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Brian P. Moran, Michael Lennington

The 12 Week Year Brian P. Moran, Michael Lennington, 2013-05-15 The guide to shortening your execution cycle down from one year to twelve weeks Most organizations and individuals work in the context of annual goals and plans; a twelve-month execution cycle. Instead, The 12 Week Year avoids the pitfalls and low productivity of annualized thinking. This book redefines your year to be 12 weeks long. In 12 weeks, there just isn't enough time to get complacent, and urgency increases and intensifies. The 12 Week Year creates focus and clarity on what matters most and a sense of urgency to do it now. In the end more of the important stuff gets done and the impact on results is profound. Explains how to leverage the power of a 12 week year to drive improved results in any area of your life Offers a how-to book for both individuals and organizations seeking to improve their execution effectiveness Authors are leading experts on execution and implementation Turn your organization's idea of a year on its head, and speed your journey to success.

The Perfect Gatherings Party Planner TWG Designs, 2024-05-15 Introducing: The Perfect Gatherings Party Planner. Designed from scratch by a seasoned hostess and party planner with a passion for seamless events, this event planner is the ultimate tool for hosting unforgettable gatherings. Say goodbye to party planning stress and let the good times roll with over 200+ functional pages to help you thrive in your hosting era. With its sleek and intuitive page designs, this all-encompassing planner simplifies the entire party planning process from A to Z. From initial theme ideas to post-party memorable moments, The Perfect Gatherings Party Planner keeps everything neatly organized in one aesthetic and functional tool to ensure that no detail goes unnoticed. Eliminate the chaos, ease the flow of hosting, and start enjoying the planning process for life's most memorable celebrations. Because... every great gathering starts with a great plan. Inside you'll find: undated yearly calendar and over 30 pages of functional planning templates for 6 different events! (+ bonus lined, dotted, and grid notebook section) Event planning pages include: event title page month at a glance calendar (undated) brain dump and notes mood board event overview guest list invitations planner decorations planner menu planner beverages and desserts planner games and activities planner dress code organizer venue and floor plan info seating chart vendor and suppliers log rentals log entertainment and music services photography and videography services shopping list event timeline scheduler budget chart expense tracker cleaning checklist pre-event to-do checklist post-event notes memorable moments to do, to make, to buy lists blank checklists dotted note page grid note pages party theme idea log gift idea logs

Building a Second Brain Tiago Forte,2022-06-14 Building a second brain is getting things done for the digital age. It's a ... productivity method for consuming, synthesizing, and remembering the vast amount of information we take in, allowing us to become more effective and creative and harness the unprecedented amount of technology we have at our disposal--

Designing Your Life Bill Burnett,Dave Evans,2016-09-20 #1 NEW YORK TIMES BEST SELLER • At last, a book that shows you how to build—design—a life you can thrive in, at any age or stage • “Life has questions. They have answers.” —The New York Times Designers create worlds and solve problems using design thinking. Look around your office or home—at the tablet or smartphone you may be holding or the chair you are sitting in. Everything in our lives was designed by someone. And every design starts with a problem that a designer or team of designers seeks to solve. In this book, Bill Burnett and Dave Evans show us how design thinking can help us create a life that is both meaningful and fulfilling, regardless of who or where we are, what we do or have done for a living, or how young or old we are. The same design thinking responsible for amazing technology, products, and spaces can be used to design and build your career and your life, a life of fulfillment and joy, constantly creative and productive, one that always holds the possibility of surprise.

Getting Things Done David Allen,2015-03-17 The book Lifehack calls The Bible of business and personal productivity. A completely revised and updated edition of the blockbuster bestseller from 'the personal productivity guru'—Fast Company Since it was first published almost fifteen years ago, David Allen’s Getting Things Done has become one of the most influential business books of its era, and the ultimate book on personal organization. “GTD” is now shorthand for an entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots. Allen has rewritten the book from start to finish, tweaking his classic text with important perspectives on the new workplace, and adding material that will make the book fresh and relevant for years to come. This new edition of Getting Things Done will be welcomed not only by its hundreds of thousands of existing fans but also by a whole new generation eager to adopt its proven principles.

User Story Mapping Jeff Patton,Peter Economy,2014-09-05 User story mapping is a valuable tool for software development, once you understand why and how to use it. This insightful book examines how this often misunderstood technique can help your team stay focused on users and their needs without getting lost in the enthusiasm for individual product features. Author Jeff Patton shows you how changeable story maps enable your team to hold better conversations about the project throughout the development process. Your team will learn to come away with a shared understanding of what you’re attempting to build and why. Get a high-level view of story mapping, with an exercise to learn key concepts quickly Understand how stories really work, and how they come to life in Agile and Lean projects Dive into a story’s lifecycle, starting with opportunities and moving deeper into discovery Prepare your stories, pay attention while they’re built, and learn from those you convert to working software

The Complete Party Planner Ann Drais,2019-10-12 This Beautiful 100 Page Party Planner is just what you need to plan your perfect Dream Day! Perfect for planning a Bat Mitzvah, Bar Mitzvah, Quinceanera, Milestone Birthday Party, Milestone Anniversary Party, Graduation, Family Reunion, Engagement Party, Baby Shower, Neighborhood Block Party, Retirement Party or any other special event.It Includes: A Nameplate An organized and well thought out Party planning Checklist (10-12 Months Out, 6-9 Months Out, 3-5 Months Out, 6-8 Weeks Out, 3-5 Weeks Out, 1-2 Weeks Out, The Day Before!) Budget Planning Sheet Expense Tracking Sheet Party Schedule Planning sheet Menu Planning Sheet Entertainment/Games Planning Sheet Guest List Organizer, 2 pages Party Seating Chart, 4 pages Song Playlist Forms, 2 pages Gifts Records Sheets, 2 pages Party Plans Notes Pages, 80 pages to fill with your thought, ideas and plans to make your prefect party dreams come true!

The ONE Thing Gary Keller,Jay Papasan,2013-04-01 • More than 500 appearances on national bestseller lists • #1 Wall Street Journal, New York Times, and USA Today • Won 12 book awards • Translated into 35 languages • Voted Top 100 Business Book of All Time on Goodreads People are using this simple, powerful concept to focus on what matters most in their personal and work lives. Companies are helping their employees be more productive with study groups, training, and coaching. Sales teams are boosting sales. Churches are conducting classes and recommending for their members. By focusing their energy on one thing at a time people are living more rewarding lives by building their careers, strengthening their finances, losing weight and getting in shape, deepening their faith, and nurturing stronger marriages and personal relationships. YOU WANT LESS. You want fewer distractions and less on your plate. The daily barrage of e-mails, texts, tweets, messages, and meetings distract you and stress you out. The simultaneous demands of work and family are taking a toll. And what's the cost? Second-rate work, missed deadlines, smaller paychecks, fewer promotions--and lots of stress. AND YOU WANT MORE. You want more productivity from your work. More income for a better lifestyle. You want more satisfaction from life, and more time for yourself, your family, and your friends. NOW YOU CAN HAVE BOTH — LESS AND MORE. In The ONE Thing, you'll learn to * cut through the clutter * achieve better results in less time * build momentum toward your goal* dial down the stress * overcome that overwhelmed feeling * revive your energy * stay on track * master what matters to you The ONE Thing delivers extraordinary results in every area of your life--work, personal, family, and spiritual. WHAT'S YOUR ONE THING?

Automated Planning and Acting Malik Ghallab,Dana Nau,Paolo Traverso,2016-08-09 This book presents the most recent and advanced techniques for creating autonomous AI systems capable of planning and acting effectively.

Social Science Research Anol Bhattacharjee,2012-04-01 This book is designed to introduce doctoral and graduate students to the process of conducting scientific research in the social sciences, business, education, public health, and related disciplines. It is a one-stop, comprehensive, and compact source for foundational concepts in behavioral research, and can serve as a stand-alone text or as a supplement to research readings in any doctoral seminar or research methods

class. This book is currently used as a research text at universities on six continents and will shortly be available in nine different languages.

Getting to Yes Roger Fisher, William Ury, Bruce Patton, 1999 This is the second, greatly expanded edition of one of the world's most successful books on negotiation. 'Getting to Yes' offers powerful principles to guide readers to success in the art of negotiation.

The Musician's Way : A Guide to Practice, Performance, and Wellness Gerald Klickstein, 2009-08-06 In *The Musician's Way*, veteran performer and educator Gerald Klickstein combines the latest research with his 30 years of professional experience to provide aspiring musicians with a roadmap to artistic excellence. Part I, *Artful Practice*, describes strategies to interpret and memorize compositions, fuel motivation, collaborate, and more. Part II, *Fearless Performance*, lifts the lid on the hidden causes of nervousness and shows how musicians can become confident performers. Part III, *Lifelong Creativity*, surveys tactics to prevent music-related injuries and equips musicians to tap their own innate creativity. Written in a conversational style, *The Musician's Way* presents an inclusive system for all instrumentalists and vocalists to advance their musical abilities and succeed as performing artists.

Save the Cat! Writes a Novel Jessica Brody, 2018-10-09 The first novel-writing guide from the best-selling *Save the Cat!* story-structure series, which reveals the 15 essential plot points needed to make any novel a success. Novelist Jessica Brody presents a comprehensive story-structure guide for novelists that applies the famed *Save the Cat!* screenwriting methodology to the world of novel writing. Revealing the 15 beats (plot points) that comprise a successful story--from the opening image to the finale--this book lays out the Ten Story Genres (*Monster in the House*; *Whydunit*; *Dude with a Problem*) alongside quirky, original insights (*Save the Cat*; *Shard of Glass*) to help novelists craft a plot that will captivate--and a novel that will sell.

The Power of Habit Charles Duhigg, 2012-02-28 NEW YORK TIMES BESTSELLER • This instant classic explores how we can change our lives by changing our habits. NAMED ONE OF THE BEST BOOKS OF THE YEAR BY *The Wall Street Journal* • *Financial Times* In *The Power of Habit*, award-winning business reporter Charles Duhigg takes us to the thrilling edge of scientific discoveries that explain why habits exist and how they can be changed. Distilling vast amounts of information into engrossing narratives that take us from the boardrooms of Procter & Gamble to the sidelines of the NFL to the front lines of the civil rights movement, Duhigg presents a whole new understanding of human nature and its potential. At its core, *The Power of Habit* contains an exhilarating argument: The key to exercising regularly, losing weight, being more productive, and achieving success is understanding how habits work. As Duhigg shows, by harnessing this new science, we can transform our businesses, our communities, and our lives. With a new Afterword by the author "Sharp, provocative, and useful."—Jim Collins "Few [books] become essential manuals for business and living. *The Power of Habit* is an exception. Charles Duhigg not only explains how habits are formed but how to kick bad ones and hang on to the good."—*Financial*

Times “A flat-out great read.”—David Allen, bestselling author of *Getting Things Done: The Art of Stress-Free Productivity*
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“Entertaining . . . enjoyable . . . fascinating . . . a serious look at the science of habit formation and change.”—The New York Times Book Review

The Artist's Way Julia Cameron, 1995 With this book you can discover how to unlock your latent creativity and make your dreams a reality. It provides a 12-week course that guides you through the process of recovering your creative self.

Redeeming Productivity Reagan Rose, 2022-10-04 Feeling overwhelmed and unproductive? The answer isn't to do more. What image forms in your mind when you think of productivity? An assembly line? Spreadsheets? Business suits or workplace uniforms? In the ancient world, productivity didn't conjure images like these. Instead, it referred to crop yield and fruit bearing. This agrarian imagery helps us understand productivity through a biblical lens. Jesus taught, By this my Father is glorified, that you bear much fruit (John 15:8). Who doesn't want to have a truly productive life—to bear much fruit? But how does this happen in the places we hold dear—the home, workplace, and in our communities? We often feel overworked and overrun, defeated and discouraged. The world says be productive so that you can get all you can out of this life. The Bible says be productive so you can gain more of the next life. In *Redeeming Productivity*, author Reagan Rose explores how God's glory is the purpose for which He planted us. And he shows how productivity must be firmly rooted in the gospel. Only through our connection to Christ—the True Vine—are we empowered to produce good fruit. This book shows how we can maintain the vitality of that connection through simple, life-giving disciplines. Readers will discover manageable applications like giving God the first fruits of our days. Additionally, Reagan discusses how our perspective on suffering is transformed as we see trials as God's pruning for greater productivity.

Traction Gino Wickman, 2012-04-03 OVER 1 MILLION COPIES SOLD! Do you have a grip on your business, or does your business have a grip on you? All entrepreneurs and business leaders face similar frustrations—personnel conflict, profit woes, and inadequate growth. Decisions never seem to get made, or, once made, fail to be properly implemented. But there is a solution. It's not complicated or theoretical. The Entrepreneurial Operating System® is a practical method for achieving the business success you have always envisioned. More than 80,000 companies have discovered what EOS can do. In *Traction*, you'll learn the secrets of strengthening the six key components of your business. You'll discover simple yet powerful ways to run your company that will give you and your leadership team more focus, more growth, and more enjoyment. Successful companies are applying *Traction* every day to run profitable, frustration-free businesses—and you can too. For an illustrative, real-world lesson on how to apply *Traction* to your business, check out its companion book, *Get A Grip*.

Business Model Generation Alexander Osterwalder, Yves Pigneur, 2013-02-01 *Business Model Generation* is a handbook for visionaries, game changers, and challengers striving to defy outmoded business models and design tomorrow's

enterprises. If your organization needs to adapt to harsh new realities, but you don't yet have a strategy that will get you out in front of your competitors, you need Business Model Generation. Co-created by 470 Business Model Canvas practitioners from 45 countries, the book features a beautiful, highly visual, 4-color design that takes powerful strategic ideas and tools, and makes them easy to implement in your organization. It explains the most common Business Model patterns, based on concepts from leading business thinkers, and helps you reinterpret them for your own context. You will learn how to systematically understand, design, and implement a game-changing business model--or analyze and renovate an old one. Along the way, you'll understand at a much deeper level your customers, distribution channels, partners, revenue streams, costs, and your core value proposition. Business Model Generation features practical innovation techniques used today by leading consultants and companies worldwide, including 3M, Ericsson, Capgemini, Deloitte, and others. Designed for doers, it is for those ready to abandon outmoded thinking and embrace new models of value creation: for executives, consultants, entrepreneurs, and leaders of all organizations. If you're ready to change the rules, you belong to the business model generation!

Events Design and Experience Graham Berridge, 2007 Drawing together the relationship between event design and the experience of consumers and participants, this book explores and analyses the event experience of the individual and how this can be controlled by design. It also includes many chapter summaries, review exercises and topics for discussion to consolidate understanding.

Computational Complexity Sanjeev Arora, Boaz Barak, 2009-04-20 New and classical results in computational complexity, including interactive proofs, PCP, derandomization, and quantum computation. Ideal for graduate students.

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