
The Power Of Being Focused

Focusing
 The Power of Being FOCUSED
 The Attention Revolution
 Staying Focused in a Hyper World
 Your Brain at Work
 The Twelve Monotasks
 ADKAR
 Rapt
 Manage Your Day-to-day
 The Power of Self-Compassion
 Focused
 The First 20 Hours
 Brainstorm
 The Motivation Manifesto
 The 4 Disciplines of Execution
 Generation Dread: Finding Purpose in an Age of Climate Anxiety
 The Power Paradox
 Future-Focused History Teaching
 Drive
 Getting Things Done
 Atomic Habits
 Deep Work
 Focus (HBR Emotional Intelligence Series)
 The Art of Learning
 Make Time
 The Success Principles(TM) - 10th Anniversary Edition
 Tinker Dabble Doodle Try
 The Progress Principle
 Stolen Focus
 The Power Of Focus
 Focus
 The Seven Habits of Highly Effective People
 "The Power of Positive Thinking "
 Confident Parents, Confident Kids
 Ask a Manager
 The Power of Focus Tenth Anniversary Edition
 Work Simply
 Peak Mind
 The Powers of The Mind

The Power Of Being Focused

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TIANA CRUZ

Focusing Rowman & Littlefield

Forget the 10,000 hour rule— what if it's possible to learn the basics of any new skill in 20 hours or less? Take a moment to consider how many things you want to learn to do. What's on your list? What's holding you back from getting started? Are you worried about the time and effort it takes to acquire new skills—time you don't have and effort you can't spare? Research suggests it takes 10,000 hours to develop a new skill. In this nonstop world when will you ever find that much time and energy? To make matters worse, the early hours of practicing something new are always the most frustrating. That's why it's difficult to learn how to speak a new language, play an instrument, hit a golf ball, or shoot great photos. It's so much easier to watch TV or surf the web . . . In *The First 20 Hours*, Josh Kaufman offers a systematic approach to rapid skill acquisition— how to learn any new skill as quickly as possible. His method shows you how to deconstruct complex skills, maximize productive practice, and remove common learning barriers. By completing just 20 hours of focused, deliberate practice you'll go from knowing absolutely nothing to performing noticeably well. Kaufman personally field-tested the methods in this book. You'll have a front row seat as he develops a personal yoga practice, writes his own web-based computer programs, teaches himself to touch type on a nonstandard keyboard, explores the oldest and most complex board game in history, picks up the ukulele, and learns how to windsurf. Here are a few of the simple techniques he teaches: Define your target performance level: Figure out what

your desired level of skill looks like, what you're trying to achieve, and what you'll be able to do when you're done. The more specific, the better. Deconstruct the skill: Most of the things we think of as skills are actually bundles of smaller subskills. If you break down the subcomponents, it's easier to figure out which ones are most important and practice those first. Eliminate barriers to practice: Removing common distractions and unnecessary effort makes it much easier to sit down and focus on deliberate practice. Create fast feedback loops: Getting accurate, real-time information about how well you're performing during practice makes it much easier to improve. Whether you want to paint a portrait, launch a start-up, fly an airplane, or juggle flaming chainsaws, *The First 20 Hours* will help you pick up the basics of any skill in record time . . . and have more fun along the way.

The Power of Being FOCUSED Penguin

The Power Of Focus Random House

The Attention Revolution ReadHowYouWant.com

The importance of achieving focus goes well beyond your own productivity. Deep focus allows you to lead others successfully, find clarity amid uncertainty, and heighten your sense of professional fulfillment. Yet the forces that challenge sustained focus range from dingy phones to office politics to life's everyday worries. This book explains how to strengthen your ability to focus, manage your team's attention, and break the cycle of distraction. This volume includes the work of: Daniel Goleman Heidi Grant Amy Jen Su Rasmus Hougaard 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.

Staying Focused in a Hyper World Hay House, Inc

A revolutionary and timely reconsideration of everything we know about power. Celebrated UC Berkeley psychologist Dr. Dacher Keltner argues that compassion and selflessness enable us to have the most influence over others and the result is power as a force for good in the world. Power is ubiquitous—but totally misunderstood. Turning conventional wisdom on its head, Dr. Dacher Keltner presents the very idea of power in a whole new light, demonstrating not just how it is a force for good in the world, but how—via compassion and selflessness—it is attainable for each and every one of us. It is taken for granted that power corrupts. This is reinforced culturally by everything from Machiavelli to contemporary politics. But how do we get power? And how does it change our behavior? So often, in spite of our best intentions, we lose our hard-won power. Enduring power comes from empathy and giving. Above all, power is given to us by other people. This is what we all too often forget, and it is the crux of the power paradox: by misunderstanding the behaviors that helped us to gain power in the first place we set ourselves up to fall from power. We abuse and lose our power, at work, in our family life, with our friends, because we've never understood it correctly—until now. Power isn't the capacity to act in cruel and uncaring ways; it is the ability to do good for others, expressed in daily life, and in and of itself a good thing. Dr. Keltner lays out exactly—in twenty original "Power Principles"—how to retain power; why power can be a demonstrably good thing; when we are likely to abuse power; and the terrible consequences of letting those around us languish in powerlessness.

Your Brain at Work editionNEXT.com

For anyone who suffers more anxiety or sadness than is justified by healthy concern or normal grieving Sticks and stones can break my bones, but words can never hurt me is an adage we teach our children to insulate them from the cruel remarks of others. As adults, however, it's often the words that arise spontaneously from within—the self-disparagements, disturbing recollections, and ominous forecasts—that cause us emotional pain and prevent us from living our fullest and most productive lives. The human brain has provided us with the technologies that allow us to dominate our planet, but it is also the source of much unnecessary emotional distress. Even when we have no good reason to be upset, our brains can spontaneously flood our minds with disturbing thoughts of past trauma or future disaster. Much of our unnecessary emotional distress occurs because our attention is involuntarily drawn to whatever most angers or frightens us, even when no immediate action is required and the risk is minimal. Our mood tends to be harmed much more by each negative thought than it is improved by each positive one. These two findings constitute what researchers call the negativity bias, and it's one of the reasons we often struggle to attain peace of mind: that mental equilibrium in which we accept both ourselves and our circumstances, without experiencing distress about something from the past or that might happen in the future. By becoming more mindful of our thoughts, we can learn to recognize those that distress and impede us unnecessarily. We can then respond by identifying, and focusing on, more functional alternatives. Reviewing, discussing, rehearsing, and roleplaying functional self-talk can strengthen our ability to reshape both our mood and our self-image. This focused positivity strategy can serve as the foundation of our efforts to become more assertive, more relaxed, healthier, and more connected to the world around us. Focused Positivity presents a comprehensive and accessible approach to positive thinking, one that is independent of religious or political beliefs and consistent with what science has discovered about negativity bias, automatic behavior, the impact of self-talk on mood and behavior, habit change, and even the competition that occurs between the two hemispheres of our brains. Focused Positivity can provide us with an accessible strategy that anyone can employ to enhance both success and peace of mind.

The Twelve Monotasks Marsvenus

From the New York Times bestselling authors of *Sprint* comes “a unique and engaging read about a proven habit framework [that] readers can apply to each day” (Insider, Best Books to Form New Habits). “If you want to achieve more (without going nuts), read this book.”—Charles Duhigg, author of *The Power of Habit* 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.

ADKAR Penguin

An eight-time national chess champion and world champion martial artist shares the lessons he has learned from two very different competitive arenas, identifying key principles about learning and performance that readers can apply to their life goals. Reprint. 35,000 first printing.

Rapt HarperCollins

In *Your Brain at Work*, David Rock takes readers inside the heads—literally—of a modern two-career couple as they mentally process their workday to reveal how we can better organize, prioritize, remember, and process our daily lives. Rock, the author of *Quiet Leadership* and *Personal Best*, shows how it's possible for this couple, and thus the reader, not only to survive in today's overwhelming work environment but succeed in it—and still feel

energized and accomplished at the end of the day.

Manage Your Day-to-day The Experiment, LLC

The New York Times bestseller that gives readers a paradigm-shattering new way to think about motivation from the author of *When: The Scientific Secrets of Perfect Timing* Most people believe that the best way to motivate is with rewards like money—the carrot-and-stick approach. That's a mistake, says Daniel H. Pink (author of *To Sell Is Human: The Surprising Truth About Motivating Others*). In this provocative and persuasive new book, he asserts that the secret to high performance and satisfaction-at work, at school, and at home—is the deeply human need to direct our own lives, to learn and create new things, and to do better by ourselves and our world. Drawing on four decades of scientific research on human motivation, Pink exposes the mismatch between what science knows and what business does—and how that affects every aspect of life. He examines the three elements of true motivation—autonomy, mastery, and purpose—and offers smart and surprising techniques for putting these into action in a unique book that will change how we think and transform how we live.

The Power of Self-Compassion Little, Brown Spark

NEW YORK TIMES BESTSELLER • Our ability to pay attention is collapsing. From the author of *Chasing the Scream* and *Lost Connections* comes a groundbreaking examination of why this is happening—and how to get our attention back. “The book the world needs in order to win the war on distraction.”—Adam Grant, author of *Think Again* “Read this book to save your mind.”—Susan Cain, author of *Quiet* WINNER OF THE PORCHLIGHT BUSINESS BOOK AWARD • ONE OF THE BEST BOOKS OF THE YEAR: The Wall Street Journal, Financial Times, New York Post, Mashable, Mindful In the United States, teenagers can focus on one task for only sixty-five seconds at a time, and office workers average only three minutes. Like so many of us, Johann Hari was finding that constantly switching from device to device and tab to tab was a diminishing and depressing way to live. He tried all sorts of self-help solutions—even abandoning his phone for three months—but nothing seemed to work. So Hari went on an epic journey across the world to interview the leading experts on human attention—and he discovered that everything we think we know about this crisis is wrong. We think our inability to focus is a personal failure to exert enough willpower over our devices. The truth is even more disturbing: our focus has been stolen by powerful external forces that have left us uniquely vulnerable to corporations determined to raid our attention for profit. Hari found that there are twelve deep causes of this crisis, from the decline of mind-wandering to rising pollution, all of which have robbed some of our attention. In *Stolen Focus*, he introduces readers to Silicon Valley dissidents who learned to hack human attention, and veterinarians who diagnose dogs with ADHD. He explores a favela in Rio de Janeiro where everyone lost their attention in a particularly surreal way, and an office in New Zealand that discovered a remarkable technique to restore workers' productivity. Crucially, Hari learned how we can reclaim our focus—as individuals, and as a society—if we are determined to fight for it. *Stolen Focus* will transform the debate about attention and finally show us how to get it back.

Focused Harper Collins

Discover how to become the master of your own mind with the help of this powerful guide! Do you want to transform your mindsets, boost your focus, and gain a deeper understanding of your mind's inner workings? Looking for practical strategies for drastically improving your productivity? Then this is the book for you! Inside this incredible book, you'll uncover a wealth of profound advice and insightful tips and tricks on how you can change your mindsets, become more positive, and eliminate distractions from your life. Breaking down the fundamentals of our psychology, you'll discover how to develop a focused mindset, improve concentration, and much more. Here's what you'll discover inside: *Understanding Your Inner Psychology* *The Secret to Staying Positive* and *Creating the Right Mindsets* *Why Positivity is so Psychologically Important* *Strategies for Improving Your Concentration* and *Entering the Flow State* *Tips on How to Avoid Becoming Distracted* *Powerful Ways You Can Supercharge Your Focus* And So Much More With a wealth of essential advice, tips and tricks, along with exercises for practicing focus, this book is your ticket to a new and improved mind. Discover the secrets of your psychology, shift your mindsets, and unlock a new world of focus and productivity today! Buy now to begin your journey to becoming the master of your own mind today!

The First 20 Hours Penguin

The classic guide to a powerful technique that can increase your mindfulness and lead to personal transformation Based on groundbreaking research conducted at the University of Chicago, the focusing technique has gained widespread popularity and scholarly acclaim. It consists of six easy-to-master steps that identify and change the way thoughts and emotions are held within the body. Focusing can be done virtually anywhere, at any time, and an entire “session” can take no longer than ten minutes, but its effects can be felt immediately—in the relief of bodily tension and psychological stress, as well as in dramatic shifts in understanding and insight. In this highly accessible guide, Dr. Eugene Gendlin, the award-winning psychologist who developed the focusing technique, explains the basic principles behind focusing and offers simple step-by-step instructions on how to utilize this powerful tool for tapping into greater self-awareness and inner wisdom. As you learn to develop your natural ability to “focus,” you'll find yourself more in sync with both mind and body, filled with greater self-assurance, and better equipped to make the positive changes necessary to improve and enhance every aspect of your life.

Brainstorm Penguin

The #1 New York Times bestseller. Over 20 million copies sold! Translated into 60+ languages! *Tiny Changes, Remarkable Results* No matter your goals, *Atomic Habits* offers a proven framework for improving—every day. James Clear, one of the world's leading experts on habit formation, reveals practical strategies that will teach you exactly how to form good habits, break bad ones, and master the tiny behaviors that lead to remarkable results. If you're having trouble changing your habits, the problem isn't you. The problem is your system. Bad habits repeat themselves again and again not because you don't want to change, but because you have the wrong system for change. You do not rise to the level of your goals. You fall to the level of your systems. Here, you'll get a proven system that can take you to new heights. Clear is known for his ability to distill complex topics into simple behaviors that can be easily applied to daily life and work. Here, he draws on the most proven ideas from biology, psychology, and neuroscience to create an easy-to-understand guide for making good habits inevitable and bad habits impossible. Along the way, readers will be inspired and entertained with true stories from Olympic gold medalists, award-winning artists, business leaders, life-saving physicians, and star comedians who have used the science of small habits to master their craft and vault to the top of their field. Learn how to: make time for new habits

(even when life gets crazy); overcome a lack of motivation and willpower; design your environment to make success easier; get back on track when you fall off course; ...and much more. Atomic Habits will reshape the way you think about progress and success, and give you the tools and strategies you need to transform your habits--whether you are a team looking to win a championship, an organization hoping to redefine an industry, or simply an individual who wishes to quit smoking, lose weight, reduce stress, or achieve any other goal.

The Motivation Manifesto Simon and Schuster

Without focus, communication breaks down in all relationships and frustration increases. In the midst of our accelerated progress, our modern society has lost our way. We have a greater consciousness of new possibilities but we feel less connected in our relationships due to our loss of focus. Gray offers practical strategies for increasing focus, clarity, memory, motivation and sustaining positive moods. He explains what causes ADHD, and perhaps even dementia, Alzheimer's disease and Parkinson's disease.

The 4 Disciplines of Execution Harper Collins

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.

Generation Dread: Finding Purpose in an Age of Climate Anxiety Fair Winds Press

The behavioral scientist author of *Just the Way You Are* presents a provocative argument that the quality of one's life is directly related to the focus of one's attention, drawing on the latest findings in neuroscience and psychology to cover such topics as the human capacity for training concentration, the ways in which the creative mind thinks, and why people deliberate on the wrong factors when making big decisions.

The Power Paradox Penguin

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 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*

Best Sellers - Books :

- [A Court Of Mist And Fury \(a Court Of Thorns And Roses, 2\)](#)
- [Never Lie: An Addictive Psychological Thriller](#)
- [Bluey And Bingo's Fancy Restaurant Cookbook: Yummy Recipes, For Real Life](#)
- [Meditations: A New Translation By Marcus Aurelius](#)
- [Atomic Habits: An Easy & Proven Way To Build Good Habits & Break Bad Ones By James Clear](#)
- [It Starts With Us: A Novel \(2\) \(it Ends With Us\)](#)
- [Twisted Hate \(twisted, 3\)](#)
- [Outlive: The Science And Art Of Longevity](#)
- [My Butt Is So Christmassy!](#)
- [American Prometheus: The Triumph And Tragedy Of J. Robert Oppenheimer By Kai Bird](#)

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*

Future-Focused History Teaching Penguin

Following *Braced*, which had three starred reviews, comes a story of a girl caught between her love of chess and her ADHD. Clea can't control her thoughts. She knows she has to do her homework . . . but she gets distracted. She knows she can't just say whatever thought comes into her head . . . but sometimes she can't help herself. She know she needs to focus . . . but how can she do that when the people around her are always chewing gum loudly or making other annoying noises?It's starting to be a problem-not just in school, but when Clea's playing chess or just hanging out with her best friend. Other kids are starting to notice. When Clea fails one too many tests, her parents take her to be tested, and she finds out that she has ADHD, which means her attention is all over the place instead of where it needs to be.Clea knows life can't continue the way it's been going. She's just not sure how you can fix a problem that's all in your head. But that's what she's going to have to do, to find a way to focus. In a starred review, called Alyson Gerber's first novel, , "a masterfully constructed and highly empathetic debut about a different kind of acceptance." With , she explores even further how, when life gives you a challenge, the best way to face it is with an open mind, an open heart, and the open support of the people around you.

Drive Macmillan Reference USA

Confident Parents, Confident Kids lays out an approach for helping parents—and the kids they love—hone their emotional intelligence so that they can make wise choices, connect and communicate well with others (even when patience is thin), and become socially conscious and confident human beings. How do we raise a happy, confident kid? And how can we be confident that our parenting is preparing our child for success? Our confidence develops from understanding and having a mastery over our emotions (aka emotional intelligence)—and helping our children do the same. Like learning to play a musical instrument, we can fine-tune our ability to skillfully react to those crazy, wonderful, big feelings that naturally arise from our child's constant growth and changes, moving from chaos to harmony. We want our children to trust that they can conquer any challenge with hard work and persistence; that they can love boundlessly; that they will find their unique sense of purpose; and they will act wisely in a complex world. This book shows you how. With author and educator Jennifer Miller as your supportive guide, you'll learn: the lies we've been told about emotions, how they shape our choices, and how we can reshape our parenting decisions in better alignment with our deepest values. how to identify the temperaments your child was born with so you can support those tendencies rather than fight them. how to align your biggest hopes and dreams for your kids with specific skills that can be practiced, along with new research to support those powerful connections. about each age and stage your child goes through and the range of learning opportunities available. how to identify and manage those big emotions (that only the parenting process can bring out in us!) and how to model emotional intelligence for your children. how to deal with the emotions and influences of your choir—the many outside individuals and communities who directly impact your child's life, including school, the digital world, extended family, neighbors, and friends. Raising confident, centered, happy kids—while feeling the same way about yourself—is possible with *Confident Parents, Confident Kids*.

Getting Things Done Crown Currency

The book *Lifehack* calls "The Bible of business and personal productivity." "A completely revised and updated edition of the blockbuster bestseller from 'the personal productivity guru'"—Fast Company Since it was first published almost fifteen years ago, David Allen's *Getting Things Done* has become one of the most influential business books of its era, and the ultimate book on personal organization. "GTD" is now shorthand for an entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots. Allen has rewritten the book from start to finish, tweaking his classic text with important perspectives on the new workplace, and adding material that will make the book fresh and relevant for years to come. This new edition of *Getting Things Done* will be welcomed not only by its hundreds of thousands of existing fans but also by a whole new generation eager to adopt its proven principles.