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Focus book pdf

Here are 7 Walking Conversation recommended reads for inspiring attention. Focus: Hidden Driver of Excellence by Daniel Goleman For more than two decades, psychologist and journalist Daniel Goleman has been scouting the leading edge of the humanities for being new, surprising and important. In Focus, he delves into the science of attention in all its varieties, presenting a long overdue discussion of this little-noticed and under-appreciated mental asset that is of great importance to how we navigate life. Goleman takes the study into three parts: internal, other and external focus. Goleman shows why high achievers need all three kinds of attention, as evidenced by rich case studies from such diverse fields as competitive sports, education, the arts and business. Those who succeed rely on what Goleman calls smart practices such as mindfulness meditation, focused training and recovery, positive emotions and communication, and mental prosthetics that help them improve habits, add new skills, and maintain superiority. Combining cutting-edge research with practical findings, Focus shows that it distinguishes experts from amateurs and stars from medium-sized performers. Get the book . . . Steve Jobs based on more than forty interviews with Steve Jobs conducted over two years - as well as interviews with more than a hundred family members, friends, opponents, competitors and colleagues - is a famous, internationally best-selling biography of the ultimate icon of ingenuity. Walter Isaacson tells the story of a life on a roller coaster and the searing, intense personality of a creative entrepreneur whose passion for excellence and ferocious drive revolutionized six industries: personal computers, animated films, music, phones, tablet computing and digital publishing. Although Jobs collaborated with this book, he asked not to control what was written, and even the right to read it before its publication. He doesn't put anything out of bounds. He encouraged people he knew to speak honestly. And Jobs speaks frankly, sometimes harshly, about the people he worked with and competed with. His friends, enemies and colleagues provide an unvarnished look at the passions, perfectionism, obsession, artistry, diabolism, and compulsion to control that shaped his approach to business and the innovative products that led. Get the book . . . No excuses: The power of self-discipline by Brian Tracy Most people think that success comes from luck or tremendous talent, but many successful people achieve their achievements in an easier way: through self-discipline. No excuses! shows you how you can succeed in all three major areas of your life, including your personal business and money goals, as well as general happiness. Each of the 21 chapters in this book shows you how to be more disciplined in one aspect of your life, with exercises that will help you apply no excuses approach to your own life. With these guidelines, you can learn how to be more successful in everything you do, rather than wistfully envy others you think are just luckier than you. A little self-discipline goes a long way, so stop making excuses and read this book! Get the book . . . The power of the lesser Leo Babauat Since the arrival of the 21st century we have faced a mental and material explosion in the Western world: we have almost unlimited information at hand, we can have children who are healthy and safe, and we have wealth and property for what most of the world can dream of. However, it does not boast. We are more tense than ever: most of us are deeply unhappy. Despite the potential for prosperity, our fears are not waning: we are stuck with cars and computers and homes and mobile phones and hundreds of other tiny visible needs that, when all put together, build something unsustainable. While we are surrounded by what we want, our desire to maintain and still receive more creates pressures that we cannot tolerate. But we don't need to keep up with the Joneses. The flip side of the growth of our society is that we can choose what to accept and what not to accept: what to store and what to lose, joyfully and consciously. With this simpleness guide, Leo Babaut shows us: why less powerful is how to know what you want, and what you need, how to choose what is needed, and clean the rest with a force less, you will be able to begin a complete transition from wanting everything to nothing to need, be able to live your life simply without compromises, and discover that although we can't have everything what we want, we can get everything we ever need. With this book, you will find how to go through life not carefully, but carefree .. Get the book . . . 4 Discipline Execution (R). Rajan Kayker Sean Coie Performing Strategic Goals is the biggest challenge in business today. Bringing your organization's teams into line with your most important goals is an endless battle. In addition, it is very important that teams are involved and focus on the main goals. Imagine an organization in which every team, from senior management to the front line, is focused on the most important priorities and committed to achieving wildly important goals. Franklin Coie has studied performance for several years in thousands of teams and in hundreds of organizations. Our research shows that execution is broken down in four ways: 1. People and teams don't know the goals. Either too many goals or the goals are not clear. 2. People and teams don't know what to do to achieve their goals. Goals are not translated into day-to-day activities. 3. People and teams don't keep score. Few can at any time if they are on track to achieve achievement critical targets. People and groups are not responsible. Staff need appropriate and timely feedback and regular accountability to obtain results. 4 Execution Disciplines will help you fix these glitches. Get the book . . . Eat That Frog!: 21 is a great way to stop procrastination and get more done in less time (en) Brian Tracy Legendary Eat That Frog! (more than 1.5 million copies sold worldwide and translated into 42 languages) will change your life. There just isn't enough time for everything on our list to do and never will be. Successful people don't try to do everything. They learn to focus on the most important tasks and make sure they get done. There is an old saying that if the first thing you do every morning is eat a live frog, you will have the satisfaction of knowing that it is probably the worst thing you will do all day. Using that frog as a metaphor to solve the most challenging task of your day is one that you are likely to postpone, but also probably the one that can have the greatest positive impact on your life-eat that frog!, shows you how to zero in on these crucial tasks and organize your day. Not only do you get more done faster, but get the right things done. Bestselling author Brian Tracy cuts through what's vital to effective time management: solutions, discipline, and determination. In this completely revised and updated second edition, it provides brand new information on how to keep technology from dominating your time. It details twenty-one practical and really steps that will help you stop procrastination and get more important tasks done today! Get the book . . . Flow: The Psychology of Happiness by Mikhail Tsixentmihai For more than two decades, Mikhail Chiksentmihai has studied the states in which people report feelings of concentration and deep pleasure. His research has shown that what makes the experience truly satisfying is the flow - a state of concentration so concentrated that it amounts to a complete absorption into activity and leads to the achievement of a perfect state of happiness. Flow has become a classic work about happiness and an important contribution to modern psychology. It addresses age-related issues such as lifelong learning; Family relationships; art, sports and sex as flow; The pain of loneliness; Making the best use of your free time and how to make our lives meaningful. Get the book . . . Discover a proven performance system in a recent book from the New York Times bestselling author, Michael Hyatt. Order Now Claims Bonuses If overwhelming work encroached on your privacy, traditional performance model doesn't You. Healthy performance is not about getting more things done. It's about doing the right thing. Free Focus is a revolutionary performance system to help you achieve more by doing Order now Read Chapter 1 Stop Instead of pressing the gas pedal, stop and see what works and what doesn't work with your current performance. This will help you establish a clear vision of your performance and give you clarity about what belongs in your schedule and what doesn't. Cut Operation Perform on the to-do list and schedule. You'll find out which tasks to eliminate, automate, and delegate, and learn how to do it. Узнайте, как сократить до 80 процентов задач в списке дел. The Law achieves more with newfound time. You'll implement a weekly and daily system to improve performance, so you can focus on your most important tasks, protect your time, and finally get rid of the overwhelming working weeks. Enjoy a clear system to achieve more by restoring your free time. Michael Hyatt is the founder and CEO of Michael Hyatt, a company specializing in helping leaders focus. As a former chairman and CEO of Thomas Nelson Publishers, Michael knows what it's like to feel depressed. But after decades of experience, Michael perfected a performance system that allowed him to achieve more without sacrificing his personal life. The free focus system has helped him... Become the best-selling author of the New York Times, Wall Street Journal and USA Today, including Living Forward, Your Best Year Ever and Platform. Be featured on the Wall Street Journal, Forbes, Inc., Fast Company, Businessweek, Entrepreneur, and other publications. Take an annual vacation and regular vacation. Working only 40 hours a week as CEO of a high-growth, Inc. 5000 company. Enjoy life with your wife of 40 years, five daughters, three son-in-law and eight grandchildren. In Free to Focus, Michael Hyatt is destroying an exact system that has helped more than 25,000 people around the world reinvent their productivity to do the right thing. Order Now the Bridge Between Dreams and Achievement takes massive decisive action. One of the reasons why so few of us achieve what we really want is that we never direct our attention; we never concentrate our power. No one understands this better than Michael Hyatt, and he has developed a new, easy-to-follow approach to use this power in his new book Free Focus. - Tony Robbins is a New York Times bestselling author, Unwavering Michael Hyatt is one of the best leaders I know and I'm glad he wrote Free Focus. Michael's use of rigorous testing and research, along with his proven track record as a leader of established and start-up companies, translates into a book that is full of ideas and practical steps. Leaders rely on intelligent systems to them lead in the office as well as at home, and the free focus provides the kind of system that every smart leader craves. -JOHN C. MAXWELL Author, Speaker, and Leadership Expert Michael Michael A hands-on approach to performance is not just another tactical guide filled with good ideas- it's a comprehensive strategy to overhaul your life. It's not just about getting more done, but getting the right things done and that starts with knowing where you want to go. -RUTH SOUKUP New York Times bestselling author, Do It Scared Great Stories thought out before they are written. Great lives are the same. Mike gives us the basis for planning our lives in a way we shouldn't regret. It's a big book. -DONALD MILLER New York Times bestselling author, founder and CEO, StoryBrand Michael Hyatt has written a guide to creating freedom and money without burning himself in the process. Sometimes we trade the bike so hard and fast, we have to be reminded to stop, so we can get into the car. At the end of Free to Focus, you will be able to work in a space where nothing is urgent, deadlines will be met, and the workday really ends in the office. Hyatt doesn't just teach this stuff, it lives it. -BROOKE CASTILLO Founder, Life Coach School Everyone has opinions on how to be more productive in our hyper-distracted world, but almost no one has a system supported by sound science. This book is interesting, inspiring, and relies on hard data. At this age, when we seem to have more to do but less time than ever, Free To Focus is the guiding light for fulfilling our most important goals and freeing up time for what is most important. -SHAWN STEVENSON International bestselling author, Sleep Smarter I was where you can now-buried under a mountain of daily tasks, watching my biggest goals and most important projects slip on and on. Here's the solution. Michael Hyatt has created a performance system that really works. Free focus won't disappoint. -LEWIS HOWES New York Times bestselling author, School of Greatness and Mask of Masculinity Busyness makes no sense. It's important to consistently do the work that really matters. This book shows you how. -CAL NEWPORT New York Times bestselling author, Deep Work and Digital Minimalism Your Performance Secret Weapon (\$247 value) \$10 gift card for full-focus Store Time Saving Email Patterns (\$97 value) Your Performance Secret Weapon (\$247 value) Time Saving Email Patterns (\$97 Value) 10 Don't Fail Copies Of Just Pay Delivery (\$249) Value Yes. We are happy to accept and check international purchases. Most bonuses are delivered digitally through your email address. There is only one exception. If you order 1-9 copies, you don't have to worry about shipping costs. However, if you order 10 copies, you will have to pay for delivery for your No Fail Meetings bonus. Absolutely. You can purchase for free to focus from any seller, either online or in person. Personally. Don't forget to keep the receipt. You will need a receipt number to qualify for bonuses here. Once you've booked, just enter the actual email address and receipt number here. 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