



Focus The Hidden Driver Of Excellence Daniel Goleman

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Focus The Hidden Driver Of Excellence Daniel Goleman:

Focus (HBR Emotional Intelligence Series) Harvard Business Review, Daniel Goleman, Heidi Grant, Amy Jen Su, Rasmus Hougaard, Maura Nevel Thomas, 2018-11-13 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. **Focus** Daniel Goleman, 2013-10-08 Drawing on cutting-edge research along with practical findings, this landmark book on the science of attention reveals what distinguishes experts from amateurs and stars from average performers and urges readers to pay attention to what matters to them most. 200,000 first printing.

Focus Daniel Goleman, 2015-05-05 In *Focus*, psychologist and journalist Daniel Goleman delves into the science of attention in all its varieties, presenting a long-overdue discussion of this little-noticed and underrated mental asset that matters enormously for how we navigate life. Attention works much like a muscle: use it poorly and it can wither; work it well and it grows. In an era of unstoppable distractions, Goleman persuasively argues that now more than ever we must learn to sharpen focus if we are to contend with, let alone thrive in, a complex world. Goleman analyzes attention research as a threesome: inner, other, and outer focus. He shows why high performers need all three kinds of focus, as demonstrated by rich case studies from fields as diverse as competitive sports, education, the arts, and business. Those who excel rely on what Goleman calls smart practice that helps them improve habits, add new skills, and sustain excellence. Combining cutting-edge research with practical findings, *Focus* reveals what distinguishes experts from amateurs and stars from average performers.

A Brief Guide to Smart Thinking James M. Russell, 2020-04-02 Each book is summarised to convey a brief idea of what each one has to offer the interested reader, while a Speed Read for each book delivers a quick sense of what each book is like to read, and a highly compressed summary of the main points of the book in question. The titles covered include thought-provoking classics on psychology, mindfulness, rationality, the brain, mathematical and economic thought, and practical philosophy. The selection includes books about self-improvement as well as historically interesting accounts of how the mind works. Titles included go back as far as the Epictetus classic *The Enchiridion* and Bertrand Russell's charming *The ABC of Relativity* and proceed through classics such as Edward de Bono's *Lateral Thinking* and into the digital era with titles such as

The Shallows and Big Data The books are arranged chronologically which draws attention to some of the interesting juxtapositions and connections between them Some of the titles included are Freakonomics by Steven D Levitt Blink The Power of Thinking Without Thinking by Malcolm Gladwell Sapiens A Brief History of Humankind by Yuval Noah Harari The Organized Mind Thinking Straight in the Age of Information Overload by Daniel J Levitin The Descent of Man by Grayson Perry How the Mind Works by Steven Pinker Black Box Thinking Why Some People Never Learn from Their Mistakes But Some Do by Matthew Syed We Should All Be Feminists by Chimamanda Ngozi Adichie Guns Germs and Steel The Fates of Human Societies by Jared Diamond The Black Swan The Impact of the Highly Improbable by Nassim Nicholas Taleb Man s Search for Meaning by Viktor E Frankl The News A User s Manual by Alain de Botton Mindware Tools for Smart Thinking by Richard E Nisbett The ABC of Relativity by Bertrand Russell The Psychopath Test by Jon Ronson The Path What Chinese Philosophers Can Teach Us About the Good Life by Michael Puett A Brief History of Time by Stephen Hawking Messy The Power of Disorder to Transform Our Lives by Tim Harford Big Data A Revolution That Will Transform How We Live Work and Think by Viktor Mayer Sch nberger Moneyball The Art of Winning an Unfair Game by Michael Lewis The Survivors Club The Secrets and Science That Could Save Your Life by Ben Sherwood Black Box Thinking by Matthew Syed Chaos Making a New Science by James Gleick A Short History of Nearly Everything by Bill Bryson The Shallows What the Internet Is Doing to Our Brains by Nicholas Carr Making Ideas Happen Overcoming the Obstacles Between Vision and Reality by Scott Belsky The Enchiridion by Epictetus G del Escher Bach by Douglas R Hofstadter What I Talk About When I Talk About Running by Haruki Murakami and Lateral Thinking by Edward de Bono

Leadership Hacks Scott Stein,2018-07-27 A lifesaver for those drowning in the demands of leadership Leadership Hacks is the business leader s guide to getting things done Over the years the leader s role has expanded to encompass more duties more responsibility and more accountability yet we re still stuck with the same 24 hours in every day The evolving business environment leaves many of us struggling to achieve against constantly shifting priorities competitors and deadlines and we are forever expected to do more with less Is it even possible to make a real impact Yes This book shows you how to sort through the madness and get back to getting results Identify your major speed bumps and let the action focused discussion gives you practical workarounds that will streamline your day and help you make things happen Covering hacks at personal one on one and team levels this book is packed with tips tricks and advice that will help you eliminate the distractions and harness technology communicate effectively delegate clearly and coach confidently and make meetings and missions that matter for your team You ll achieve greater results open the channels of communication and look like a rock star to those still struggling with the daily deluge Identify what distractions slow you down Fast track your productivity to do more in less time Streamline delegation so your people perform faster Re route meetings into productive conversations Learn the communication and technology shortcuts that get faster results Leaders are recognised for their results but judged by their impact Don t let yourself fall victim to ever mounting demands

Leadership Hacks shows you how to hack your day shift your approach boost your communication and start making your way to the top

Big Impact Without Burnout Bianca Best, 2025-03-11 Global business leader and single mother of 4 Bianca Best reveals the 8 powerful and transformative strategies for ambitious women to achieve success with integrity and joy This is a plan for reaching for the stars and seizing them without burning out through inner balance and magnificent outer shine Are you craving more time and energy Is stress taking its toll on your productivity Do your ambitions feel increasingly hard to achieve You are not alone Too many brilliant women are exhausted and dimming their lights unnecessarily This book is your powerful solution and inspiring path to achieving your dreams with grace joy and integrity Bianca Best is an award winning executive coach thought leader and mother of four who has learned how to succeed without compromising body mind or soul After years of burnout she mastered how to blend ambition with wellbeing And then a funny thing happened her impact and happiness soared This is her practical proven and invigorating roadmap just 8 essential strategies to holistically shift from stress and struggle to empowered rising and achieving With graceful productivity as your superpower you ll find your inner balance then unleash your magnificent outer shine taking your boldest work into the world building influence and respect maximizing your income and value all while feeling purposeful peaceful and energized

Mindful Willpower Samara Serotkin Psy.D, 2021-01-05 Find the strength to achieve your goals strategies for building willpower with mindfulness It s not easy to make big lasting changes to your habits but Mindful Willpower can show you the way This simple actionable guide will help you reclaim your sense of self control with practices based on mindfulness the act of fully experiencing just one moment at a time Whether you re trying to eat healthier save money get organized reduce your screen time or anything else that takes a bit of mental fortitude you ll find the tools you need to clear space in your mind and commit to success in this book Develop your willpower gradually and sustainably with Healthy habits Explore a variety of exercises for using mindfulness meditations to disengage from bad habits replace them with better ones and stay focused on the lasting changes you want to make in your life Fast and easy techniques Practice quick mindset altering exercises for controlling impulses managing procrastination delaying gratification and more that you can use no matter where you are Research based advice Discover a concise overview of the psychology and science behind willpower so you can understand exactly how and why these strategies work Get focused build better habits and increase your self control with Mindful Willpower

Integrative Health through Music Therapy Suzanne B. Hanser, 2016-05-25 Recent music therapy advances and evidence based practices have earned respect within the medical sciences and garnered popularity amongst users and practitioners While integrative medicine treats the whole patient with ayurvedic and allopathic medicine music therapy provides a safe and effective way of managing stress pain unpleasant symptoms response to illness and treatment side effects and has been proven to enhance patients quality of life and general wellbeing Exploring the ways in which these methods have been practised throughout history the author takes readers on a journey from illness to wellness and shows how this can be guided through music The

book instructs music therapists and other practitioners in the use of specific techniques providing examples of clinical applications It includes activities that prepare a music therapist physically emotionally and musically for this journey with another and provides case studies to explore the difficulties that might arise **Your Creative Mind** Scott Cochrane,2016-09-19 Too many companies limit their strategic thinking by focusing on what they already know how to do Executives are expected to set concrete objectives and create detailed step by step plans to reach them This approach may satisfy short term considerations like quarterly earnings reports but it produces modest innovation and evolutionary development at best As a result the business can find itself in a performance plateau that it cannot seem to break out of In Your Creative Mind you will discover an entirely different approach to the creative process You will learn How to catapult your company out of a performance plateau and into dynamic growth expansion and market leadership How to move beyond classic groupthink and unleash your true creative power How to become a trend leader and paradigm shifter by harnessing the secrets of the power of creation How to innovate your way into the most beneficial business relationships you can imagine Using the practical techniques and steps described in Your Creative Mind will infuse your company with creative power and drive innovation Break free of business as usual and create the dynamic growth you deserve [Air Force Magazine](#) ,2015 **Change Leadership in Emerging Markets** Caren Brenda Scheepers,Sonja Swart,2020-08-03 Based on neuroscience research this book presents and demonstrates a Ten Enablers model as a framework to help change leaders successfully lead and manage change It focuses on the execution of change processes within volatile and challenging emerging markets with high growth potential The book first presents the organizational development and change research on which the model is based and discusses the basic neuroscience principles It then introduces a systematic model of the ten enablers taking readers through the process of change from considering the ethos prior to embarking on it including engagement of stakeholders up to the final phase where change leaders exit the process or the organization It highlights this circular process through several step by step illustrations supported by examples from emerging markets Further it includes neuroscience research and principles to help leaders understand and manage change in themselves and others This well researched and practical book is a valuable resource for students and professionals alike **Focus** ,2017

Breakthrough Thomas Gelmi,2019-03-28 Managers employees and customers meet in the limited space of an aircraft They interact and encounter conflicts such as those found in other areas of the world of work How the interaction takes place strongly depends on the skills and performance of the cabin crew who at best must anticipate and de escalate challenges and at worst solve them immediately and without help from the outside This calls for the highest level of personal and interpersonal competence with all the consequences So what can managers and employees learn from the setting on board Each chapter begins with exciting real life stories that happened at a certain latitude and longitude and an altitude of thirty thousand feet The reader directly recognizes parallels to his or her life tracks down problems faster in the future and finds

new solutions If you want to increase your professional and personal effectiveness this book is a must read for you

2014-04-01 2011 15 2012 10 2009 2013 2010 Higg Index **The Bully-Proof Workplace: Essential Strategies, Tips, and Scripts for Dealing with the Office Sociopath** Peter J. Dean, Molly D.

Shepard, 2017-03-03 Smart strategies for managing workplace bullies out of your life and business More than one in four Americans deals with an on the job bully These office sociopaths don't just make individuals miserable Their poison spreads throughout the company damaging overall morale creativity productivity and profitability It doesn't have to be this way Leading consultants Peter Dean and Molly Shepard have helped vanquish workplace bullying and now share their proven methods with you In The Bully Proof Workplace they provide vital insight into the four major types of bullies The Belier Weapons of choice slander deception and gossip The Blocker Weapons of choice negativity and inflexibility The Braggart Weapons of choice narcissism and a sense of superiority The Brute Weapons of choice aggression and intimidation These bullies may operate differently but they all have one thing in common a desperate need for control based on deep seated fear and insecurity This invaluable survival guide equips individuals with strategies tips and scripts for managing interactions with bullies Managers learn how to identify bullying deal with it swiftly and introduce zero tolerance for such behavior And executives gain the information they need to create a corporate policy regarding bullying We spend about 60 percent of our waking moments at work Spending that much time under the thumb of a bully and dealing with the negative business effects of bad behavior is simply unacceptable Whether you're a victim of bullying or a business leader tasked with building a collaborative corporate culture The Bully Free Workplace provides the critical insight and practical tools you need to successfully combat this ubiquitous but rarely addressed business challenge and ensure that bullies behave or leave so you and everyone else can get on with your work

Influence in Action: How to Build Your Conversational Capacity, Do Meaningful Work, and Make a Powerful Difference Craig Weber, 2019-08-23 The acclaimed author of Conversational Capacity shows you how to exercise more effective leadership and find deeper purpose and meaning by building your ability to engage in open constructive learning focused dialogue when it counts With his breakout book Conversational Capacity Craig Weber revolutionized the concept of business communication by teaching a veritable conversational martial art that allows teams to perform well and remain open balanced and nondefensive as they tackle their most troublesome issues His proven methods have been used to bolster the performance of executive groups and flight crews as well as surgical units and CDC emergency response teams Even more impressive in over a dozen U S states it is even helping Democratic and Republican legislators work together more effectively as they craft public policy In Influence in Action Weber goes deeper showing you how to put these principles into practice using a step by step program that includes case studies sample dialogues skill building exercises and powerful conversation techniques This book will help you balance candor and curiosity under pressure by honing your awareness shifting your mindset and sharpening your skills Better still it will help you do this

as you inspire constructive change all around you Research shows that people yearn for more meaningful work They want to feel like active participants in the workplace They re eager to be more engaged They re raring to make a difference And what is leadership if not influence in action

Thriving on Overload: The 5 Powers for Success in a World of Exponential Information Ross Dawson,2022-09-06 When managing massive amounts of information is part of your job and daily life how do you transform a feeling of being overwhelmed into a sense of abundance and empowerment This groundbreaking guide delivers the practical insights and strategies you need to build a positive relationship with information and excel at work and in all your ventures Ross Dawson draws on his work as a leading futurist and 25 years of research into the practices that transform a surplus of information into compelling value In Thriving on Overload he shares simple actionable techniques for staying ahead in an accelerating world It s all about choosing to thrive on overload rather than being overwhelmed by it Develop the five intertwined powers that enable extraordinary performance in a world of overload Purpose understanding why you engage with information enables a healthier relationship that generates success and balance in your life Framing creating frameworks that connect information into meaningful patterns builds deep knowledge insight and world class expertise Filtering discerning which information best serves you helps surface valuable signals above the pervasive noise Attention allocating your awareness with intent including laser like focus and serendipitous discovery maximizes productivity and outcomes Synthesis expanding your capacity to integrate a universe of ideas yields powerful insight the ability to see opportunities first and improved decision making Discover valuable lessons from some of the world s most extraordinary information masters entrepreneurs investors executives and researchers who excel at transforming vast mines of data into the solid gold of insight and effective action Packed with clear guidance useful exercises engaging stories and handy resources Thriving on Overload helps you build the capabilities that enable you to outperform your peers and prosper as never before in a world defined by excessive information

The Last Driver's License Holder Has Already Been Born: How Rapid Advances in Automotive Technology will Disrupt Life As We Know It and Why This is a Good Thing Mario Herger,2019-07-26 How the radical disruption of the auto industry affects you and how you can prepare for the soon to be new normal The combined effect of autonomous driving electric vehicles and the sharing economy is on the verge of changing the auto industry all within the next decade And this tech economics revolution will touch virtually every industry What exactly will change Jobs Demand for commercial vehicle drivers car dealers mechanics doctors and many other professions will shrink Laws Manually driving cars will be forbidden and car ownership will be almost nonexistent Housing Prices will drop and cities and towns will be planned differently Healthcare Infrastructure will shrink as traffic accidents dramatically decline Global trade China will become the world s biggest automotive exporter The Last Driver s License Holder Has Already Been Born provides the information and insight you need to position your company for these groundbreaking changes It reveals the disruptive technologies now taking shape and provides a timeline of when they will

take hold It examines the impact on the industry itself as well as adjacent sectors including jobs and professions city and street design hospitals insurances politics security hospitality industry the oil industry real estate and society at large And it provides the knowledge and insight you need to keep yourself and your organization ahead of the curve and in front of the competition **University of Arkansas at Little Rock Law Review** ,2013 **Talking Book Topics** ,2014-07

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