Read Online The Personal Efficiency Program How To Get Organized Do More Work In Less Time Kerry Gleeson

Getting the books **The Personal Efficiency Program How To Get Organized Do More Work In Less Time Kerry Gleeson** now is not type of inspiring means. You could not deserted going later ebook deposit or library or borrowing from your associates to open them. This is an extremely simple means to specifically get guide by on-line. This online publication The Personal Efficiency Program How To Get Organized Do More Work In Less Time Kerry Gleeson can be one of the options to accompany you taking into consideration having further time.

It will not waste your time. acknowledge me, the e-book will completely declare you new issue to read. Just invest tiny mature to log on this on-line message **The Personal Efficiency Program How To Get Organized Do More Work In Less Time Kerry Gleeson** as capably as review them wherever you are now.

KEY=GLEESON - OLSEN NORRIS

The Personal Efficiency Program How to Stop Feeling Overwhelmed and Win Back Control of Your Work! *John Wiley & Sons A practical guide to getting organized, beating procrastination, and working more efficiently The Fourth Edition of The Personal Efficiency Program continues the book's long tradition of helping overwhelmed professionals get their work lives organized to become more effective and efficient. Readers will learn how to stop procrastinating, stop feeling overwhelmed, and start feeling good about their work lives. This new edition contains new chapters on e-mail and meetings, as well as new content on portable communications and how best to utilize tools like cell phones and Blackberries. As always, this edition features Kerry Gleeson's proven, effective program for helping anyone get organized and become far more productive.* **The Personal Efficiency Program How to Get Organized to Do More Work in Less Time** *John Wiley & Sons Thoroughly updated and revised, this vital time management tool shares the secret of squeezing the most productive energy from a few precious hours, with practical tips on managing multiple schedules, running more efficient meetings, effectively using technology, organizing one's workspace, and managing tasks and time efficiently. Original.* **The Personal Efficiency Program** *The Personal Efficiency Program continues the book's long tradition of helping overwhelmed professionals get their work lives organized to become more effective and efficient. Readers will learn how to stop procrastinating, stop feeling overwhelmed, and start feeling good about their work lives. This new edition contains new chapters on e-mail and meetings, as well as new content on portable communications and how best to utilize tools like cell phones and Blackberries. As always, this edition features Kerry Gleeson's proven, effective program for helping anyone get organized and become far more proactive.* **The High-Tech Personal Efficiency Program Organizing Your Electronic Resources to Maximize Your Time and Efficiency** *Wiley "Maybe you think you know about time management. Unless you've read Kerry Gleeson's High-Tech PEP, you don't. This book contains a key. It unexpectedly opens up a whole world--where suddenly you can think clearly and accomplish things you never thought possible." --Duncan Maxwell Anderson Senior Editor, Success magazine "With simple, straightforward tips, [Gleeson] explains how to exploit technology as a personal information management tool.. This book offers concrete suggestions for getting our information lives in order. As Gleeson says, 'Do it now!'" --Dr. Franklin Becker, Professor and Director International Workplace Studies Program, Cornell University and Partner, @Work Consulting Group LLC "As a result of PEP, I was able to reduce my workweek hours from 70 to 40, and still achieve the same results.. I have been very pleased." --Dr. Richard Bax, Head of Clinical Research SmithKline Beecham Pharmaceuticals "Productivity through the effective use of technology and work process improvement is the key to success in the corporate world globally. PEP is the enabler." --Ed Carr, Senior Vice President of Administration Steelcase, Inc. Make Electronic Gadgets Dance to your Tune--Do More Work in Less Time. Adapted from Kerry Gleeson's internationally acclaimed Personal Efficiency Program (PEP), The High-Tech Personal Efficiency Program shows you how to apply the low-tech principles of PEP to your high-tech environment--e-mail, groupware, the World Wide Web, cell phones, beepers, and more. The easy-to-learn system Gleeson describes has already enabled hundreds of thousands of businesspeople worldwide to reduce job stress, increase productivity, and find more time to smell the roses. Why not you?* **The Personal Efficiency Program How to Get Organized to Do More Work in Less Time, Third Edition Getting Things Done The Art of Stress-Free Productivity** *Penguin 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.* **Eat That Frog! 21 Great Ways to Stop Procrastinating and Get More Done in Less Time** *ReadHowYouWant.com Every idea in this book is focused on increasing your overall levels of productivity, performance, and output and on making you more valuable in whatever you do. You can apply many of these ideas to your personal life as well. Each of these twenty-one methods and techniques is complete in itself. All are necessary. One strategy might be effective in one situation and another might apply to another task. All together, these twenty-one ideas represent a smorgasbord of personal effectiveness techniques that you can use at any time, in any order or sequence that makes sense to you at the moment. The key to success is action. These principles work to bring about fast, predictable improvements in performance and results. The faster you learn and apply them, the faster you will move ahead in your career - guaranteed! There will be no limit to what you can accomplish when you learn how to Eat That Frog!* **Work Smarter: Live Better Practical Ways to Change Your Work Habits and Transform Your Life** *Peupion Pty Ltd Most people have never been taught how to work. We are committed to our job and want to be good at what we do. We are neither lazy nor unwilling. But we do not always work effectively - we work hard but not always smart. To increase performance many people believe they need to do more. We spend less time with our loved ones, neglect our health and put our passions and hobbies on the back burner. And we end up frustrated, out of control and stressed. Work Smarter: Live Better will transform your life - learn simple and practical tools to be in control at work, learn how to gain an extra two hours per day, and learn how to make room for what is important to you! This journey will challenge your way of thinking about work. You will learn how to work smarter and more importantly, live better.* **Improving Energy Efficiency in Industrial Energy Systems An Interdisciplinary Perspective on Barriers, Energy Audits, Energy Management, Policies, and Programs** *Springer Science & Business Media Industrial energy efficiency is one of the most important means of reducing the threat of increased global warming. Research however states that despite the existence of numerous technical energy efficiency measures, its deployment is hindered by the existence of various barriers to energy efficiency. The complexity of increasing energy efficiency in manufacturing industry calls for an interdisciplinary approach to the issue. Improving energy efficiency in industrial energy systems applies an interdisciplinary perspective in examining energy efficiency in industrial energy systems, and discusses how "cross-pollinating" perspectives and theories from the social and engineering sciences can enhance our understanding of barriers, energy audits, energy management, policies, and programmes as they pertain to improved energy efficiency in industry. Apart from classical technical approaches from engineering sciences, Improving energy efficiency in industrial energy systems couples a sociotechnical perspective to increased energy efficiency in industry, showing that industrial energy efficiency can be shaped by social and commercial processes and built on knowledge, routines, institutions, and methods established in networks. The book can be read by researchers and policy-makers, as well as scholars and practicians in the field. "This book is extremely valuable for anyone who is designing or executing energy efficiency policies, schemes or projects aiming at SMEs. Both authors deserve the highest respect, and the combination of their expertise makes the results truly unique." - Daniel Lundqvist, programme manager at the Swedish energy agency "For anyone interested in improving energy efficiency in industry, this is a must-read. The book combines tools from social science and engineering to discuss the state of art today as well as possible development path tomorrow. This is a compelling book that I find useful both in my teaching and my research." - Kajsa Ellegård, Professor at Linköping University, Sweden "The book Improving energy efficiency in industrial energy systems is a novel approach on how improved levels of energy efficiency can be reached in industrial energy systems by merging engineering with social sciences. It is with delight that I can recommend their book to anyone interested in the field."- Mats Söderström, Director Energy Systems Programme, Linköping University, Sweden* **Efficient R Programming A Practical Guide to Smarter Programming** *"O'Reilly Media, Inc." There are many excellent R resources for visualization, data science, and package development. Hundreds of scattered vignettes, web pages, and forums explain how to use R in particular domains. But little has been written on how to simply make R work effectively—until now. This hands-on book teaches novices and experienced R users how to write efficient R code. Drawing on years of experience teaching R courses, authors Colin Gillespie and Robin Lovelace provide practical advice on a range of topics—from optimizing the set-up of RStudio to leveraging C++—that make this book a useful addition to any R user's bookshelf. Academics, business users, and programmers from a wide range of backgrounds stand to benefit from the guidance in Efficient R Programming. Get advice for setting up an R programming environment Explore general programming concepts and R coding techniques Understand the ingredients of an efficient R workflow Learn how to efficiently read and write data in R Dive into data carpentry—the vital skill for cleaning raw data Optimize your code with profiling, standard tricks, and other methods Determine your hardware capabilities for handling R computation Maximize the benefits of collaborative R programming Accelerate your transition from R hacker to R programmer* **A Personal Efficiency Program The Efficiency Paradox What Big Data Can't Do** *Vintage A bold challenge to our obsession with efficiency—and a new understanding of how to benefit from the powerful potential of serendipity. Algorithms, multitasking, the sharing economy, life hacks: our culture can't get enough of efficiency. One of the great promises of the Internet and big data revolutions is the idea that we can improve the processes and routines of our work and personal lives to get more done in less time than we ever have before. There is no doubt that we're performing at higher levels and moving at unprecedented speed, but what if we're headed in the wrong direction? Melding the long-term history of technology with the latest headlines and findings of computer science and social science, The Efficiency Paradox questions our ingrained assumptions about efficiency, persuasively showing how relying on the algorithms of digital platforms can in fact lead to wasted efforts, missed opportunities, and, above all, an inability to break out of established patterns. Edward Tenner offers a smarter way of thinking about efficiency, revealing what we and our institutions, when equipped with an astute combination of artificial intelligence and trained intuition, can learn from the random and unexpected.* **Model Rules of Professional Conduct** *American Bar Association The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.* **Less Doing, More Living Make Everything in Life Easier** *TarcherPerigee Exploring the fundamental principles of his "Less Doing" philosophy, a TEDx speaker, efficiency consultant and achievement architect gives readers the essential tools and techniques for streamlining their workload, being more efficient in their day-to-day activities and making everything in life easier. Original.* **A Factory of One Applying Lean Principles to Banish Waste and Improve Your Personal Performance** *CRC Press Most business readers have heard of the Lean principles developed for factories a set of tools and ideas that have enabled companies to dramatically boost quality by reducing waste and errors producing more while using less. Yet until now, few have recognized how relevant these powerful ideas are to individuals and their daily work. Every person at* **The 4-Hour Work Week Escape 9-5, Live Anywhere, and Join the New Rich** *Crown Offers techniques and strategies for increasing income while cutting work time in half, and includes advice for leading a more fulfilling life.* **Writing Efficient Programs** *Prentice Hall Classic on practical methods of optimizing programs: This book gives practical advice on improving the efficiency (optimizing) programs and the limits there of. While showing how to trade off speed for space or vice-versa, the author points out the limits that can be expected to gain. His list of techniques is a collection of practical approaches rather than theoretical possibilities. At 158 pages (not counting index) this book is eminently readable, accessable and useful. Clearly written and well organized this is a book to keep on your shelf for when a program needs improving. It is also a book to read before a program as a reminder not to make things complicated with optimization that aren't needed* **Nick Bollettieri's Mental Efficiency Program for Playing Great Tennis** *McGraw-Hill/Contemporary Arguably the best tennis coach in the world today, Bollettieri is known for finding and developing great young players at his renowned tennis academy. Now, for the first time, his teachings on mental fitness in tennis are available outisde of the Nick Bollettieri Tennis Academy to players who want the inside edge on their own home courts. Photos.* **Building a Second Brain A Proven Method to Organize Your Digital Life and Unlock Your Creative Potential** *Simon and Schuster A revolutionary approach to enhancing productivity, creating*

flow, and vastly increasing your ability to capture, remember, and benefit from the unprecedented amount of information all around us. For the first time in history, we have instantaneous access to the world's knowledge. There has never been a better time to learn, to contribute, and to improve ourselves. Yet, rather than feeling empowered, we are often left overwhelmed by this constant influx of information. The very knowledge that was supposed to set us free has instead led to the paralyzing stress of believing we'll never know or remember enough. Now, this eye-opening and accessible guide shows how you can easily create your own personal system for knowledge management, otherwise known as a Second Brain. As a trusted and organized digital repository of your most valued ideas, notes, and creative work synced across all your devices and platforms, a Second Brain gives you the confidence to tackle your most important projects and ambitious goals. Discover the full potential of your ideas and translate what you know into more powerful, more meaningful improvements in your work and life by Building a Second Brain. **Conditioning for Dance 2nd Edition** Human Kinetics Eric Franklin's first edition of Conditioning for Dance was a bestseller—and it is back and better than ever, offering state-of-the-art conditioning exercises for dancers. An internationally renowned master teacher, Franklin has developed a science-based method of conditioning that is taught and practiced in companies and schools around the world. In this new edition of Conditioning for Dance, he integrates the latest scientific research on strength, flexibility, and conditioning into his dance exercises. **First Things First** Mango Media Inc. The New York Times–bestselling time management book from the author of The 7 Habits of Highly Effective People. Stephen R. Covey's First Things First is the gold standard for time management books. His principle-centered approach for prioritizing gives you time management tips that enable you to make changes and sacrifices needed in order to obtain happiness and retain a feeling of security. First Things First: The Interactive Edition takes Dr. Covey's philosophy and remasters the entire text to include easy-to-understand infographics, analysis, and more. This time-saving version of First Things First is the efficient way to apply Dr. Covey's tested and validated time management tips, while retaining his core message. This guide will help you: • Get more done in less time • Develop and retain rich relationships • Attain inner peace • Create balance in your life • And, put first things first "Covey is the hottest self-improvement consultant to hit US business since Dale Carnegie." —USA Today "Covey has reached the apex with First Things First. This is an important work. I can't think of anyone who wouldn't be helped by reading it." —Larry King, CNN "These goals embody a perfect balance of the mental, the physical, the spiritual, and the social." —Booklist Readers should note that this ebook edition differs slightly from the print edition and does not contain all the same materials. **The 5 Choices The Path to Extraordinary Productivity** Simon and Schuster "Time management for the 21st century"--Cover. **The 4-hour Workweek Escape 9-5, Live Anywhere, and Join the New Rich** Harmony An edition expanded with more than 100 pages of new content offers a blueprint for a better life, whether one's dream is escaping the rat race, experiencing high-end world travel, earning a monthly five-figure income with zero management or just living more and working less. **This is Lean Resolving the Efficiency Paradox** Rheologica Publishing This book is relevant to any kind of business and is currently being used by a number of multi-national companies, including AstraZeneca, Ericsson, Scania and Volvo. **Positive Intelligence Why Only 20% of Teams and Individuals Achieve Their True Potential and how You Can Achieve Yours** Greenleaf Book Group Chamine exposes how your mind is sabotaging you and keeping your from achieving your true potential. He shows you how to take concrete steps to unleash the vast, untapped powers of your mind. **How to Fail at Almost Everything and Still Win Big Kind of the Story of My Life** Penguin Blasting clichéd career advice, the contrarian pundit and creator of Dilbert recounts the humorous ups and downs of his career, revealing the outsized role of luck in our lives and how best to play the system. Scott Adams has likely failed at more things than anyone you've ever met or anyone you've even heard of. So how did he go from hapless office worker and serial failure to the creator of Dilbert, one of the world's most famous syndicated comic strips, in just a few years? In How to Fail at Almost Everything and Still Win Big, Adams shares the game plan he's followed since he was a teen: invite failure in, embrace it, then pick its pocket. No career guide can offer advice that works for everyone. As Adams explains, your best bet is to study the ways of others who made it big and try to glean some tricks and strategies that make sense for you. Adams pulls back the covers on his own unusual life and shares how he turned one failure after another—including his corporate career, his inventions, his investments, and his two restaurants—into something good and lasting. There's a lot to learn from his personal story, and a lot of entertainment along the way. Adams discovered some unlikely truths that helped to propel him forward. For instance: • Goals are for losers. Systems are for winners. • "Passion" is bull. What you need is personal energy. • A combination of mediocre skills can make you surprisingly valuable. • You can manage your odds in a way that makes you look lucky to others. Adams hopes you can laugh at his failures while discovering some unique and helpful ideas on your own path to personal victory. As he writes: "This is a story of one person's unlikely success within the context of scores of embarrassing failures. Was my eventual success primarily a result of talent, luck, hard work, or an accidental just-right balance of each? All I know for sure is that I pursued a conscious strategy of managing my opportunities in a way that would make it easier for luck to find me." **Personal Efficiency** Personal Efficiency **The Future of the Public's Health in the 21st Century** National Academies Press The anthrax incidents following the 9/11 terrorist attacks put the spotlight on the nation's public health agencies, placing it under an unprecedented scrutiny that added new dimensions to the complex issues considered in this report. The Future of the Public's Health in the 21st Century reaffirms the vision of Healthy People 2010, and outlines a systems approach to assuring the nation's health in practice, research, and policy. This approach focuses on joining the unique resources and perspectives of diverse sectors and entities and challenges these groups to work in a concerted, strategic way to promote and protect the public's health. Focusing on diverse partnerships as the framework for public health, the book discusses: The need for a shift from an individual to a population-based approach in practice, research, policy, and community engagement. The status of the governmental public health infrastructure and what needs to be improved, including its interface with the health care delivery system. The roles nongovernment actors, such as academia, business, local communities and the media can play in creating a healthy nation. Providing an accessible analysis, this book will be important to public health policy-makers and practitioners, business and community leaders, health advocates, educators and journalists. **Rework** Currency "Rework" shows you a better, faster, easier way to succeed in business. You'll learn how to be more productive, how to get exposure without breaking the bank, and tons more counterintuitive ideas that will inspire and provoke you. **The Seven Habits of Highly Effective People Restoring the Character Ethic** Macmillan Reference USA A revolutionary guidebook to achieving peace of mind by seeking the roots of human behavior in character and by learning principles rather than just practices. Covey's method is a pathway to wisdom and power. **Planning Algorithms** Cambridge University Press Planning algorithms are impacting technical disciplines and industries around the world, including robotics, computer-aided design, manufacturing, computer graphics, aerospace applications, drug design, and protein folding. This coherent and comprehensive book unifies material from several sources, including robotics, control theory, artificial intelligence, and algorithms. The treatment is centered on robot motion planning, but integrates material on planning in discrete spaces. A major part of the book is devoted to planning under uncertainty, including decision theory, Markov decision processes, and information spaces, which are the 'configuration spaces' of all sensor-based planning problems. The last part of the book delves into planning under differential constraints that arise when automating the motions of virtually any mechanical system. This text and reference is intended for students, engineers, and researchers in robotics, artificial intelligence, and control theory as well as computer graphics, algorithms, and computational biology. **The First 20 Hours How to Learn Anything . . . Fast!** Penguin 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. **Traction Get a Grip on Your Business** BenBella Books, Inc. OVER 1 MILLION COPIES SOLD! Do you have a grip on your business, or does your business have a grip on you? All entrepreneurs and business leaders face similar frustrations—personnel conflict, profit woes, and inadequate growth. Decisions never seem to get made, or, once made, fail to be properly implemented. But there is a solution. It's not complicated or theoretical.The Entrepreneurial Operating System® is a practical method for achieving the business success you have always envisioned. More than 80,000 companies have discovered what EOS can do. In Traction, you'll learn the secrets of strengthening the six key components of your business. You'll discover simple yet powerful ways to run your company that will give you and your leadership team more focus, more growth, and more enjoyment. Successful companies are applying Traction every day to run profitable, frustration-free businesses—and you can too. For an illustrative, real-world lesson on how to apply Traction to your business, check out its companion book, Get A Grip. **Organizational Linkages Understanding the Productivity Paradox** National Academies Press By one analysis, a 12 percent annual increase in data processing budgets for U.S. corporations has yielded annual productivity gains of less than 2 percent. Why? This timely book provides some insights by exploring the linkages among individual, group, and organizational productivity. The authors examine how to translate workers' productivity increases into gains for the entire organization, and discuss why huge investments in automation and other innovations have failed to boost productivity. Leading experts explore how processes such as problem solving prompt changes in productivity and how inertia and other characteristics of organizations stall productivity. The book examines problems in productivity measurement and presents solutions. Also examined in this useful book are linkage issues in the fields of software engineering and computer-aided design and why organizational downsizing has not resulted in commensurate productivity gains. Important theoretical and practical implications contribute to this volume's usefulness to business and technology managers, human resources specialists, policymakers, and researchers. **Mind Tools for Managers 100 Ways to be a Better Boss** John Wiley & Sons The manager's must-have guide to excelling in all aspects of the job Mind Tools for Managers helps new and experienced leaders develop the skills they need to be more effective in everything they do. It brings together the 100 most important leadership skills—as voted for by 15,000 managers and professionals worldwide—into a single volume, providing an easy-access solutions manual for people wanting to be the best manager they can be. Each chapter details a related group of skills, providing links to additional resources as needed, plus the tools you need to put ideas into practice. Read beginning-to-end, this guide provides a crash course on the essential skills of any effective manager; used as a reference, its clear organization allows you to find the solution you need quickly and easily. Success in a leadership position comes from results, and results come from the effective coordination of often competing needs: your organization, your client, your team, and your projects. These all demand time, attention, and energy, and keeping everything running smoothly while making the important decisions is a lot to handle. This book shows you how to manage it all, and manage it well, with practical wisdom and expert guidance. Build your ideal team and keep them motivated Make better decisions and boost your strategy game Manage both time and stress to get more done with less Master effective communication, facilitate innovation, and much more Managers wear many hats and often operate under a tremendously diverse set of job duties. Delegation, prioritization, strategy, decision making, communication, problem solving, creativity, time management, project management and stress management are all part of your domain. Mind Tools for Managers helps you take control and get the best out of your team, your time, and yourself. **The 4 Disciplines of Execution Achieving Your Wildly Important Goals** Simon and Schuster BUSINESS STRATEGY. "The 4 Disciplines of Execution "offers the what but also how effective execution is achieved. They share numerous examples of companies that have done just that, not once, but over and over again. This is a book that every leader should read! (Clayton Christensen, Professor, Harvard Business School, and author of "The Innovator s Dilemma)." Do you remember the last major initiative you watched die in your organization? Did it go down with a loud crash? Or was it slowly and quietly suffocated by other competing priorities? By the time it finally disappeared, it s likely no one even noticed. What happened? The whirlwind of urgent activity required to keep things running day-to-day devoured all the time and energy you needed to invest in executing your strategy for tomorrow. "The 4 Disciplines of Execution" can change all that forever. **High Performance Habits How Extraordinary People Become That Way** Hay House, Inc THESE HABITS WILL MAKE YOU EXTRAORDINARY. Twenty years ago, author Brendon Burchard became obsessed with answering three questions: 1. Why do some individuals and teams succeed more quickly than others and sustain that success over the long term? 2. Of those who pull it off, why are some miserable and others consistently happy on their journey? 3. What motivates people to reach for higher levels of success in the first place, and what practices help them improve the most After extensive original research and a decade as the world's leading high performance coach, Burchard found the answers. It turns out that just six deliberate habits give you the edge. Anyone can practice these habits and, when they do, extraordinary things happen in their lives, relationships, and careers. Which habits can help you achieve long-term success and vibrant well-being no matter your age, career, strengths, or personality? To become a high performer, you must seek clarity, generate energy, raise necessity, increase productivity, develop influence, and demonstrate courage. The art and

science of how to do all this is what this book is about. Whether you want to get more done, lead others better, develop skill faster, or dramatically increase your sense of joy and confidence, the habits in this book will help you achieve it faster. Each of the six habits is illustrated by powerful vignettes, cutting-edge science, thought-provoking exercises, and real-world daily practices you can implement right now. If you've ever wanted a science-backed, heart-centered plan to living a better quality of life, it's in your hands. Best of all, you can measure your progress. A link to a free professional assessment is included in the book. **The Future of Nursing Leading Change, Advancing Health** *National Academies Press The Future of Nursing explores how nurses' roles, responsibilities, and education should change significantly to meet the increased demand for care that will be created by health care reform and to advance improvements in America's increasingly complex health system. At more than 3 million in number, nurses make up the single largest segment of the health care work force. They also spend the greatest amount of time in delivering patient care as a profession. Nurses therefore have valuable insights and unique abilities to contribute as partners with other health care professionals in improving the quality and safety of care as envisioned in the Affordable Care Act (ACA) enacted this year. Nurses should be fully engaged with other health professionals and assume leadership roles in redesigning care in the United States. To ensure its members are well-prepared, the profession should institute residency training for nurses, increase the percentage of nurses who attain a bachelor's degree to 80 percent by 2020, and double the number who pursue doctorates. Furthermore, regulatory and institutional obstacles -- including limits on nurses' scope of practice -- should be removed so that the health system can reap the full benefit of nurses' training, skills, and knowledge in patient care. In this book, the Institute of Medicine makes recommendations for an action-oriented blueprint for the future of nursing.* **The 12 Week Year Get More Done in 12 Weeks than Others Do in 12 Months** *John Wiley & Sons The guide to shortening your execution cycle down from one year to twelve weeks Most organizations and individuals work in the context of annual goals and plans; a twelve-month execution cycle. Instead, The 12 Week Year avoids the pitfalls and low productivity of annualized thinking. This book redefines your "year" to be 12 weeks long. In 12 weeks, there just isn't enough time to get complacent, and urgency increases and intensifies. The 12 Week Year creates focus and clarity on what matters most and a sense of urgency to do it now. In the end more of the important stuff gets done and the impact on results is profound. Explains how to leverage the power of a 12 week year to drive improved results in any area of your life Offers a how-to book for both individuals and organizations seeking to improve their execution effectiveness Authors are leading experts on execution and implementation Turn your organization's idea of a year on its head, and speed your journey to success.*