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KEY=HALLOWELL - LAMBERT DUDLEY

DRIVEN TO DISTRACTION AT WORK

HOW TO FOCUS AND BE MORE PRODUCTIVE

Harvard Business Review Press Identifying the underlying reasons why people really lose their ability to focus at work and drawing on case studies, a leading authority on ADD and ADHD presents a set of reliable techniques that will help anyone regain control of their attention and most productive mental state in the workplace. By the best-selling author of Driven to Distraction. 25,000 first printing.

DRIVEN TO DISTRACTION

RECOGNIZING AND COPING WITH ATTENTION DEFICIT DISORDER FROM CHILDHOOD THROUGH ADULTHOOD

Simon and Schuster Discusses the causes, symptoms, and treatment of attention-deficit Disorder (ADD)

ADHD 2.0

NEW SCIENCE AND ESSENTIAL STRATEGIES FOR THRIVING WITH DISTRACTION--FROM CHILDHOOD THROUGH ADULTHOOD

Ballantine Books A revolutionary new approach to ADD/ADHD featuring cutting-edge research and strategies to help readers thrive, by the bestselling authors of the seminal books *Driven to Distraction* and *Delivered from Distraction* “An inspired road map for living with a distractible brain . . . If you or your child suffer from ADHD, this book should be on your shelf. It will give you courage and hope.”—Michael Thompson, Ph.D., New York Times bestselling co-author of *Raising Cain* World-renowned authors Dr. Edward M. Hallowell and Dr. John J. Ratey literally “wrote the book” on ADD/ADHD more than two decades ago. Their bestseller, *Driven to Distraction*, largely introduced this diagnosis to the public and sold more than a million copies along the way. Now, most people have heard of ADHD and know someone who may have it. But lost in the discussion of both childhood and adult diagnosis of ADHD is the potential upside: Many hugely successful entrepreneurs and highly creative people attribute their achievements to ADHD. Also unknown to most are the recent research developments, including innovations that give a clearer understanding of the ADHD brain in action. In *ADHD 2.0*, Drs. Hallowell and Ratey, both of whom have this “variable attention trait,” draw on the latest science to provide both parents and adults with ADHD a plan for minimizing the downside and maximizing the benefits of ADHD at any age. They offer an arsenal of new strategies and lifestyle hacks for thriving with ADHD, including

- **Find the right kind of difficult. Use these behavior assessments to discover the work, activity, or creative outlet best suited to an individual’s unique strengths.**
- **Reimagine environment. What specific elements to look for—at home, at school, or in the workplace—to enhance the creativity and entrepreneurial spirit inherent in the ADHD mind.**
- **Embrace innate neurological tendencies. Take advantage of new findings about the brain’s default mode network and cerebellum, which confer major benefits for people with ADHD.**
- **Tap into the healing power of connection. Tips for establishing and maintaining positive connection “the other Vitamind C” and the best antidote to the negativity that plagues so many people with ADHD.**
- **Consider medication. Gets the facts about the underlying chemistry, side effects, and proven benefits of all the pharmaceutical options. As inspiring as it is practical, *ADHD 2.0* will help you tap into the power of this mercurial condition and find the key that unlocks potential.**

FASTER THAN NORMAL

TURBOCHARGE YOUR FOCUS, PRODUCTIVITY, AND SUCCESS WITH THE SECRETS OF THE ADHD BRAIN

Penguin A refreshingly practical and honest guide that rewrites the script on ADHD Peter Shankman is a busy guy -- a media entrepreneur who runs several businesses, gives keynote speeches around the world, hosts a popular podcast, runs marathons and Iron Mans, is a licensed skydiver, dabbles in angel investing, and is loving father to his young daughter. Simply put, he always seems to have more than 24 hours in a day. How does he do it? Peter attributes his unusually high energy level and extreme productivity to his ADHD. In Faster Than Normal, Shankman shares his hard-won insights and daily hacks for making ADHD a secret weapon for living a full and deeply satisfying life. Both inspiring and practical, the book presents life rules, best practices, and simple but powerful ways to: Harness your creative energy to generate and execute your ideas Direct your hyperfocus to get things done Identify your pitfalls-- and avoid them Streamline your daily routine to eliminate distractions Use apps and other tech innovations to free up your time and energy Filled with ingenious hacks and supportive self-care advice, this is the positive, practical book the ADHD community has long needed - and is also an invaluable handbook for anyone who's sick of feeling overwhelmed and wants to drive their faster-than-normal brain at maximum speed...without crashing.

CRAZYBUSY

OVERSTRETCHED, OVERBOOKED, AND ABOUT TO SNAP! STRATEGIES FOR HANDLING YOUR FAST- PACED LIFE

Ballantine Books Are you too busy? Are you always running behind? Is your calendar loaded with more than you can possibly accomplish? Is it driving you crazy? You're not alone. CrazyBusy-the modern phenomenon of brain overload-is a national epidemic. Without intending it or understanding how it happened, we've plunged ourselves into a mad rush of activity, expecting our brains to keep track of more than they comfortably or effectively can. In fact, as Attention Deficit Disorder expert and bestselling author Edward M. Hallowell, M.D., argues in this groundbreaking new book, this brain overload has reached the point where our entire society is suffering from culturally induced ADD. CrazyBusy is not just a by-product of high-speed, globalized modern life-it has become its defining feature. BlackBerries, cell phones, and e-mail 24/7. Longer work days, escalating demands, and higher expectations at home. It all adds up to a state of constant frenzy that is sapping us of creativity, humanity, mental well-being, and the ability to focus on what

truly matters. But as Dr. Hallowell argues, being crazybusy can also be an opportunity. Just as ADD can, if properly managed, become a source of ingenuity and inspiration, so the impulse to be busy can be turned to our advantage once we get in touch with our needs and take charge of how we really want to spend our time. Through quick exercises (perfect for busy people), focused advice on everything from lifestyle to time management, and examples chosen from his extensive clinical experience, Hallowell goes step-by-step through the process of unsnarling frantic lives. With CrazyBusy, we can teach ourselves to move from the F-state-frenzied, flailing, fearful, forgetful, furious-to the C-state-cool, calm, clear, consistent, curious, courteous. Dr. Hallowell has helped more than a million readers free themselves of the distractions and compulsions of ADD. Now in CrazyBusy, he offers the same sound, sane, and accessible guidance for anyone suffering from the harried pace of modern life. If you find yourself pulled into a million different directions, here at last is the opportunity to stop being busy, start being happy, and still get things done.

SHINE

USING BRAIN SCIENCE TO GET THE BEST FROM YOUR PEOPLE

Harvard Business Press A manager's job is getting harder to do. But the central question for all managers - the one that separates great managers from the rest- is how to get the most from your people. What do you do when your most talented people fall short of their potential, or worse, fall off their game for awhile? How do you inspire a solid contributor to even more stellar performance? How do you find that spark? And turn it into a burning flame? According to best-selling author and psychiatrist, Ned Hallowell, it's all in the brain. Creating that spark and inspiring someone to perform at their highest levels isn't rocket science; but it is brain science, and it has yet to be codified into a simple and reliable process that all managers can use. Drawing from his expertise helping people reach their full potential and synthesizing the latest research on happiness, brain science, and performance, Hallowell does exactly that -- he offers a five step process that leads to peak performance. Based on the latest findings in the fast-moving field of high performance research and rooted in the work of Martin Seligman, Dan Gilbert, Marcus Buckingham, Mihaly Csikszentmihalyi, John Ratey, and many other experts in psychology and neuroscience, this book gives managers a simple and coherent framework for getting the best out of people: (1) Selection - how to put people in the right job, and give them the responsibilities that literally make their brains "light up;" (2) Connection - how to overcome the powerful forces that disconnect us interpersonally in today's workplace, and how to restore the positive connections that fuel superior performance; (3) Play - why play is essential to peak performance, and how managers can get it

right; (4) Progress - when the pressure is on, how to challenge the right person at the right time; (5) Recognition - why reward systems always decrease peak performance, and how managers can finally get this right. The value of the five steps is that each step builds on another. For instance, there's no point in challenging an employee to go beyond their personal best if you haven't bothered to ensure first that you've got them in the right job. And there's no way to successfully get someone to think more creatively if you haven't first established the personal connection with her so that she knows her wild ideas will be taken seriously. And there's no point in demanding more, if you haven't first given employees a chance to engage their imagination and play around with the things that "light up their brains." Especially in times of mental overload and stress, when invoking people to suck it up or work even harder isn't an effective management tool, managers need a new game plan, like the one in this book, for helping their people perform at their best.

WHEN YOU WORRY ABOUT THE CHILD YOU LOVE

Simon and Schuster Surveys the most common childhood behavioral problems, explains their biological and genetic bases, and specifies appropriate treatment procedures

DELIVERED FROM DISTRACTION

GETTING THE MOST OUT OF LIFE WITH ATTENTION DEFICIT DISORDER

Ballantine Books "If you read only one book about attention deficit disorder, it should be *Delivered from Distraction*."—Michael Thompson, Ph.D., New York Times bestselling co-author of *Raising Cain* In 1994, *Driven to Distraction* sparked a revolution in our understanding of attention deficit disorder. Widely recognized as the classic in the field, the book has sold more than a million copies. Now a second revolution is under way in the approach to ADD, and the news is great. Drug therapies, our understanding of the role of diet and exercise, even the way we define the disorder—all are changing radically. And doctors are realizing that millions of adults suffer from this condition, though the vast majority of them remain undiagnosed and untreated. In this new book, Drs. Edward M. Hallowell and John J. Ratey build on the breakthroughs of *Driven to Distraction* to offer a comprehensive and entirely up-to-date guide to living a successful life with ADD. As Hallowell and Ratey point out, "attention deficit disorder" is a highly misleading description of an intriguing kind of mind. Original, charismatic, energetic, often brilliant, people with ADD have extraordinary talents and gifts embedded in their highly charged but easily distracted minds. Tailored expressly to

ADD learning styles and attention spans, Delivered from Distraction provides accessible, engaging discussions of every aspect of the condition, from diagnosis to finding the proper treatment regime. Inside you'll discover • whether ADD runs in families • new diagnostic procedures, tests, and evaluations • the links between ADD and other conditions • how people with ADD can free up their inner talents and strengths • the new drugs and how they work, and why they're not for everyone • exciting advances in nonpharmaceutical therapies, including changes in diet, exercise, and lifestyle • how to adapt the classic twelve-step program to treat ADD • sexual problems associated with ADD and how to resolve them • strategies for dealing with procrastination, clutter, and chronic forgetfulness ADD is a trait, a way of living in the world. It only becomes a disorder when it impairs your life. Featuring gripping profiles of patients with ADD who have triumphed, Delivered from Distraction is a wise, loving guide to releasing the positive energy that all people with ADD hold inside. If you have ADD or care about someone who does, this is the book you must read. Praise for Delivered from Distraction "The definitive source of information on attention deficit disorder."—Harold S. Koplewicz, M.D., director, Child Study Center, New York University School of Medicine "A deeply wise and truly helpful book, written with frankness, humor, and tremendous empathy."—Perri Klass, M.D., co-author of Quirky Kids

MEN'S HEALTH

Men's Health magazine contains daily tips and articles on fitness, nutrition, relationships, sex, career and lifestyle.

YOU MEAN I'M NOT LAZY, STUPID OR CRAZY?!

THE CLASSIC SELF-HELP BOOK FOR ADULTS WITH ATTENTION DEFICIT DISORDER

Simon and Schuster An updated edition of the classic self-help book for people with Attention Deficit Disorder! With over a quarter million copies in print, You Mean I'm Not Lazy, Stupid or Crazy?! is one of the bestselling books on attention deficit disorder (ADD) ever written. There is a great deal of literature about children with ADD. But what do you do if you have ADD and aren't a child anymore? This indispensable reference—the first of its kind written for adults with ADD by adults with ADD—focuses on the experiences of adults, offering updated information, practical how-tos and moral support to help readers deal with ADD. It also explains the diagnostic process that distinguishes ADD symptoms from normal lapses in memory, lack of concentration or impulsive behavior. Here's what's new: -The new medications and their effectiveness -The effects of ADD on human sexuality -The differences between male and female ADD—including falling estrogen levels and its impact on cognitive function -The power of meditation -How to move

forward with coaching And the book still includes advice about: -Achieving balance by analyzing one's strengths and weaknesses -Getting along in groups, at work and in intimate and family relationships—including how to decrease discord and chaos -Learning the mechanics and methods for getting organized and improving memory -Seeking professional help, including therapy and medication

SUMMARY OF EDWARD M. HALLOWELL'S DRIVEN TO DISTRACTION BY MILKYWAY MEDIA

Milkyway Media Driven to Distraction: Recognizing and Coping with Attention Deficit Disorder from Childhood through Adulthood (2011) by physicians Edward M. Hallowell and John J. Ratey is a detailed study of attention deficit disorder (ADD) first published in 1994. The authors define the disorder, describe its subtypes, explain how it's diagnosed, outline its effects on the lives of people with the condition, and enumerate its forms of treatment... Purchase this in-depth summary to learn more.

A WALK IN THE RAIN WITH A BRAIN

HarperCollins Each brain finds its own special way -- that's the message in this delightful, colorful story by America's foremost expert on learning and childhood development. Edward Hallowell, M.D., is a noted psychiatrist and teacher and a leading authority on attention deficit/hyperactivity disorder. At many of his lectures worldwide he has read a story he wrote for children about how each person's brain is unique -- and it has resonated among the thousands of parents, teachers, and others who have heard it. **A Walk in the Rain with a Brain** is the illustrated version of that story. In it, a little girl named Lucy is making her way down a rainy sidewalk when she spies, of all things, a brain -- Manfred, called Fred -- sitting forlornly in a puddle. The courtly cerebrum asks Lucy for help getting home, and as they walk along she worries that she's not smart enough. "Everyone's smart!" explains Fred. "You just need to find out at what!" Fred reassures her that each child learns and thinks differently -- and that every child has special talents. Charming illustrations and a funny, whimsical story teach children to play and learn in order to find the strengths they have -- and a discussion guide at the end gives parents and educators the background support they need in order to help children understand and discover the sparkling individuality of their minds.

HBR GUIDE TO BEING MORE PRODUCTIVE (HBR GUIDE SERIES)

Harvard Business Press Every day begins with the same challenge: too many tasks on your to-do list and not enough

time to accomplish them. Perhaps you tell yourself to just buckle down and get it all done—skip lunch, work a longer day. Maybe you throw your hands up, recognize you can't do it all, and just begin fighting the biggest fire or greasing the squeakiest wheel. And yet you know how good it feels on those days when you're working at peak productivity, taking care of difficult and meaty projects while also knocking off the smaller tasks that have been hanging over your head forever. Those are the times when your day didn't run you—you ran your day. To have more of those days more often, you need to discover what works for you given your strengths, your preferences, and the things you must accomplish. Whether you're an assistant or the CEO, whether you've been in the workforce for 40 years or are just starting out, this guide will help you be more productive. You'll discover different ways to: Motivate yourself to work when you really don't want to Take on less, but get more done Preserve time for your most important work Improve your focus Make the most of small pockets of time between meetings Set boundaries with colleagues—without alienating them Take time off without tearing your hair out Arm yourself with the advice you need to succeed on the job, with the most trusted brand in business. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges.

DARE TO FORGIVE

THE POWER OF LETTING GO AND MOVING ON

Simon and Schuster Forgiveness is not turning the other cheek, it is not running away and it does not mean that you condone what someone has done, nor does it invite him or her to do it again. Forgiveness doesn't mean that you don't want an offender to be punished, it doesn't mean that you'll forget the offense, or that by forgiving you tacitly invite bad things to happen again. And forgiving doesn't mean you won't defend yourself or that you must love (or stop disliking) the person you are forgiving.” In other words, forgiveness is not a sign of weakness but of strength. It's also healthy, brave, contagious, and sets you free. In this book, Dr. Hallowell not only explains why forgiveness is one of the best things you can do to heal your body and mind; he also offers a practical, four part plan for achieving it. True stories illustrate the power of forgiveness in real lives, from a wife who forgives the hurtful words of her husband to a mother who forgives the man who kidnapped and murdered her daughter. Key Features Dr. Hallowell is a bestselling author with a strong track record. In this book, he returns to his core audience and subject matter. An exceptional platform for self-promotion, Dr. Hallowell speaks to 10,000 people each year at more than 70 conferences. His new view of forgiveness as a strength, and his unique 4-step plan for conquering feelings of anger and resentment, will

appeal to a country trying to sort out feelings of vengeance and heartbreak.

BECAUSE I COME FROM A CRAZY FAMILY

THE MAKING OF A PSYCHIATRIST

Bloomsbury Publishing USA From the bestselling author of the classic book on ADD, *Driven to Distraction*, a memoir of the strange upbringing that shaped Dr. Edward M. Hallowell's celebrated career. When Edward M. Hallowell was eleven, a voice out of nowhere told him he should become a psychiatrist. A mental health professional of the time would have called this psychosis. But young Edward (Ned) took it in stride, despite not quite knowing what "psychiatrist" meant. With a psychotic father, alcoholic mother, abusive stepfather, and two so-called learning disabilities of his own, Ned was accustomed to unpredictable behavior from those around him, and to a mind he felt he couldn't always control. The voice turned out to be right. Now, decades later, Hallowell is a leading expert on attention disorders and the author of twenty books, including *Driven to Distraction*, the work that introduced ADD to the world. In *Because I Come from a Crazy Family*, he tells the often strange story of a childhood marked by what he calls the "WASP triad" of alcoholism, mental illness, and politeness, and explores the wild wish, surging beneath his incredible ambition, that he could have saved his own family of drunk, crazy, and well-intentioned eccentrics, and himself. *Because I Come from a Crazy Family* is an affecting, at times harrowing, ultimately moving memoir about crazy families and where they can lead, about being called to the mental health profession, and about the unending joys and challenges that come with helping people celebrate who they are. A portion of the author's proceeds of this book will go to NAMI (National Alliance on Mental Illness).

CRASH COURSE IN TIME MANAGEMENT FOR LIBRARY STAFF

ABC-CLIO This book offers time management tools, tips, and techniques for busy librarians, so they can better serve their communities and feel greater satisfaction with work and life. • Provides invaluable information for any librarian who struggles with managing "too much to do" on a daily basis • Offers practical, effective ways to address the main obstacles to good time management • Presents stories from real libraries to illustrate key points and show readers that they are not alone in their time management challenges

SUPERPARENTING FOR ADD

AN INNOVATIVE APPROACH TO RAISING YOUR DISTRACTED CHILD

Random House of Canada Shares a series of specific child-centered strategies to help parents cope with the everyday challenges of ADD and to assist youngsters in mastering physical and intellectual skills, accompanied by advice on how to interact proactively with teachers and schools.

WORRY

HOPE AND HELP FOR A COMMON CONDITION

Ballantine Books Here is the first book to explore every facet of the most common and debilitating emotional state: worry. While a healthy level of worry can help us perform efficiently at work, anticipate dangers, and learn from past errors, in its extreme forms worry can become "toxic"--poisoning our pleasures, sabotaging our achievements, and preventing us from resolving actual problems. In this lucid, reassuring book, Dr. Hallowell discusses all types of worry, explores their underlying causes, and considers the best strategies for coping. Case histories and anecdotes illuminate such issues as worry in relationships; the correlation between worry and conditions like , depression, social phobia, generalized anxiety disorder, and obsessive-compulsive disorder; worry at work; and the worried child. In an effective section titled "Remedies That Work," Dr. Hallowell shows us how to evaluate, control, and manage worry, both with and without medication. Even "born" worriers can learn to use their worry wisely and channel it healthily. This book is the key. Filled with practical solutions and insightful guidance, Worry is an invaluable aid to living a happier, calmer, and more rewarding emotional life.

ATTENTION DEFICIT DISORDER

Covers the symptoms of, and treatment for this distressing disorder which undermines children's performance at school and persists into adulthood.

THE ADULT ADHD TOOL KIT

USING CBT TO FACILITATE COPING INSIDE AND OUT

Routledge A central source of frustration for most adults with ADHD is that they know what they need to do but they have difficulties turning their intentions into actions. These difficulties also interfere with their ability to use self-help books and to get the most out of psychosocial treatments that provide coping strategies that promise to improve their functioning. Drs. Ramsay and Rostain are experts in the assessment and treatment of adult ADHD and are leaders in the development of effective psychosocial treatments for this group of patients. Their newest book, *The Adult ADHD Tool Kit: Using CBT to Facilitate Coping Inside and Out* is a coping guide for adults living with ADHD, one that does not just present useful coping strategies but also provides specific tactics designed to help readers implement these skills in their daily lives and brings them to life in a user-friendly format. The authors discuss many different settings in which ADHD may cause difficulties, including work, school, matters of physical health and well-being, and the issue of excessive use of technology. Although written for consumers, clinicians will find the book to be a clinically useful tool for their adult patients with ADHD, serving as a companion to the newly updated and expanded second edition of Drs. Ramsay and Rostain's professional treatment manual, *Cognitive-Behavioral Therapy for Adult ADHD: An Integrative Psychosocial and Medical Approach*.

MARRIED TO DISTRACTION

HOW TO RESTORE INTIMACY AND STRENGTHEN YOUR PARTNERSHIP IN AN AGE OF INTERRUPTION

Ballantine Books Are you more distant from your spouse than you'd like to be? Do you sometimes get into big struggles over what amount to mere administrative details? Do you or your spouse waste time “screensucking”—mindlessly viewing email or surfing the Web? Welcome to the club! Modern marriage is busy, distracted, and overloaded to extremes, with ever-increasing lists of things to do, superficial electronic connections, and interrupted moments. Now Edward M. Hallowell, the bestselling co-author of the hugely popular *Driven to Distraction* and *Delivered from Distraction*, teams up with his wife, Sue George Hallowell, a couples' therapist, to explain the subtle but dangerous toll today's overstretched, undernurtured lifestyle takes on our most intimate relationship. The good news is that there are straightforward and effective ways to maneuver your marriage out of the destructive roadblocks created by the avalanche of busy living. Just thirty minutes of effort a day for thirty days can restore and repair communication and connection, resurrect long-buried happiness and romance, and strengthen—even save—a marriage. We deal with

overload by tuning it out, but the repercussions on couples and commitment are serious. Without attention, there is no intimacy. And without intimacy, there is no connection. So how do couples find their way back? • Observe the natural sequence of sustaining love: attention, time, connection, and play. • Develop and nurture empathy—the essential building block to healthy communication. • Carve out small moments of uninterrupted attention for each other. • Identify the pressures that our crazybusy lifestyles put on love and marriage, and fight back with tenderness and appreciation. All of us who have been part of a couple for more than a few years will recognize ourselves in this reassuring book. Complete with scripts, tips, specific communication and interaction techniques, and a detailed 30-day reconnection plan, as well as inspiring real-life stories from relationships that were brought back from the brink, *Married to Distraction* will set couples on a course of understanding, healing, and love. From the Hardcover edition.

HUMAN MOMENTS

HOW TO FIND MEANING AND LOVE IN YOUR EVERYDAY LIFE

HCI Human Moments is unlike any book available today. Renowned author Edward Hallowell proposes a simple, effective way to find happiness and love in this totally unique guide to living a fulfilling life. Dr. Hallowell teaches us how to recognize and appreciate a "human moment," an instance when we recognize and connect to things that really matter most in life and make it worth living. An engaging storyteller, Hallowell uses his own personal experiences from a traumatic childhood to a prosperous adulthood to illustrate concepts and connect with readers. Skillfully he teaches us how to recognize human moments when they happen, how to savor them, treasure them, and turn them into an enriching experience. Best of all, he reveals how human moments are happening to us all the time—in fact, every day. Hallowell forms each chapter around narratives of intensely moving stories from his own life and embellishes them with personal accounts and reflections from others. He concludes each one with suggestions on "creating connections" in our own lives through which we find true meaning and love. For all those engaged in the ongoing work of personal growth and life enrichment, *Human Moments* is at once poignant and inspiring, uplifting and endearing—an unforgettable book that will awaken hearts and change lives.

PERSONAL PRODUCTIVITY SECRETS

DO WHAT YOU NEVER THOUGHT POSSIBLE WITH YOUR TIME AND ATTENTION... AND REGAIN CONTROL OF YOUR LIFE

John Wiley & Sons Learn tried-and-tested methods for optimal personal productivity! Ever find yourself more than a bit overwhelmed by the constant influx of e-mail and reminders as well as the ever-present calendars, to-do lists, miscellaneous paper, and sticky notes? Add to that, myriad devices that were originally intended to make us more efficient, but in reality, only end up forcing us to juggle even more. Our brains aren't wired for all this, but we can learn to be productive. Personal Productivity Secrets gives you everything you need to know to be organized, in control, and to get things done: Understand how your brain absorbs, organizes, and filters the daily deluge of information, and learn to trick your brain into being more productive Appreciate the difference between "Time Management" and "Attention Management" and create workflow processes that help you defend your attention Create a plan for navigating endless technology options, and implement tools that will keep you productive, focused and in control Personal Productivity Secrets reveals updated and vital information for achieving your significant results, and being as productive as you can be in a fast-paced, technology-driven society.

ANSWERS TO DISTRACTION

Anchor The book that answers your questions about ADD—now revised and updated The bestseeling authors of Driven to Distraction respond to the most frequently asked questions about Attention Deficit Disorder. After decades of being unfairly diagnosed, children and adults with attention deficit disorder are now recognized as having a common and treatable neurological condition. Drs. Hallowell and Ratey answer the questions most frequently asked at their nationwide workshops and seminars, resulting in an easy-to-read reference that covers every aspect of the disorder: from identifying symptoms and diagnosis, to the latest treatment options, as well as practical day-to-day advice on how you or a loved one can live a normal life with ADD. Whether you are a patient, parent, teacher, or health-care professional, Answers to Distraction will help those whose ADD has caused persistent problems in school, at work, and in relationships. Q&As include: • What is the single most important scientific finding about ADD in the last decade? • How early can ADD be diagnosed? • Where can a parent get support for dealing with a child who has ADD? • What advances in the field of medication have taken place since the original version of this book was published? • How can you help someone of any age who resists the diagnosis of ADD get comfortable with it?

OVERCOMING DYSLEXIA

A NEW AND COMPLETE SCIENCE-BASED PROGRAM FOR READING PROBLEMS AT ANY LEVEL

Vintage Draws on recent scientific breakthroughs to explain the mechanisms underlying dyslexia, offering parents age-specific, grade-by-grade instructions on how to help their children.

THINK LESS LEARN MORE

UNLOCK THE POWER OF THE UNFOCUSED MIND

Hachette UK Most of us worry about our distractibility. We zone out, daydream and procrastinate, and then chastise ourselves for wasting time. But what if most of that “wasted time” was actually time well spent? As neuroscientist Dr. Srini Pillay explains, there is a neurological imperative for why we all do these things. Drawing on the latest brain research, compelling stories from his psychological practice, and colourful examples of counterintuitive success from sports, business, education and the arts, he reveals that there is a vital default mode network in the brain that only activates when we are unfocused, “doing nothing” or letting our minds rest. And that healthy default mode network is necessary for the brain to rejuvenate and function at its best. If focus is the valuable close and narrow beam that illuminates the path directly ahead, unfocus is the equally valuable beam that reaches far and wide, enabling our peripheral vision. It is the intelligent form of letting go. Challenging traditional ideas about productivity, Dr Pillay reveals how being too focused can be detrimental, and how you can harness and exploit the power of unfocus in many different areas of your life: to enhance creativity, improve your capacity for learning and even help you overcome a general malaise or an emotional or career rut.

HAPPY CHILD, HAPPY ADULT

THE CHILDHOOD ROOTS OF ADULT HAPPINESS: A FIVE-STEP PLAN

Ebury Press It's never been easy to raise children, and arguably it's even more difficult now. In this measured and humane book Dr Edward Hallowell offers a sensible strategy for raising happy children. In his plan he has two primary goals for children: 1) that they develop a sense of 'connection' with those around them and 2) the development of a

sense of mastery over one or more areas of their lives. When parents guide their children towards these goals, the outcome will be good. Other key issues he raises are: - Don't push your child too hard in school - High academic achievement has no correlation with happy adult life - Put your efforts into helping your child become good at something that will become a passionate involvement - Don't try to rush your child's development - Teach manners

TINKER DABBLE DOODLE TRY

UNLOCK THE POWER OF THE UNFOCUSED MIND

Ballantine Books Harness your mind's innate tendency to wander, stall, rest, and unfocus and become more productive—in the boardroom, living room, or classroom. Named one of Coastal Living's Best Books for the Beach This Summer To finish tasks and achieve goals, most people believe that more focus is the solution. We rely on to-do lists, calendar reminders, noise-blocking headphones, and sometimes medication to help us concentrate—even though these tactics often fail to substantially improve productivity. Drawing on the latest brain research, compelling stories from his psychological practice, and colorful examples of counterintuitive success from sports, business, education, and the arts, neuroscientist Sriniv Pillay, M.D., challenges traditional ideas about productivity, revealing the lasting, positive benefits of adding deliberate and regular unfocus to your repertoire. A fascinating tour through brain wavelengths and rhythm, mindsets, and mental relaxation, *Tinker Dabble Doodle Try* demonstrates how specific kinds of planned unfocus stimulate cognitive calmness, jumpstart productivity, enhance innovation, inspire creativity, improve long-term memory, and, of course, help you stay on target. Tinkering with ideas and with things releases your mind to wander from a state of stuckness into a possibility frame of mind, triggering neural connections and new insights. Dabbling in a new endeavor—whether a hobby or fantasy—disrupts your habitual and reactive thinking, helping you find new solutions to old problems. Doodling can help you tap into another brain frequency to remove obstacles and create opportunities and inspiration. With techniques for training the brain to unfocus, concepts for scheduling busy lives, and ideas for controlling this new cognitive-toggling capability, *Tinker Dabble Doodle Try* will change how you think about daydreaming, relaxing, leaving work unfinished, and even multitasking. What you'll discover is a greater freedom, a deeper intelligence, and a more profound joy in your life. Praise for *Tinker Dabble Doodle Try* "Pillay's effortless writing style, combined with an excellent balance of popular psychology and self-help, makes this a helpful read for those who enjoy a light dive into psychology with practical applications."—Library Journal "Pillay cites an intriguing range of brain studies to support his argument, and his case studies of individuals with whom he has worked

provide useful insights.”—Kirkus Reviews “Dr. Srin Pillay offers a brilliant, deeply researched, and even more deeply imagined blueprint for using one’s full mental armamentarium, conscious, unconscious, and all the undiscovered rest! A fantastic book!”—Edward M. Hallowell, M.D., co-author of *Delivered from Distraction* “Dr. Pillay’s new book will help you create a new, fun, more playful destiny and unlock your brain’s inner potential.”—Daniel G. Amen, M.D., co-author of *The Brain Warrior’s Way* “This book not only gives you license to step off the hamster wheel of focus, focus, focus, but it will show you how to strategically and productively do so.”—JJ Virgin, author of *JJ Virgin’s Sugar Impact Diet* “This brilliant book shows how to manipulate your brain to alternate between intense concentration and deliberate mind-wandering.”—Mark Robert Waldman, co-author of *How God Changes Your Brain*

DIFFERENTLY WIRED

RAISING AN EXCEPTIONAL CHILD IN A CONVENTIONAL WORLD

Workman Publishing Company Today millions of kids are stuck in a world that doesn't respect, support, or embrace who they really are—these are what Deborah Reber is calling the “differently wired” kids, the one in five children with ADHD, dyslexia, Asperger’s, giftedness, anxiety, sensory processing disorder, and other neurodifferences. Their challenges are many. But for the parents who love them, the challenges are just as hard—struggling to find the right school, the right therapist, the right parenting group while feeling isolated and harboring endless internal doubts about what’s normal, what’s not, and how to handle it all. But now there’s hope. Written by Deborah Reber, a bestselling author and mother in the midst of an eye-opening journey with her son who is twice exceptional (he has ADHD, Asperger’s, and is highly gifted), *Differently Wired* is a how-to, a manifesto, a book of wise advice, and the best kind of been-there, done-that companion. On the one hand it’s a book of saying NO, and how it’s time to say no to trying to fit your round-peg kid into society’s square holes, no to educational and social systems that don’t respect your child, no to the anxiety and fear that keep parents stuck. And then it’s a book of YES. By offering 18 paradigm shifts—what she calls “tilts”— Reber shows how to change everything. How to “Get Out of Isolation and Connect.” “Stop Fighting Who Your Child Is and Lean In.” “Let Go of What Others Think.” “Create a World Where Your Child Can Feel Secure.” “Find Your People (and Ditch the Rest).” “Help Your Kids Embrace Self-Discovery.” And through these alternative ways of being, discover how to stay open, pay attention, and become an exceptional parent to your exceptional child.

SMART BUT STUCK

EMOTIONS IN TEENS AND ADULTS WITH ADHD

John Wiley & Sons Compelling stories that present a new view of ADHD Smart but Stuck offers 15 true and compelling stories about intelligent, capable teens and adults who have gotten "stuck" at school, work, and/or in social relationships because of their ADHD. Dr. Brown highlights the often unrecognized role that emotions play in this complex disorder. He explains why even very bright people with ADHD get stuck because they can focus well on some tasks that interest them, but often can't focus adequately on other important tasks and relationships. The first book to explain and illustrate the crucial role of emotions in the daily functioning of those living with ADHD Brown, Associate Director of the Yale Clinic for Attention & Related Disorders, is an internationally known authority on ADHD Drawing on the latest research findings, the book describes strategies and treatments for getting "unstuck" to move on to a more rewarding and productive life.

FOCUS ON COLLEGE SUCCESS

Cengage Learning With increased attention paid to resilience, teamwork, and professionalism, the fourth edition of FOCUS ON COLLEGE SUCCESS recognizes the varied experiences of today's students and guides them to be more motivated and focused. The research-based approach builds a solid foundation, allowing students see the relevancy of this course to their lives. By helping students develop realistic expectations of what it takes to learn, FOCUS ON COLLEGE SUCCESS motivates and encourages students with direct applications and immediate results. Written by Constance Staley, one of the best-known names in the field of motivation, this text increases the credibility of the college success course by providing tools that help students succeed and thereby improve institutional retention rates. Starting with the use of the FOCUS Challenge Cases that introduce each chapter, FOCUS ON COLLEGE SUCCESS strikes a personal and informal conversation with readers--directly connecting with them and drawing them into text discussions. In a recent survey of students using FOCUS, 97% would recommend that their professor use this book again with next year's first-year students. Many students today are over-optionalized and over-obligated. FOCUS ON COLLEGE SUCCESS addresses those issues head-on, creating teachable moments—and concrete results—in every class period. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

THE QUEEN OF DISTRACTION

HOW WOMEN WITH ADHD CAN CONQUER CHAOS, FIND FOCUS, AND GET MORE DONE

New Harbinger Publications Do you rule the realm of disorganization, clutter, and chaos? Are you constantly battling to get things done? Are you ready to give up and toss your day planner into the dungeon (otherwise known as your closet)? If so, you might just be The Queen of Distraction. And whether or not you've been formally diagnosed with attention deficit/hyperactivity disorder (ADHD), you probably already know that something's got to give. The Queen of Distraction presents practical skills to help women with ADHD achieve focus and balance in all areas of life, whether it's at home, at work, or in relationships. Psychotherapist Terry Matlen delves into the feminine side of ADHD—the elements of this condition that are particular to women, such as: relationships, skin sensitivities, meal-planning, parenting, and dealing with out-of-control hormones. In addition, the book offers helpful tips and strategies to get your symptoms under control, and outlines a number of effective treatment options for you to pursue. From getting dressed in the morning, to making it to a job interview, to planning dinner—sometimes just getting through the day can be an ordeal for a woman with ADHD. If you've been accused of getting lost in your own world, maybe it's time to make a change. If you're ready to start getting organized and stop leaving your groceries in the car, this book can help. It's more than just a survival guide; it's an ADHD how-to to help you thrive!

HIGH-IMPACT INSTRUCTION

A FRAMEWORK FOR GREAT TEACHING

Corwin Press High Impact Instruction is a response to the pressing need among school leaders for research-validated, high-leverage instructional practices that have a significant, positive impact on the way teachers teach and students learn. Author Jim Knight provides a simple but powerful framework and set of tools for improving classroom management, content planning, instruction, and assessment. In addition, the book addresses the most effective forms of professional learning that can be used to ensure that teachers learn the Big Four teaching practices: Instructional Coaching, Partnership Learning, and Intensive Learning Teams.

ONE SECOND AHEAD

ENHANCE YOUR PERFORMANCE AT WORK WITH MINDFULNESS

Springer Researchers have found that the accelerated pace of modern office life is taking its toll on productivity, employee engagement, creativity and well-being. Faced with a relentless flood of information and distractions, our brains try to process everything at once increasing our stress, decreasing our effectiveness and negatively impacting our performance. Ironically, we have become too overworked, unfocused, and busy to stop and ask ourselves the most important question: What can we do to break the cycle of being constantly under pressure, always-on, overloaded with information and in environments filled with distractions? Do we need to accept this as the new workplace reality and continue to survive rather than thrive in modern day work environments? Thankfully, the answer is no. In their new book, **ONE SECOND AHEAD: Enhance Your Performance at Work with Mindfulness** (Palgrave Macmillan; November 2015), Rasmus Hougaard, Jacqueline Carter, and Gillian Coutts demonstrate that it is possible to train the brain to respond differently to today's constant pressures and distraction. All it takes is one second. They propose that we need to learn to work differently so we are more focused, calm and have less clutter in our mind so we can better manage our time and attention. What if we could hit the 'pause' button on our day, step back, and meet challenges with a sense of clarity and purpose? And what if there was a way not just of 'getting things done,' but ensuring that what does get done are the right things to do? Based on a program in corporate mindfulness designed by Hougaard and the partners of The Potential Project, One Second Ahead provides practical tools and techniques as well as real-world examples and lessons from organizations that have implemented mindfulness on a large scale. Thoroughly tested in a diverse range of industries, this program has resulted in measurable increases in productivity, effectiveness, and job satisfaction. With the new mindset proposed in One Second Ahead, readers will be able to put an end to ineffective multitasking, unproductive meetings, poor communication, and other unhealthy workplace behaviors by applying mindfulness to every day work life. All too often, we think that being mindful requires engaging in a special activity like meditation or yoga. Sure, these activities are beneficial and important to train the mind, but there are many simple things we can do to be mindful all day long. One Second Ahead is a handbook for more mindful work that offers: Practical, easy to apply, tools and techniques to enhance performance and effectiveness in day to day work activities such as meetings, emails, communication, planning, creativity and more Real-world stories of how mindfulness changed the workdays of leaders and front line employees Tips for cultivating mental strategies and

routines that can reduce clutter, increase focus, and rewire your brain to enhance presence, patience, kindness and other valuable mind states Simple yet detailed step-by-step instructions for a more systematic approach to mindfulness training to enhance focus and awareness Guidelines for a 10-minute-per-day mindfulness program that can reshape your life both at work and at home; A reproducible planning worksheet and further resources in the Appendix. One Second Ahead can transform daily work life by helping individuals and teams realize more of their potential through greater focus and awareness. The tools and techniques in this book can transform individual and organizational performance one mind at a time.

THE 5 CHOICES

THE PATH TO EXTRAORDINARY PRODUCTIVITY

Simon and Schuster "Time management for the 21st century"--Cover.

WOMEN WITH ATTENTION DEFICIT DISORDER

EMBRACE YOUR DIFFERENCES AND TRANSFORM YOUR LIFE

eBookIt.com Women with Attention Deficit Disorder, psychotherapist Sari Solden's, groundbreaking book, explains how every year, millions of withdrawn little girls and chronically overwhelmed women go undiagnosed with Attention Deficit Disorder because they don't fit the stereotypical profile: they're not fast-talking, hyperactive, or inattentive, and they are not male. This pioneering book explores treatment and counseling options, and uses real-life case histories to examine the special challenges women with AD/HD face, such as the shame of not fulfilling societal expectations. Solden explains that AD/HD affects just as many women as men, and often results in depression, disorganization, anxiety, and underachievement. Included in this revised edition is a brand new chapter on friendship challenges for women with AD/HD. Three empowering steps -- restructuring one's life, renegotiating relationships, and redefining self-image -- help women take control of their lives and enjoy success on their own terms. "Sari Solden has used her personal and professional experience to shine some light into the dark closet inhabited by far too many ADD women... She empowers ADD women by validating their experience as worthwhile human beings who struggle with serious organizational problems in many areas of their lives." (Kate Kelly and Peggy Ramundo, authors of You Mean I'm Not Lazy, Stupid, or Crazy")

HARVARD BUSINESS REVIEW EMOTIONAL INTELLIGENCE COLLECTION (4 BOOKS) (HBR EMOTIONAL INTELLIGENCE SERIES)

Harvard Business Press How to be human at work. HBR's Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master. This specially priced four-volume set includes Happiness, Resilience, Mindfulness, and Empathy.

GO WILD

FREE YOUR BODY AND MIND FROM THE AFFLICTIONS OF CIVILIZATION

Hachette UK The scientific evidence behind why maintaining a lifestyle more like that of our ancestors will restore our health and well-being. In Go Wild, Harvard Medical School Professor John Ratey, MD, and journalist Richard Manning reveal that although civilization has rapidly evolved, our bodies have not kept pace. This mismatch affects every area of our lives, from our general physical health to our emotional wellbeing. Investigating the power of living according to our genes in the areas of diet, exercise, sleep, nature, mindfulness and more, Go Wild examines how tapping into our core DNA combats modern disease and psychological afflictions, from Autism and Depression to Diabetes and Heart Disease. By focusing on the ways of the past, it is possible to secure a healthier and happier future, and Go Wild will show you how.

CRAZYBUSY

OVERSTRETCHED, OVERBOOKED, AND ABOUT TO SNAP : STRATEGIES FOR HANDLING YOUR FAST-PACED LIFE

Random House Digital, Inc. The best-selling author of Delivered from Distraction offers advice to those who are stressed out by today's fast-paced society, presenting time management strategies and lifestyle changes that can change a frantic lifestyle into a productive and satisfying one. Reprint. 50,000 first printing.

MANAGING ONESELF

Harvard Business Press With ambition, drive, and talent, you can rise to the top of your chosen profession regardless of where you started out. But companies today aren't managing your career-- you must be your own chief executive officer. It's up to you to carve out your place in the world and know when to change course. In this short work Drucker gives you the keys to unlock your full potential so that you can achieve true and lasting excellence.