cognitive Illusions investigates a wide range of fascinating psychological effects in the way we think, judge and remember in our everyday lives. At the beginning of each chapter, leading researchers in the field introduce the background to phenomena such as illusions of control, overconfidence and hindsight bias. This is followed by an explanation of the experimental context in which these illusions can be investigated and a theoretical discussion drawing conclusions about the wider implications of these fallacy and bias effects. Written with researchers and instructors in mind, this tightly edited, reader-friendly text provides both an overview of research in the area and many lively pedagogic features such as chapter summaries, further reading lists and suggestions for classroom demonstrations.

New York Times bestseller! From New York Times bestselling author Cal Newport comes a bold vision for liberating workers from the tyranny of the inbox--and unleashing a new era of productivity. Modern knowledge workers communicate constantly. Their days are defined by a relentless barrage of incoming messages and back-and-forth digital conversations--a state of constant, anxious chatter in which nobody can disconnect, and so nobody has the cognitive bandwidth to perform substantive work. There was a time when tools like email felt cutting edge, but a thorough review of current evidence reveals that the "hyperactive hive mind" workflow they helped create has become a productivity disaster, reducing profitability and perhaps even slowing overall economic growth. Equally worrisome, it makes us miserable. Humans are simply not wired for constant digital communication. We have become so used to an inbox-driven workday that it's hard to imagine alternatives. But they do exist. Drawing on years of investigative reporting, author and computer science professor Cal Newport makes the case that our current approach to work is broken, then lays out a series of principles and concrete instructions for fixing it. In A World without Email, he argues for a workplace in which clear processes--not haphazard messaging--define how tasks are identified, assigned and reviewed. Each person works on fewer things (but does them better), and aggressive investment in support reduces the ever-increasing burden of administrative tasks. Above all else, important communication is streamlined, and inboxes and chat channels are no longer central to how work unfolds. The knowledge sector's evolution beyond the hyperactive hive mind is inevitable. The question is not whether a world without email is coming (it is), but whether you'll be ahead of this trend. If you're a CEO seeking a competitive edge, an entrepreneur convinced your productivity could be higher, or an employee exhausted by your inbox, A World Without Email will convince you that the time has come for bold changes, and will walk you through exactly how to make them happen.

Looking to jumpstart your GPA? Most college students believe that straight A's can be achieved only through cramming and painful all-nighters at the library. But Cal Newport knows that real straight-A students don't study harder—they study smarter. A breakthrough approach to acing academic assignments, from quizzes and exams to essays and papers, How to Become a Straight-A Student reveals for the first time the proven study secrets of real straight-A students across the country and weaves them into a simple, practical system that anyone can master. You will learn how to: • Streamline and maximize your study time • Conquer procrastination • Absorb the material quickly and effectively • Know which reading assignments are critical—and which are not • Target the paper topics that wow professors • Provide A+ answers on exams • Write stellar prose without the agony A strategic blueprint for success that promises more free

time, more fun, and top-tier results, *How to Become a Straight-A Student* is the only study guide written by students for students—with the insider knowledge and real-world methods to help you master the college system and rise to the top of the class.

The hidden brain is the voice in our ear when we make the most important decisions in our lives—but we're never aware of it. The hidden brain decides whom we fall in love with and whom we hate. It tells us to vote for the white candidate and convict the dark-skinned defendant, to hire the thin woman but pay her less than the man doing the same job. It can direct us to safety when disaster strikes and move us to extraordinary acts of altruism. But it can also be manipulated to turn an ordinary person into a suicide terrorist or a group of bystanders into a mob. In a series of compulsively readable narratives, Shankar Vedantam journeys through the latest discoveries in neuroscience, psychology, and behavioral science to uncover the darkest corner of our minds and its decisive impact on the choices we make as individuals and as a society. Filled with fascinating characters, dramatic storytelling, and cutting-edge science, this is an engrossing exploration of the secrets our brains keep from us—and how they are revealed.

What does it mean to “go to work” when you don't actually leave the house? This is the ultimate guide for remote workers who want to stay engaged as team members, maintain robust work relationships, and keep an eye on their long-term career goals. Even before the coronavirus hit, remote work was growing at nearly 30 percent per year, and now it's just a fact of life. There are many millions of people who once worked at a central location every day who now find themselves facing an entirely new way of working. Written by the founders of the Remote Leadership Institute, this book is the most authoritative single resource for helping remote workers get work done effectively, build relationships that are both productive and satisfying, and maintain a career trajectory when they are not in constant close contact with their leader, coworkers, or the organization in general. The Long-Distance Teammate tackles three important issues: navigating the personal and interpersonal, growing the skills to be productive, and communicating effectively—all from a distance. In short, there is a big difference between working at home and being an effective member of a team. This practical guide describes that difference and allows you to be a great remote teammate.

"It's official: excessive "internetting," smartphoning, and social media make us miserable. But it doesn't have to be that way. Over the last decade, recognized journalist Blake Snow rigorously researched, tested, and developed several connectivity strategies for finding offline balance in an online world, which resulted in this, his first book. In *Log Off: How to Stay Connected after Disconnecting*, Snow passionately, succinctly, and sometimes humorously explains how to hit refresh for good, do more with less online, live large on low-caloric technology, increase facetime with actual people, outperform workaholics in half the time, and tunefully blend both analog and digital lives with no regrets. If the "offline balance movement" is real, this is its playbook." --

Back Cover

Forget the 10,000 hour rule— what if it's possible to learn the basics of any new skill in 20 hours or less? Take a moment to consider how many things you want to learn to do. What's on your list? What's holding you back from getting started? Are you worried about the time and effort it takes to acquire new skills—time you don't have and effort you can't spare? Research suggests it takes 10,000 hours to develop a new skill. In this nonstop world when will you ever find that much time and energy? To make matters worse, the early hours of practicing something new are always the most frustrating. That's why it's difficult to learn how to speak a new language, play an instrument, hit a golf ball, or shoot great photos. It's so much easier to watch TV or surf the web . . . In *The First 20 Hours*, Josh Kaufman offers a systematic approach to rapid skill acquisition— how to learn any new skill as quickly as possible. His method shows you how to deconstruct complex skills, maximize productive practice, and remove common learning barriers. By completing just 20 hours of focused, deliberate practice you'll go from knowing absolutely nothing to performing noticeably well. Kaufman personally field-tested the methods in this book. You'll have a front row seat as he develops a personal yoga practice, writes his own web-based computer programs, teaches himself to touch type on a nonstandard keyboard, explores the oldest and most complex board game in history, picks up the ukulele, and learns how to windsurf. Here are a few of the simple techniques he teaches: Define your target performance level: Figure out what your desired level of skill looks like, what you're trying to achieve, and what you'll be able to do when you're done. The more specific, the better. Deconstruct the skill: Most of the things we think of as skills are actually bundles of smaller subskills. If you break down the subcomponents, it's easier to figure out which ones are most important and practice those first. Eliminate barriers to practice: Removing common distractions and unnecessary effort makes it much easier to sit down and focus on deliberate practice. Create fast feedback loops: Getting accurate, real-time information about how well you're performing during practice makes it much easier to improve. Whether you want to paint a portrait, launch a start-up, fly an airplane, or juggle flaming chainsaws, *The First 20 Hours* will help you pick up the basics of any skill in record time . . . and have more fun along the way.

In an unorthodox approach, Georgetown University professor Cal Newport debunks the long-held belief that "follow your passion" is good advice, and sets out on a quest to discover the reality of how people end up loving their careers. Not only are pre-existing passions rare and have little to do with how most people end up loving their work, but a focus on passion over skill can be dangerous, leading to anxiety and chronic job hopping. Spending time with organic farmers, venture capitalists, screenwriters, freelance computer programmers, and others who admitted to deriving great satisfaction from their work, Newport uncovers the strategies they used and the pitfalls they avoided in developing their compelling careers. Cal reveals that matching your job to a pre-existing passion does not matter. Passion comes after you put in the hard work to become excellent at something valuable, not before. In other words, what you do for a living is much less important than how you do it. With a title taken from the comedian Steve Martin, who once said his advice for aspiring entertainers was to "be so good they can't ignore you," Cal Newport's clearly written manifesto is mandatory reading for anyone fretting about what to do with their life, or frustrated by their current job situation and eager to find a fresh new way to take control of their livelihood. He provides an evidence-based blueprint for creating work you love, and will change the way you think about careers, happiness, and the crafting of a remarkable life.

The New York Times bestselling authors of *Switch* and *Made to Stick* explore why certain brief experiences can jolt us and elevate us and change us—and how we can learn to create such extraordinary moments in our life and work. While human lives are endlessly variable, our most memorable positive moments are dominated by four elements: elevation, insight, pride, and connection. If we embrace these elements, we can conjure more moments that matter. What if a teacher could design a lesson that he knew his students would remember twenty years later?

What if a manager knew how to create an experience that would delight customers? What if you had a better sense of how to create memories that matter for your children? This book delves into some fascinating mysteries of experience: Why we tend to remember the best or worst moment of an experience, as well as the last moment, and forget the rest. Why “we feel most comfortable when things are certain, but we feel most alive when they’re not.” And why our most cherished memories are clustered into a brief period during our youth. Readers discover how brief experiences can change lives, such as the experiment in which two strangers meet in a room, and forty-five minutes later, they leave as best friends. (What happens in that time?) Or the tale of the world’s youngest female billionaire, who credits her resilience to something her father asked the family at the dinner table. (What was that simple question?) Many of the defining moments in our lives are the result of accident or luck—but why would we leave our most meaningful, memorable moments to chance when we can create them? *The Power of Moments* shows us how to be the author of richer experiences.

Master one of our economy’s most rare skills and achieve groundbreaking results with this “exciting” book (Daniel H. Pink) from an “exceptional” author (New York Times Book Review). 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 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

New York Times Bestseller 'Digital Minimalism is the Marie Kondo of mobile phones' Evening Standard 'An eloquent, powerful and enjoyably practical guide to cutting back on screen time' The Times 'An urgent call to action for anyone serious about being in command of their own life' Ryan Holiday, author of *The Obstacle is the Way* 'What a timely and useful book' Naomi Alderman, author of *The Power* Learn how to switch off and find calm Do you find yourself endlessly scrolling through social media or the news while your anxiety rises? Are you feeling frazzled after a long day of long video calls? In this timely book, professor Cal Newport shows us how to pair back digital distractions and live a more meaningful life with less technology. By following a 'digital declutter' process, you'll learn to:

- Rethink your relationship with social media
- Prioritize 'high bandwidth' conversations over low quality text chains
- Rediscover the pleasures of the offline world

Take back control from your devices and find calm amongst the chaos with *Digital Minimalism*.

Over 60 billion online messages are sent on digital platforms every day, and only a select few succeed in the mad scramble for customer attention. This means that the question for anyone who wants to gain mass exposure for their transformative content, business, or brand or connect with audiences around the globe is no longer if they should use social media but how to best take advantage of the numerous different platforms. How can you make a significant impact in the digital world and stand out among all the noise? Digital strategist and "growth hacker" Brendan Kane has the answer and will show you how—in 30 days or less. A wizard of the social media sphere, Kane has built online platforms for A-listers including Taylor Swift and Rihanna. He's advised brands such as MTV, Skechers, Vice and IKEA on how to establish and grow their digital audience and engagement. Kane has spent his career discovering the best tools to turn any no-name into a top influencer simply by speaking into a camera or publishing a popular blog—and now he'll share his secrets with you. In *One Million Followers*, Kane will teach you how to gain an authentic, dedicated, and diverse online following from scratch; create personal, unique, and valuable content that will engage your core audience; and build a multi-media brand through platforms like Facebook, Instagram, YouTube, Snapchat, and LinkedIn. Featuring in-depth interviews with celebrities, influencers, and marketing experts, including:

- Chris Barton, cofounder and board director of Shazam and former head of Android business development for Google
- Ray Chan, CEO and cofounder of 9GAG
- Julius Dein, internet personality and magician with nearly 16 million Facebook followers
- Mike Jurkovic, Emmy Award–winner and creative director of will.i.am and the Black Eyed Peas
- Phil Ranta, former COO of Studio71 and VP of network at Fullscreen
- Eamonn Carey, managing director at Techstars London
- Jonathan Skogmo, founder and CEO of Jukin Media, Inc.
- Jon Jashni, founder of Raintree Ventures and former president and chief creative officer of Legendary Entertainment

One Million Followers is the ultimate guide to building your worldwide brand and unlocking all the benefits social media has to offer. It's time to stop being a follower and start being a leader.

From the author of the landmark *Shop Class as Soulcraft*, a brilliant, first-of-its-kind celebration of driving as a unique pathway of human freedom, one now critically threatened by automation. "A thoughtful, entertaining, and substantive work about the joys of driving." —Wall Street Journal Once we were drivers, the open road alive with autonomy, adventure, danger, trust, and speed. Today we are as likely to be in the back seat of an Uber as behind the wheel ourselves. Tech giants are hurling us toward a shiny, happy “self-driving” future, selling utopia but equally keen to advertise to a captive audience strapped into another expensive device. Are we destined, then, to become passengers, not drivers? *Why We Drive* reveals that much more may be at stake than we might think. Ten years ago, in the New York Times–bestselling *Shop Class as Soulcraft*, philosopher-mechanic Matthew B. Crawford—a University of Chicago PhD who owned his own motorcycle shop—made a revolutionary case for manual labor, one that ran headlong against the pretensions of white-collar office work. Now, using driving as a window through which to view the broader changes wrought by technology on all aspects of contemporary life, Crawford investigates the driver’s seat as one of the few remaining domains of skill, exploration, play—and freedom. Blending philosophy and hands-on storytelling, Crawford grounds the narrative in his own experience in the garage and behind the wheel, recounting his decade-long restoration of a vintage Volkswagen as well as his journeys to thriving automotive subcultures across the country. Crawford leads us on an irreverent but deeply considered inquiry into the power of faceless

bureaucracies, the importance of questioning mindless rules, and the battle for democratic self-determination against the surveillance capitalists. A meditation on the competence of ordinary people, *Why We Drive* explores the genius of our everyday practices on the road, the rewards of “folk engineering,” and the existential value of occasionally being scared shitless. Witty and ingenious throughout, *Why We Drive* is a rebellious and daring celebration of the irrepressible human spirit.

A NEW EDITION UPDATED IN 2020 • Why is it so hard to say "I made a mistake" — and really believe it? When we make mistakes, cling to outdated attitudes, or mistreat other people, we must calm the cognitive dissonance that jars our feelings of self-worth. And so, unconsciously, we create fictions that absolve us of responsibility, restoring our belief that we are smart, moral, and right—a belief that often keeps us on a course that is dumb, immoral, and wrong. Backed by decades of research, *Mistakes Were Made (But Not by Me)* offers a fascinating explanation of self-justification—how it works, the damage it can cause, and how we can overcome it. Extensively updated, this third edition has many recent and revealing examples, including the application of dissonance theory to divisive social issues such as the Black Lives Matter movement and he said/she said claims. It also features a new chapter that illuminates how cognitive dissonance is playing a role in the currently polarized political scene, changing the nation’s values and putting democracy itself at risk. “Every page sparkles with sharp insight and keen observation. Mistakes were made—but not in this book!” —Daniel Gilbert, author of *Stumbling on Happiness* “A revelatory study of how lovers, lawyers, doctors, politicians—and all of us—pull the wool over our own eyes . . . Reading it, we recognize the behavior of our leaders, our loved ones, and—if we’re honest—ourselves, and some of the more perplexing mysteries of human nature begin to seem a little clearer.” —Francine Prose, O, *The Oprah Magazine*

The definitive, bestselling book on the origins and development of nationalism...

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