

What If It Does Work Out How A Side Hustle Can Change Your Life

In his New York Times bestseller *Steal Like an Artist*, Austin Kleon showed readers how to unlock their creativity by “stealing” from the community of other movers and shakers. Now, in an even more forward-thinking and necessary book, he shows how to take that critical next step on a creative journey—getting known. *Show Your Work!* is about why generosity trumps genius. It’s about getting findable, about using the network instead of wasting time “networking.” It’s not self-promotion, it’s self-discovery—let others into your process, then let them steal from you. Filled with illustrations, quotes, stories, and examples, *Show Your Work!* offers ten transformative rules for being open, generous, brave, productive. In chapters such as *You Don’t Have to Be a Genius*; *Share Something Small Every Day*; and *Stick Around*, Kleon creates a user’s manual for embracing the communal nature of creativity— what he calls the “ecology of talent.” From broader life lessons about work (you can’t find your voice if you don’t use it) to the etiquette of sharing—and the dangers of oversharing—to the practicalities of Internet life (build a good domain name; give credit when credit is due), it’s an inspiring manifesto for succeeding as any kind of artist or

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entrepreneur in the digital age.

"A 22-volume, highly illustrated, A-Z general encyclopedia for all ages, featuring sections on how to use World Book, other research aids, pronunciation key, a student guide to better writing, speaking, and research skills, and comprehensive index"--

From bestselling writer David Graeber—"a master of opening up thought and stimulating debate" (Slate)—a powerful argument against the rise of meaningless, unfulfilling jobs...and their consequences. Does your job make a meaningful contribution to the world? In the spring of 2013, David Graeber asked this question in a playful, provocative essay titled "On the Phenomenon of Bullshit Jobs." It went viral. After one million online views in seventeen different languages, people all over the world are still debating the answer. There are hordes of people—HR consultants, communication coordinators, telemarketing researchers, corporate lawyers—whose jobs are useless, and, tragically, they know it. These people are caught in bullshit jobs. Graeber explores one of society's most vexing and deeply felt concerns, indicting among other villains a particular strain of finance capitalism that betrays ideals shared by thinkers ranging from Keynes to Lincoln. "Clever and charismatic" (The New Yorker), *Bullshit Jobs* gives individuals, corporations, and societies permission to undergo

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a shift in values, placing creative and caring work at the center of our culture. This book is for everyone who wants to turn their vocation back into an avocation and “a thought-provoking examination of our working lives” (Financial Times). **NEW YORK TIMES BESTSELLER WALL STREET JOURNAL BESTSELLER The Globe and Mail Top Leadership and Management Book Forbes Top Creative Leadership Book** From the visionary head of Google's innovative People Operations comes a groundbreaking inquiry into the philosophy of work-and a blueprint for attracting the most spectacular talent to your business and ensuring that they succeed. "We spend more time working than doing anything else in life. It's not right that the experience of work should be so demotivating and dehumanizing." So says Laszlo Bock, former head of People Operations at the company that transformed how the world interacts with knowledge. This insight is the heart of **WORK RULES!**, a compelling and surprisingly playful manifesto that offers lessons including: Take away managers' power over employees Learn from your best employees-and your worst Hire only people who are smarter than you are, no matter how long it takes to find them Pay unfairly (it's more fair!) Don't trust your gut: Use data to predict and shape the future Default to open-be transparent and welcome feedback If you're comfortable with the amount of freedom you've given your employees, you haven't gone far enough. Drawing on

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the latest research in behavioral economics and a profound grasp of human psychology, **WORK RULES!** also provides teaching examples from a range of industries—including lauded companies that happen to be hideous places to work and little-known companies that achieve spectacular results by valuing and listening to their employees. Bock takes us inside one of history's most explosively successful businesses to reveal why Google is consistently rated one of the best places to work in the world, distilling 15 years of intensive worker R&D into principles that are easy to put into action, whether you're a team of one or a team of thousands. **WORK RULES!** shows how to strike a balance between creativity and structure, leading to success you can measure in quality of life as well as market share. Read it to build a better company from within rather than from above; read it to reawaken your joy in what you do.

Everyone has an opinion, anecdote, or horror story about women and work. Now the acclaimed author of *What the Most Successful People Do Before Breakfast* shows how real working women with families are actually making the most of their time. “Having it all” has become the subject of countless books, articles, debates, and social media commentary, with passions running high in all directions. Many now believe this to be gospel truth: Any woman who wants to advance in a challenging career has to make huge sacrifices. She’s unlikely to

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have a happy marriage, quality time with her kids (assuming she can have kids at all), a social life, hobbies, or even a decent night's sleep. But what if balancing work and family is actually not as hard as it's made out to be? What if all those tragic anecdotes ignore the women who quietly but consistently do just fine with the juggle? Instead of relying on scattered stories, time management expert Laura Vanderkam set out to add hard data to the debate. She collected hour-by-hour time logs from 1,001 days in the lives of women who make at least \$100,000 a year. And she found some surprising patterns in how these women spend the 168 hours that every one of us has each week. Overall, these women worked less and slept more than they assumed they did before they started tracking their time. They went jogging or to the gym, played with their children, scheduled date nights with their significant others, and had lunches with friends. They made time for the things that gave them pleasure and meaning, fitting the pieces together like tiles in a mosaic—without adhering to overly rigid schedules that would eliminate flexibility and spontaneity. Vanderkam shares specific strategies that her subjects use to make time for the things that really matter to them. For instance, they . . . * Work split shifts (such as seven hours at work, four off, then another two at night from home). This allows them to see their kids without falling behind professionally. * Get creative about what counts as quality

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family time. Breakfasts together and morning story time count as much as daily family dinners, and they're often easier to manage. * Take it easy on the housework. You can free up a lot of time by embracing the philosophy of "good enough" and getting help from other members of your household (or a cleaning service). * Guard their leisure time. Full weekend getaways may be rare, but many satisfying hobbies can be done in small bursts of time. An hour of crafting feels better than an hour of reality TV. With examples from hundreds of real women, Vanderkam proves that you don't have to give up on the things you really want. *I Know How She Does It* will inspire you to build a life that works, one hour at a time.

The #1 international best seller *Lean In*, Sheryl Sandberg reignited the conversation around women in the workplace. Sandberg is chief operating officer of Facebook and coauthor of *Option B* with Adam Grant. In 2010, she gave an electrifying TED talk in which she described how women unintentionally hold themselves back in their careers. Her talk, which has been viewed more than six million times, encouraged women to "sit at the table," seek challenges, take risks, and pursue their goals with gusto. *Lean In* continues that conversation, combining personal anecdotes, hard data, and compelling research to change the conversation from what women can't do to what they can. Sandberg

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provides practical advice on negotiation techniques, mentorship, and building a satisfying career. She describes specific steps women can take to combine professional achievement with personal fulfillment, and demonstrates how men can benefit by supporting women both in the workplace and at home. Written with humor and wisdom, *Lean In* is a revelatory, inspiring call to action and a blueprint for individual growth that will empower women around the world to achieve their full potential.

Goal setting not only increases motivation, but studies show that writing goals down makes you more likely to achieve them. Use this goal setting journal to create a road map to success and self-improvement. This 7- x 10- journal contains 100 pages with space to set out your goal, create an action plan and reflect on what you have learned once you've achieved it.

A groundbreaking, urgent report from the front lines of "dirty work"—the work that society considers essential but morally compromised. Drone pilots who carry out targeted assassinations. Undocumented immigrants who man the "kill floors" of industrial slaughterhouses. Guards who patrol the wards of the United States' most violent and abusive prisons. In *Dirty Work*, Eyal Press offers a paradigm-shifting view of the moral landscape of contemporary America through the stories of people who perform society's most ethically troubling jobs. As Press shows,

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we are increasingly shielded and distanced from an array of morally questionable activities that other, less privileged people perform in our name. The COVID-19 pandemic has drawn unprecedented attention to essential workers, and to the health and safety risks to which workers in prisons and slaughterhouses are exposed. But *Dirty Work* examines a less familiar set of occupational hazards: psychological and emotional hardships such as stigma, shame, PTSD, and moral injury. These burdens fall disproportionately on low-income workers, undocumented immigrants, women, and people of color. Illuminating the moving, sometimes harrowing stories of the people doing society's dirty work, and incisively examining the structures of power and complicity that shape their lives, *Press* reveals fundamental truths about the moral dimensions of work and the hidden costs of inequality in America.

Explores the skills managers will need as technological and economic forces dramatically change organizational structure in the future, spawning new types of decentralized organizations in which the power to decide belongs to everyone. For those who believe that there must be a more agile and efficient way for people to get things done, here is a brilliantly discursive, thought-provoking book about the leadership and management process that is changing the way we live. In the future, historians may look back on human progress and draw a sharp line

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designating “before Scrum” and “after Scrum.” Scrum is that ground-breaking. It already drives most of the world’s top technology companies. And now it’s starting to spread to every domain where leaders wrestle with complex projects. If you’ve ever been startled by how fast the world is changing, Scrum is one of the reasons why. Productivity gains of as much as 1200% have been recorded, and there’s no more lucid – or compelling – explainer of Scrum and its bright promise than Jeff Sutherland, the man who put together the first Scrum team more than twenty years ago. The thorny problem Jeff began tackling back then boils down to this: people are spectacularly bad at doing things with agility and efficiency. Best laid plans go up in smoke. Teams often work at cross purposes to each other. And when the pressure rises, unhappiness soars. Drawing on his experience as a West Point-educated fighter pilot, biometrics expert, early innovator of ATM technology, and V.P. of engineering or CTO at eleven different technology companies, Jeff began challenging those dysfunctional realities, looking for solutions that would have global impact. In this book you’ll journey to Scrum’s front lines where Jeff’s system of deep accountability, team interaction, and constant iterative improvement is, among other feats, bringing the FBI into the 21st century, perfecting the design of an affordable 140 mile per hour/100 mile per gallon car, helping NPR report fast-moving action in the Middle East,

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changing the way pharmacists interact with patients, reducing poverty in the Third World, and even helping people plan their weddings and accomplish weekend chores. Woven with insights from martial arts, judicial decision making, advanced aerial combat, robotics, and many other disciplines, Scrum is consistently riveting. But the most important reason to read this book is that it may just help you achieve what others consider unachievable – whether it be inventing a trailblazing technology, devising a new system of education, pioneering a way to feed the hungry, or, closer to home, a building a foundation for your family to thrive and prosper.

An award-winning professor of economics at MIT and a Harvard University political scientist and economist evaluate the reasons that some nations are poor while others succeed, outlining provocative perspectives that support theories about the importance of institutions.

From Beethoven and Kafka to George Sand, Picasso and Agatha Christie, this compilation of letters, diaries and interviews reveals the profound fusion of discipline and dissipation through which the artistic temperament is allowed to evolve, recharge and emerge. 20,000 first printing.

Think about that hobby, that talent, that passion which you joyfully engage in. Just thinking about it shifts your energy, doesn't it? Do you want to start

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transforming that into a side business which provides you with inspiration, fulfilment and a truckload of cash? This book will be that vital motivational injection to help you overcome your fears and doubts and get started in creating a successful side hustle! Build that business, make an impact, quit your job and live the life you were born to!

One of TIME's Ten Best Nonfiction Books of the Decade "Meet the new Stephen Hawking . . . The Order of Time is a dazzling book." --The Sunday Times From the bestselling author of Seven Brief Lessons on Physics, comes a concise, elegant exploration of time. Why do we remember the past and not the future? What does it mean for time to "flow"? Do we exist in time or does time exist in us? In lyric, accessible prose, Carlo Rovelli invites us to consider questions about the nature of time that continue to puzzle physicists and philosophers alike. For most readers this is unfamiliar terrain. We all experience time, but the more scientists learn about it, the more mysterious it remains. We think of it as uniform and universal, moving steadily from past to future, measured by clocks. Rovelli tears down these assumptions one by one, revealing a strange universe where at the most fundamental level time disappears. He explains how the theory of quantum gravity attempts to understand and give meaning to the resulting extreme landscape of this timeless world. Weaving together ideas from

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philosophy, science and literature, he suggests that our perception of the flow of time depends on our perspective, better understood starting from the structure of our brain and emotions than from the physical universe. Already a bestseller in Italy, and written with the poetic vitality that made *Seven Brief Lessons on Physics* so appealing, *The Order of Time* offers a profoundly intelligent, culturally rich, novel appreciation of the mysteries of time.

I saw Christ during a near death experience (NDE) in January 1969 while buried beneath a pile of biomaterial, outguessing poisonous methane gas. I had multiple compound fractures and no air. To this day, I swear it being as real as you, me or anyone else. Yes, I saw the tunnel of light with Christ at the opposite end. The Christ I saw had long brunet hair—the one I knew from Sunday school and books. Now that I have actually studied the Bible, I know He almost certainly had short hair, like his peers, the other men in his culture. Check it out. First Corinthians 11:14 says, “Does not the very nature of things teach you that if a man has long hair, it is a disgrace to Him?” God Himself thought long hair on a man was an abomination. It's obvious that is a disgrace for a man to have long hair! The most common word to describe long effeminate hair is the very word Paul used in First Corinthians 11:14: “degrading” (atimia), the major reason for objecting to long hair. How do we explain all the pictures of Christ depicted with long hair? Is that

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delusional thinking at the mass level? Again, did the Holy Word mislead us poor ignorant Christians, or did we fill in the gap for God? I'm laying my money on God – long hair was abhorrent to Him. As such, His son arrived with short hair. Now if Christ was anything like today's youth, he would have rejected long hair – it simply wasn't in style. Is humankind's vision of Jesus just a delusion? Is the phenomenon of UFOs but another case of MASS delusion? It has happened before and within the past one hundred years –“Invasion of Mars”, Orison Well's Broadcast. Could be, but humankind has been reporting them through word, paintings, or hieroglyphics since 29,000BC. If one buys into that, but not into UFO's, then one must conclude that the entire world, since the beginning of time, has BEEN A DELUSION.

From Caldecott Honor–winning team Steve Jenkins and Robin Page comes an early introduction to one of young readers' favorite places: the zoo! Going to the zoo is so exciting! You might see penguins swimming underwater, snakes sunning in the reptile house, or giraffes eating leaves out of high trees. You might even see people at the zoo, ones just like you! But what do those people do? Caldecott Honor–winning team Steve Jenkins and Robin Page introduce young readers to the people who keep zoo animals safe, healthy, and happy, even though they aren't in the wild habitats they've evolved for. From cuddling a baby

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kangaroo to trimming elephant toenails to playing soccer with a rhino, zookeepers work hard and do some pretty wacky things to take care of the incredible animals we see. So, what would you do if you were in the zookeeper's shoes? Turn the page and find out!

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

"As the first agent to publicly betray the CIA, Philip Agee was on the run for over forty years--a pariah akin to Edward Snowden. Agee revealed in spectacular detail what many had feared

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about the CIA's actions, but he also outed and endangered hundreds of agents. Agee relentlessly opposed the CIA and the regimes it backed, whether in America or around the world. In Jonathan Stevenson's words, Agee became "one of history's successful viruses: undeniably effective and impossible to kill." In this first biography of Agee, Stevenson will reveal what made Agee tick, and what made him run"--

The New York Times and USA Today bestseller! This eye-opening book challenges you to do the essential work of unpacking your biases, and helps white people take action and dismantle the privilege within themselves so that you can stop (often unconsciously) inflicting damage on people of color, and in turn, help other white people do better, too. "Layla Saad is one of the most important and valuable teachers we have right now on the subject of white supremacy and racial injustice."—New York Times bestselling author Elizabeth Gilbert Based on the viral Instagram challenge that captivated participants worldwide, *Me and White Supremacy* takes readers on a 28-day journey, complete with journal prompts, to do the necessary and vital work that can ultimately lead to improving race relations. Updated and expanded from the original workbook (downloaded by nearly 100,000 people), this critical text helps you take the work deeper by adding more historical and cultural contexts, sharing moving stories and anecdotes, and including expanded definitions, examples, and further resources, giving you the language to understand racism, and to dismantle your own biases, whether you are using the book on your own, with a book club, or looking to start family activism in your own home. This book will walk you step-by-step through the work of examining: Examining your own white privilege What allyship really means Anti-blackness, racial stereotypes, and cultural appropriation Changing the way that you view and respond to race How to continue the work to create social

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change Awareness leads to action, and action leads to change. For readers of *White Fragility*, *White Rage*, *So You Want To Talk About Race*, *The New Jim Crow*, *How to Be an Anti-Racist* and more who are ready to closely examine their own beliefs and biases and do the work it will take to create social change. "Layla Saad moves her readers from their heads into their hearts, and ultimately, into their practice. We won't end white supremacy through an intellectual understanding alone; we must put that understanding into action."—Robin DiAngelo, author of New York Times bestseller *White Fragility*

Jason Fried and David Heinemeier Hansson, the authors of the New York Times bestseller *Rework*, are back with a manifesto to combat all your modern workplace worries and fears. Read it, and you will come away ready to hit the ground running.

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

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

Major New York Times bestseller Winner of the National Academy of Sciences Best Book Award in 2012 Selected by the New York Times Book Review as one of the ten best books of 2011 A Globe and Mail Best Books of the Year 2011 Title One of The Economist's 2011 Books of the Year One of The Wall Street Journal's Best Nonfiction Books of the Year 2011 2013 Presidential Medal of Freedom Recipient
Kahneman's work with Amos Tversky is the subject of Michael Lewis's The Undoing Project: A Friendship That Changed Our Minds In the international bestseller, Thinking, Fast and Slow, Daniel Kahneman, the renowned psychologist and winner of the Nobel Prize in Economics, takes us on a groundbreaking tour of the mind and explains the two systems that drive the way we think. System 1 is fast, intuitive, and emotional; System 2 is slower, more deliberative, and more logical. The impact of overconfidence on corporate strategies, the difficulties of predicting what will make us happy in the future, the profound effect of cognitive biases on everything from playing the stock market to planning our next vacation—each of these can be understood only by knowing how the two systems shape our judgments and decisions. Engaging the reader in a lively conversation about how we think, Kahneman reveals where we can and cannot trust our intuitions and how

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we can tap into the benefits of slow thinking. He offers practical and enlightening insights into how choices are made in both our business and our personal lives—and how we can use different techniques to guard against the mental glitches that often get us into trouble. Winner of the National Academy of Sciences Best Book Award and the Los Angeles Times Book Prize and selected by The New York Times Book Review as one of the ten best books of 2011, *Thinking, Fast and Slow* is destined to be a classic.

"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.

A deeply-reported examination of why "doing what you love" is a recipe for exploitation, creating a new tyranny of work in which we cheerily acquiesce to doing jobs that take over our lives. You're told that if you "do what you love, you'll never work a day in your life." Whether it's working for "exposure" and "experience," or enduring poor treatment

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in the name of "being part of the family," all employees are pushed to make sacrifices for the privilege of being able to do what we love. In *Work Won't Love You Back*, Sarah Jaffe, a preeminent voice on labor, inequality, and social movements, examines this "labor of love" myth -- the idea that certain work is not really work, and therefore should be done out of passion instead of pay. Told through the lives and experiences of workers in various industries -- from the unpaid intern, to the overworked teacher, to the nonprofit worker and even the professional athlete -- Jaffe reveals how all of us have been tricked into buying into a new tyranny of work. As Jaffe argues, understanding the trap of the labor of love will empower us to work less and demand what our work is worth. And once freed from those binds, we can finally figure out what actually gives us joy, pleasure, and satisfaction.

Do you feel stuck in life, not knowing how to make it more successful? Do you wish to become more popular? Are you craving to earn more? Do you wish to expand your horizon, earn new clients and win people over with your ideas? *How to Win Friends and Influence People* is a well-researched and comprehensive guide that will help you through these everyday problems and make success look easier. You can learn to expand your social circle, polish your skill set, find ways to put forward your thoughts more clearly, and build mental strength to counter all hurdles that you may come across on the path to success. Having helped millions of readers from the world over achieve their goals, the clearly listed techniques and principles will be the answers to all your

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questions.

?What If! delivers powerful insights that demolish the myths of creativity and help you not just change the way you think but change the way you do.

Transform your hobby or talent into a side hustle that will provide you with inspiration, fulfillment, and a fortune. This book is the energetic motivational injection to help you overcome your fears and doubts.

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

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"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 From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called "the Dear Abby of the work world." Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit "reply all" • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss

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seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager “A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work.”—Booklist (starred review) “The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience.”—Library Journal (starred review) “I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of *The No Asshole Rule* and *The Asshole Survival Guide* “Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way.”—Erin Lowry, author of *Broke Millennial: Stop Scraping By and Get Your Financial Life Together*

What if the Product Doesn't Work: Warranties and Guarantees includes a discussion of:

- The law of warranties and guarantees, and the consumer's right to enforce them
- The remedies a consumer may have if there was no written warranty for the product purchased
- Those sections of the Uniform Commercial Code that apply to both written

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and implied warranties, as well as the Magnuson-Moss Warranty Act, which deals with the conditions contained in a written or express warranty This Almanac further provides the consumer with information concerning the major federal agencies entrusted with overseeing important consumer-related concerns such as product warranties and safety concerns The Legal Almanac series serves to educate the general public on a variety of legal issues pertinent to everyday life and to keep readers informed of their rights and remedies under the law. Each volume in the series presents an explanation of a specific legal issue in simple, clearly written text, making the Almanac a concise and perfect desktop reference tool. All volumes provide state-by-state coverage. Selected state statutes are included, as are important case law and legislation, charts and tables for comparison.

For centuries we've believed that work was where you learned discipline, initiative, honesty, self-reliance--in a word, character. A job was also, and not incidentally, the source of your income: if you didn't work, you didn't eat, or else you were stealing from someone. If only you worked hard, you could earn your way and maybe even make something of yourself. In recent decades, through everyday experience, these beliefs have proven spectacularly false. In this book, James Livingston explains how and why Americans still cling to work as a solution rather than a problem--why it is that both liberals and conservatives announce that "full employment" is their goal when job creation is no longer a feasible solution for any problem, moral or economic. The result

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is a witty, stirring denunciation of the ways we think about why we labor, exhorting us to imagine a new way of finding meaning, character, and sustenance beyond our workaday world--and showing us that we can afford to leave that world behind.

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

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

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spiritual. WHAT'S YOUR ONE THING?

The four principles that can help us to overcome our brains' natural biases to make better, more informed decisions--in our lives, careers, families and organizations. In *Decisive*, Chip Heath and Dan Heath, the bestselling authors of *Made to Stick* and *Switch*, tackle the thorny problem of how to overcome our natural biases and irrational thinking to make better decisions, about our work, lives, companies and careers. When it comes to decision making, our brains are flawed instruments. But given that we are biologically hard-wired to act foolishly and behave irrationally at times, how can we do better? A number of recent bestsellers have identified how irrational our decision making can be. But being aware of a bias doesn't correct it, just as knowing that you are nearsighted doesn't help you to see better. In *Decisive*, the Heath brothers, drawing on extensive studies, stories and research, offer specific, practical tools that can help us to think more clearly about our options, and get out of our heads, to improve our decision making, at work and at home.

Presents a groundbreaking investigation into the origins of morality at the core of religion and politics, offering scholarly insight into the motivations behind cultural clashes that are polarizing America.

In *Stop Sabotaging Your Life: 3 Steps To Your Full Potential*, acclaimed life coach Bruno LoGreco shares his simple path to achieving healthy mental and emotional independence. How many times have you caught yourself thinking something like this?: I'm not enough—good enough...smart enough...good looking enough...successful enough.... LoGreco says we sabotage our lives by focusing too much on being what others want us to be and do, and not spending enough time listening to our own hearts and minds. Some people try to find self-acceptance

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and contentment through counseling, but end up trapped on the therapy treadmill. Others try to go it alone, but still end up in a tiresome process of navel-gazing that never leads to personal fulfillment. LoGreco offers a three-step plan to help you reach your own potential: self-awareness (recognize what you have been doing, and why); rebuilding values (learn a different way to do things); and reach your full potential (identify opportunities and set meaningful goals). You will learn to leverage your strengths to stop chasing illusions and work toward achieving your dreams. LoGreco doesn't claim his book will cure everything that ails you. As he says, "There is no secret formula, no magic pill that will make you happy, productive, and successful. You must challenge your beliefs and take back control of your choices. Don't just think outside the box—break out of it altogether." What clients and readers are saying about life coach, mentor, and motivational speaker Bruno LoGreco: "As a divorced mother of three, I've encountered many obstacles, mostly personal ones within myself. I wondered why I kept repeating the same patterns with the men I was dating and why it always ended badly, usually with me being hurt, and questioned what 'I' was doing wrong. Bruno taught me how to love myself again, how to respect myself and above all else, BELIEVE in myself.... Bruno saved me from my self-destructive patterns. Without his help, I wouldn't be the confident woman I am today. I am a better mother for that."—Cristina "The world is filled with very successful executives who for decades focus every waking minute on professional accolades and professional development [only to] realize they haven't take the time out to focus on personal development in terms of a better balance in life, being in touch with their spiritual side and inner self, and even the fun side of life. That would describe me in the past.... I came across Bruno, and I knew he was the man. His personality exudes authenticity and geniality. The man

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simply knows his stuff, has this uncanny ability to read between the lines, and zero in instantly on underlying triggers. His structured approach steers you to address issues head on; challenges you to challenge yourself; opens your mind; helps you understand behaviors, experiences and patterns; gets you in touch with yourself; fuels a sense of purpose and passion; and escorts you to chart a new course to life. He never judges, but relentlessly encourages and empowers you. He's truly a brilliant, genuine and a humane person with an infectious enthusiasm to make you seize your inborn potential.” —Adrian “If I had to sum up my experience with Bruno in one word, it would be 'awakened.' Bruno helped me see life from a different perspective, which is what I needed, but most importantly, he showed me how to do that myself without being dependent on him.... Bruno got me to step outside of my comfort zone and do things I normally wouldn't have done otherwise, which is undoubtedly the key to growth.” —Blaine

The American claim that we should love and be passionate about our job may sound uplifting, or at least, harmless, but *Do What You Love* exposes the tangible damages such rhetoric has leveled upon contemporary society. Virtue and capital have always been twins in the capitalist, industrialized West. Our ideas of what the “virtues” of pursuing success in capitalism have changed dramatically over time. In the past, we believed that work undertaken with an ethos of industriousness promised financial stability and basic comfort and security for our families. Now, our working life is conflated with the pursuit of pleasure. Fantastically successful—and popular—entrepreneurs such as Steve Jobs and Oprah Winfrey command us. “You’ve got to love what you do,” Jobs tells an audience of college grads about to enter the workforce, while Winfrey exhorts her audience to “live your best life.” The promises made to today’s workers

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seem so much larger and nobler than those of previous generations. Why settle for a 30-year fixed rate mortgage and a perfectly functional eight-year-old car when you can get rich becoming your “best” self and have a blast along the way? But workers today are doing more and more for less and less. This reality is frighteningly palpable in eroding paychecks and benefits, the rapid concentration of wealth in the hands of a tiny few, and workers’ loss of control over their labor conditions. But where is the protest and anger from workers against a system that tells them to love their work and asks them to do it for less? While winner-take-all capitalism grows ever more ruthless, the rhetoric of passion for labor proliferates. In *Do What You Love*, Tokumitsu articulates and examines the sacrifices people make for a chance at loveable, self-actualizing, and, of course, wealth-generating work and the conditions facilitated by this pursuit. This book continues the conversation sparked by the author’s earlier Slate article and provides a devastating look at the state of modern America’s labor and workforce. *What if It Does Work Out? How a Side Hustle Can Change Your Life* Courier Dover Publications

Top leadership researcher, consultant, and coach Susan Fowler says stop trying to motivate people! It's frustrating for everyone involved and it just doesn't work. You can't motivate people—they are already motivated but generally in superficial and short-term ways. In this book, Fowler builds upon the latest scientific research on the nature of human motivation to lay out a tested model and course of action that will help leaders guide their people toward the kind of motivation that not only increases productivity and engagement but that gives them a profound sense of purpose and fulfillment. Fowler argues that leaders still depend on traditional carrot-and-stick techniques because they haven't understood their alternatives and don't know what skills are necessary to apply the new science of motivation. Her *Optimal*

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Motivation process shows leaders how to move people away from dependence on external rewards and help them discover how their jobs can meet the deeper psychological needs—for autonomy, relatedness, and competence—that science tells us result in meaningful and sustainable motivation. Optimal Motivation has been proven in organizations all over the world—Fowler's clients include Microsoft, CVS, NASA, the Catholic Leadership Institute, H&R Block, Mattel, and dozens more. Throughout the book, she illustrates how each step of the process works using real-life examples. Susan Fowler 's book is the groundbreaking answer for leaders who want to get motivation right!

" ... MacAskill and his colleagues developed effective altruism - a practical, data-driven approach to doing good that allows us to make a tremendous difference regardless of our resources. Effective altruists operate by asking certain key questions, which force them to think differently, overcome biases, and use evidence and careful reasoning rather than act on impulse."--Page 4 of cover.

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