

# Great At Work How Top Performers Do Less Work Better And Achieve More

Right here, we have countless book **Great At Work How Top Performers Do Less Work Better And Achieve More** and collections to check out. We additionally offer variant types and afterward type of the books to browse. The okay book, fiction, history, novel, scientific research, as skillfully as various new sorts of books are readily affable here.

As this Great At Work How Top Performers Do Less Work Better And Achieve More, it ends up physical one of the favored books Great At Work How Top Performers Do Less Work Better And Achieve More collections that we have. This is why you remain in the best website to see the incredible books to have.

*Hyperfocus* Chris Bailey 2018-08-31 In 'Hyperfocus' biedt productiviteitsexpert Chris Bailey nuttige inzichten en effectieve tactieken om onze aandacht te managen. Die is namelijk nooit eerder zo overgestimuleerd en overvraagd geweest als nu. We hebben het drukker dan ooit, maar lijken minder voor elkaar te krijgen. Tegelijkertijd voelen we ons ongemakkelijk bij verveling en een gebrek aan prikkels en afleiding. Op basis van recent neurowetenschappelijk onderzoek toont Chris Bailey aan dat ons brein twee standen heeft die je kunt activeren als je je aandacht effectief inzet: hyperfocus, de stand voor diepe concentratie, en snipperfocus, de creatieve en reflectieve stand. Door neurowetenschap, psychologie en mindfulness te combineren helpt Bailey je om elk van deze twee mentale standen optimaal te benutten. Zo krijg je meer focus in werk en leven.

*Digitaal minimalisme* Cal Newport 2019-02-22 Aandachtsexpert Cal Newport legt in 'Digitaal minimalisme' uit hoe je doelbewust kan omgaan met digitale overvloed. Steeds meer mensen maken zich zorgen over de invloed van de computer en met name de smartphone op onze concentratie, sociale relaties en tevredenheid. Op z'n minst zien we dat ze ons enorm veel tijd kosten – tijd die niet aan andere zaken kan worden besteed. In dit boek biedt Newport je een eenvoudige en praktische methode om je tijd online radicaal terug te brengen door je alleen nog te richten op een selecte hoeveelheid activiteiten en doelen. Niet minderen, laat staan stoppen, maar de technologie zeer doelbewust gebruiken. Newport doet dit vanuit de overtuiging dat e-mail, sociale media en andere online tools zinvolle hulpmiddelen zijn. Deze hulpmiddelen mogen ons gedrag en onze dagindeling echter niet gaan beheersen.

*Emotionele Vergelijkingen* Chip Conley 2012-08-22 Wiskunde maken van emoties lijkt tegenstrijdig, maar in dit boek is het inspirerend en ongelooflijk effectief. Een voorbeeld: Geluk = Plezier - Angst. Aan de hand van het persoonlijke verhaal van de auteur wordt een heldere methode gepresenteerd die zichtbaar maakt wat je wel en nétt kunt beïnvloeden. Het resultaat is dat je objectief over je emoties nadenkt, de noodzakelijke aanpassingen doet, zodat de emotionele balans wordt hersteld.

*Kaizen in business* Robert Maurer 2013-11-06 De principes uit de bestseller De kunst van Kaizen toegespitst op de werkvloer. Elk doel kan gehaald worden als je er met kleine stappen consistent naar toe werkt. Bijvoorbeeld: verlaag kosten door kleine beloningen uit te loven; haal het beste uit mensen door kleine veranderingen te vragen; verbeter sfeer en productiviteit door vijf minuten per dag te investeren. Kortom: realiseer grote ideeën in kleine maar effectieve stappen.

**The Agile Leader** Simon Hayward 2021-06-03 Ever feel like you and your team are stretched across multiple demands or that the goal posts change constantly? Never before have businesses felt so acutely this constant need to adapt, pivot and change tack. This book will teach you how you can not only survive in the context of digital transformation, but also thrive and grow, by adopting a powerful agile leadership model. This new and revised edition of The Agile Leader lays out clearly in eight steps how agile leaders empower their team to make decision quickly, evaluate correctly where the biggest opportunities are and mould their strategies around market dynamics and ever-changing needs. If there's one leadership skill that successful businesses have in spades, it's the ability to enable teams to adapt and grow within complex ecosystems of clients, partners and suppliers. By focusing on teamwork and collaboration, as well as promoting shared decision making and ruthless prioritizing, leaders can transform the way they work as well as how their teams function to make them more malleable. Simon Hayward is an agile leadership expert. In this new

edition of this successful book, he distills years of leadership and agile research into an actionable 8 step plan, brought to life with examples of agile digital businesses. Learn how to become agile and make digital transformation and delivery part of your business as usual.

*Artificial Intelligence, Automation and the Future of Competence at Work* Jon-Arild Johannessen 2020-12-07 Artificial intelligence and the autonomous robots of the Fourth Industrial Revolution will render certain jobs and competences obsolete but will also create new roles, which in turn require new sets of skills. They will also transform how we produce, distribute and consume, as well as how we think. Rather than a linear understanding of evolutionary processes, we will develop a more interactive and circular interpretation. This book offers a unique and holistic perspective on the future of work in the context of industry 4.0. It discusses the globalization of capital markets, how artificial intelligence can help organizations to be more competitive and the new role of leadership in this technological landscape. The author argues that there are four categories of competences, which will be required in order to maintain the relevance of human skills and expertise in the innovation economy. The new jobs that come into being will lend themselves to a particular set of skills. General competences will be necessary for roles involving the 4Cs of communication, creativity, collaboration and change. Specific or STEM competences will be called for across the science, technology, engineering and mathematics sectors. Human competences will lend themselves to positions comprising the SELC framework of social, emotional, leadership and cultural skills. Critical or REVE competences will be in demand for roles embracing reflection, ethics, values and the environment. The book provides a human-centric view of the current technological advancements of artificial intelligence and robotics and offers a positive outlook for human actors seeking continued relevance. It will appeal to scholars and students of the innovation economy, the knowledge society and the coming Fourth Industrial Revolution.

**Leading Millennial Faculty** Michael G. Strawser 2019-05-09 This book explores how to effectively lead millennial faculty as they navigate the new professoriate. Contributors address some stereotypical millennial characteristics—being achievement oriented, connected to the world, relatively sheltered, and unaware of hierarchy—and how they create advantages and challenges in the higher education workplace.

**Rethinking Strategic Management** Thomas Wunder 2019-09-06 This book offers innovative ideas and frameworks for sustainable strategizing to advance business by scaling-up its positive impact, which is so urgently needed at this time in the 21st century. It shows practitioners how to effectively deal with socio-ecological systems' disruptions to their operating environments and play an active role in transforming markets toward a sustainable future. In short, the book demonstrates how to make business sense of sustainability, highlighting new approaches and examples that translate sustainability into strategy and action. The ultimate goal is to provide a path toward a thriving future for both business and society. This book was written for strategy practitioners and decision makers who want to understand why sustainable strategizing is important in today's business world and are seeking actionable business knowledge they can apply in their companies. It was also written for students of management and can be used as a supplemental text to support traditional graduate and undergraduate management courses.

**Compassievol leiderschap** Rasmus Hougaard 2022-06-22 Hoe kun je leiden mét compassie, zonder dat je bedrijf er op achteruit gaat qua effectiviteit? Hougaard en Carter, van de Potential Project, laten je in dit boek zien hoe. Compassie tonen zorgt voor vertrouwen, loyaliteit en saamhorigheid, en maakt jou een betere leider. Leidinggeven is moeilijk. Hoe houd je de balans tussen het tonen van compassie voor je werknemers

én zorgen dat het werk effectief gedaan wordt? In de huidige tijd van een pandemie, economische instabiliteit en politieke onrust lijkt de wereld die we kennen te veranderen. Er wordt veel van ons gevraagd en daarom is het juist nu voor leiders van belang om compassie te laten zien. Maar alleen compassie tonen is niet genoeg, je moet ook jouw kennis op het gebied van effectiviteit blijven delen. Het gaat om het vinden van een delicate balans tussen kennis en compassie, waarbij je als leider continu dit evenwicht moet blijven bewaken. Dit is een must-read voor iedere leider die op een menselijke manier wil leiden.

**Choose Possibility** Sukhinder Singh Cassidy 2021 A fresh new approach to taking risks in one's career, with specific advice on how to persevere when one's decisions aren't working out, along with key insights on how to turn mistakes into successes

*The New Leadership Challenge* Sheila C Grossman 2020-09-03 An easy-to-read, interactive approach helps you to identify the characteristics of leaders and followers and illustrates not only how, but also when to use the qualities associated with each to achieve professional and personal success.

*HCI in Business, Government and Organizations. Information Systems and Analytics* Fiona Fui-Hoon Nah 2019-07-10 This two-volume set LNCS 11588 and 11589 constitutes the refereed proceedings of the 6th International Conference on Business, Government, and Organizations, HCIBGO 2019, held in July 2019 as part of HCI International 2019 in Orlando, FL, USA. HCII 2019 received a total of 5029 submissions, of which 1275 papers and 209 posters were accepted for publication after a careful reviewing process. The 63 papers presented in these two volumes are organized in topical sections named: Electronic, Mobile and Ubiquitous Commerce, eBanking and Digital Money, Consumer Behaviour, Business Information Systems, Dashboards and Visualization, Social Media and Big Data Analytics in B

*Humanity at Work* Pierre Battah 2020-09-08 A field guide for leaders who want to engage and energize their workforce with a leadership strategy that puts the well-being of people first. Every leader has a duty to ensure their teams meet and exceed expectations and achieve strategic goals. But leaders who only focus on the bottom line risk alienating or burning out the people integral to the success of the organization. Engaged employees are more productive, have fewer sick days, and tend to stay in their jobs longer. They go the extra mile because they want to contribute to an organization that cares about them as human beings. Put simply, a leadership approach focused on both relationships and results is good for business. But what steps can leaders take to cultivate a workplace culture that is positive, engaged, and also productive? This is what CBC workplace columnist Pierre Battah tackles in *Humanity at Work*. In this conversational, humorous, and relatable book, Battah acts as a virtual mentor, drawing on his decades-long experience as advisor to large and small organizations. Through colorful and entertaining case studies ranging from fish-packing plants to financial institutions, Battah illustrates what it means to lead with humanity. In this book, readers will learn: why human connection is a crucial component of the employment relationship; how to delegate responsibility, set expectations, and give and receive feedback more effectively; and how cultivating self-awareness can create safe space in which to engage staff. Each chapter includes reflection points and helpful tools to help readers track their progress as they move toward creating a workplace with humanity at its heart. A portion of the proceeds will be donated to Plan International Canada, who strive for a just world that advances children's rights and equality for girls.

*Eat that frog* Brian Tracy 2017-01-01 Als je elke ochtend begint met het eten van een levende kikker, zal de rest van de dag 'een makkie' zijn (aldus Mark Twain). 'Eat that frog' laat zien hoe je die spreekwoordelijke kikker op kunt eten, oftewel hoe je moet beginnen met de taken waar je het minst zin in hebt. De taken die je voor je uitschuift blijken namelijk bijna zonder uitzondering de taken te zijn die de grootste, meest positieve impact op je leven zullen hebben. In deze klassieker over productiviteit legt Brian Tracy uit dat succesvolle mensen niet alles proberen te doen, maar focussen op de belangrijkste taken en zorgen dat die goed gedaan worden. Hij vertelt je hoe je voorkomt dat technologie je tijd domineert en geeft eenentwintig praktische en haalbare stappen die je helpen om te stoppen met uitstellen. En vandaag nog je leven te veranderen.

**Summary & Analysis of Great at Work** ZIP Reads PLEASE NOTE: This is a summary and analysis of the book and not the original book. If you'd like to purchase the original book, please paste this link in your browser: <https://amzn.to/2W17PHN> Management expert Morten T. Hansen reveals the secrets behind top performance and productivity. He presents a compelling case for working less while still achieving more

without compromising your work-life balance. What does this ZIP Reads Summary Include? - Synopsis of the original book - Breakdown of the seven practices to help you work smarter - Key takeaways from each chapter - Tips on how to put the practices into action - How to avoid getting burned out - Editorial Review - Background on Morten T. Hansen About the Original Book: For so long, we have been taught that you have to break your back and hustle till you die, just to become successful. However, Hansen provides scientific data that shows how top performers do the exact opposite. You don't have to work hard – just work smarter. With seven smart work practices, you will improve your work performance and be able to enjoy more personal time. If you have been miserable working hard and getting nowhere, reading this book will change your life. DISCLAIMER: This book is intended as a companion to, not a replacement for, *Great at Work: How Top Performers Do Less, Work Better, and Achieve More* ZIP Reads is wholly responsible for this content and is not associated with the original author in any way. Please follow this link: <https://amzn.to/2W17PHN> to purchase a copy of the original book. We are a participant in the Amazon Services LLC Associates Program, an affiliate advertising program designed to provide a means for us to earn fees by linking to Amazon.com and affiliated sites.

**Building a Winning Team** Joseph Jones 2019-11-15 Building a Winning Team is about the critical need for schools and districts to promote a positive reputation for the community in which they serve. There is a growing need to recruit and retain teachers in the field of education, and this book addresses new ways to approach what we call “the talent equation.” We provide stories from real practitioners along with new and innovative ways to approach vision work, branding, culture, recruitment, human resources, and more. This book combines the research, theory, and practical application in both a how-to guide for implementation and the inspiration needed to grow your team to be the best that they can be. At the heart of this book is the notion that great schools consist of great teams that have a winning mentality. If you're looking for new ways to tell your school's story, develop an award-winning reputation, and recruit top talent, this book is perfect for you.

**Scaling up** Verne Harnish 2015-10-21 Succesauteur en consultant Verne Harnish beantwoordt de belangrijkste vragen over groei voor jouw bedrijf. Met inzichten die toepasbaar zijn bij elke groeifase. Verne Harnish biedt met 'Scaling up' een beproefd recept waarmee je groei initieert en begeleidt. Hij beantwoordt hierin vragen als: hoe kan ik mijn organisatie laten groeien dit jaar? En daarna? Hoe richt ik mijn organisatie in voor duurzame en constante groei? Hoe maak ik een helder strategisch én operationeel plan voor mijn mensen? Hoe haal ik meer uit mijzelf en mijn team? 'Scaling up' is een praktische, gedegen methode om een langetermijnstrategie op te zetten en die vervolgens terug te brengen tot wat de organisatie het komend kwartaal moet doen. De methode is een combinatie van effectiviteit (met de juiste mensen de goede dingen doen) en efficiëntie (de dingen goed doen). Naast een gezonde basis voor groei biedt dit boek ook een eenvoudig model om de groei inzichtelijk te maken en te bewaken. Je beperkt je tot vier beslissingsvelden: mensen, strategie, uitvoering en cashflow. Zo kost een effectieve uitvoering minder dan vijf uur per week! Met dit werkboek houd je de vinger aan de pols van de bedrijfsgroei.

**Een werkweek van 4 uur** Timothy Ferriss 2017-01-25 Vergeet het oude concept van hard werken tot aan je pensioen en stel je spannende levensplannen niet uit Vraag Timothy Ferriss wat hij aan het doen is, en de kans is groot dat je als antwoord krijgt: 'skiën in de Andes', 'duiken in Panama' of 'tangodansen in Buenos Aires'. Ferriss heeft namelijk het achterhaalde idee van 'eerst werken, dan leven' ingeruild voor een rijk leven in het hier en nu. Niet geld stelt je daartoe in staat, maar de nieuwe economische factoren tijd en mobiliteit. Wacht niet langer, zeker niet in tijden van economische onzekerheid. En vergeet het achterhaalde idee van werken tot je pensioen. Of je nu die grote wereldreis wilt maken, een maandelijks salaris van vijf cijfers wilt met zo weinig mogelijk inspanning, of gewoon minder wilt werken en meer wilt genieten – Een werkweek van vier uur geeft het antwoord. Dit revolutionaire boek wijst je de weg naar een nieuw leven van weinig werkuren, veel vrije tijd en geld in overvloed, of je nu een overwerkte loonslaaf bent of een ondernemer die klem zit in het succes van zijn bedrijf. De pers over Een werkweek van 4 uur 'Geweldig! Dit boek zal je leven veranderen.' The New York Times 'Zijn adviezen snijden en hout en zijn soms verfrissend anders en eigenwijs.' Aktueel 'Het kan: veel verdienen, weinig werken.' Intermediair

**Great at Work** Morten T. Hansen 2019-09-03 The Wall Street Journal bestseller—a Financial Times Business Book of the Month and named by The Washington Post as “One of the 11 Leadership Books to Read in

2018”—is “a refreshingly data-based, clearheaded guide” (Publishers Weekly) to individual performance, based on a groundbreaking study. Why do some people perform better at work than others? This deceptively simple question continues to confound professionals in all sectors of the workforce. Now, after a unique, five-year study of more than 5,000 managers and employees, Morten Hansen reveals the answers in his “Seven Work Smarter Practices” that can be applied by anyone looking to maximize their time and performance. Each of Hansen’s seven practices is highlighted by inspiring stories from individuals in his comprehensive study. You’ll meet a high school principal who engineered a dramatic turnaround of his failing high school; a rural Indian farmer determined to establish a better way of life for women in his village; and a sushi chef, whose simple preparation has led to his unassuming restaurant being awarded the maximum of three Michelin stars. Hansen also explains how the way Alfred Hitchcock filmed Psycho and the 1911 race to become the first explorer to reach the South Pole both illustrate the use of his seven practices. Each chapter “is intended to inspire people to be better workers...and improve their own work performance” (Booklist) with questions and key insights to allow you to assess your own performance and figure out your work strengths, as well as your weaknesses. Once you understand your individual style, there are mini-quizzes, questionnaires, and clear tips to assist you focus on a strategy to become a more productive worker. Extensive, accessible, and friendly, Great at Work will help us “reengineer our work lives, reduce burnout, and improve performance and job satisfaction” (Psychology Today).

**Rework** Jason Fried 2010-10-11 Twee succesvolle ondernemers die het softwarebedrijf signals opzetten en tot een succes maakten laten ons zien dat niet altijd meer beter is, maar dat je juist met minder meer kan bereiken. Rework is inspirerend en innoverend. Twee prettig tegendraadse succesvolle ondernemers benaderen complexe zaken heerlijk eenvoudig. Fried & Heinemeier Hansson zetten je aan het denken en helpen je op weg. Verplichte kost voor iedereen die ondernemer of ondernemend is.' Erwin Blom (Handboek Communities) Meer is niet altijd beter, juist met minder kan je meer bereiken. Fried en Hansson hanteren een eenvoudige bedrijfsfilosofie: hou het simpel, wees transparant en eerlijk. Met die filosofie in gedachten schreven ze dit boek: Rework is een no-nonsenseboek voor deze tijd. Fried en Hansson bewijzen dat een bedrijf heel succesvol kan worden zonder mission statement, zonder eindeloze vergaderingen, en met medewerkers die gewoon aan het einde van de dag naar huis gaan, in plaats van twaalf tot veertien uur op kantoor te zitten. In deze tijd is een goed idee meer waard is dan een duur consultancyrapport, informatie moet je delen, en naar je klant moet je luisteren. Rework is het boek voor iedere (startende!) ondernemer.

**The Balance Point: Master the Work-Life Balance, Love What You do, and Become an Unstoppable Entrepreneur** Jordan Ring 2020-01-28

## **Get Balance: Achieve Success, Wealth, and Happiness**

**It's possible to finally have it all without selling your soul to the hustle, neglecting family time, or missing out on life's most precious moments.**

How do you choose between success at work and a thriving family life?

How do you succeed at your business but still have a life outside of work?

By discovering your unique **Balance Point**.

With tools to master your mindset about work and home life, practical advice to learn how to be present in the moment, and a dose of good ol' fashioned encouragement to keep you going, you'll finally find the sweet spot in your work and life.

This book is not a prescription on how to live a perfect life, but a window into what will give **you** contentment and success.

**You'll learn:**

- Fifteen strategies to master **work vs. play** and how to embrace all life has to offer both at home and at work.
- How to maximize your **Purpose and Passion**: Your passion and purpose have an intersecting point. This book will show you how to find it.
- The power of the **hustle** and how it can be used for good and not just evil. Your **health** will suffer no more from countless hours hustling. You'll reach a center point and will be able to breathe freely yet again.
- The secret of the the **80% and the 20%**: How to manage daily responsibilities but still crush your biggest life goals.
- How to reach your ultimate **Potential** but still find serene **Contentment**: You'll maximize your output and potential and still enjoy every moment.
- And many more tips on living out a balance life full of love, happiness, and massive success...

This book shares a fictional story to start each chapter, and continues by providing solid advice to win on whichever side of the balance struggle you find yourself. Utilizing the provided **Personal Balance Blueprint** you'll follow along and create your own path to victory.

This book is perfect for the entrepreneur, small business owner, or free thinker who wants to fulfill their purpose and maximize their potential, but also wants to enjoy every moment this wonderful life presents.

Discover **The Balance Point** and find contentment, success, and long-term fulfillment waiting for you.

Scroll up, click buy now, and find the ultimate *Balance Point* we all desperately need.

When Bad Teams Happen to Good People Valerie Patrick 2021-07-01 The teamwork troubleshooter we all need! Turn your team into a cohesive unit. "This timely book provides readers with a new way of thinking about work and survival strategies for those who find themselves on bad teams. Readers who are looking for a playbook that can help them to understand and develop soft skills needed for teamwork will be eager to have a copy nearby."—Booklist Why do some team members not get along? What is the best way to get new teams and ad-hoc teams to maximize their performance in the least amount of time? How can meetings be designed to achieve useful outcomes? Teams are the source of problem-solving and innovation that today's organizations need to survive and thrive in an increasingly complex and challenging marketplace. Teamwork is hard because there is no magic formula or step-by-step procedure to ensure results. Think of a programmer asked to develop new features for a cell phone: they write new code, test the code, troubleshoot problems encountered, revise the code, and repeat the testing process until the new features work without problems. Similarly, a team leader asked to deliver specified outcomes develops a plan, runs team meetings, troubleshoots problems encountered, revises the plan, and repeats until the team outcomes are achieved. The difference is that a programmer has tools to help streamline troubleshooting, while team leaders do not—until now. Valerie Patrick applies a troubleshooting mindset that includes: Proven tactics for team members and leaders to address leadership problems Guidelines for recruiting and changing teams for optimum performance Techniques to identify and address aspects of team climate that are limiting the productivity of one or more team members Examples of effective ways to operate teams and of meeting designs that produce transformative outcomes

**10 Perspectives on Learning in Education** Jimmy Casas 2020-04-01 The best educators never stop learning about their students or their craft. In this second volume of the Routledge Great Educators Series, ten of education's most inspiring thought-leaders come together to bring you their top suggestions for

improving your students' learning in the classroom and your own professional learning as an educator. You'll gain fresh insights on learning how to... · Influence others and make a greater impact as a leader. (Todd Whitaker) · "Unlearn" traditional practices that no longer serve our students. (Jeffrey Zoul) · Be vulnerable and willing to learn from and with colleagues. (Jimmy Casas) · Master your emotional intelligence to improve people skills. (Sanée Bell) · Shift the focus from grading to standards-based learning. (Garnet Hillman) · Create student-centered learning environments with flexible seating. (Kayla Dornfeld) · Balance the role of technology in your life and plug in more intentionally. (Jessica Cabeen) · Focus on the non-negotiables for success with the hardest-to-reach kids. (Brian Mendler) · Apply a cross-curricular, design-thinking approach to your curriculum. (Erin Klein) · Connect with colleagues and students for true collaboration. (Derek McCoy) The book's practical strategies and stories will inspire you on your journey to make a difference in students' lives.

**De grit factor** Angela Duckworth 2016-10-11 Waarom hebben getalenteerde mensen vaak moeite om hun doelen te bereiken terwijl minder begaafde individuen soms zonder slag of stoot verbazingwekkende prestaties leveren? Op basis van haar eigen verhaal als dochter van een wetenschapper die zich vaak beklaagde over haar vermeende gebrek aan intelligentie, beschrijft Angela Duckworth haar loopbaan door het onderwijs, de consultancybusiness en de neurowetenschap. Het leidde tot de hypothese dat werkelijk succes vooral ontstaat door een speciale mix van volledige overgave en de vastberadenheid om te werken aan je langetermijndoelen: grit. In dit boek doet Duckworth, winnaar van de prestigieuze MacArthur Genius Award, haar theorie uit de doeken en helpt ze iedereen om aan de hand van zes kernwaarden hun eigen grit-factor te bepalen: hoop, inspanning, precisie, passie, rituelen en prioriteiten. Grit gaat voorbij aan clichés als 'succes is vooral hard werken' en biedt een frisse en motiverende manier om zelf ongekende resultaten te behalen.

**The Book of Beautiful Questions** Warren Berger 2018-10-30 From the bestselling author of *A More Beautiful Question*, hundreds of big and small questions that harness the magic of inquiry to tackle challenges we all face—at work, in our relationships, and beyond. When confronted with almost any demanding situation, the act of questioning can help guide us to smart decisions. By asking questions, we can analyze, learn, and move forward in the face of uncertainty. But "questionologist" Warren Berger says that the questions must be the right ones; the ones that cut to the heart of complexity or enable us to see an old problem in a fresh way. In *The Book of Beautiful Questions*, Berger shares illuminating stories and compelling research on the power of inquiry. Drawn from the insights and expertise of psychologists, innovators, effective leaders, and some of the world's foremost creative thinkers, he presents the essential questions readers need to make the best choices when it truly counts, with a particular focus in four key areas: decision-making, creativity, leadership, and relationships. The powerful questions in this book can help you: - Identify opportunities in your career or industry - Generate fresh ideas in business or in your own creative pursuits - Check your biases so you can make better judgments and decisions - Do a better job of communicating and connecting with the people around you Thoughtful, provocative, and actionable, these beautiful questions can be applied immediately to bring about change in your work or your everyday life.

**Self-care** Katia Narain Philips 2018-06-06 'Een gids voor iedereen over échte gezondheid van binnenuit.' – Reese Witherspoon 'Verstandig, slim en zeer wijs.' – Sienna Miller 'Self-care (goed voor jezelf zijn) kun je zien als een zelfgebouwde reddingsboot. Je wordt nog altijd heen en weer geslingerd door de golven, maar nu vanuit een veilige en stevige basis én je kunt anderen makkelijk een reddingsboei aanreiken.' Self-care is het op alle fronten goed voor jezelf zorgen, zodat je gelukkiger in het leven staat. En als je gelukkig bent, kun je veel meer voor de mensen om je heen betekenen. Over een breed scala aan onderwerpen – zoals jezelf accepteren, relaties, liefde, voeding, je huis inrichten, reizen en werk – geeft dit boek je in korte hoofdstukken inspiratie voor kleine veranderingen die je in je leven kunt aanbrengen, die een grote impact hebben.

**Het Happy Office manifest** Maartje Wolff-Jansen 2020-09-17 'Het Happy Office Manifest' van Maartje Wolff en Fennande van der Meulen is het meest complete en praktische boek over werkgeluk dat er is. Het is inmiddels bewezen dat werkgeluk gezonder, succesvoller, productiever, innovatiever én creatiever maakt. Toch wordt er maar weinig aandacht aan besteedt. 'Het Happy Office Manifest' helpt je om stap voor stap een positieve werkcultuur voor jezelf, het team en de organisatie te creëren. Daarbij gaat het niet over

salaris, vers fruit en gemaakt blij zijn, maar over betekenis, voldoening, verbinding en plezier. Over veiligheid, goed samenwerken en resultaten behalen die ertoe doen. De moeite waard dus om veel meer aandacht aan werkgeluk te besteden dan we over het algemeen doen. Wolff en van der Meulen wisselen wetenschap en theorie af met praktijkvoorbeelden, succesverhalen, waardevolle oefeningen en heel veel nuttige tips. Kortom, met 'Het Happy Office manifest' kun je meteen aan de slag.

**Summary Bundle | Atomic Habits: Making Better Decisions in Work & Life** ZIP Reads 101-01-01  
PLEASE NOTE: This is a collection of summaries, analyses, and reviews of the books, and NOT the original books. Whether you'd like to deepen your understanding, refresh your memory, or simply decide whether or not these books are for you, ZIP Reads Summary & Analysis is here to help. Absorb everything you need to know in about 20 minutes per book! This ZIP Reads Summary & Analysis Bundle includes: Summary & Analysis of Atomic Habits | A Guide to the Book by James Clear Summary & Analysis of Great at Work | A Guide to the Book by Morten T. Hansen Summary & Analysis of Hyperfocus | A Guide to the Book by Chris Bailey Summary & Analysis of It Doesn't Have to Be Crazy at Work | A Guide to the Book by Jason Fried and David Heinemeier Hansson Summary & Analysis of Farsighted | A Guide to the Book by Steven Johnson Each summary includes key takeaways and analysis of the original book to help you quickly absorb the author's wisdom in a distilled and easy-to-digest format. ZIP Reads' summaries mean you save time and money reading only what you need. Buy this five-book bundle and start revolutionizing your productivity today!  
**Atomic Habits Overview** Atomic Habits is a system for making sweeping changes in your life by starting with the smallest, easiest steps. Each small action you take is another vote towards the person you want to become. His book is an easy-to-follow guide to implementing his habit practice in your own life.  
**Hyperfocus Overview** In a world filled with distractions, how is it possible to get any work done? Chris Bailey explores how you can train your mind and leverage the powers of hyperfocus and scatterfocus to increase both productivity and creativity in your work and life.  
**Great at Work Overview** For so long, we have been taught that you have to break your back and hustle till you die, just to become successful. However, Hansen provides scientific data that shows how top performers do the exact opposite. You don't have to work hard – just work smarter. With seven smart work practices, you will improve your work performance and be able to enjoy more personal time. If you have been miserable working hard and getting nowhere, reading this book will change your life.  
**It Doesn't Have to Be Crazy at Work Overview** Jason Fried and David Hansson, founders of Basecamp, share some of the radical ideas that have enabled them to create a calm environment within their organization. Infused with wit and inspiring logic, It Doesn't Have to Be Crazy at Work is chock full of ideas you won't find anywhere else!  
**Farsighted Overview** Steven Johnson explores the art and science of making long-term decisions, whether in business, military, in your personal life, or on a global scale. Start making better, informed decisions for your life today! Each summary includes key takeaways and analysis of the original book to help you quickly absorb the author's wisdom in a distilled and easy-to-digest format. ZIP Reads' summaries mean you save time and money reading only what you need. **DISCLAIMER:** This book is intended as a companion to, not a replacement for the original books. ZIP Reads is wholly responsible for this content and is not associated with the original authors in any way. We are a participant in the Amazon Services LLC Associates Program, an affiliate advertising program designed to provide a means for us to earn fees by linking to Amazon.com and affiliated sites.

**Working Smart in the AI Era: How to Be Efficient, Agile & Sustainable - Get Ready for Disruptive Change and Fast-Scaling Growth** Efwag Hagström 2020-01-20 How to get your leaders, teams, and organization ready for disruptive change & fast-scaling growth? "Finally, a book that focuses on the place of humans and organizations in a world driven by digitalization." - Sverre Gotaas, CEO Herøya Industripark AS "Let Efwag inspire you to meet tomorrow's working life and challenges." - Toril Roberg, MSc, Production Director, REEtec "This book provides a platform for kicking off a conversation with your team to improve your game. A must-read for all of us who appreciate inspiration on how to structure our business - and how to engage people, so we master the great opportunities ahead." - Jon Erik Høgberg, COO Itera Group "I highly recommend this book. This book is an important and relevant contribution to leadership in a digital time with high speed of change. I especially appreciate the author's ability to focus on people and collaboration." - Hilde Kristin Herud, CEO, Norgips Norge AS

**Good Vibes, Good Life** Vex King 2020-03-10 In Good Vibes, Good Life beschrijft Vex King hoe je de kracht

van positiviteit kunt benutten. Laat je inspireren tot een mooier en zinvoller leven. In Good Vibes, Good Life beschrijft Vex King hoe je de kracht van positiviteit kunt benutten. Hoe kun je echt van jezelf houden? Kun je negatieve emoties omzetten in positieve? Is het mogelijk om blijvend gelukkig te worden? Wat is je doel in het leven en hoe vind je dat? Vex King, die veel tegenspoed in zijn eigen leven overwon, inspireert met zijn antwoorden een volgende generatie spirituele zoekers. Hij helpt de lezer een leven te creëren om van te houden. Dit alles op een manier die eenvoudig te volgen, nuchter en herkenbaar is.

**The Mother of All Jobs** Christine Armstrong 2018-09-06 Have you ever looked at the lengthy school holiday dates and silently screamed in desperation? Have you gone part time yet are still doing a full-time workload? Have you ever been too afraid to ask about maternity benefits or flexible working? Do you constantly feel guilty about missing school events and secretly envious of other mums at the school gates who seem to be doing it all better than you? If any (or all) of the above rings true for you, you are NOT alone. While the demands of work are increasing with longer working hours and more pressure to remain 'switched on' to our phones and computers, the needs of our children and the world of school and childcare have stayed the same. Something has got to change before we all reach breaking point. The Mother of All Jobs brings together the wisdom of women who opened up about their experiences into a manifesto to help working parents thrive.

**The Customer-Driven Culture: A Microsoft Story** Travis Lowdermilk 2020-02-24 If you're striving to make products and services that your customers will love, then you'll need a customer-driven organization. As companies transform their businesses to meet the demands of the digital age, they find themselves grappling with uniquely human challenges. Organizational knowledge becomes siloed, employees move to safeguard their expertise, and customer data creates polarization and infighting between teams. All of these challenges widen the distance between the people who make your products and the customers who use them. To meet today's challenges, companies need to do more than build processes for customer-driven products. They need to create a customer-driven culture. With the help of his friend and mentor Monty Hammontree, Travis Lowdermilk takes readers through the cultural transformation of the Developer Division at Microsoft. This book shows readers how to "hack" their culture and reduce the distance between them and their customers' needs. It's a uniquely personal story that's told amidst a cultural revolution at one of the largest software companies in the world. This story acts as your guide. You'll learn how to: Establish a Common Language: Help employees change their thinking and actions Build Bridges, Not Walls: Treat product building as a team sport Encourage Learning Versus Knowing: Help your team understand their customers Build Leaders That Build Your Culture: Showcase star employees to inspire others Meet Teams Where They Are: Make it easy for teams to adopt vital behavior changes Make Data Relatable: Move beyond numbers and focus on empathizing with customers

**Beautiful Boy** David Sheff 2018-11-21 Wanneer de jonge Nic zichzelf verliest in een drugsverslaving, gaat zijn vader, journalist David Sheff, wanhopig op zoek naar een manier om zijn zoon te redden. Hij probeert de situatie te bevatten door meer inzicht te krijgen in de ziekte. Maar terwijl zijn kind steeds dieper wegzakt in de verwoestende cirkel van drugs, afkicken en hervallen, komt het gezin hard onder druk te staan. Nic blijft wegvluchten voor de familie die hem weigert los te laten, tot hij uiteindelijk op de grenzen van hun liefde botst...

**Breathe, Empower, Achieve** Shonda Moralis 2019-10-01 Say no to burnout, and yes to balance! An "empathetic, enjoyable guide" to taking five minutes for mindfulness during your busy day (Publishers Weekly). For so many women, work-life balance is a myth. And when you're already juggling a career, personal life, and family—plus your side projects, a smidgen of self-care, and the occasional need to sleep—"mindfulness" can sound like just another thing to do. But if you take five minutes for mindfulness now and then, it may not only save your sanity—but also springboard your success. Let psychotherapist Shonda Moralis coach you through fifty "mindful breaks" ingeniously tied to your hectic schedule: Breathe mindful breaks promote calm and awareness through meditation, starting with "Coffee" Empower mindful breaks bolster your self-confidence—say, to "Unmute Yourself" during a meeting Achieve mindful breaks help you set and conquer goals...for example, by asking: "Why Not Me?" "A healthy salve of compassionate encouragement to help women step back from hectic, overloaded agendas." —Publishers Weekly

**Diep werk** Cal Newport 2016-03-22 In 'Diep werk' wijst Cal Newport op de noodzaak van geconcentreerd

werken om maximaal te kunnen presteren, een vaardigheid die we langzaam zijn kwijtgeraakt. Newport gebruikte de term 'diep werk' voor het eerst op zijn populaire blog. Hij raakte een zenuw: Newports artikelen over dit onderwerp werden honderdduizenden keren gelezen en overgenomen. De meeste mensen laten zich gemakkelijk onderbreken en besteden een groot deel van de dag aan oppervlakkige werkzaamheden. Dit boek bevat talloze inspirerende verhalen en praktische adviezen over hoe je je werk anders kunt organiseren om diep werk een vaste plek te geven. Want alleen door iets met volle aandacht te doen, ontwikkel je je denkkraft en bereik je meer in minder tijd.

*They Don't Teach Corporate in College, Updated Edition* Alexandra Levit 2019-09-01 "This book is loaded with solid information designed to demystify the business world." —Anne Fisher, Fortune They Don't Teach Corporate in College has resonated with hundreds of thousands of readers and is currently used as a text in corporations and universities across the country. Streamlined and made more accessible for the current generation of twenty-somethings, this new edition is for those that want to make a difference right now but lack some of the core skills to make it happen. Learn how to: Make the smartest career move right out of college. Establish a strong reputation by encouraging others to like and cooperate with you. Navigate your organization's social scene and practice cringe-free networking. Master skills that will take you anywhere, including goal setting and self-promotion. Combat negativity and cope with difficult personalities. Updated with fresh research, anecdotes, and resources, the book still maintains the no-nonsense perspective of a wise older sister who doesn't want you to have to learn the hard way.

*The Culture Question* Randy Grieser 2019-03-05 Unfortunately, far too many people don't like where they work. Some organizations are unhealthy and full of disrespectful behavior. Other workplaces are simply uninspiring. For various reasons, countless people feel trapped, indifferent, or bored at work. The authors of this book believe that people should be able to like where they work. When employees like the places they work, it's not only good for their mental health and well-being, it's also good for their organizations – both financially and otherwise. When a workplace culture is purposely created to be respectful and inspiring, employees are happier, more productive, and more engaged. By exploring six key elements that make up a healthy workplace culture, *The Culture Question* answers two fundamental questions: "How does your organization's culture impact how much people like where they work?" and "What can you do to make it better?" Discover how to create a workplace where people like to work by focusing on these six elements of healthy workplace culture: Communicating Your Purpose and Values. Employees are inspired when they work in organizations whose purpose and values resonate with them. Providing Meaningful Work. Most employees want to work on projects that inspire them, align with what they are good at, and allow them to grow. Focusing Your Leadership Team on People. How leaders relate to their employees plays a major role in how everyone feels about their workplace. Building Meaningful Relationships. When employees like the people they work with and for, they are more satisfied and more engaged in their work. Creating Peak Performing Teams. People are energized when they work together effectively because teams achieve things that no one person could do on their own. Practicing Constructive Conflict Management. When leaders don't handle conflict promptly and well, it quickly sours the workplace. This book includes survey feedback from over 2,400 leaders and employees and resources for putting these ideas into action.

**Zelfleiderschap en de one minute manager** Ken Blanchard 2013-12-21 Wat is de grootste wens van

managers tegenwoordig? Dat hun medewerkers zelfstandig en verantwoordelijk aan de slag gaan. Wat is de belangrijkste klacht van medewerkers? Dat hun baas te weinig reageert op hun wensen, wat zij nodig hebben om hun werk goed te kunnen doen. Hier komen we op het terrein van empowerment, en dat is de specialisatie van Ken Blanchard. Dit boek doet u, in de traditie van het bekende *De One-Minute Manager*, kort en helder uit de doeken hoe u uw medewerkers echte verantwoordelijkheid en zelfstandigheid kunt geven maar die moet u ze dan ook toestaan! Iedere leider van vandaag zal zich hierin kunnen herkennen en de lessen uit dit boek kunnen toepassen in haar of zijn situatie. Ken Blanchard is de onvolprezen (co-)auteur van eversellers als *De One Minute Manager*, *Gung Ho!* en *Wie heeft mijn kaas gepikt?* Hij heeft inmiddels al meer dan 20 boeken op zijn naam staan, en leidt in Amerika zijn Ken Blanchard Group of Companies.

**De wetenschap van succes** Jeroen de Flander 2020-01-30 Wat is het geheim van wereldklasse? Waarom zijn sommige mensen zo onvoorstelbaar goed in wat ze doen? Hoe word je een uitblinker? De meeste mensen denken dat je de top alleen kunt bereiken met talent en wat geluk. Niets is minder waar. Waarin je ook wilt uitblinken, grootse prestaties worden altijd bepaald door dezelfde drie principes: passie, meesterschap en veerkracht. Dit boek onthult de buitengewone wetenschap achter topprestaties. Het onderzoekt de mindset van succesvolle artiesten, sporters en denkers. Aan de hand van verrassende statistieken en de nieuwste inzichten verpakt het de wetenschap in een fascinerend, leesbaar verhaal boordevol praktische tips om je te helpen succesvoller te zijn in werk en leven.

*Presence* Amy Cuddy 2016-02-25 'Verplicht leesvoer voor iedereen die het allerbeste uit zichzelf wil halen.' — Kim Hubbard, auteur van *People* Heb je dat wel eens – dat je na een zenuwlopende uitdaging meteen verlangt naar een herkansing? Misschien na een sollicitatiegesprek, een optreden of een lastige presentatie? Juist op momenten die authenticiteit en kracht van je vragen, kun je je onecht en krachteloos voelen. En kun je daarna jezelf allerlei verwijten maken en er nog jarenlang met spijt op terugkijken. Amy Cuddy heeft miljoenen kijkers in vervoering gebracht met haar TED-talk over 'power poses'. Nu geeft ze ons de intrigerende wetenschappelijke feiten. Ze leert ons eenvoudige technieken die ons helpen om los te komen van angst op spannende momenten en het beste uit onszelf te halen. *Presence* kenmerkt zich door een stevige wetenschappelijke onderbouwing die op een toegankelijke manier wordt gebracht door een gepassioneerde auteur. Het boek staat vol persoonlijke verhalen van mensen die ooit in de greep waren van angst maar dankzij de adviezen van Cuddy tijdens spannende momenten (weer) een beroep kunnen doen op hun persoonlijke kracht. Amy Cuddy liep op 19-jarige leeftijd ernstig hoofdletsel op. Medici betwijfelden of ze ooit haar mentale capaciteit terug zou krijgen en haar opleiding af zou kunnen maken. Inmiddels is zij sociaal psycholoog, professor en onderzoeker op Harvard Business School. Zij imponeerde in 2012 kijkers over de hele wereld met haar ted-talk over 'power poses', die nog steeds in de top-drie van meest bekeken ted-talks aller tijden staat. 'Cuddy legt een hartverwarmende bescheidenheid aan de dag. Haar eigen "presence" – haar hartsverlangen om de onzekeren en twijfelaars onder ons te helpen in dit tijdperk van angst – is voelbaar op iedere bladzijde. *Presence* is concreet én inspirerend, eenvoudig én ambitieus. Maar boven alles: heel krachtig.' — New York Times 'Amy Cuddy maakt de wereld moediger met haar boek. Moed is op een goede manier besmettelijk en presentie zet aan tot presentie. Ze wisselt wetenschap, praktijkvoorbeelden en individuele verhalen af om duidelijk te maken hoe we in uitdagende situaties ons moedigste, meest authentieke zelf kunnen aanspreken en anderen kunnen uitnodigen om hetzelfde te doen. Dit boek is een game-changer!' — Brene Brown