

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

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Bring Your Whole Self to Work Mike Robbins 2021-09-14 In today's work environment, the lines between our professional and personal lives are blurred more than ever before. Whatever is happening to us outside of our workplace—whether stressful, painful, or joyful—follows us into work as well. We may think we have to keep these realities under wraps and act as if we "have it all together." But as Mike Robbins explains, we can work better, lead better, and be more engaged and fulfilled if—instead of trying to hide who we are—we show up fully and authentically. Mike, a sought-after motivational speaker and business consultant, has spent more than 15 years researching, writing, and speaking about essential human experiences and high performance in the workplace. His clients have ranged from Google to Citibank, from the U.S. Department of Labor to the San Francisco Giants. From small start-ups in Silicon Valley to family-owned businesses in the Midwest. From what he's seen and studied over the years, Mike believes that for us to thrive professionally, we must be willing to bring our whole selves to the work that we do. Bringing our whole selves to work means acknowledging that we're all vulnerable, imperfect human beings doing the best we can. It means having the courage to take risks, speak up, have compassion, ask for help, connect with others in a genuine way, and allow ourselves to be truly seen. In this book, Mike outlines five principles we can use to approach our own work in this spirit of openness and humanity, and to help the people we work with feel safe enough to do the same, so that the teams and organizations we're a part of can truly succeed. "This book will offer you insights, ideas, and tools to inspire you to bring all of who you are to the work that you do—regardless of where you work, what kind of work you do, and with whom you do it. And, if you're an owner, leader, or just someone who wants to have influence on those around you—this book will also give you specific techniques for how to build or enhance your team's culture in such a way that encourages others to bring all of who they are to work."

First, Break All the Rules Marcus Buckingham 2014-02-02 Gallup presents the remarkable findings of its revolutionary study of more than 80,000 managers in First, Break All the Rules, revealing what the world's greatest managers do differently. With vital performance and career lessons and ideas for how to apply them, it is a must-read for managers at every level. The greatest managers in the world seem to have little in common. They differ in sex, age, and race. They employ vastly different styles and focus on different goals. Yet despite their differences, great managers share one common trait: They do not hesitate to break virtually every rule held sacred by conventional wisdom. They do not believe that, with enough training, a person can achieve anything he sets his mind to. They do not try to help people overcome their weaknesses. They consistently disregard the golden rule. And, yes, they even play favorites. This amazing book explains why. Gallup presents the remarkable findings of its massive in-depth study of great managers across a wide variety of situations. Some were in leadership positions. Others were front-line supervisors. Some were in Fortune 500 companies; others were key players in small entrepreneurial companies. Whatever their situations, the managers who ultimately became the focus of Gallup's research were invariably those who excelled at turning each employee's talent into performance. In today's tight labor markets, companies compete to find and keep the best employees, using pay, benefits, promotions, and training. But these well-intentioned efforts often miss the mark. The front-line manager is the key to attracting and retaining talented employees. No matter how generous its pay or how renowned its training, the company that lacks great front-line managers will suffer. The authors explain how the best managers select an employee for talent rather than for skills or experience; how they set expectations for him or her — they define the right outcomes rather than the right steps; how they motivate people — they build on each person's unique strengths rather than trying to fix his weaknesses; and, finally, how great managers develop people — they find the right fit for each person, not the next rung on the ladder. And perhaps most important, this research — which initially generated thousands of different survey questions on the subject of employee opinion — finally produced the twelve simple questions that work to distinguish the strongest departments of a company from all the rest. This book is the first to present this essential measuring stick and to prove the link between employee opinions and productivity, profit, customer satisfaction, and the rate of turnover. There are vital performance and career lessons here for managers at every level, and, best of all, the book shows you how to apply them to your own situation.

Great at Work Morten T. Hansen 2018-01-30 Wall Street Journal Business Bestseller A Financial Times Business Book of the Month Named by The Washington Post as One of the 11 Leadership Books to Read in 2018 From the New York Times bestselling coauthor of Great by Choice comes an authoritative, practical guide to individual performance—based on analysis from an exhaustive, 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 restaurant (tucked away under a Tokyo subway station underpass) 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 (even before they were identified). Each chapter contains 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 you achieve more by working less, backed by unprecedented statistical analysis.

The Peter Principle RAYMOND. HULL HULL (RAYMOND. PETER, DR LAURENCE J.) 2020-10 In a hierarchy, every employee rises to the level of their own incompetence. This simple maxim, defined by this classic book over 40 years ago, has become a beacon of truth in the world of work. From the civil service to multinational companies to hospital management, it explains why things constantly go wrong: promotion up a hierarchy inevitably leads to over-promotion and incompetence. Through barbed anecdotes and wry humour the authors define the problem and show how anyone, whether at the top or bottom of the career ladder, can avoid its pitfalls. Or, indeed, avoid promotion entirely!

The Challenger Sale Matthew Dixon 2012-10-01 THE INTERNATIONAL BESTSELLER: OVER HALF A MILLION COPIES SOLD In The Challenger Sale, Matthew Dixon and Brent Adamson share the secret to sales success: don't just build relationships with customers. Challenge them. What's the secret to sales success? If you're like most business leaders, you'd say it's fundamentally about relationships - and you'd be wrong. The best salespeople don't just build relationships with customers. They challenge them. Matthew Dixon, Brent Adamson, and their colleagues at CEB have studied the performance of thousands of sales reps worldwide. And what they discovered may be the biggest shock to conventional sales wisdom in decades. The Challenger Sale argues that classic relationship-building is the wrong approach. Every sales rep in the world falls into one of five distinct profiles, and while all of these types of reps can deliver average performance, only one - the Challenger - delivers consistently high performance. Instead of bludgeoning customers with facts and features, Challengers approach customers with insights

about how they can save or make money. They tailor their message to the customer's specific needs. They are assertive, pushing back when necessary and taking control of the sale. Any sales rep, once equipped with the right tools, can drive higher levels of customer loyalty and, ultimately, greater growth. Matthew Dixon and Brent Adamson are managing directors with CEB's Sales Executive Council in Washington, D.C. www.executiveboard.com www.thechallengersale.com

The Progress Principle Teresa Amabile 2011-07-19 What really sets the best managers above the rest? It's their power to build a cadre of employees who have great inner work lives—consistently positive emotions; strong motivation; and favorable perceptions of the organization, their work, and their colleagues. The worst managers undermine inner work life, often unwittingly. As Teresa Amabile and Steven Kramer explain in The Progress Principle, seemingly mundane workday events can make or break employees' inner work lives. But it's forward momentum in meaningful work—progress—that creates the best inner work lives. Through rigorous analysis of nearly 12,000 diary entries provided by 238 employees in 7 companies, the authors explain how managers can foster progress and enhance inner work life every day. The book shows how to remove obstacles to progress, including meaningless tasks and toxic relationships. It also explains how to activate two forces that enable progress: (1) catalysts—events that directly facilitate project work, such as clear goals and autonomy—and (2) nourishers—interpersonal events that uplift workers, including encouragement and demonstrations of respect and collegiality. Brimming with honest examples from the companies studied, The Progress Principle equips aspiring and seasoned leaders alike with the insights they need to maximize their people's performance.

The Why of Work: How Great Leaders Build Abundant Organizations That Win David Ulrich 2010-06-18 THE NEW YORK TIMES, WALL STREET JOURNAL, AND USA TODAY BESTSELLER! ADVANCE PRAISE FOR THE WHY OF WORK: "Principled, timely, and engaging, The Why of Work teaches that building a culture of abundance and common purpose is essential to organizational success." --Stephen R. Covey, bestselling author of 7 Habits of Highly Effective People "Will have a major impact on how individuals shape their attitude to work, how organizations create abundant cultures, and how leaders turn personal meaning into public good." --Jigmi Y. Thinley, Prime Minister of Bhutan "The Why of Work shows a better, different way to build and lead organizations. It is an insightful guide to how leaders can infuse meaning into their organizations." --Jeffrey Pfeffer, Professor, Stanford Graduate School of Business and author of Power: Why Some People Have It—and Others Don't "This book brings the question 'why' to the place in which we spend most of our adult lives, giving us insightful tools to help make a meaningful difference in people's lives." --Don Hall, Jr., president and CEO, Hallmark Cards, Inc. "This is a must read for anyone who works, leads others at work, or works to build a supportive environment." --Beverly Kaye, founder/CEO, Career Systems International, and coauthor of Love 'Em or Lose 'Em: Getting Good People to Stay "The Why of Work opens the door to significant employee engagement. The alignment between company values and those of customers and communities can indeed give employees a sense of purpose while delivering great results to customers!" --Paula S. Larson, Chief HR Officer, Invesys "Blackstone has proved that finding superior leaders produces superior results. Dave Ulrich has brought this thinking to a new level at Blackstone. Every private equity investor and senior manager must read this book." --James Quella, Senior Operating Partner, The Blackstone Group According to studies, we all work for the same thing—and it's not just money. It's meaning. Through our work, we seek a sense of purpose, contribution, connection, value, and hope. Digging down to the meaning of work taps our resilience in hard times and our passion in good times. That's the simple but profound premise behind this groundbreaking book by renowned management expert Dave Ulrich and psychologist Wendy Ulrich. They've talked to thousands of people—from rank-and-file workers to clients and customers to top-level executives—and synthesized major disciplines to identify the "why" behind our most successful experiences. Using the model of the "abundant organization," they provide you with the "how" to create meaning and value in your own workplace. Learn how to: Ask the seven questions that drive abundance Understand the needs of your customers and staff Personalize the work to motivate your employees Build and grow your business in any economy By following the Ulrichs' step-by-step guidelines, you will set off a chain reaction of positive and enduring effects. Employees who find meaning in their work are more competent, committed, and eager to contribute—and their contribution will result in increased customer commitment, which delivers a winning performance on the bottom line. The Why of Work includes targeted checklists, questionnaires, and other useful tools to help you turn aspirations into action. Using the proven principles of abundance, you can coordinate your needs with those of your employers, your employees, and your customers—and create a vision that resonates for years to come. When you understand why we work, you know how to succeed.

Nine Lies About Work Marcus Buckingham 2019-04-02 Forget what you know about the world of work You crave feedback. Your organization's culture is the key to its success. Strategic planning is essential. Your competencies should be measured and your weaknesses shored up. Leadership is a thing. These may sound like basic truths of our work lives today. But actually, they're lies. As strengths guru and bestselling author Marcus Buckingham and Cisco Leadership and Team Intelligence head Ashley Goodall show in this provocative, inspiring book, there are some big lies—distortions, faulty assumptions, wrong thinking—that we encounter every time we show up for work. Nine lies, to be exact. They cause dysfunction and frustration, ultimately resulting in workplaces that are a pale shadow of what they could be. But there are those who can get past the lies and discover what's real. These freethinking leaders recognize the power and beauty of our individual uniqueness. They know that emergent patterns are more valuable than received wisdom and that evidence is more powerful than dogma. With engaging stories and incisive analysis, the authors reveal the essential truths that such freethinking leaders will recognize immediately: that it is the strength and cohesiveness of your team, not your company's culture, that matter most; that we should focus less on top-down planning and more on giving our people reliable, real-time intelligence; that rather than trying to align people's goals we should strive to align people's sense of purpose and meaning; that people don't want constant feedback, they want helpful attention. This is the real world of work, as it is and as it should be. Nine Lies About Work reveals the few core truths that will help you show just how good you are to those who truly rely on you.

Courage Goes to Work Bill Treasurer 2019-05-07 The hardest part of a manager's job isn't staying organized, meeting deliverable dates, or staying on budget. It's dealing with people who are too comfortable doing things the way they've always been done and too afraid to do things differently—workers who are, as author Bill Treasurer puts it, too "comfortable." Such workers fail to exert themselves any more than they have to, equating "just enough" with good enough. By avoiding even mild challenges, these workers thwart forward progress and make their businesses dangerously safe. To combat this affliction, Treasurer proposes a bold antidote: courage. In Courage Goes to Work, he lays out a comprehensive, step-by-step process that treats courage as a skill that can be developed and strengthened. He Treasurer shows how managers can build workplace courage by modeling courageous behavior themselves, creating an environment where people feel safe taking chances and helping workers deal with fear. To make the concept of courage more concrete, Treasurer identifies what he calls the Three Buckets of Courage: Try Courage, having the guts to take initiative; Trust Courage, being willing to follow the lead of others; and Tell Courage, being honest and assertive with coworkers and bosses. He

illustrates each with a variety of vivid real-world examples and offers proven practices for helping your workers keep each bucket full. Aristotle said that courage is the first virtue because it makes all other virtues possible. It's as true in business as it is in life. With more courage, workers gain the necessary confidence to take on harder projects, embrace company changes with more enthusiasm, and extend themselves in ways that will benefit their careers and their company. *Courage Goes to Work* is the first book to take a systematic approach to developing a vital but overlooked component of business success.

Performance Breakthrough Cathy Rose Salit 2016-04-12 Break through to your peak performance! Whether you're navigating your way on a new team, expanding your leadership role, or just trying to get heard in a meeting, you're facing the kind of workplace challenge we all run into sooner or later: you need a new performance. In *Performance Breakthrough*, Cathy Salit presents the revolutionary strategies that she's proven successful through over twenty years' experience custom-creating workshops for powerhouse clients including American Express, Nike, Coca-Cola, and DIRECTV. Artfully blending techniques from theatrical performance with the new science of performative psychology, Salit guides readers through forging new relationships guaranteed to yield greater success and satisfaction. *Performance Breakthrough* outlines proven techniques, including taking an emotional inventory; crafting new scripts for greater confidence, stronger relationships, and better outcomes; building ensembles; improvising; and listening--really listening--including accepting others' criticism and input. No matter what your challenge, Salit's innovative philosophy, case studies, practical exercises, and inspiring advice will help you deliver your own top performance.

The Far Right Today Cas Mudde 2019-10-25 The far right is back with a vengeance. After several decades at the political margins, far-right politics has again taken center stage. Three of the world's largest democracies - Brazil, India, and the United States - now have a radical right leader, while far-right parties continue to increase their profile and support within Europe. In this timely book, leading global expert on political extremism Cas Mudde provides a concise overview of the fourth wave of postwar far-right politics, exploring its history, ideology, organization, causes, and consequences, as well as the responses available to civil society, party, and state actors to challenge its ideas and influence. What defines this current far-right renaissance, Mudde argues, is its mainstreaming and normalization within the contemporary political landscape. Challenging orthodox thinking on the relationship between conventional and far-right politics, Mudde offers a complex and insightful picture of one of the key political challenges of our time.

5 Conversations Nick Cowley 2014-10-13 Research shows that successful businesses are those where employees are really engaged - how do they achieve this? Complex organisation initiatives or something more personal? In today's world of work we have forgotten a simple truth: the power of authentic, two-way, human conversations to build relationships, trust, and engagement. This book comes from 30 years of learning from world-class organisations, tried and tested leadership coaching techniques and emergent thinking on neuroscience and employee behaviour. The result is a simple guide to why, when and how to hold five critical conversations with people you manage. 5 Conversations will help the reader to dramatically improve trust, relationships, motivation and performance at work; build a better business by developing successful relationships; engage their personnel.

Do Less, Get More Sháá Wasmund 2015-06-04 'Really interesting ... a very, very good book' Steve Wright, BBC Radio 2 In *Do Less, Get More*, entrepreneur and bestselling author Sháá Wasmund reveals that the key to fulfillment isn't doing more, it's doing what matters. Is your life how you imagined it would be, or is the reality more stressful than you planned? Do you put yourself under too much pressure to succeed? Are you struggling to find time for the things, and people, you love? It doesn't have to be this way. Anything is possible when you stop trying to do everything at the same time. This life changing book gives you the tools to ditch your to-do list and follow your dreams. It will be your essential guide to doing what you love - and letting go of the rest.

The Four Greatest Coaching Conversations Jerry Connor 2020-02-06 Longlisted for Management Book of the Year 2021 Forbes #1 Book to Help You Improve Your Performance at Work Based on data and insights from over 100k virtual and in-person coaching conversations conducted by the talented coaches of global coaching company, BTS Coach, comes the first book to take BTS Coach's evidence-based coaching process to a mass audience. In a concise, easy-to-understand manner, readers will discover 4 mindsets - Be, Relate, Think, and Inspire - that are most critical for individuals to experience deep, meaningful change, along with the process and tools for sparking their own powerful conversations to get the best out of themselves and those around them.

So Good They Can't Ignore You Cal Newport 2016-12-01 Cal Newport's clearly-written manifesto flies in the face of conventional wisdom by suggesting that it should be a person's talent and skill - and not necessarily their passion - that determines their career path. Newport, who graduated from Dartmouth College (Phi Beta Kappa) and earned a PhD. from MIT, contends that trying to find what drives us, instead of focusing on areas in which we naturally excel, is ultimately harmful and frustrating to job seekers. The title is a direct quote from comedian Steve Martin who, when once asked why he was successful in his career, immediately replied: "Be so good they can't ignore you" and that's the main basis for Newport's book. Skill and ability trump passion. Inspired by former Apple CEO Steve Jobs' famous Stanford University commencement speech in which Jobs urges idealistic grads to chase their dreams, Newport takes issue with that advice, claiming that not only is this advice Pollyannish, but that Jobs himself never followed his own advice. From there, Newport presents compelling scientific and contemporary case study evidence that the key to one's career success is to find out what you do well, where you have built up your 'career capital,' and then to put all of your efforts into that direction.

Work Rules! Laszlo Bock 2015-04-07 From the visionary head of Google's innovative People Operations comes a groundbreaking inquiry into the philosophy of work -- and a blueprint for attracting the most spectacular talent to your business and ensuring that they succeed. "We spend more time working than doing anything else in life. It's not right that the experience of work should be so demotivating and dehumanizing." So says Laszlo Bock, former head of People Operations at the company that transformed how the world interacts with knowledge. This insight is the heart of *Work Rules!*, a compelling and surprisingly playful manifesto that offers lessons including: Take away managers' power over employees Learn from your best employees and your worst Hire only people who are smarter than you are, no matter how long it takes to find them Pay unfairly (it's more fair!) Don't trust your gut: Use data to predict and shape the future Default to open-be transparent and welcome feedback If you're comfortable with the amount of freedom you've given your employees, you haven't gone far enough. Drawing on the latest research in behavioral economics and a profound grasp of human psychology, *Work Rules!* also provides teaching examples from a range of industries-including lauded companies that happen to be hideous places to work and little-known companies that achieve spectacular results by valuing and listening to their employees. Bock takes us inside one of history's most explosively successful businesses to reveal why Google is consistently rated one of the best places to work in the world, distilling 15 years of intensive worker R&D into principles that are easy to put into action, whether you're a team of one or a team of thousands. *Work Rules!* shows how to strike a balance between creativity and structure, leading to success you can measure in quality of life as well as market share. Read it to build a better company from within rather than from above; read it to reawaken your joy in what you do.

Good to Great James Charles Collins 2001 Can a good company become a great one and, if so, how?After a five-year research project, Collins concludes that good to great can and does happen. In this book, he uncovers the underlying variables that enable any type of organization to

Collaboration Morten T. Hansen 2009-01-01 In *Collaboration*, author Morten Hansen takes aim at what many leaders inherently know: in today's competitive environment, companywide collaboration is an imperative for successful strategy execution, yet the sought-after synergies are rarely, if ever, realized. In fact, most cross-unit collaborative efforts end up wasting time, money, and resources. How can managers avoid the costly traps of collaboration and instead start getting the results they need? In this book, Hansen shows managers how to get collaboration right through "disciplined collaboration"-- a practical framework and set of tools managers can use to: · Assess when--and when not--to pursue collaboration across units to

achieve goals · Identify and overcome the four barriers to collaboration · Get people to buy into the larger picture, even when they own only a small piece of it · Be a "T-Shaped Manager," collaborating across divisions while still working deeply in your own unit · Create networks across the organization that are not large, but nimble and effective Based on the author's long-running research, in-depth case studies, and company interviews, *Collaboration* delivers practical advice and tools to help your organization collaborate--for real results.

Get Smart! Brian Tracy 2016-03-15 Discover the secrets for how to think and act like the most successful people in the world and reap the rewards! In today's constantly changing world, you have to be smart to get ahead. But the average person uses only about two percent of their mental ability. How can we learn to unleash our brain's full potential to maximize our opportunities, like the most successful people do? In *Get Smart!*, acclaimed success expert and bestselling author Brian Tracy reveals simple, proven ways to tap into our natural thinking talents and abilities and make quantum leaps toward achieving our dreams. In this indispensable guide, you'll learn to: · Train your brain to think in ways that create successful results · Recognize and exploit growth opportunities in any situation · Identify and eliminate negative patterns holding you back · Plan, act, and achieve goals with greater precision and speed Whether you want to increase sales, bolster creativity, or better navigate life's unexpected changes, *Get Smart!* will help you tap into your powerful mental resources to obtain the results you want and reap the rewards successful people enjoy.

Do More Great Work. Michael Bungay Stanier 2010-02-22 A self-coaching book that helps you find challenging, fulfilling, and impactful work "in a manner similar to What Color Is Your Parachute?" (Seattle Pi). When you're up to your eyeballs answering emails, returning phone calls, attending meetings, and scrambling to get that project done, you can turn to this inspirational, motivating, and at times playful book for invaluable guidance. In fifteen exercises, *Do More Great Work* shows how you can finally do more of the work that pushes you forward, stretches your creativity, and truly satisfies you. The exercises are "maps"—brilliantly simple visual tools that help you find, start, and sustain Great Work, revealing how to: Find clues to your own Great Work—they're all around you Locate the sweet spot between what you want to do and what your organization wants you to do Generate new ideas and possibilities quickly Best manage your overwhelming workload Double the likelihood that you'll do what you want to do All it takes is ten minutes a day, a pencil, and a willingness to change. *Do More Great Work* will not only help you identify what the Great Work of your life is, it will tell you how to do it. "Great work really does come in small packages! This little book is a dynamo of 'great work truths.'" —Marshall Goldsmith, #1 New York Times–bestselling author of *Triggers* "[Stanier] has an ability to shake our tree and make us more conscious and responsible. And the best part—he makes it easy and fun." —David Allen, New York Times–bestselling author of *Getting Things Done*

Grit Angela Duckworth 2016-05-05 UNLOCK THE KEY TO SUCCESS In this must-read for anyone seeking to succeed, pioneering psychologist Angela Duckworth takes us on an eye-opening journey to discover the true qualities that lead to outstanding achievement. Wittingly personal, insightful and powerful, *Grit* is a book about what goes through your head when you fall down, and how that - not talent or luck - makes all the difference. 'Impressively fresh and original' Susan Cain

Deep Work Cal Newport 2016-01-05 Read the Wall Street Journal Bestseller for "cultivating intense focus" for fast, powerful performance results for achieving success and true meaning in one's professional life (Adam Grant, author of *Give and Take*). Deep work is the ability to focus without distraction on a cognitively demanding task. It's a skill that allows you to quickly master complicated information and produce better results in less time. Deep Work will make you better at what you do and provide the sense of true fulfillment that comes from craftsmanship. In short, deep work is like a super power in our increasingly competitive twenty-first century economy. And yet, most people have lost the ability to go deep--spending their days instead in a frantic blur of e-mail and social media, not even realizing there's a better way. In *Deep Work*, author and professor Cal Newport flips the narrative on impact in a connected age. Instead of arguing distraction is bad, he instead celebrates the power of its opposite. Dividing this book into two parts, he first makes the case that in almost any profession, cultivating a deep work ethic will produce massive benefits. He then presents a rigorous training regimen, presented as a series of four "rules," for transforming your mind and habits to support this skill. 1. Work Deeply 2. Embrace Boredom 3. Quit Social Media 4. Drain the Shallows A mix of cultural criticism and actionable advice, *Deep Work* takes the reader on a journey through memorable stories--from Carl Jung building a stone tower in the woods to focus his mind, to a social media pioneer buying a round-trip business class ticket to Tokyo to write a book free from distraction in the air--and no-nonsense advice, such as the claim that most serious professionals should quit social media and that you should practice being bored. *Deep Work* is an indispensable guide to anyone seeking focused success in a distracted world. An Amazon Best Book of 2016 Pick in Business & Leadership Wall Street Journal Business Bestseller A Business Book of the Week at 800-CEO-READ

The Second Media Age Mark Poster 2018-03-08 This book examines the implications of new communication technologies in the light of the most recent work in social and cultural theory and argues that new developments in electronic media, such as the Internet and Virtual Reality, justify the designation of a "second media age".

Performance Culture Dallas Romanowski 2012-08-07 PERFORMANCE CULTURE provides a simplified approach to create a company culture that increases business value, profitability and workplace satisfaction — an approach that has proven to work in the companies we coach. Many of our clients have significantly grown their business by implementing the four elements of Performance Culture. These elements include Effective Leadership, Niche Strategy, People Management and Process Excellence. This book includes a project plan as well as online code to download templates to implement PCS in your company. Our approach to leadership development will help you earn the "will of your team", communicate clearly and hold your team accountable. The Niche Strategy model will create a Unique Value Proposition and improve your competitive advantage. People Management will define employee expectations for both behavior and performance and includes an organizational structure that rewards star employees. Focus and time management will improve through 90-day plans and weekly leadership team meetings. Process Excellence will help you build a scalable company that consistently delivers quality products and services. The company scorecard will measure key performance indicators and help you identify potential issues before real problems arise. The idea to write this book occurred while I was recapping the success of many of our clients. This discussion took place during the height of the recession that began in 2008. While many companies were struggling, many of our clients were growing. In some cases the growth was amazing (25% to 200% APR). We created a list of our fastest growing clients and included the key elements that were making these companies successful. After completing the list, we looked for common traits among the successful companies. What we found was revealing. While the successful companies were doing many things differently, we did find four common traits. These traits included effective leadership, niche strategies, a great team & workplace (people) and process excellence. The company owners led in a way that earned the will of their team. They hired right, communicated expectations and held team members accountable for results. The companies focused on very specific target markets and offered unique products and services. Their niche strategies enabled them to win and earn higher profit margins. The leaders focused on process excellence and made sure processes were documented, followed and constantly improved. Developing a Performance Culture that produces long-term benefit takes discipline and commitment -- the essential elements required to create good habits. In the book, *The Power of Habit: Why We Do What We Do in Life and Business* the author, Charles Duhigg, explains how business leaders achieved success by focusing on the patterns that shape every aspect of our lives. The Performance Culture System will show you a set of patterns to achieve success for you and your company. These patterns include: Effective Leadership -- Three rules to become a great leader Niche Strategy -- Tips on how to create a compelling value proposition and competitive advantage People Management -- Simple Human Resource Management methods to hire right and motivate employees to do their best Process -- A simplified framework to create a scalable operation that delivers consistency and quality

8 Steps to High Performance Marc Effron 2018-07-17 The steps you need, for the results you

want. There's no shortage of advice out there on how to perform better, and better than others, at work. The problem is knowing which methods are actually proven to work--and how you should act on them to get the best results. In *8 Steps to High Performance*, talent expert and bestselling author Marc Effron cuts through the noise with his signature "science-based simplicity" approach to identify what matters most and show you how to optimally apply your time and effort to boost your performance. It turns out that higher performance comes from doing many things well--but some of those things are not in your power to change. Effron reveals the eight key factors you do control and practical steps for improving yourself on each one. You'll learn: How to set goals that create higher performance Which behaviors predict higher performance in different situations How to quickly develop the most important capabilities Who to connect with and why How to understand and adapt to your company's strategy Why you sometimes shouldn't be the "genuine" you How to best manage your body to sustain your performance How to avoid management fads that distract you from high performance Research-based, practical, and filled with self-assessments, tools, and templates to support your performance goals at work, this short, powerful book will help you and anyone on your team deliver outstanding results.

Great Work: How to Make a Difference People Love David Sturt 2013-09-06 THE NEW YORK TIMES BESTSELLER Great work lives inside all of us. The question is: Do we make the contributions we're capable of? Is our best work getting out there? Breaking through? Creating a difference the world loves? We've long been told our ability to succeed depends on our IQ, talent, education level, gender, job title, or when and where we were born. Great Work turns that conventional thinking on its head to reveal that innovation can come from anyone, anywhere. Especially you. With insights from the largest-ever study of award-winning work, Great Work reveals five practical skills that will help you ideate, innovate, and deliver work that gets noticed and appreciated. Great Work is filled with stories of real people in real jobs who did what was asked and then added something extra--a personal touch all their own--to deliver better-than-asked-for results. Their stories will inspire you to write your own page in the book of human progress. PRAISE FOR GREAT WORK "Great Work has me believing anyone can deliver a difference. I predict that 'making a difference people love' will embed itself in our lexicon for decades to come. -- STEPHEN M. R. COVEY, AUTHOR OF THE BESTSELLER THE SPEED OF TRUST "I recommend it to everyone, from every background, who has dreams of accomplishing great work." -- BARBARA CORCORAN, REAL ESTATE MOGUL, "SHARK" ON ABC'S SHARK TANK "We all know difference makers who, in small ways, make a profound impact on how we work and live. This book helps us celebrate them." -- TOM POST, MANAGING EDITOR, FORBES MEDIA "Great Work is a great work. It educates, inspires, and offers specific tools any employee or leader can use." -- DAVE ULRICH, PROFESSOR, ROSS SCHOOL OF BUSINESS, UNIVERSITY OF MICHIGAN; PARTNER, THE RBL GROUP "It takes passion, risk, and foresight to think beyond the status quo and see problems as opportunities. This book is inspiration for doing exactly that." -- KARIM RASHID, INTERNATIONALLY RENOWNED DESIGNER "Outstanding! A must read. Great Work will give you a whole new toolkit for success." -- LARRY KING, LEGENDARY INTERNATIONAL RADIO AND TELEVISION BROADCASTER

Great by Choice Jim Collins 2011-10-13 THE NEW QUESTION Ten years after the worldwide bestseller *Good to Great*, Jim Collins returns with another groundbreaking work, this time to ask: Why do some companies thrive in uncertainty, even chaos, and others do not? Based on nine years of research, buttressed by rigorous analysis and infused with engaging stories, Collins and his colleague, Morten Hansen, enumerate the principles for building a truly great enterprise in unpredictable, tumultuous, and fast-moving times. THE NEW STUDY Great by Choice distinguishes itself from Collins's prior work by its focus not just on performance, but also on the type of unstable environments faced by leaders today. With a team of more than twenty researchers, Collins and Hansen studied companies that rose to greatness - beating their industry indexes by a minimum of ten times over fifteen years - in environments characterized by big forces and rapid shifts that leaders could not predict or control. The research team then contrasted these "10X companies" to a carefully selected set of comparison companies that failed to achieve greatness in similarly extreme environments. THE NEW FINDINGS The study results were full of provocative surprises. Such as: * The best leaders were not more risk taking, more visionary, and more creative than the comparisons; they were more disciplined, more empirical, and more paranoid. * Innovation by itself turns out not to be the trump card in a chaotic and uncertain world; more important is the ability to scale innovation, to blend creativity with discipline. * Following the belief that leading in a "fast world" always requires "fast decisions" and "fast action" is a good way to get killed. * The great companies changed less in reaction to a radically changing world than the comparison companies. The authors challenge conventional wisdom with thought-provoking, sticky, and supremely practical concepts. They include 10Xers; the 20 Mile March; Fire Bullets then Cannonballs; Leading above the Death Line; Zoom Out, Then Zoom In; and the SMaC Recipe. Finally, in the last chapter, Collins and Hansen present their most provocative and original analysis: defining, quantifying, and studying the role of luck. The great companies and the leaders who built them were not luckier than the comparisons, but they did get a higher Return on Luck. This book is classic Collins: contrarian, data driven, and uplifting. He and Hansen show convincingly that, even in a chaotic and uncertain world, greatness happens by choice, not by chance.

Welcome to Management: How to Grow From Top Performer to Excellent Leader Ryan Hawk 2020-01-28 "The ultimate all-in-one guide to becoming a great leader."—Daniel Pink From the creator and host of *The Learning Leader Show*, "the most dynamic leadership podcast out there" (Forbes) that will "help you lead smarter" (Inc.), comes an essential tactical guide for newly promoted managers. Every year, millions of top performers are promoted to management-level jobs—only to discover that the tactics that got them promoted are not the tactics that will make them effective in their new role. In *Welcome to Management*, Ryan Hawk provides practical, actionable advice and tools designed to ensure that transition is a successful one. He presents a new actionable three-part framework distilled from best practices drawn from in-depth interviews with over 300 of the most forward-thinking leaders around the world, as well as his own professional experience going from exceptional individual producer to new leader. Learn how to: • lead yourself: build skills and earn credibility. Compliance can be commanded, but commitment cannot. People reserve their full capacity for emotional commitment for leaders they find credible, and credibility must be earned. • build your team: develop a healthy and sustainable culture of mutual trust and respect that creates cohesion. This includes effective hiring and firing practices. • lead your team: set a clear strategy and vision for your team, communicate effectively, and ultimately drive the results the organization is counting on your team to deliver. Through case studies, hundreds of interviews, and personal stories, the book will help high performers make the leap from individual contributor to manager with greater ease, grace, courage, and effectiveness. Welcome to management!

Patterns of High Performance Jerry L. Fletcher 1995 Everyone can be a high performer, according to Jerry Fletcher. Not just in occasional, heroic bursts of success, but consistently, in everything we do. It's not a matter of imitating star athletes or successful entrepreneurs. In fact, you just have to be fully yourself at your best.

Go Put Your Strengths to Work Marcus Buckingham 2008-09-04 Companies routinely claim that 'Our People Are Our Greatest Asset', but research data shows that in practice most people do not actually use their assets much at work. This book aims to change that. When employees learn how to truly apply their greatest strengths at work, they turbo-charge their career potential and everybody wins. Companies find that their employees are more productive, their teams are more effective, their organization is more innovative and, accordingly, their customers are more engaged. In *FIRST, BREAK ALL THE RULES*, Marcus Buckingham proved the link between engaged employees and more profitable bottom lines and highlighted great managers as the catalyst. In *NOW, DISCOVER YOUR STRENGTHS* he explained how to sort through your patterns of wishes, abilities, thoughts and feelings and, with the help of a web-based profile, identify your five most dominant talents. In *GO, PUT YOUR STRENGTHS TO WORK* he shows you how to take the crucial next step. How to seize control of your time at work and, in the face of a world that doesn't much care whether you are playing to your strengths, how to rewrite your job description under the nose of your boss.

The Best Place to Work Ron Friedman, PhD 2014-12-02 For readers of Malcolm Gladwell, Daniel Pink, and Freakonomics, comes a captivating and surprising journey through the science of

workplace excellence. Why do successful companies reward failure? What can casinos teach us about building a happy workplace? How do you design an office that enhances both attention to detail and creativity? In *The Best Place to Work*, award-winning psychologist Ron Friedman, Ph.D. uses the latest research from the fields of motivation, creativity, behavioral economics, neuroscience, and management to reveal what really makes us successful at work. Combining powerful stories with cutting edge findings, Friedman shows leaders at every level how they can use scientifically-proven techniques to promote smarter thinking, greater innovation, and stronger performance. Among the many surprising insights, Friedman explains how learning to think like a hostage negotiator can help you diffuse a workplace argument, why placing a fish bowl near your desk can elevate your thinking, and how incorporating strategic distractions into your schedule can help you reach smarter decisions. Along the way, the book introduces the inventor who created the cubicle, the president who brought down the world's most dangerous criminal, and the teenager who single-handedly transformed professional tennis—vivid stories that offer unexpected revelations on achieving workplace excellence. Brimming with counterintuitive insights and actionable recommendations, *The Best Place to Work* offers employees and executives alike game-changing advice for working smarter and turning any organization—regardless of its size, budgets, or ambitions—into an extraordinary workplace. **Good to Great** Jim Collins 2011-07-19 *The Challenge Built to Last*, the defining management study of the nineties, showed how great companies triumph over time and how long-term sustained performance can be engineered into the DNA of an enterprise from the very beginning. But what about the company that is not born with great DNA? How can good companies, mediocre companies, even bad companies achieve enduring greatness? *The Study For years*, this question preyed on the mind of Jim Collins. Are there companies that defy gravity and convert long-term mediocrity or worse into long-term superiority? And if so, what are the universal distinguishing characteristics that cause a company to go from good to great? The Standards Using tough benchmarks, Collins and his research team identified a set of elite companies that made the leap to great results and sustained those results for at least fifteen years. How great? After the leap, the good-to-great companies generated cumulative stock returns that beat the general stock market by an average of seven times in fifteen years, better than twice the results delivered by a composite index of the world's greatest companies, including Coca-Cola, Intel, General Electric, and Merck. The Comparisons The research team contrasted the good-to-great companies with a carefully selected set of comparison companies that failed to make the leap from good to great. What was different? Why did one set of companies become truly great performers while the other set remained only good? Over five years, the team analyzed the histories of all twenty-eight companies in the study. After sifting through mountains of data and thousands of pages of interviews, Collins and his crew discovered the key determinants of greatness -- why some companies make the leap and others don't. The Findings The findings of the Good to Great study will surprise many readers and shed light on virtually every area of management strategy and practice. The findings include: Level 5 Leaders: The research team was shocked to discover the type of leadership required to achieve greatness. The Hedgehog Concept (Simplicity within the Three Circles): To go from good to great requires transcending the curse of competence. A Culture of Discipline: When you combine a culture of discipline with an ethic of entrepreneurship, you get the magical alchemy of great results. Technology Accelerators: Good-to-great companies think differently about the role of technology. The Flywheel and the Doom Loop: Those who launch radical change programs and wrenching restructurings will almost certainly fail to make the leap. "Some of the key concepts discerned in the study," comments Jim Collins, "fly in the face of our modern business culture and will, quite frankly, upset some people." Perhaps, but who can afford to ignore these findings? **Great on the Job** Jodi Glickman 2011-05-10 A much-needed "people skills" primer and master class in all facets of workplace communication Do you know how to ask for help at work without sounding dumb? Do you know how to get valuable and useful feedback from your colleagues? Have you mastered your professional elevator pitch so that every time you meet someone, they remember and are impressed by you? If you answered "no" to any of these questions, you need *Great on the Job*. In 2008, Jodi Glickman launched *Great on the Job*, a communications consulting firm whose distinguished client list includes Harvard Business School, Wharton, The Stern School of Business, Merrill Lynch, and Citigroup. Now, Glickman's three-step training program is available in book form for the first time. With case studies, micro strategies, and example language, readers will learn communication skills that can be practiced and implemented immediately. In today's economy, it's not typically the smartest, hardest working or most technically savvy who succeed. Instead, the ability to communicate well is often the most important precursor to success in the workplace. So whether you're a star performer or a struggling novice, *Great on the Job* will give you the building blocks you need for every conversation you'll have at work.

Personalization at Work Rob Baker 2020-03-03 The potential benefits of personalization on a workforce are huge. We curate music and online streaming content to suit our own tastes and we place more value on lottery numbers we have chosen ourselves, rather than a random selection from a lucky dip. When job roles are also personalized, employees are more interested, engaged and motivated at work. The responsibility for enabling this personalization lies with HR and people professionals and a key approach to doing this is via job crafting. Personalization at Work is a practical guide explaining what job crafting is, why it's important, what the benefits are and more broadly how a personalized approach can be brought to all aspects of HR including recruitment, learning and development, performance management, diversity and inclusion and reward. Full of practical advice and case studies from companies who have already seen the benefits of a personalized approach including Virgin Money, Widerøe airlines, Logitech, Google and Connect Health, Personalization at Work is essential reading for all HR professionals wanting to improve staff engagement, retention, productivity and the overall people experience. With expert guidance on how to encourage job crafting and a personalized approach to work for employees through everything from job titles, role descriptions and benefits packages through to working patterns, flexibility and work environment, this is a book that HR and people professionals can't afford to be without.

Creating the High Performance Work Place Sue Bingham 2018-06-07 Most of us want to make a lasting and meaningful difference at work and in our personal lives. But we're daunted by the size of the challenges, afraid of the cost or commitment and, quite frankly, unsure of where to start. This book uncovers eight steps to unlocking high performance and the life you want to lead. Immediately after reading this book, you will be compelled to abandon the baggage of traditional hierarchy and adopt a new approach that creates freedom, results and satisfaction. It requires little financial investment on your part, but it will mean you have to give-up customary leadership practices.

Next in Line (William Warwick Novels) Jeffrey Archer 2022-09-27 International bestseller Jeffrey Archer returns

Leadership Michael Z. Hackman 1996 The practical text presents the topic of leadership crisply & cogently--synthesizing a great deal of information in an easy-to-understand form.

How to Get Sh*t Done Erin Falconer 2018-01-02 From the editor-in-chief and co-owner of the highly respected self-improvement site *Pick the Brain* comes an inspirational guide for overscheduled, overwhelmed women on how to do less so that they can achieve more. Women live in a state of constant guilt: that we're not doing enough, that we're not good enough, that we can't keep up. If we're not climbing the corporate ladder, building our side hustle, preparing home-cooked meals, tucking the kids in at night, meditating daily, and scheduling playdates, date nights, and girls' nights every week, we feel like we're not living our best lives. Yet traditional productivity books—written by men—barely touch on the tangle of cultural pressures that women feel when facing down a to-do list. Now, Erin Falconer will show you how to do less—a lot less. In fact, *How to Get Sh*t Done* will teach you how to zero in on the three areas of your life where you want to excel, and then it will show you how to off-load, outsource, or just stop giving a damn about the rest. As the founder of two technology start-ups and one of *Refinery29's* Top 10 Women Changing the Digital Landscape for Good, Erin has seen what happens when women chase an outdated, patriarchal model of productivity, and now she shows you how even the most intense perfectionist among us can tap into our inner free spirit and learn to feel like badassess. Packed with real-life advice, honest stories from Erin's successful career, and dozens of actionable resources, *How to Get Sh*t Done* will forever reframe productivity so

that you can stop doing everything for everyone and start doing what matters to you.

Great Work, Great Rewards Liz Nolley Tillman 2017-05 "A Must Read For High Performing Workers Who Feel Undervalued!!"- Amazon Reader Great Work, Great Rewards is the definitive self-help guide to reclaiming your joy when your ONLY reward for great work is more work. Ever feel like no good deed ever goes unpunished when you're at the office? Are you caught up in a cycle where being the "go to" person on your team no longer seems worth the trouble (but the achiever in you will not let you give anything less than your best)? Have you become too valuable in your current role for your company to let you move into the position you really want? Has working miracles become your normal way of working and what others expect from you? If you've answered "yes" to any of these questions, then chances are you're caught up in the performance punishment cycle. But, you can break free! In Great Work, Great Rewards, you'll learn: How to identify performance punishment, whether it's happening to you, someone on your team or someone you care about Why there are disadvantages to being the "go to" person on the team How perfectionism can be a double-edge sword When working harder or smarter isn't necessarily the key to success How to utilize the 7 secrets for breaking the performance punishment cycle to reclaim your joy in the workplace How the top companies prevent performance punishment from happening in their organizations Part self-help guide, part workbook, Great Work, Great Rewards is a must-read for any high-performing achiever looking to break the performance punishment cycle and reclaim their joy at work.

Great at Work Morten Hansen 2018-01-30 From the New York Times bestselling author of Great by Choice comes an authoritative, practical guide to individual performance - based on analysis from an exhaustive, 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 maximise 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 restaurant (tucked away under a Tokyo subway station underpass) 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 (even before they were identified). Each chapter contains 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 you achieve more by working less, backed by unprecedented statistical analysis.