

Procrastinate On Purpose 5 Permissions To Multiply Your Time

"New York Times bestselling author and sales-performance trainer Rory Vaden brings his high-energy approach and can-do spirit to the most nagging problem in our professional lives: stalled productivity. Millions are overworked, organizationally challenged, or have a motivation issue that's holding them back. Vaden presents a simple yet powerful paradigm that will set readers free to do their best work--on time and without stress and anxiety"--

Calling the super busy, the stressed out, the overtired. You know you're made for a more fulfilling life. With this book, you'll know where to start. You wake up tired. Your to-do list is too long. The commitments—and the laundry—are piling up, but your energy keeps dwindling. You feel like you're simply making it through the days, not living or enjoying any part of them. In *Say Goodbye to Survival Mode*, you'll find both practical ideas and big-picture perspective that will inspire you to live life on purpose. As a wife, mother of three, and founder of the wildly successful blog *MoneySavingMom.com*, Crystal Paine has walked the road from barely surviving to living with intention. With the warmth and candor of a dear friend, she shares what she's learned along the way, helping you: feel healthier and more energetic by setting priorities and boundaries eliminate stress with savvy management of your time, money, and home get more done by setting realistic goals and embracing discipline rediscover your passions—and the confidence to pursue them Packed with straightforward solutions you'll use today and inspirational stories you'll remember for years, *Say Goodbye to Survival Mode* is a must for any woman who's ever longed for the freedom to enjoy life, not just survive it.

The Wall Street powerhouse and author of *Expect to Win* offers a new way to conceptualize career strategies and gives us proven tools for successful change Whether we're starting out, striving toward a promotion, or looking for a new opportunity, the working world isn't what it used to be. Wall Street veteran Carla Harris knows this, and in *Strategize to Win* she gives readers the tools they need to get started; get "unstuck" from bad situations; redirect momentum; and position themselves to manage their careers no matter the environment. With her trademark galvanizing advice, Harris identifies and clarifies issues that are often murky, offering lessons on: Identifying and making the most of your work profile (are you a Good Soldier? a Leader? an Arguer?); preparing for a career change without going back to school or taking a step down: honing three essential skills industry leaders possess (and how to get them); tuning into unspoken cues; and thriving through change. Introducing a new way of planning one's career in five-year units, *Strategize to Win* distills battle-tested and step-by-step tools that Carla has used to launch and sustain her own successful career and help others move forward, recover from setbacks, and position themselves for success.

New York Times Bestseller and Wall Street Journal Bestseller! *Bar Rescue's* Jon Taffer presents a new guide to getting what you want in life and business--to stop making excuses so you can get back to winning. During his many years as an entrepreneur, consultant, and star of the Paramount Network's hit show *Bar Rescue*, Jon Taffer has witnessed the destruction that results when people bullsh*t themselves. Excuses are the root cause of nearly every business and personal problem, but fortunately, Jon knows how to fix your excuse habit for good. This book is almost as good as having Jon in your face on *Bar Rescue*, telling you the hard truths you've been avoiding. *Don't Bullsh*t Yourself!* is Jon Taffer's brutally honest, no-nonsense guide to help you kick those excuses to the curb. If you can stop bullsh*tting yourself and address your real issues, you will gain the power to turn your life around completely. Taffer breaks excuses down into six major categories, illustrating them with real-life examples such as Marcus Luttrell, the lone survivor of a SEAL team mission in Afghanistan who barely escaped Taliban territory, and Christine King, founder and CEO of *Your Best Fit*, who, despite being paralyzed in a horrific boating accident, went on to build a successful fitness company. These inspiring stories, combined with Taffer's own experiences, will give you the confidence to identify and face your own excuses head-on. It's Taffer Time! Time to stop bullsh*tting yourself and start crushing it!

I've written this book with hope to make your day-to-day life even better. This is my vision: for you to elevate success and happiness in your daily life and in your life's endeavors. My mission is to awaken, educate, and inspire you to see that routine is the work of success and a source of happiness in your journey toward achieving your big dreams or making your way through your daily life. My strategy is to introduce you to the Organized Routine as the method for making routines routinely work as you planned, by getting them out of your head and making them easier to stick with. My tactic for execution is a software application called "Tactick." My purpose in writing this book is not to sell you Tactick; though, what is a good idea without a good way to put that idea into action? My purpose is to persuade you and show you how to routinize your business, family, and personal life. I promise you two results: more progress and more peace. I've succeeded and failed, at little things, at big things. I've learned success is less a mysterious phenomenon for the lucky few, and more an available choice for the willing many. I've been grateful for my success. I've been frustrated with my failure, mainly because so much of it was unnecessary simply from not doing what I know I could have so easily done. We can't avoid failure completely nor can every endeavor be successful, but so much more success and happiness is within our reach. Life's outcomes are designed to be achieved by the routine work for each outcome. Grass is designed to be green by the routine work of watering. Muscles are designed to be strong by the routine work of training. The mind is designed to know by the routine work of learning. Children are designed to grow by the routine work of nurturing. Marriages are designed to unify by the routine work of loving. Customers are designed to buy by the routine work of selling. The entire world, all of nature, and all that is in it, is designed to work, to achieve its purpose, by the work done to it routinely. Individuals, families, and businesses have, do, and will continue to progress and succeed by routine work. We've done pretty well so far working from routines stored in our heads. We've made great advancements throughout human history and we have fairly successful individual lives without formalizing our routines, without the Organized Routine. The human race also did pretty well before industrialization and computerization. But look how much further we've advanced because of these. Today we write our words in software not on paper, we calculate our numbers in software not on columnar pads, we manage our projects in software, we schedule our appointments in software, and we send our mail in software. It's time we organize our routines in software, not in our minds. The world has talked about strategy for the last fifty years. Let's spend the next fifty years getting down to tactics, to action, to improving basic success in living and achieving. Let's routinize the world's work to make work easier and more available. Let's share with each other the routines that make our lives work. Let me show you how the Organize Routine is the structure to routinize the work that elevates your business, family, and personal success and happiness. Our biggest goals deserve the best of our structured, organized, routine effort. How else do we achieve them?

FROM ONE OF TODAY'S FOREMOST INNOVATION LEADERS, AN INSPIRING, PERSONAL APPROACH TO MASTERING CHANGE IN THE FACE OF UNCERTAINTY. NAMED A 2018

BEST BUSINESS BOOK PICK BY FAST COMPANY AND WIRED UK. Confronting change is incredibly hard, both organizationally and personally. People become resistant. They are afraid. Yet the pace of change in our world will never be slower than it is right now, says Beth Comstock, the former Vice Chair and head of marketing and innovation at GE. *Imagine It Forward* is an inspiring, fresh, candid, and deeply personal book about how to grapple with the challenges to change we face every day. It is a different kind of narrative, a big picture book that combines Comstock's personal story in leading change with vital lessons on overcoming the inevitable roadblocks. One of the most successful women in business, Comstock shares her own transformation story from introverted publicist to GE's first woman Vice Chair, and her hard-won lessons in shifting GE, a 125 year old American institution, toward a new digital future and a more innovative culture. As the woman who initiated GE's Ecomagination clean-energy and its (and NBC's) digital transformations, Comstock challenged a global organization to not wait for perfection, but to seek out emerging trends, embrace smart risks and test ideas boldly, and often. She shows how each one of us can become a "change maker" by leading with imagination. "Ideas are rarely the problem," writes Comstock. "What holds all of us back, really—is fear. It's the attachment to the old, to 'What We Know.'" As Comstock makes clear, transforming the mindset and culture of a company is messy. There is no easy checklist. It is fraught with uncertainty, tension and too often failure. It calls for the courage to defy convention, go around corporate gatekeepers when necessary, and reinvent what is possible. For all those looking to spearhead change in their companies and careers, and reinvent "the way things are done," *Imagine It Forward* masterfully points the way.

Susan Cain's breakout bestseller *Quiet* has brought introversion to the forefront of popular discussion. Yet despite the increased awareness, and the high-profile success of introvert entrepreneurs such as Bill Gates, Steve Jobs, Mark Zuckerberg, and Jeff Bezos, there is no book that shows introverts how to harness their natural gifts (such as focused listening and in-depth researching) and counteract their weaknesses (such as an aversion to networking and public speaking) in a business setting. Whether starting or growing a business or working within a larger organization, readers will find insights on a wide range of entrepreneurial topics in *The Introvert Entrepreneur* from managing fears and expectations and developing a growth mindset to mastering networking, marketing, leadership skills, and community-building informed by interviews with successful introverts who have learned important business lessons the hard way. Filled with insights and practical advice, this essential guide will help anyone who's striving to quietly make a difference in a loud and chaotic world.

What do you do when your life feels as busy as a three-ring circus? *Juggling Elephants* tells a simple but profound story about one man with a universal problem. Mark has too much to do, too many priorities, too much stress, and too little time. As he struggles to balance his many responsibilities without cracking under the pressure, Mark takes a break to attend the circus with his family. There he has a surprising conversation with a wise ringmaster. He leaves with a simple but powerful lesson: Trying to get everything done is like juggling elephants -- impossible. So Mark begins to think about his work, family, and personal life the way a ringmaster thinks about the many acts in a three-ring circus. He discovers that managing his various acts can be fun and easy once he changes his attitude and follows his new friend's ongoing guidance. Mark soon realizes:

- If you keep trying to juggle elephants, no one, including you, will be thrilled with your performance.
- A ringmaster cannot be in all three rings at once.
- The key to the success of a circus is having quality acts in all three rings.
- Intermission is an essential part of any good circus.

Juggling Elephants is a wonderfully lighthearted guide for everyone who feels like they're about to be squashed. It will help you better focus your time and energy, so you'll be able to enjoy more of the things that are important to you. Above all, it will teach you how to run your circus, instead of letting the circus run you.

Bestselling author, entrepreneur, speaker, and life and business coach Romi Neustadt has a message for women: You CAN have it all--just not at the same damn time. Romi Neustadt is a mom of two, a wife, a daughter, bestselling author, speaker, entrepreneur, and coach. What's more, she's achieved these things without a staff of 10, the ability to sleep two hours a night or driving herself batsh*t crazy. She's figured out the key to having it all: Priorities, babe. In her second book, Romi provides a no-BS blueprint for women to figure out what to focus on and what not to. She explains why saying YES to everything and everyone really means saying NO to the things that matter -- to your goals, your dreams, and your true self. The key to achieving your wildest dreams isn't to downsize them. It's to embrace them more fully, and discard everything that isn't serving them. This book will teach you how to:

- Zone in on what really matters to you, so you can ditch everything that isn't serving your dreams.
- Recognize and embrace your true worth as a provider, partner, and all-around kickass human.
- Say no to the millionth request from your kid's school for home-baked goods--without experiencing mom guilt.
- Establish boundaries that stick with coworkers, friends, and family.
- Ditch toxic relationships and the soul-sucking drama that accompanies them.
- Stop feeling like an imposter in your own life.
- Create habits that protect your time and energy.
- Kick fear (of not being lovable, pretty, or good enough) to the curb once and for all.

Written in the same down-to-earth, accessible style that made her first book, *Get Over Your Damn Self*, a beloved bestseller, this book is for every woman who wants to live a fulfilled, authentic life without feeling stressed and exhausted. Romi is living proof that it's possible, and you will be too.

Without trust, people and businesses fail. *Trusted Leader* provides a framework for building trust so that you and your organizations can perform at your best. "A lack of trust is your biggest expense," says Wall Street Journal bestselling author David Horsager. Without trust, transactions cannot occur. Without trust, influence is destroyed. Without trust, leaders lose their people. Trust can be either your most vulnerable weakness or your greatest asset. Horsager introduces readers to his Eight Pillars of Trust through the journey of a senior leader who thought success was certain. Follow CEO Ethan Parker as he discovers the power of trust and how to apply it amid the complexities of leadership, change, and culture transformation. The Eight Pillars of Trust (Clarity, Compassion, Character, Competency, Commitment, Connection, Contribution, and Consistency) are based on Horsager's original research and extensive experience working with Fortune 500 companies and top government agencies around the globe. In addition to the business parable, this book is rich in practical advice for implementing each of the Eight Pillars. You will learn strategies to increase alignment, overcome attrition, and get absolutely clear on executing your top priorities. Horsager offers a road map for how to become the most trusted expert in your industry.

Too often we lean into the wrong things and burn out. We buy society's lie that our worth is our work, our value is our vocation, our calling is our career. Confusing what we do with who we are wreaks havoc on our bodies, our souls, and our relationships. *Called Out* is a deeply personal book from Paula Faris, the beloved on-air reporter for ABC News and former co-host of *The View*. She shares her journey through conquering fears that nearly kept her from the high-profile, high-stakes world of broadcast journalism, and then the dangers when that world threatened

to consume her. She burned out and faced public humiliation, physical breakdowns, and family struggles. But along the way, she heard God gently calling her out of that dangerous place. As she struggled to find who she was outside of what she did, she discovered her true purpose and true calling. Today, she is the host of ABC's popular podcast Journeys of Faith. Written with passion and conviction, this book reflects on what it truly means to be called, how to move past the fear holding you back, and how to walk in God's path for you.

Procrastinate on Purpose 5 Permissions to Multiply Your Time Tarcher Perigee

Every human is born with multifarious potential. Why, then, do parents, schools and employers insist that we restrict our many talents and interests; that we 'specialise' in just one? We've been sold a myth, that to 'specialise' is the only way to pursue truth, identity, or even a livelihood. Yet specialisation is nothing but an outdated system that fosters ignorance, exploitation and disillusionment and thwarts creativity, opportunity and progress. Following a series of exchanges with the world's greatest historians, futurists, philosophers and scientists, Waqas Ahmed has weaved together a narrative of history and a vision for the future that seeks to disrupt this prevailing system of unwarranted 'hyper-specialisation.' In *The Polymath*, Waqas shows us that there is another way of thinking and being. Through an approach that is both philosophical and practical, he sets out a cognitive journey towards reclaiming your innate polymathic state. Going further, he proposes nothing less than a cultural revolution in our education and professional structures, whereby everyone is encouraged to express themselves in multiple ways and fulfil their many-sided potential. Not only does this enhance individual fulfilment, but in doing so, facilitates a conscious and creative society that is both highly motivated and well equipped to address the complexity of 21st century challenges.

We are currently at a strategic cultural intersection with relationships between women and men eroding. And it seems no one knows what to do. While it is good for women to expose their pain, what often happens is that they immediately blame the person at the other end of it, which sets up a never-ending cycle of accusations, denial, avoidance, and ultimately devastation for everyone involved. This moment of discovery should not signal the end but instead become an opportunity to create a different world where men and women are better together. *Better Together* is a beacon of hope in a challenging storm. It's where thoughts can be rechanneled and hope rekindled as author Danielle Strickland offers steps toward a real and workable solution. Her premise is that two things are needed for change: 1) imagine a better world, and 2) understand oppression. Understanding how oppression works is an important part of undoing it. Danielle says, "I refuse to believe that all men are bad. I also refuse to believe that all women are victims. I don't want to be just hopeful, I want to be strategically hopeful. I want to work toward a better world with a shared view of the future that looks like equality, freedom, and flourishing."

Do you ride the escalator-or take the stairs? No matter how you define success, it always requires one thing: self-discipline. But as popular speaker and strategist Rory Vaden explains, we live in an "escalator world"-one that's filled with shortcuts, quick fixes, and distractions that make it all too easy to slide into procrastination, compromise, and mediocrity. What seems like an easier path is really much harder in the end-and, most important, it won't take you where you want to go. How do successful people stay focused and achieve results? This lively and insightful guide presents a simple program for taking the stairs-that is, for overcoming the temptations of quick fixes and procrastination, conquering creative avoidance, and transcending personal setbacks in order to tackle the work that leads to real success. Whatever your goals are, Rory Vaden's proven approach will get you there-one stair at a time.

The Abundance Mentality is a complete guide dedicated to helping you reach your highest life and career aspirations. Unlike any other book, Daniel Ally provides practical solutions that he's actually used to reach financial independence before the young age of 30. This step-by-step manual includes robust topics such as: - How to Completely Turn Your Life Around - The 7 Mental Barriers to Wealth - 10 Major Differences Between Rich & Poor People - How to Network Like a Millionaire - Twelve Qualities of Self-Made Millionaires - How to Find the Perfect Mentor - 7 Easy Steps to Become Completely Debt-Free - How Find Your Purpose in Life - Seven Ways to Achieve Financial Independence This book is dedicated to help you master your productivity, prosperity, and performance. With over 300 pages of golden advice, you won't be able to put the book down! To learn more, visit www.danielally.com

Find the time, clarity, and mental space to achieve your goals *The Free-Time Formula* helps you slow down time and get the important things done. We're all overworked, stressed, and always being asked to do more, and do it better; the days aren't getting any longer, so something has to give—don't let it be your sanity. This book provides a real-world framework for more effective time management that helps you prioritize, focus, clarify, and go. You'll begin with a time audit to assess your current stress, strategies, and output—and the results may shock you. From there, you'll work step-by-step toward a new daily routine that will help you become the focused, efficient achiever you've been trying to be for so long. It's not about cramming more into your precious 24 hours, it's about figuring out what really matters to you, and getting the most important things done first. Every day. Never miss another big deadline, never flake on an important meeting, never be late to an appointment again. It is possible with great planning, and this book is your personal guide. Focused on action, not filler, this book is an excellent resource for those who want to achieve more, but do less. With a few simple changes, you'll find the time you've been missing and put it to more productive use. Define and prioritize your personal and professional goals and responsibilities Cut the distractions and clarify your daily objectives Adapt your workplace tools and environment to facilitate actual work Periodically self-assess, course-correct when needed, and plan for the future Rather than rush through another day leaving things un-done and roses un-sniffed, take a beat and a breath, and take back your day with *The Free-Time Formula*.

What do these scenarios have in common: a professional tennis player returning a serve, a woman evaluating a first date across the table, a naval officer assessing a threat to his ship, and a comedian about to reveal a punch line? In this counterintuitive and insightful work, author Frank Partnoy weaves together findings from hundreds of scientific studies and interviews with wide-ranging experts to craft a picture of effective decision-making that runs counter to our brutally fast-paced world. Even as technology exerts new pressures to speed up our lives, it turns out that the choices we make—unconsciously and consciously, in time frames varying from milliseconds to years—benefit profoundly from delay. As this winning and provocative book reveals, taking control of time and slowing down our responses yields better results in almost every arena of life ... even when time seems to be of the essence. The procrastinator in all of us will delight in Partnoy's accounts of celebrity "delay specialists," from Warren Buffett to Chris Evert to Steve Kroft, underscoring the myriad ways in which delaying our reactions to everyday choices—large and small—can improve the quality of our lives.

Proprietary audience development is now a core marketing responsibility. Every company needs audiences to survive. They are where you find new customers and develop more profitable relationships. And yet, most companies today treat their email, mobile, and social media audiences like afterthoughts instead of the corporate assets they are. With AUDIENCE, Jeff Rohrs seeks to change this dynamic through adoption of The Audience Imperative. This powerful mandate challenges all companies to use their paid, owned, and earned media to not only sell in the short-term but also increase the size, engagement, and value of their proprietary audiences over the long-term. As content marketing professionals have discovered, the days of “build it and they will come” are long gone. If you’re looking for a way to gain a lasting advantage over your competition, look no further and start building your email, Facebook, Google, Instagram, mobile app, SMS, Twitter, website, and YouTube audiences to last.

A game-changing model for giving effective feedback to peers, employees, or even your boss--without offending or demotivating. How are you supposed to tell someone that they're not meeting expectations without crushing their spirit? Regular feedback, when delivered skillfully, can turn average performers into the hardest workers and stars into superstars. Yet many see it as an awkward chore: Recent studies have revealed 37% of managers dread giving feedback, and 65% of employees wish their managers gave more feedback. This trail-blazing new model eliminates the guesswork. Dr. Therese Huston, the founding director of the Center for Excellence in Teaching and Learning at Seattle University, discovered that the key to being listened to is to listen. First, find out what kind of feedback an employee wants most: appreciation, coaching, or evaluation. If they crave one, they'll be more receptive once their need has been satisfied. Then Huston lays out counterintuitive strategies for delivering each type of feedback successfully, including: • Start by saying your good intentions out loud: it may feel unnecessary, but it makes all the difference. • Side with the person, not the problem: a bad habit or behavior is probably less entrenched than you think. • Give reports a chance to correct inaccurate feedback: they want an opportunity to talk more than they want you to be a good talker. This handbook will make a once-stressful ordeal feel natural, and, by greasing the wheels of regular feedback conversations, help managers improve performance, trust, and mutual understanding.

Become more confident at work. You need confidence to inspire trust, communicate effectively, and succeed in your organization. But self-doubt and nerves can undermine your ability to act decisively and persuade others. What can you do to push past these insecurities? This book explains how you can use emotional intelligence to become more confident at work. You'll learn how to correct what is holding you back, how to overcome imposter syndrome, and when feeling too self-assured can actually backfire. This volume includes the work of: Tomas Chamorro-Premuzic Rosabeth Moss Kanter Amy Jen Su Peter Bregman How to be human at work. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

A business fable to help you discover your purpose in work and life New from Jon Gordon, the international and Wall Street Journal bestselling author of The Energy Bus, The Seed takes you on a quest for the meaning and passion behind work. Josh, an up-and-comer at his company, is disenchanted with his job. Challenged by his boss to take two weeks to decide if he really wants to work there, Josh takes off for the country, where he meets a wise farmer who gives him a seed and a promise: find the right place to plant the seed, and his purpose will be revealed. Through Josh's journey cross-country journey, you'll find surprising new sources of wisdom and inspiration in your own business and life. Nobody captures the deeper meaning of business like Jon Gordon, and The Seed is his most searching and significant book yet. Whatever your profession, take this insightful look at the purpose behind work, and plant The Seed of inspiration in your life!

Research on procrastination has grown exponentially in recent years. Studies have revealed that procrastination is an issue of self-regulation failure, and specifically misregulation of emotional states—not simply a time management problem as often presumed. This maladaptive coping strategy is a risk factor not only for poor mental health, but also poor physical health and other aspects of well-being. Procrastination, Health, and Well-Being brings together new and established researchers and theorists who make important connections between procrastination and health. The first section of the book provides an overview of current conceptualizations and philosophical issues in understanding how procrastination relates to health and well-being including a critical discussion of the assumptions and rationalizations that are inherent to procrastination. The next section of the book focuses on current theory and research highlighting the issues and implications of procrastination for physical health and health behaviors, while the third section presents current perspectives on the interrelationships between procrastination and psychological well-being. The volume concludes with an overview of potential areas for future research in the growing field of procrastination, health, and well-being. Reviews interdisciplinary research on procrastination Conceptualizes procrastination as an issue of self-regulation and maladaptive coping, not time management Identifies the public and private health implications of procrastination Explores the guilt and shame that often accompany procrastination Discusses temporal views of the stress and chronic health conditions associated with procrastination Successfully cope with day-to-day problems—and find joy along the way The Business of Joy provides you with an abundance of practical and immediately applicable life-changing ideas and inspirational, thought-provoking, and entertaining stories and quotes—in an instant. Each chapter is designed to be read and absorbed in approximately 60 seconds, offering you “Golden Nuggets” and “Joy Gems” that will help make positive, lasting change. Inside, you get an abundance of time-tested formulas that can instantly be used to solve common and uncommon day-to-day issues. This, in and of itself, will help to better yourself today, with work and life moving at the lightning speed of thought. Find unique coping mechanisms when facing adversity Benefit from tangible, motivational, and self-management tools to forge ahead Keep perspective regardless of circumstance Build a sturdy foundation for positive culture and change With the simple information in The Business of Joy, you’ll find all the guidance you need to find positivity in your daily life.

Rory Vaden (Take the Stairs) brings his high-energy approach and can-do spirit to the most nagging problem in our professional lives: stalled productivity. Whether we’re overworked, organizationally challenged, or have a motivation issue that’s holding us back, millions of us are struggling to get things done. In this simple yet powerful new book, Procrastinate on Purpose, Vaden presents the five permissions that set us free to do our best work – on time and without wasting energy battling stress and anxiety. Using the POP model, readers will learn to: •

Eliminate • Automate • Delegate • Consolidate • Procrastinate (yes, you heard that right) Anyone seeking to up their game, do meaningful work, and ditch the stress of looming deadlines and too many tasks on the front burner will embrace this smart, insightful guide.

Everyone waits till the last minute sometimes. But many procrastinators pay a significant price, from poor job performance to stress, financial problems, and relationship conflicts. Fortunately, just as anyone can endlessly delay, anyone can learn how to stop! Cognitive-behavioral therapy expert Monica Ramirez Basco shows exactly how in this motivating guide. Dr. Basco peppers the book with easy-to-relate-to examples from "recovering procrastinators"--including herself. Inviting quizzes, exercises, and practical suggestions help you: *Understand why you procrastinate. *Start with small changes that lead to big improvements. *Outsmart your own delaying tactics. *Counteract self-doubt and perfectionism. *Build crucial skills for getting things done today.

A self-discipline strategist, motivational speaker and the New York Times best-selling author of *Take the Stairs* brings his trademark high-energy approach and can-do attitude to stalled productivity, providing a simple yet powerful paradigm that will set readers free to do their best work.

How to Keep the Dream Alive! Network marketing is one of the fastest-growing career opportunities in the United States. Millions of people just like you have abandoned dead-end jobs for the chance to achieve the dream of growing their own businesses. What many of them find, however, is that the first year in network marketing is often the most challenging—and, for some, the most discouraging. Here, Mark Yarnell and Rene Reid Yarnell, two of the industry's most respected and successful professionals, offer you strategies on how to overcome those first-year obstacles and position yourself for lifelong success. The Yarnells provide you with a wealth of savvy advice on everything you need to know to succeed in network marketing, such as proven systems for recruiting, training, growing and supporting your downline, and much more. In an easy, step-by-step approach, you will learn how to: ·Deal with rejection ·Recruit and train ·Avoid overmanaging your downline ·Remain focused ·Stay enthusiastic ·Avoid unrealistic expectations ·Conduct those in-home meetings ·Ease out of another profession You owe it to yourself to read this inspiring book! "This will be the Bible of Network Marketing." — Doug Wead, former special assistant to the president, the Bush Administration

Exploring the fundamental principles of his "Less Doing" philosophy, a TEDx speaker, efficiency consultant and achievement architect gives readers the essential tools and techniques for streamlining their workload, being more efficient in their day-to-day activities and making everything in life easier. Original.

You Can Lead! Unveiling Unusual Pathways to Leadership Self-Discovery shares the story of author Katurah Cooper who in 1990 fled with her five daughters from the Liberian civil war to reside in the United States as a refugee for eleven years. Since returning to Liberia in 2001, she has served as an educator, human rights advocate, leadership coach, and pastor. In her book, Cooper offers ten personal stories alongside biblical stories and biblical commentary. Through this combination, she introduces new and unique pathways to leadership for readers to navigate. Exploring stories such as those of Moses and Esther, readers will see how these biblical figures became leaders. With this book, readers will actively engage through journaling and selfdiscovery. Cooper invites readers to reflect on their own experiences while learning from hers, write their own stories, and discover unique paths to becoming the leader God has called them to be.

The author of *The 2-Hour Job Search* shows you how to land your dream job, from writing the perfect resume and cover letter to nailing any interview and negotiating your offer *Steve Dalton's 2-Hour Job Search* simplified the process of finding work by utilizing technology, and now *The Job Closer* helps you seal the deal by applying his time-saving techniques to the surrounding steps. As a career consultant, Dalton has found that job seekers routinely overinvest in trivial aspects of the employment hunt while underestimating the important ones. In this guide, you'll learn how to avoid wasted effort and excel in all areas by using tools such as: • The FIT Model, which helps job seekers nail the answer to "Tell me about yourself" using principles from the world of screenwriting • The RAC Model, perfect for writing efficient cover letters and answering "Why this company or job?" in an interview • The CAR Matrix, designed to help you craft compelling interview stories and deploy them in the most powerful way • The Prenegotiation Call, which takes the awkwardness out of asking for more and turns your negotiator from an adversary into a partner • And many more . . . *The Job Closer* will leave you with more time for networking, making meaningful connections, and showcasing your unique talents, so your odds of success in landing the perfect job improve exponentially

Presents strategies that reduce commitments, distractions, interruptions, and inefficiencies, and increase productivity so that more can be accomplished in less time.

Navigate 2.0 delivers empowering insights into how the human mind works, practical advice for understanding your natural selling style, a heavy dose of the psychology behind how people like to buy, and, ultimately, the tools to adapt your natural selling style to the buying styles of others for unparalleled success in sales.

2018 Outstanding Academic Title, given by Choice Magazine How mobile devices make our in-between moments valuable to media companies while also providing a sense of control and connection In moments of downtime – waiting for a friend to arrive or commuting to work – we pull out our phones for a few minutes of distraction. Just as television reoriented the way we think about living rooms, mobile devices have taken over the interstitial spaces of our everyday lives. Ethan Tussey argues that these in-between moments have created a procrastination economy, an opportunity for entertainment companies to create products, apps, platforms, subscription services, micropayments, and interactive opportunities that can colonize our everyday lives. But as businesses commoditize our free time, and mobile devices become essential tools for promotion, branding and distribution, consumers are using these devices as a means of navigating public and private space. These devices are not just changing the way we spend and value our time, but also how we interact with others and transform our sense of the politics of space. By examining the four main locations of the procrastination economy—the workplace, the commute, the waiting room, and the "connected" living room—Ethan Tussey illuminates the relationship between the entertainment industry and the digitally empowered public.

In his bestselling first book, *Getting Things Done*, veteran coach and management consultant David Allen presented his breakthrough methods to increase efficiency. Now "the personal productivity guru" (*Fast Company*) shows readers how to increase their ability to work better, not harder—every day. Based on Allen's highly popular e-newsletter, *Ready for Anything* offers readers 52 ways to immediately clear your head for creativity, focus your attention, create structures that work, and take action to get things moving. With wit, inspiration, and know-how, Allen shows readers how to make things happen—with less effort and stress, and lots more energy, creativity, and effectiveness. *Ready for Anything* is the perfect book for anyone wanting to work and live at his or her very best.

All organisations have problems, and they nearly always concern people: how to manage them; whom to hire, fire or promote; and how to motivate, develop and retain high performers. Psychology, the main science for understanding people, should be a pivotal tool for solving these problems - yet most companies play it by ear, and billions of dollars are wasted on futile interventions to attract and retain the right people for key roles. Bridging the gap between the psychological science of talent and common real-world talent practices, *The Talent Delusion* aims to educate HR and talent practitioners and leaders on critical talent issues. It will help readers understand the current problems pertaining employee selection, development and engagement; how to define and evaluate talent; how to detect and inhibit toxic employee behaviours; and how to motivate employees to perform to their best.

Why do most people stay disconnected? And, why do some connect brilliantly? Get in Gear is meant to unleash people, to allow them to connect deeply and genuinely. It is meant to overwhelm them with piercing insights coupled with practical applications. The goal is to take a complex issue and make it simple enough for anyone to be able to change their behavior. Get in Gear positively affects the relational dynamics of those around us is through the use of powerful metaphor, relevant language, and actionable tools via 5 Gears. Everyone who reads it will come away speaking a new language, one that helps them connect deeper and more genuinely with anyone in any setting. And with these deeper connections comes deeper relationships and greater influence. Practical goodness and needed insight will change your world - at least in your family or team or just maybe within yourself! The 5 Gears: First gear represents full recharge, while second gear represents recharging or connecting with family or friends without the involvement of work. Third gear is our social gear, while fourth gear is our work gear that allows us to work hard while also multi-tasking. Fifth Gear is our full task mode that allows us to "get in the zone" without interruption. Each gear has its own purpose and place. Once you learn to use the gears consistently with those in your life, you will notice the common language that begins to form, enabling objectivity to characterize your conversation instead of the subjective judgment or condescension that becomes pervasive when each person is speaking a different "language."

The motivating host of one of the nation's largest leadership conferences offers a collection of inspirational and applicable life lessons through conversations with various high profile people. Albert Einstein once said, "To raise new questions, new possibilities, to regard old problems from a new angle, requires creative imagination and marks real advance in science." What is true of science, I'm convinced, is true in all of life. Great questions are often the keys that unlock possibilities for human advancement. That truth has been proven again and again throughout human history, as great interviewers from Bob Costas to Barbara Walters have captivated audiences and ignited imaginations. In a world where the messages of public figures and politicians are carefully crafted by publicists and media consultants, we often receive only partial pictures and manipulated facts. The right questions uncover truths we might not otherwise know. They pull back the curtain on the wizard and give us a more accurate view of reality. —Excerpt from the Introduction If you could sit down with the people you most admire and ask just one question, what would you ask? One Question invites you to peer over the shoulder of a master interviewer with access to today's best and brightest as he delivers carefully crafted questions and collects answers guaranteed to surprise, challenge, and inspire. • What is Coach Tony Dungy's advice for achieving success while maintaining integrity? • What advice does Malcolm Gladwell give parents about instilling a work ethic in our children? • How does President Jimmy Carter suggest we continue forward and reinvent ourselves in new seasons? • What does Robin McGraw have to say to women about reaching their full potential both inside and outside their homes?

Every woman has had this experience: you get to the end of the day and realize you did nothing for you. And if you go days, weeks, or even months in this cycle, you begin to feel like you have lost a bit of yourself. While life is busy with a litany of must-dos--work, parenting, keeping house, grocery shopping, laundry and on and on--women do not have to push their own needs aside. Yet this is often what happens. There's just no time, right? Wrong. In this practical and liberating book, Jessica Turner empowers women to take back pockets of time they already have in their day in order to practice self-care and do the things they love. Turner uses her own experiences and those of women across the country to teach readers how to balance their many responsibilities while still taking time to invest in themselves. She also addresses barriers to this lifestyle, such as comparison and guilt, and demonstrates how eliminating these feelings and making changes to one's schedule will make the reader a better wife, mother, and friend. Perfect for any woman who is doing everything for everyone--except herself--The Fringe Hours is ideal for both individuals and small group use.

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

Do you feel awkward at networking events? Do you wonder what your date really thinks of you? Do you wish you could decode people? You need to learn the science of people. As a human behavior hacker, Vanessa Van Edwards created a research lab to study the hidden forces that drive us. And she's cracked the code. In Captivate, she shares shortcuts, systems, and secrets for taking charge of your interactions at work, at home, and in any social situation. These aren't the people skills you learned in school. This is the first comprehensive, science backed, real life manual on how to captivate anyone—and a completely new approach to building connections. Just like knowing the formulas to use in a chemistry lab, or the right programming language to build an app, Captivate provides simple ways to solve people problems. You'll learn, for example... · How to work a room: Every party, networking event, and social situation has a predictable map. Discover the sweet spot for making the most connections. · How to read faces: It's easier than you think to speed-read facial expressions and use them to predict people's emotions. · How to talk to anyone: Every conversation can be memorable—once you learn how certain words generate the pleasure hormone dopamine in listeners. When you understand the laws of

human behavior, your influence, impact, and income will increase significantly. What's more, you will improve your interpersonal intelligence, make a killer first impression, and build rapport quickly and authentically in any situation—negotiations, interviews, parties, and pitches. You'll never interact the same way again.

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