

# Focus

Harvard Business Review, Daniel Goleman, Heidi Grant, Amy Jen Su, Rasmus Hougaard, Maura Nevel Thomas

**Focus (HBR Emotional Intelligence Series)** Harvard Business Review, Daniel Goleman, Heidi Grant, Amy Jen Su, Rasmus Hougaard, Maura Nevel Thomas, 2018-11-13 The importance of achieving focus goes well beyond your own productivity. Deep focus allows you to lead others successfully, find clarity amid uncertainty, and heighten your sense of professional fulfillment. Yet the forces that challenge sustained focus range from dinging phones to office politics to life's everyday worries. This book explains how to strengthen your ability to focus, manage your team's attention, and break the cycle of distraction. This volume includes the work of: Daniel Goleman Heidi Grant Amy Jen Su Rasmus Hougaard HOW TO BE HUMAN AT WORK. The HBR 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.

**Focus** Mike Schmoker, 2018-07-16 In this 2nd edition of Focus: Elevating the Essentials to Radically Improve Student Learning, Mike Schmoker extends and updates the case that our schools could be on the cusp of swift, unparalleled improvements. But we are stymied by a systemwide failure to simplify and prioritize; we have yet to focus our limited time and energy on the most essential, widely acknowledged, evidence-based practices that could have more impact than all other initiatives combined. They are: simple, coherent curricula; straightforward, traditional literacy practices; and lessons built around just a few hugely effective elements of good teaching. As Schmoker demonstrates, the case for these practices—and the need for them—has grown prodigiously. In every chapter, you'll find late-breaking discoveries and practical advice on how to simplify the implementation of new state standards in the subject areas; on the hidden pitfalls of our most popular, but unproven instructional fads and programs; and on simple, versatile strategies for building curriculum, planning lessons, and integrating literacy into every discipline. All of these strategies and findings are supported with exciting new evidence from actual schools. Their success confirms, as Michael Fullan writes, that a focus on the best high-leverage practices won't only improve student performance; they will produce stunningly powerful consequences in our schools.

**Focusing** Eugene T. Gendlin, 1982-08-01 The classic guide to a powerful technique that can increase your mindfulness and lead to personal transformation Based on groundbreaking research conducted at the University of Chicago, the focusing technique has gained widespread popularity and scholarly acclaim. It consists of six easy-to-master steps that identify and change the way thoughts and emotions are held within the body. Focusing can be done virtually anywhere, at any time, and an entire "session" can take no longer than ten minutes, but its effects can be felt immediately—in the relief of bodily tension and psychological stress, as well as in dramatic shifts in understanding and insight. In this highly accessible guide, Dr. Eugene Gendlin, the award-winning psychologist who developed the focusing technique, explains the basic principles behind focusing and offers simple step-by-step instructions on how to utilize this powerful tool for tapping into greater self-awareness and inner wisdom. As you learn to develop your natural ability to "focus," you'll find yourself more in sync with both mind and body, filled with greater self-assurance, and better equipped to make the positive changes necessary to improve and enhance every aspect of your life.

**Focus** Al Ries, 2005-09-27 What's the secret to a company's continued growth and prosperity? Internationally known marketing expert Al Ries has the answer: focus. His commonsense approach to business management is founded on the premise that long-lasting success depends on focusing on core products and eschewing the temptation to diversify into unrelated enterprises. Using real-world examples, Ries shows that in industry after industry, it is the companies that resist diversification, and focus instead on owning a category in consumers' minds, that dominate their markets. He offers solid guidance on how to get focused and how to stay focused, laying out a workable blueprint for any company's evolution that will increase market share and shareholder value while ensuring future success.

**Focused** Alyson Gerber, 2019-03-26 Following Braced, which had three starred reviews, comes a story of a girl caught between her love of chess and her ADHD. Clea can't control her thoughts. She knows she has to do her homework . . . but she gets distracted. She knows she can't just say whatever thought comes into her head . . . but sometimes she can't help herself. She know she needs to focus . . . but how can she do that when the people around her are always chewing gum loudly or making other annoying noises? It's starting to be a problem—not just in school, but when Clea's playing chess or just hanging out with her best friend. Other kids are starting to notice. When Clea fails one too many tests, her parents take her to be tested, and she finds out that she has ADHD, which means her attention is all over the place instead of where it needs to be. Clea knows life can't continue the way it's been going. She's just not sure how you can fix a problem that's all in your head. But that's what she's going to have to do, to find a way to focus. In a starred review, called Alyson Gerber's first novel, , a masterfully constructed and highly empathetic debut about a different kind of acceptance. With , she explores even further how, when life gives you a challenge, the best way to face it is with an open mind, an open heart, and the open support of the people around you.

**Focus: The Art of Clear Thinking** Valerie Pierce, 2014-05-09 Focus is natural. We are born with an instinct to focus on exactly what we want and a very strong pair of lungs to help us to get it. Then, somewhere along the way, we begin to lose that focus. In the digital age we are bombarded with information from all angles and live our lives at such a breakneck pace that it sometimes seems that our lives are completely out of our control. In three easy steps this book teaches the reader how to regain control through the art of clear thinking: 1) FOCUS eliminate information overload 2) TRANSFORM negative thinking into positive action 3) THINK CLEARLY in the moment The author shows how you can use this strategy to achieve your goals in work and in life.

**Summary of The 7 Habits of Highly Effective People by Stephen R. Covey** QuickRead, Lea Schullery, The perfect guide to adopting seven habits of effective people that can improve your life and the lives of those around you. A self-improvement guide written by Stephen Covey, The 7 Habits of Highly Effective People details how you can change your life through changing your mindset. The way you view the world is based entirely on your own perceptions, and by adopting a perception that leads to action, you can change your life and the lives of those around you. In other words, if you want to change your current situation then you must learn to change yourself and learn to change your perceptions. The way you see the problem is the problem, so you must allow yourself to fundamentally change the way you think in order to see a true change in yourself. Covey will not only teach you how to adopt a new mindset, but he will also teach you how to become proactive and focus on the important tasks at hand. At the end of the day, by adopting the 7 habits of highly effective people, you can learn how to change your mindset and then change your life. Do you want more free book summaries like this? Download our app for free at <https://www.QuickRead.com/App> and get access to hundreds of free book and audiobook summaries. DISCLAIMER: This book summary is meant as a preview and not a replacement for the original work. If you like this summary please consider purchasing the original book to get the full experience as the original author intended it to be. If you are the original author of any book on QuickRead and want us to remove it, please contact us at [hello@quickread.com](mailto:hello@quickread.com)

**How to Focus** Thich Nhat Hanh, 2022-07-19 The simple, refreshing meditations of Zen Master Thich Nhat Hanh give us the tools to cultivate concentration. Practicing mindfulness brings concentration, and concentration brings insight and understanding. With our world experiencing the deep effects of loneliness, digital overload, and a proliferation of potential distractions, this pocket-sized How To book reminds us of the value of developing our concentration, so we can let go of misperceptions and cultivate the clarity of mind that is the basis for understanding ourselves, each other, and the world. Written with characteristic simplicity and kindness, these wise meditations teach us that by practicing mindfulness in daily life, we are cultivating the power of concentration and fostering the

conditions that bring insight, liberating us from misperceptions and misunderstanding. The Mindfulness Essentials series is a back-to-basics collection from world-renowned Zen Master Thich Nhat Hanh that introduces readers to the essentials of mindfulness practice. All Mindfulness Essentials books are illustrated with playful sumi-ink drawings by California artist Jason DeAntonis.

**Stolen Focus** Johann Hari, 2022-01-25 NEW YORK TIMES BESTSELLER • Our ability to pay attention is collapsing. From the author of Chasing the Scream and Lost Connections comes a groundbreaking examination of why this is happening—and how to get our attention back. “The book the world needs in order to win the war on distraction.”—Adam Grant, author of Think Again “Read this book to save your mind.”—Susan Cain, author of Quiet WINNER OF THE PORCHLIGHT BUSINESS BOOK AWARD • ONE OF THE BEST BOOKS OF THE YEAR: The Wall Street Journal, Financial Times, New York Post, Mashable, Mindful In the United States, teenagers can focus on one task for only sixty-five seconds at a time, and office workers average only three minutes. Like so many of us, Johann Hari was finding that constantly switching from device to device and tab to tab was a diminishing and depressing way to live. He tried all sorts of self-help solutions—even abandoning his phone for three months—but nothing seemed to work. So Hari went on an epic journey across the world to interview the leading experts on human attention—and he discovered that everything we think we know about this crisis is wrong. We think our inability to focus is a personal failure to exert enough willpower over our devices. The truth is even more disturbing: our focus has been stolen by powerful external forces that have left us uniquely vulnerable to corporations determined to raid our attention for profit. Hari found that there are twelve deep causes of this crisis, from the decline of mind-wandering to rising pollution, all of which have robbed some of our attention. In Stolen Focus, he introduces readers to Silicon Valley dissidents who learned to hack human attention, and veterinarians who diagnose dogs with ADHD. He explores a favela in Rio de Janeiro where everyone lost their attention in a particularly surreal way, and an office in New Zealand that discovered a remarkable technique to restore workers’ productivity. Crucially, Hari learned how we can reclaim our focus—as individuals, and as a society—if we are determined to fight for it. Stolen Focus will transform the debate about attention and finally show us how to get it back.

**Pull Focus** Helen Walsh, 2021-09-07 When Jane’s partner goes missing she needs to find out if he’s in danger while also contending with the politics of a large international film festival: Hollywood power brokers, Russian oil speculators, Chinese propagandists, and a board chair who seemingly has it out for her. Jane has been appointed interim director of the Worldwide Toronto Film Festival after her boss has been removed for sexual harassment. Knives are out all around her, as factions within the community want to see her fail. At the same time, her partner, a fund manager, has disappeared, and strange women appear, uttering threats about misused funds. Yet the show must go on. As Jane struggles to juggle all the balls she’s been handed and survive in one piece, she discovers unlikely allies and finds that she’s stronger than she thinks.

**Focus, Love** Lark Books, 2010 Every unique photograph begins with an original point of view The first book in a brand-new photographic series--shot mostly by amateurs--about seeing the world from a brand-new perspective! Amateurs, by definition, work for love alone--so what subject could be more fitting for the first entry in a brand-new series focusing on the art of the amateur photographer than that potent symbol of love: the heart? Through their snapshot-hungry eyes, these photographers glimpse hearts everywhere: in graffiti scrawled on an alleyway wall, in paper cut by a child, and in nature’s worn stones scattered on a forest floor. All that’s necessary is to open our eyes...which is what this collection inspires us to do.

**Free to Focus** Michael Hyatt, 2019-04-09 Everyone gets 168 hours a week, but it never feels like enough, does it? Work gobbles up the lion’s share--many professionals are working as much as 70 hours a week--leaving less and less for rest, exercise, family, and friends. You know, all those things that make life great. Most people think productivity is about finding or saving time. But it’s not. It’s about making our time work for us. Just imagine having free time again. It’s not a pipe dream. In Free to Focus, New York Times bestselling author Michael Hyatt reveals to readers nine proven ways to win at work so they are finally free to succeed at the rest of life--their health, relationships, hobbies, and more. He helps readers redefine their goals, evaluate what’s working, cut out the nonessentials, focus on the most important tasks, manage their time and energy, and build momentum for a lifetime of success.

**Focus** Heidi Grant Halvorson, Ph.D., E. Tory Higgins Ph.D., 2014-01-28 “A must-read for anyone who wants to understand why they behave as they do.” —Art Markman, Ph.D., author of Smart Thinking Do you play to win? Or do you play not to lose? As Tory Higgins and Heidi Grant Halvorson have discovered in their work at Columbia University’s Motivation Science Center, everything we do is motivated either by a desire to be better off or to simply hang on to what we’ve got. And understanding the simple but crucial difference between the two can empower you to motivate yourself and influence everyone around you. Examining how promotion/prevention focus applies across a wide range of situations—from selling products to managing employees to raising children to getting a second date—Halvorson and Higgins show us how to identify, change, and use focus to get the results we want.

**The Power Of Focus** Jack Canfield, Mark Victor Hansen, 2010-09-30 The No 1 reason that stops people from getting what they want is lack of focus. People who focus on what they want, prosper. Those who don’t, struggle. In The Power of Focus you’ll discover the specific focusing strategies used by the world’s most successful men and women. Find out how to: -Focus on your strengths and eliminate everything that is holding you back. -Change bad habits into habits that will make you debt-free and wealthy. -Create an excellent balance between work and family life - without guilt! Your ability to focus will determine your future - start now!

**Foundations for Discipleship** FOCUS, 2020-12-15 There’s a lot of talk about Missionary Discipleship. But how do you practically live it? Foundations for Discipleship is not simply a book you read. It’s a tool you use to form and accompany others on their journey as Christian disciples. For use with small groups or individuals, these captivating articles provide the roadmap for training in the basic skills of Christian living and evangelization, including: How to live “The Little Way of Evangelization” How to accompany others on the journey of “Win,” “Build,” and “Send” How to help others grow in prayer, Eucharistic devotion, Christian friendship, and care for the poor How to share the Gospel and your testimony How to deepen one’s own interior life, from which all evangelization flows How to invite others into mission This book is a toolbox for leaders who want to walk with others in discipleship. If you read it by yourself, it might change your life; if you use it to lead others, you might change the world.

**Radical Focus** Christina Wodtke, 2021-04-15 Radical Focus is a must-read for anyone who wants to accomplish out-sized results. Christina does a great job showing both the why and the how of OKRs. Avoid the all-too-common mistakes by reading this book first. - Teresa Torres, author Continuous Discovery Habits This book is useful, actionable, and actually fun to read! If you want to get your team aligned around real, measurable goals, Radical Focus will teach you how to do it quickly and clearly. - Laura Klein, Principal, Users Know The award-winning author of The Team That Managed Itself and Pencil Me In returns with a new and expanded edition of her landmark book on OKRs. If you’ve ever wanted to know how to use OKRs, or why yours might not be working, Radical Focus teaches you everything you need to achieve your goals. The author pulls from her experience with Silicon Valley’s hottest companies to teach practical insights on OKRs in the form of a fable. When Hanna and Jack receive an ultimatum from the only investor in their struggling tea supply company, they must learn how to employ Objectives and Key Results (OKRs) with radical focus to get the right things done. Using Hanna and Jack’s story, Wodtke walks readers through how to inspire a diverse team to work together in pursuit of a single, challenging goal, and how to stay motivated despite setbacks and failures. Radical Focus has been translated into six languages and sold more than 50,000 copies. Now, the second edition of her OKR manifesto proves that Wodtke’s business strategies are essential in a world where focus seems to be a more and more unreachable goal. The updated version includes 22,000 words of all-new material designed to help OKR users in larger companies create, grade, and manage OKRs in ways that accelerate success and drive rapid organizational learning. Ready to move your team in the right direction? Read this book together, and learn Wodtke’s powerful system

for attaining your most important goals with radical focus.

*Focus In Photography* John Neel,2016-11-01 Focus is an important artistic tool, directing your viewers into and around your image, but a technical challenge too. In this book, the first serious treatent of the topic in the digital age, John Neel shows how a mastery of your lens will greatly enhance the quality and 'wow' factor of your photographs. Never losing sight of what real-life photographers need to know, Focus in Photography will let you master bokeh and other focus techniques, giving you a complete understanding of optics-and what actually happens to light within the camera in your hand. Richly illustrated with John's own amazing images, and drawing on his well-known authority in the field, it will be a valuable asset to students of photography, enthusiasts looking to refine their art, product photographers and commercial shooters alike.

*Focus on Them* Ryan Changcoco,Megan Cole,Jack Harlow,2018-12-26 Perfect the Skills to Excel as a Manager An engagement crisis, a management skill shortage, a retention problem—call it what you will, today’s research and workplace insights emphasize that many employees leave managers. . . not companies. Good managers know they need to deliver results to be successful. But great ones? They understand the essence of managing encompasses something more: making connections, embodying the right skills, and developing their direct reports. They also realize managing well takes practice. With Focus on Them, you’ll get the tools and know-how to excel as a manager. Edited by the Association for Talent Development’s own management authority Ryan Changcoco, research expert Megan Cole, and content developer Jack Harlow, this book explores ATD’s new management framework—the ACCEL model. Each chapter, written by a leader in management and talent development, focuses on one of the five skills all managers need: Accountability (Timothy Ito) Communication (Ken O’Quinn) Collaboration (Winsor Jenkins) Engagement (Hunter Haines) Listening and assessing (Michele Nevarez) By investing in your own development—boosting your ACCEL skills—you signal to your employees that you’re serious about their development and learning, too. Becoming a manager isn’t climbing a mountain. By focusing on the basics, you can transform from a results-oriented manager to the super people manager your employees need.

*Focus: How One Word a Week Will Transform Your Life* Cleere Cherry,2020-09-07 What if your focus shifted from the things you weren't getting right toward making one good change a week? In these 52 devotions, Cleere Cherry encourages you to be intentional about renewing your mind without attempting to be perfect or set unrealistic expectations. Just think: what if you let the word grace seep into your everyday life for seven straight days. You wrote it on post-it notes and put them on your fridge, in your car, at your desk, by your bed. The entire week you focused on responding to every situation with grace, no matter what. You think, I can't believe he just cut me off. Then you think rememberfff,fff,f,fff,fff,,ff,f,,ff,ff,fff,f,,ff,ff,,ff,f,,lff,ff,fff,f,fff,ff,,ff,f,,ff,ff,fff,f,,ff,ff,,ff,f,,€ff,ff,fff,f,fff,ff,,ff,f,,ff,ff,fff,f,,ff,ff,,ff,f,,lgrace. You think, Why isn't she listening to me? Then you hear a whisper, don't forgetfff,fff,f,fff,fff,,ff,f,,ff,ff,fff,f,,ff,ff,,ff,f,,lff,ff,fff,f,fff,ff,,ff,f,,ff,ff,fff,f,,ff,ff,,ff,f,,€ff,ff,fff,f,fff,ff,,ff,f,,ff,ff,fff,f,,ff,ff,,ff,f,,lgrace. For one week you focus on grace, the next week you focus on gentleness, the next week you focus on forgivenessfff,fff,f,fff,fff,,ff,f,,ff,ff,fff,f,,ff,ff,,ff,f,,lff,ff,fff,f,fff,ff,,ff,f,,ff,ff,fff,f,,ff,ff,,ff,f,,€ff,ff,fff,f,fff,ff,,ff,f,,ff,ff,fff,f,,ff,ff,,ff,f,,lgrace. one word per week for an entire year. Before you know it, you're no longer worried about being perfect, but more excited about having a closer connection to God and living a life free from perfectionism, free from being pulled in different directions, and more attuned to your love for God and for others.

*Focus Groups* Jori N. Hall,2020-04-17 A 2021 AERA Qualitative Research SIG Outstanding Book Award winner Focus Groups: Culturally Responsive Approaches for Qualitative Inquiry and Program Evaluation takes an in-depth look at how culturally-responsive focus groups are developed and implemented within the context of qualitative inquiry broadly, and program evaluation more specifically. The book showcases various forms of focus groups and how they can be responsive to specific communities across different disciplines. This book provides: an historical perspective on focus groups a theoretical foundation helpful for supporting focus groups with marginalized groups, vulnerable populations (older adults, children), and participants within non-Western settings basic procedures for conducting focus groups guidelines for cultural responsiveness and case examples of alternative approaches to focus groups that target specific communities and those in different contexts. It also considers ethical issues around the use of culturally responsive focus groups, while providing guidance on analyzing and interpreting your data and establishing the credibility of your study. Focus Groups is an information rich resource for qualitative researchers and program evaluators at various levels who want to learn about or enhance their knowledge on designing and conducting culturally responsive focus groups. Perfect for courses such as: Foundations of Culturally Responsive Focus Groups | Culturally Responsive Approaches to Program Evaluation Practicing Qualitative Program Evaluation | Qualitative Research: Culturally Responsive Methods | Focus Groups in Research | Introduction to Qualitative Methods | Methods in Educational Research | Program Evaluation Practice | Designing Qualitative Research

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