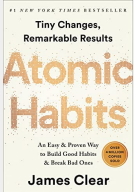
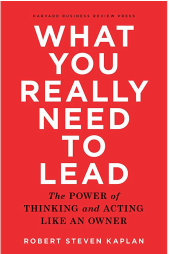


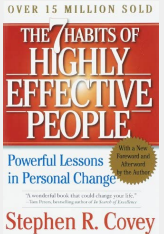
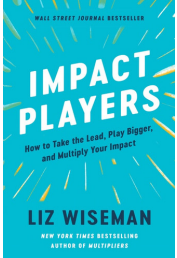
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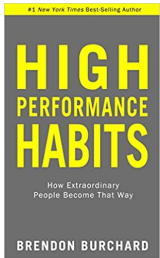
1. Books

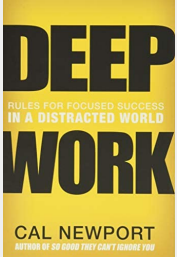
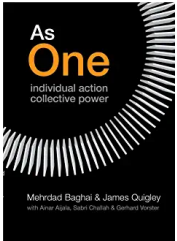
Title	Description	Link
<div>Atomic Habits (James Clear)</div> 	<p>No matter your goals, Atomic Habits offers a proven framework for improving--every day. James Clear, one of the world's leading experts on habit formation, reveals practical strategies that will teach you exactly how to form good habits, break bad ones, and master the tiny behaviors that lead to remarkable results.</p> <p>If you're having trouble changing your habits, the problem isn't you. The problem is your system. Bad habits repeat themselves again and again not because you don't want to change, but because you have the wrong system for change. You do not rise to the level of your goals. You fall to the level of your systems. Here, you'll get a proven system that can take you to new heights.</p> <p>Clear is known for his ability to distill complex topics into simple behaviors that can be easily applied to daily life and work. Here, he draws on the most proven ideas from biology, psychology, and neuroscience to create an easy-to-understand guide for making good habits inevitable and bad habits impossible. Along the way, readers will be inspired and entertained with true stories from Olympic gold medalists, award-winning artists, business leaders, life-saving physicians, and star comedians who have used the science of small habits to master their craft and vault to the top of their field.</p> <p>Learn how to: make time for new habits (even when life gets crazy); overcome a lack of motivation and willpower;</p>	Book
		4 min Summary
		Animated Summary (7:51)
		The 2-Minute Rule A (4:46)
		The 2-Minute Rule B (1:16)
		Atomic Habits Detailed Summary (28:10)
		How to Break Bad Habits and Get 1% Better Every Day (10:00)
		Atomic Habits Interview (46:03)

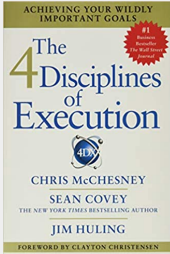
	design your environment to make success easier; get back on track when you fall off course; ...and much more.	Atomic Habits Interview (46:03)
	Atomic Habits will reshape the way you think about progress and success, and give you the tools and strategies you need to transform your habits--whether you are a team looking to win a championship, an organization hoping to redefine an industry, or simply an individual who wishes to quit smoking, lose weight, reduce stress, or achieve any other goal.	Atomic Habits Talk (8:03)
<p>What You Really Need to Lead: The Power of Thinking and Acting Like an Owner (Robert S. Kaplan)</p> 	<p>What makes a leader? Can you really learn to lead?</p> <p>You might believe that leaders are born, not made. Perhaps you think that you need to hold an important job to be a leader-that you need permission to lead. Leadership is one of the most important aspects of our society. Yet there is enormous disagreement and confusion about what leadership means and whether it can really be learned. As Harvard Business School professor Robert Steven Kaplan explains in this powerful new book, leadership qualities are not something you either have or you don't. Leadership is not a destination or a state of being. Leadership is about what you do, rather than who you are, and it starts with an ownership mind-set. For Kaplan, learning to lead involves three key elements: - Thinking like an owner - A willingness to act on your beliefs - A relentless focus on adding value to others</p> <p>Kaplan compellingly argues that great organizations are built around a nucleus of people who think and act with an ownership mind-set. He believes that leadership is not a role reserved only for those blessed with the right attributes or situated in the right positions of power. Leadership is accessible to each of us-today. It requires a process of hard work, willingness to ask questions, and openness to learning. This book aims to demystify leadership and outlines a specific regimen that will empower you to build your leadership skills. Kaplan tells real-life stories from his own experience of working with various types of leaders seeking to improve their effectiveness and make their organizations more successful. He asks probing questions, provides exercises, and suggests concrete follow-up steps that will help you develop your skills, create new habits, and move you toward reaching your unique leadership potential. What You Really Need to Lead will help you develop your capacity to lead by unlocking your power to think and act like an owner.</p>	Book
		Forbes Article
		Book Summary
		Presentation on Reaching Potential (48:31)
		Presentation on Introspection and Vision (58:05)
		Why the Book (1:17)
		Ownership Process (1:52)
		Meaning of Leadership (2:29)
		Leadership Crisis (1:59)
The 7 Habits of Highly Effective	In The 7 Habits of Highly Effective People, author Stephen R. Covey presents a holistic, integrated, principle-centered approach for solving personal and professional problems. With penetrating insights and pointed anecdotes, Covey reveals a step-by-step pathway for living	Book


<p>People (Stephen R. Covey)</p> 	<p>with fairness, integrity, service, and human dignity--principles that give us the security to adapt to change and the wisdom and power to take advantage of the opportunities that change creates.</p>	<p>Official Resources</p> <p>Detailed Summary (43:32)</p> <p>Video Pt 1: Independence (13:18)</p> <p>Video Pt 2: Interdependence (9:03)</p> <p>Weekly Planning (7:11)</p> <p>Paradigms (19:09)</p>
<p>Impact Players (Liz Wiseman)</p> 	<p>Thinkers50 Top 10 Best New Management Books for 2022</p> <p>Why do some people break through and make an impact while others get stuck going through the motions?</p> <p>In every organization there are Impact Players—those indispensable colleagues who can be counted on in critical situations and who consistently receive high-profile assignments and new opportunities. Whether they are on center stage or behind the scenes, managers know who these top players are, understand their worth, and want more of them on their team. While their impact is obvious, it's not always clear what actually makes these professionals different from their peers.</p> <p>In Impact Players, New York Times bestselling author and researcher Liz Wiseman reveals the secrets of these stellar professionals who play the game at a higher level. Drawing on insights from leaders at top companies, Wiseman explains what the most influential players are doing differently, how small and seemingly insignificant differences in how we think and act can make an enormous impact, and why—with a little coaching—this mindset is available to everyone who wants to contribute at their highest level.</p>	<p>Book</p> <p>Book Summary (6:13)</p> <p>Highlights with Liz (7:39)</p> <p>What it means to be an impact player (3:54)</p> <p>Impact Players Interview (42:55)</p> <p>Impact Players with Liz (39:31)</p> <p>Free Official Resources</p>

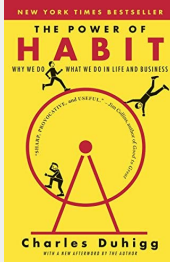
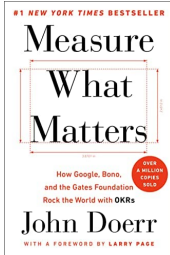
	<p>Based on a study of 170 top contributors, Wiseman identifies the mindsets that prevent otherwise smart, capable people from contributing to their full potential and the five practices that differentiate Impact Players:</p> <p>While others do their job, Impact Players figure out the real job to be done. While others wait for direction, Impact Players step up and lead. While others escalate problems, Impact Players move things across the finish line. While others attempt to minimize change, Impact Players are learning and adapting to change. While others add to the load, the Impact Players make heavy demands feel lighter. Wiseman makes clear that these practices—and the right mindset—can help any employee contribute at their fullest and shows leaders how they can raise the level of play for everyone on the team. Impact Players is your playbook for the new workplace.</p>	
<p>Love and Work (Marcus Buckingham)</p> 	<p>You've long been told to "Do what you love." Sounds simple, but the real challenge is how to do this in a world not set up to help you. Most of us actually don't know the real truth of what we love—what engages us and makes us thrive—and our workplaces, jobs, schools, even our parents, are focused instead on making us conform. Sadly, no person or system is dedicated to discovering the crucial intersection between what you love to do and how you contribute it to others.</p> <p>In this eye-opening, uplifting book, Buckingham shows you how to break free from this conformity—how to decode your own loves, turn them into their most powerful expression, and do the same for those you lead and those you love.</p> <p>How can you use love to reveal your unique gifts? How can you pinpoint what makes you stand out from anyone else? How can you choose roles in which you'll excel? Love and Work unlocks answers to these questions and others, so you can:</p> <p>Choose the right role on the team. Describe yourself compellingly in job interviews. Mold your existing role so that it calls upon the very best of you. Position yourself as a leader in such a way that your followers quickly come to trust in you. Make lasting change for your team, your company, your family, or your students. Love, the most powerful of human emotions, the source of all creativity, collaboration, insight,</p>	Book
		Strengths + Red Threads
		Video Intro (1:00)
		Red Threads (3:07)
		The 9 Lies (45:25)
		Article 1 (5 min)
		Article 2

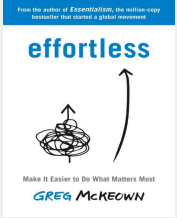
	<p>and excellence, has been systematically drained from our lives—our work, teams, and classrooms.</p> <p>It's time we brought love back in.</p> <p>Love and Work shows you how.</p>	Official Resources
<p>High Performance Habits (Brendon Burchard)</p> 	<p>These six habits will make you extraordinary.</p> <p>After extensive original research and a decade as the world's highest-paid performance coach, Brendon Burchard finally reveals the most effective habits for reaching long-term success. Based on one of the largest surveys ever conducted on high performers, it turns out that just six habits move the needle the most in helping you succeed. Adopt these six habits, and you win. Neglect them, and life is a never-ending struggle.</p> <p>We all want to be high performing in every area of our lives. But how? Which habits can help you achieve long-term success and vibrant well-being no matter your age, career, strengths, or personality? To become a high performer, you must seek clarity, generate energy, raise necessity, increase productivity, develop influence, and demonstrate courage. This book is about the art and science of how to practice these proven habits.</p> <p>If you do adopt any new habits to succeed faster, choose the habits in this book. Anyone can practice these habits and, when they do, extraordinary things happen in their lives, relationships, and careers.</p> <p>Whether you want to get more done, lead others better, develop skill faster, or dramatically increase your sense of joy and confidence, the habits in this book will help you achieve it. Each of the six habits is illustrated by powerful vignettes, cutting-edge science, thought-provoking exercises, and real-world daily practices you can implement right now.</p> <p>HIGH PERFORMANCE HABITS is a science-backed, heart-centered plan to living a better quality of life. Best of all, you can measure your progress. A link to a professional assessment is included in the book for free.</p>	Book Summary Read 1st Two Chapters Animated Summary (8:19) Brendon explains in 5 mins (5:00) Brendan Interview (11:33) Podcast How to Choose Real Priorities (14:14) Prioritize Like a Genius (13:33) 1-Page Productivity Tool (30:56) Official Videos Courses
<p>Deep Work (Cal Newport)</p>	<p>One of the most valuable skills in our economy is becoming increasingly rare. If you master this skill, you'll achieve extraordinary results.</p> <p>Deep work is the ability to focus without distraction on a cognitively demanding task. It's a skill</p>	Book Great Guide + Resources

	<p>that allows you to quickly master complicated information and produce better results in less time. Deep work will make you better at what you do and provide the sense of true fulfillment that comes from craftsmanship. In short, deep work is like a super power in our increasingly competitive twenty-first century economy. And yet, most people have lost the ability to go deep—spending their days instead in a frantic blur of e-mail and social media, not even realizing there's a better way.</p> <p>In DEEP WORK, author and professor Cal Newport flips the narrative on impact in a connected age. Instead of arguing distraction is bad, he instead celebrates the power of its opposite. Dividing this book into two parts, he first makes the case that in almost any profession, cultivating a deep work ethic will produce massive benefits. He then presents a rigorous training regimen, presented as a series of four "rules," for transforming your mind and habits to support this skill.</p> <p>A mix of cultural criticism and actionable advice, DEEP WORK takes the reader on a journey through memorable stories -- from Carl Jung building a stone tower in the woods to focus his mind, to a social media pioneer buying a round-trip business class ticket to Tokyo to write a book free from distraction in the air -- and no-nonsense advice, such as the claim that most serious professionals should quit social media and that you should practice being bored. DEEP WORK is an indispensable guide to anyone seeking focused success in a distracted world.</p>	Animated Summary (7:30) Cal and Tips for Doing Hard Things (15:04) Detailed Book Summary Detailed Book Summary 2 TED Talk (13:50) Time Blocking (7:17) Article Cal Explains Deep Work (16:51) Official Resources
<p>As One (Mehrdad Baghai and James Quigley)</p> 	<p>Our world is as much about cooperation as it is about conflict; as much about collaboration as competition. Yet our knowledge of collective behavior is still relatively slim. Leaders who have been trained in the command-and-control mode of management are realizing that it often fails to truly engage people; in response, management thinkers have proclaimed the advent of a new, participatory model. But why should there be only two modes of collective behavior?</p> <p>For the past two years Deloitte has invested in a major global initiative, the As One project, to study effective collaborations. The project has discovered that there are many modes of "As One behavior" and that all are effective in certain contexts. As One defines eight archetypes of leaders and followers. Taking more than 60 cases of successful collective behavior, the authors define the characteristics for each model and show how you can apply them to your organization. As One will show you a new way to lead, and to get your team working to reach all your goals. Imagine what we could accomplish if we could unlock the power of As One on a global scale.</p>	Book Interview Transcript 1 Interview Transcript 2 Harvard Presentation (1:23:00) Claremont Presentation (1:03:39) USU Presentation (55:42)
<p>The Four</p>	<p>"The 4 Disciplines of Execution is a book every leader should read." —Clayton Christensen,</p>	Book

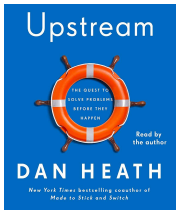

<p>Disciplines of Execution (Stephen McChesney)</p> 	<p>Professor, Harvard Business School, and author of The Innovator's Dilemma</p> <p>For fans of Good to Great and The First 90 Days, The Four Disciplines of Execution is the foundational text for creating lasting organizational change. A #1 Wall Street Journal bestseller with more than 500,000 copies sold, The Four Disciplines of Execution will radically change your business.</p> <p>Do you remember the last major initiative you watched die in your organization? Did it go down with a loud crash? Or was it slowly and quietly suffocated by other competing priorities? By the time it finally disappeared, it's likely no one even noticed. What happened?</p> <p>Often, the answer is that the “whirlwind” of urgent activity required to keep things running day-to-day devoured all the time and energy you needed to invest in executing your strategy for tomorrow. The 4 Disciplines of Execution can change that forever.</p> <p>The 4 Disciplines of Execution (4DX) is a simple, repeatable, and proven formula for executing your most important strategic priorities in the midst of the whirlwind. By following the 4 Disciplines—Focus on the Wildly Important; Act on Lead Measures; Keep a Compelling Scoreboard; Create a Cadence of Accountability—leaders can produce breakthrough results, even when executing the strategy requires a significant change in behavior from their teams.</p> <p>4DX is not theory. It is a proven set of practices that have been tested and refined by hundreds of organizations and thousands of teams over many years. When a company or an individual adheres to these disciplines, they achieve superb results, regardless of the goal. 4DX represents a new way to think and work that is essential to thriving in today's competitive climate. The 4 Disciplines of Execution is one book that no business leader can afford to miss.</p>	<p>Blinkist</p> <p>Intro Video (1:00)</p> <p>Official Summary</p> <p>Animated Summary (8:37)</p> <p>Detailed Summary (25:53)</p> <p>Chris McChesney Presentation (34:44)</p> <p>Written Summary</p> <p>Podcast</p> <p>Course</p> <p>Official Overview & Resources</p>
<p>The Power of Flexing (Susan Ashford)</p>	<p>A leadership and learning expert shows you how to change your behavior, develop soft skills, and achieve personal and professional growth through a series of small experiments she calls “Flexing.”</p> <p>A personnel shift at your organization puts you into a leadership role you don't feel prepared for.</p> <p>Your boss tells you that you seem aloof and unapproachable in client meetings.</p>	<p>Book</p> <p>Interview 1 (52:01)</p> <p>Interview 2 (29:44)</p> <p>K-12 School Application</p>

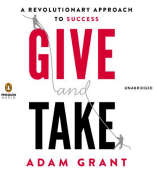
 <p>THE POWER OF FLEXING</p> <p>How to Use Small Daily Experiments to Create Big Life-Changing Growth</p> <p>SUSAN ASHFORD</p>	<p>You need to win the support of the members of a local community group for a project you feel passionate about.</p> <p>Addressing these diverse issues depends on improving your soft skills—such as time management, team building, communication and listening, creative thinking, and problem-solving. But this isn’t as easy as it may seem.</p> <p>Sue Ashford, the chair of the Management and Organizations group at the Ross School of Business, has the solution. In this timely book, she introduces Flexing—a technique individuals, teams, and entire organizations can use to learn, grow, and develop their skills and knowledge with every new project, work assignment, and problem. Flexing empowers you to embrace any challenge and adapt to any change, yielding practical, valuable takeaways that ensure growth.</p> <p>Flexing helps you move ahead when you’re confronted with a new challenge, or simply want to develop a vital skill. It’s a journey that begins with setting a flex goal—stating explicitly what you want to learn and how you want to grow. Once that flex goal is set, you then begin to run experiments, solicit feedback from peers or colleagues, and monitor and tweak your progress on the way to achieving your goal. Flexing can be tailored to each person, allowing you to reflect on your own experiences and incorporate the lessons you learn in the next project you tackle. It’s a growth mindset that will help you become the best version of yourself.</p> <p>Flexing also works with teams and organizations. Ashford teaches small groups and large how to implement flexing to ensure their members are ready for new challenges. With more people moving to remote working full-time and developing new ways of collaborating in teams, this warm and practical guide will help every professional and any organization on the journey to greater effectiveness.</p>	Interview Transcript Short Interview Transcript Podcast Official Resources
<p>The Power of Habit (Charles Duhigg)</p>	<p>This NYT Bestseller 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</p> <p>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</p>	Book Written Summary Animated Summary (9:43) Charles Duhigg on Habits

	<p>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.</p> <p>“Sharp, provocative, and useful.”—Jim Collins</p> <p>“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</p> <p>“You’ll never look at yourself, your organization, or your world quite the same way.”—Daniel H. Pink, bestselling author of Drive and A Whole New Mind</p> <p>“Entertaining . . . enjoyable . . . fascinating . . . a serious look at the science of habit formation and change.”—The New York Times Book Review</p>	<p>(3:38)</p> <p>TED Talk (15:58)</p> <p>Great Visuals</p> <p>4 min Summary</p> <p>Official Resources</p>
<p>Measure What Matters (John Doerr)</p> 	<p>Legendary venture capitalist John Doerr reveals how the goal-setting system of Objectives and Key Results (OKRs) has helped tech giants from Intel to Google achieve explosive growth—and how it can help any organization thrive.</p> <p>In the fall of 1999, John Doerr met with the founders of a start-up whom he'd just given \$12.5 million, the biggest investment of his career. Larry Page and Sergey Brin had amazing technology, entrepreneurial energy, and sky-high ambitions, but no real business plan. For Google to change the world (or even to survive), Page and Brin had to learn how to make tough choices on priorities while keeping their team on track. They'd have to know when to pull the plug on losing propositions, to fail fast. And they needed timely, relevant data to track their progress—to measure what mattered.</p> <p>Doerr taught them about a proven approach to operating excellence: Objectives and Key Results. He had first discovered OKRs in the 1970s as an engineer at Intel, where the legendary Andy Grove ("the greatest manager of his or any era") drove the best-run company Doerr had ever seen. Later, as a venture capitalist, Doerr shared Grove's brainchild with more than fifty companies. Wherever the process was faithfully practiced, it worked.</p> <p>In this goal-setting system, objectives define what we seek to achieve; key results are how those top-priority goals will be attained with specific, measurable actions within a set time frame. Everyone's goals, from entry level to CEO, are transparent to the entire organization.</p>	<p>Book</p> <p>Book Summary</p> <p>Book Summary 2</p> <p>Top 20 Insights</p> <p>Video Summary (8:45)</p> <p>TED Talk (11:51)</p> <p>John on Ideas are easy execution is everything (50:13)</p> <p>Virtual Interview (27:11)</p> <p>How to Set Good OKRs (6:14)</p>

	<p>The benefits are profound. OKRs surface an organization's most important work. They focus effort and foster coordination. They keep employees on track. They link objectives across silos to unify and strengthen the entire company. Along the way, OKRs enhance workplace satisfaction and boost retention.</p> <p>In Measure What Matters, Doerr shares a broad range of first-person, behind-the-scenes case studies, with narrators including Bono and Bill Gates, to demonstrate the focus, agility, and explosive growth that OKRs have spurred at so many great organizations. This book will help a new generation of leaders capture the same magic.</p>	Official Resources
<p>Effortless (Greg McKeown)</p> 	<p>From the author of the million-copy-selling Essentialism comes an empowering guide to achieving your goals. It all starts with a simple principle: Not everything has to be so hard.</p> <p>"In a world beset by burnout, Greg McKeown's work is essential." (Daniel H. Pink, author of When, Drive, and To Sell Is Human)</p> <p>"At a time when fear, uncertainty, and our ever-growing list of responsibilities have come to feel like much too much to handle, Effortless couldn't be timelier, or more necessary." (Eve Rodsky, author of Fair Play)</p> <p>Do you ever feel like:</p> <ul style="list-style-type: none"> • You're teetering right on the edge of burnout? • You want to make a higher contribution, but lack the energy? • You're running faster but not moving closer to your goals? • Everything is so much harder than it used to be? <p>As high achievers, we've been conditioned to believe that the path to success is paved with relentless work. That if we want to overachieve, we have to overexert, overthink, and overdo. That if we aren't perpetually exhausted, we're not doing enough.</p> <p>But lately, working hard is more exhausting than ever. And the more depleted we get, the more effort it takes to make progress. Stuck in an endless loop of "Zoom, eat, sleep, repeat", we're often working twice as hard to achieve half as much.</p>	Book Blinkist Book summary Forbes article Animated Summary 1 (8:15) Animated Summary 2 (8:45) Top 7 Lessons from Effortless (5:02) Podcast with Chris Williamson (1:32:08) Podcast with Guy Raz (47 min) Interview Transcript Official resources

	<p>Getting ahead doesn't have to be as hard as we make it. No matter what challenges or obstacles we face, there is a better way: Instead of pushing ourselves harder, we can find an easier path.</p> <p>Effortless offers actionable advice for making the most essential activities the easiest ones, so you can achieve the results you want, without burning out.</p> <p>Effortless teaches you how to:</p> <ul style="list-style-type: none"> • Turn tedious tasks into enjoyable rituals • Prevent frustration by solving problems before they arise • Set a sustainable pace instead of powering through • Make one-time choices that eliminate many future decisions • Simplify your processes by removing unnecessary steps • Make relationships easier to maintain and manage • And much more <p>The effortless way isn't the lazy way. It's the smart way. It may even be the only way.</p> <p>Not every hard thing in life can be made easy. But we can make it easier to do more of what matters most.</p>	
Upstream: The Quest to Solve Problems Before They Happen (Dan Heath)	<p>New York Times best-selling author Dan Heath explores how to prevent problems before they happen, drawing on insights from hundreds of interviews with unconventional problem solvers.</p> <p>So often in life, we get stuck in a cycle of response. We put out fires. We deal with emergencies. We stay downstream, handling one problem after another, but we never make our way upstream to fix the systems that caused the problems. Cops chase robbers, doctors treat patients with chronic illnesses, and call-center reps address customer complaints. But many crimes, chronic illnesses, and customer complaints are preventable. So why do our efforts skew so heavily toward reaction rather than prevention?</p> <p>Upstream probes the psychological forces that push us downstream - including "problem blindness," which can leave us oblivious to serious problems in our midst. And Heath</p>	Book
		Book Summary 1
		Book Summary 2 (10 min read)
		Dan Heath: Upstream Heroes (4:37)
		Interview with Cool Cat Teacher (16:55)
		Washington Speakers

	<p>introduces us to the thinkers who have overcome these obstacles and scored massive victories by switching to an upstream mindset. One online travel website prevented 20 million customer service calls every year by making some simple tweaks to its booking system. A major urban school district cut its dropout rate in half after it figured out that it could predict which students would drop out - as early as the ninth grade. A European nation almost eliminated teenage alcohol and drug abuse by deliberately changing the nation's culture. And one EMS system accelerated the emergency-response time of its ambulances by using data to predict where 911 calls would emerge - and forward-deploying its ambulances to stand by in those areas.</p> <p>Upstream delivers practical solutions for preventing problems rather than reacting to them. How many problems in our lives and in society are we tolerating simply because we've forgotten that we can fix them?</p>	<p>Bureau Clip (2:24)</p> <p>Interview with Jacob Morgan (1:03:47)</p> <p>Official Resources</p>
<p>Switch: How to Change Things When Change is Hard (Dan and Chip Heath)</p> 	<p>Why is it so hard to make lasting changes in our companies, in our communities, and in our own lives?</p> <p>The primary obstacle is a conflict that's built into our brains, say Chip and Dan Heath, authors of the critically acclaimed bestseller <i>Made to Stick</i>. Psychologists have discovered that our minds are ruled by two different systems - the rational mind and the emotional mind - that compete for control. The rational mind wants a great beach body; the emotional mind wants that Oreo cookie. The rational mind wants to change something at work; the emotional mind loves the comfort of the existing routine. This tension can doom a change effort - but if it is overcome, change can come quickly.</p> <p>In <i>Switch</i>, the Heaths show how everyday people - employees and managers, parents and nurses - have united both minds and, as a result, achieved dramatic results:</p> <ul style="list-style-type: none"> • The lowly medical interns who managed to defeat an entrenched, decades-old medical practice that was endangering patients • The home-organizing guru who developed a simple technique for overcoming the dread of housekeeping • The manager who transformed a lackadaisical customer-support team into service zealots 	<p>Book</p> <p>Blinkist</p> <p>Book Summary 1</p> <p>Book Summary 2</p> <p>Animated Summary 1 (7:58)</p> <p>Animated Summary 2 (7:54)</p> <p>Switch in 16 mins by Dan Heath (16:19)</p> <p>Why Change is So Hard (4:02)</p> <p>Official Resources</p>

	<p>by removing a standard tool of customer service</p> <p>In a compelling, story-driven narrative, the Heaths bring together decades of counterintuitive research in psychology, sociology, and other fields to shed new light on how we can effect transformative change. Switchshows that successful changes follow a pattern, a pattern you can use to make the changes that matter to you, whether your interest is in changing the world or changing your waistline.</p>	
<p>Give and Take: Why Helping Others Drives Our Success (Adam Grant)</p> 	<p>A groundbreaking look at why our interactions with others hold the key to success, from the best-selling author of Think Again and Originals.</p> <p>For generations, we have focused on the individual drivers of success: Passion, hard work, talent, and luck. But in today's dramatically reconfigured world, success is increasingly dependent on how we interact with others. In Give and Take, Adam Grant, an award-winning researcher and Wharton's highest-rated professor, examines the surprising forces that shape why some people rise to the top of the success ladder while others sink to the bottom. Praised by social scientists, business theorists, and corporate leaders, Give and Take opens up an approach to work, interactions, and productivity that is nothing short of revolutionary.</p>	<p>Book</p> <p>Blinkist</p> <p>Several Summaries</p> <p>Longer Written Summary</p> <p>Animated Summary (7:33)</p> <p>Adam Grant Lecture Clip (5:52)</p> <p>Ted Talk (13:28)</p> <p>Adam Storytelling with Cards (6:37)</p> <p>Adam Grant at Google (54:20)</p> <p>Interview (25:35)</p> <p>Official Resources + Discussion Guide</p>

2. Video Clips

Title	Description	Link
How Millionaires Schedule Their Day: 1-Page Productivity Tool	<p>Get the download of the 1-Page Productivity Tool here: http://www.highperformanceacademy.com. You'll also get three more training videos just like this for free from Brendon. Brendon Burchard is the founder of High Performance Academy and a #1 New York Times bestselling author whose books include THE CHARGE, THE MILLIONAIRE MESSENGER, and LIFE'S GOLDEN TICKET. Larry King named him "one of the top motivation and marketing trainers in the world." After a car accident at 19 years old inspired him to serve and succeed, and then becoming a multimillionaire by the age of 32, he has dedicated his life to helping others find their charge and share their voice with the world. Meet Brendon at http://www.BrendonBurchard.com</p>	30:56
Groundhog Day (1993) Phil: New and Improved Scene (6/8)	<p>Groundhog Day - Phil: New and Improved: Phil (Bill Murray) impresses the people in town around him with his sculpting skills, advanced piano technique, and as he lends a helping hand.</p> <p>Thought: For those who have seen the movie, you see the mindset shift Phil has from being completely focused on himself to making use of the precious gift of time in the development of self and in the service of others when he gets stuck reliving the same day over and over again.</p>	2:15
Edmond learning combat and literature in prison	<p>In the film adaptation of Alexander Dumas' Count of Monte Cristo, a mysterious prisoner gives Edmond Dantes an education and combat training. It demonstrates the power of time on our personal progression when we use it deliberately and someone is willing to teach and another is willing to learn.</p>	1:33
Buddy Decorates the Mall	<p>In the movie Elf, Buddy finds out Santa is coming the next day, so he spends all night decorating the mall. It serves to highlight how people with passion are capable of doing more.</p>	0:52
How to Get People to Work Harder - The Office	<p>(Funny clip, adult language) As the boss, Andy comes up with a points system in order to get the office to work harder, including letting them pick out a tattoo for him...</p>	4:07

Jamie Figures it Out	(Adult language) In Ted Lasso, Jamie Tartt takes on the goal of the team to heart and speaks up on how to adjust their strategy to better utilize his skills for the benefit of the team and mission and reassigns himself to a different role to achieve better results.	1:46
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3. Articles

Title	Description	Date
Colin Powell's 40/70 Approach To Leadership And Executive Decisions	<p>On this particular subject of making tough decisions, Powell prescribes the amount of information that one needs to make the decision. He says that we need between 40 and 70 percent of the total information to make a decision.</p> <p>He believes that with less than 40 percent of information, we are bound to make a wrong decision. At the same time, if we keep looking for information beyond 70 percent, then by the time we make the decision, it will be so late that others will have taken that decision and moved on.</p>	May 2019

4. Podcasts

Title	Description	Link
The 4-Hour Workweek	Each episode, I deconstruct world-class performers from eclectic areas (investing, sports, business, art, etc.) to extract the tactics, tools, and routines you can use. This includes favorite books, morning routines, exercise habits, time-management tricks, and much more. Past guests include Hugh Jackman, Dr. Jane Goodall, Neil Gaiman, Jerry Seinfeld, Arnold Schwarzenegger, Madeleine Albright, LeBron James, Margaret Atwood, Elizabeth Gilbert, Mark Zuckerberg, Ray Dalio, Michael Lewis, Doris Kearns Goodwin, Jocko Willink, Bill Burr, Kevin Hart, Edward Norton, Tony Robbins, Maria Sharapova, Jamie Foxx, Maria Popova, Peter Thiel, Marc Andreessen, Dr. Peter Attia, Malcolm Gladwell, Vince Vaughn, Terry Crews, Rick Rubin, Reid Hoffman, Brené Brown, Dr. Gabor Maté, Naval Ravikant, Anne Lamott, Matthew McConaughey, Sarah Silverman, Dr. Andrew Huberman, and 600+ more.	

<u>How I Built This with Guy Raz</u>	Guy Raz interviews the world's best-known entrepreneurs to learn how they built their iconic brands. In each episode, founders reveal deep, intimate moments of doubt and failure, and share insights on their eventual success. How I Built This is a master-class on innovation, creativity, leadership and how to navigate challenges of all kinds.	50 mins
<u>Beyond the To-Do List</u>	Erik Fisher hosts this award-nominated podcast; Beyond the To-Do List. The show focuses on all productivity aspects, getting more work done, and better living. If you want to get more valuable and important work done, you'll need to eliminate any unimportant tasks. Eric interviews real people who have applied these tactics in either their professional or personal lives. You can learn tips on how to prioritize your tasks, choose the right projects, and achieve your goals. Also, you will learn the best way to get an accurate representation of whether you're spending time on things that matter.	
<u>Extreme Productivity</u>	Keven Kruse, who is a New York Times bestselling author, hosts the show. He's also a Forbes contributor and a keynote speaker. He shares his tips on how he created several multimillion-dollar businesses in this podcast. You can also learn about the tools and actionable strategies from entrepreneurs, straight-A students, Olympic athletes, self-made millionaires, and other productive individuals. The podcast aims to maximize your daily productivity by covering several workplace scenarios.	
<u>Getting Things Done</u>	David Allen is the host of Getting Things Done (GTD). He is a productivity guru and author of Getting Things Done: The Art of Stress-free Productivity. This podcast acts as a continuation of the themes in his popular book. It provides listeners with essential advice on personal and organizational productivity. This series provides insights for personal and professional wellbeing for people from all walks of life. Before you significantly change your life, you'll need to know where you stand. This is the reason why taking the time to listen to this podcast is a worthwhile exercise.	
<u>Accidental Creative</u>	Todd Henry, a self-proclaimed member of the "creative economy", hosts the Accidental Creative podcast. The show covers a range of topics aimed at getting you moving in the right direction. These topics include how to minimize regrets, leveraging competition for organizational gain, and common leadership mistakes. Some of the high-profile guests who have been on the show include Cal Newport, Dan Harris, and Laura Vanderkam.	
<u>The One Thing</u>	<p>The creators of the The One Thing podcast believe that being equipped with the right information can boost your success in a big way. This is one of our favorite productivity podcasts here at Develop Good Habits.</p> <p>This is a show that gives listeners the tools they need to succeed. In every episode, you'll discover essential information that will help you on your way to success.</p>	

	Each episode offers realistic and actionable strategies for achieving goals. With this podcast, you'll be inspired to work toward having a highly successful and meaningful life.	
<u>The 5AM Miracle</u>	Jeff Sanders is the host of this podcast, aimed at transforming listeners to become high-achievers. It aims to help you get out of bed with more energy and enthusiasm. You will also learn how to create powerful lifelong habits and how to tackle the grandest of goals more energetically. Besides, Jeff offers plenty of tips that can also help you eliminate procrastination. That way, you can figure out if you're spending time wisely. The main topics for this show include healthy habits, personal development, and early morning productivity.	
<u>The Prouctivityist</u>	Mike Vardy, a productivity guru, hosts this show, which is all about time management. He will give you actionable tips and tricks to maximize your productivity, and enhance your time management skills. This is a weekly podcast and hosts guests such as Benjamin Hardy, David Allen, and Laura Vanderkam.	
<u>Eat Sleep Work Repeat</u>	Bruce Daisley, Twitter's European VP, hosts the Eat Sleep Work Repeat show, which is ranked as Apple's #1 business podcast. It looks into improving productivity through workplace culture and happiness. There's no necessity of consistently succeeding in everything. But what's the bottom line? Getting an energetic start and finish on each working day. And to do that, a proper understanding of performance rates and time necessary to complete tasks is essential. This is the reason why this show is great for people who want to be better leaders.	
<u>The Action Catalyst</u>	Roy Vaden is a self-discipline expert and bestselling author. His podcast, the Action Catalyst, covers tips on self-discipline and habits for success. Roy is a leader at a multimillion-dollar global consulting firm. He uses his experience in the business field to give practical advice on improving productivity. The show has featured experts from many areas, including psychology and entrepreneurship.	
<u>Before Breakfast</u>	<p>In Before Breakfast, host Laura Vanderkam provides listeners with practical tools they can use to manage their time more effectively in order to feel less stress and accomplish more.</p> <p>Each of the show's episodes lasts an average of five minutes, during which Vanderkam provides practical tips for maximizing productivity. The length of the episodes makes listening to this show worth adding to your morning habit.</p>	
<u>Back to Work</u>	Merlin Mann and Dan Benjamin are the hosts of the Back to Work podcast. The duo work together to bring listeners an excellent talk show that covers productivity, tools, communication, and constraints. For example, tools like a trello time tracking extension are an excellent way to delegate and prioritize tasks. If you don't	

	mind some funny antics along with actionable tips for improving your productivity, then this hour-long podcast would be perfect for you.	
Harvard Business Review IdeaCast	Sarah Green Carmichael, the executive editor at Harvard Business Review, hosts this podcast. The HBR IdeaCast is a weekly podcast, which features the leading thinkers in both business and organizational management. Some of the topics covered on the show include 'How Companies Get Creativity Right (and Wrong)'.	
15 Best Productivity Podcasts to Supercharge Your Performance by Lori Wade of GoSkills.com	These are her top fifteen podcasts to help you boost productivity. Descriptions above are mostly credited to her.	
The 13 Best Productivity Podcasts to Get Things Done by S.J. Scott of Developgood habits.com	<p>If you're searching for the best productivity podcasts to help you get things done, this post is for you. These 13 podcasts teach you how to become organized and appropriately manage your time and resources to get the results you want.</p> <p>The beauty of podcasts is that you can tune in to the shows while you're doing other stuff, such as jogging, driving, cooking, or walking. You can accomplish tasks while getting a brain upgrade at the same time.</p> <p>Several of the above links and descriptions are credited to S.J.</p>	
17 Best Productivity Podcasts	<p>Do you remember back when your library card was your prime ticket to new information? Well now, you can learn about whatever you want right from home in all kinds of ways, including podcasts. Without turning pages or scrolling on a screen, you're learning a ton. What a dream! And as a manager constantly looking to elevate and bolster your team, you'll love productivity podcasts you can listen to while in the car or on a run.</p> <p>Fellow.app compiled a list of productivity podcasts to help you get motivated and stay on track. Check these out for great advice that can help you tackle your daily tasks and work toward your goals for your team.</p>	

5. Classes / Events

Title	Description	Link
Live Online Classes (Simon Sinek)	We are continually adding new classes to help us show up better for those around us.	

6. Other Resources

Title	Description	Link

7. Quotes

1. Concentrate all your thoughts upon the work at hand. The sun's rays do not burn until brought to a focus. -Alexander Graham Bell
2. Productivity is the deliberate, strategic investment of your time, talent, intelligence, energy, resources, and opportunities in a manner calculated to move you measurably closer to meaningful goals. –Dan S. Kennedy
3. Focus on being productive instead of busy. -Tim Ferriss
4. Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle. As with all matters of the heart, you'll know when you find it. -Steve Jobs
5. Nothing is less productive than to make more efficient what should not be done at all. –Peter Drucker
6. Lost time is never found again. -Benjamin Franklin
7. Once you have mastered time, you will understand how true it is that most people overestimate what they can accomplish in a year – and underestimate what they can achieve in a decade! -Tony Robbins

8. Everything you want is just outside your comfort zone. –Robert Allen
9. Practice isn't the thing you do once you're good. It's the thing you do that makes you good. –Malcolm Gladwell
10. When one has much to put into them, a day has a hundred pockets. –Friedrich Nietzsche
11. Time is not refundable; use it with intention. –Unknown
12. You don't get paid for the hour, you get paid for the value you bring to the hour. –Jim Rohn
13. Don't confuse activity with productivity. Many people are simply busy being busy. –Robin Sharma
14. If we all did the things we are capable of doing, we would literally astound ourselves. –Thomas Edison
15. There is never enough time to do it right, but there is always enough time to do it over. –John W. Bergman
16. Where your attention goes, your time goes. –Idowu Koyenikan
17. I always had the uncomfortable feeling that if I wasn't sitting in front of a computer typing, I was wasting my time – but I pushed myself to take a wider view of what was 'productive.' Time spent with my family and friends was never wasted.
–Gretchen Rubin
18. Successful people are simply those with successful habits. –Brian Tracy
19. Never mistake motion for action. –Ernest Hemingway
20. Sameness leaves us in peace but it is contradiction that makes us productive. –Johnann Wolfgang von Goethe
21. Over the long run, the unglamorous habit of frequency fosters both productivity and creativity. –Gretchen Rubin
22. Knowledge is the source of wealth. Applied to tasks we already know, it becomes productivity. Applied to tasks that are new, it becomes innovation. –Peter Drucker
23. Change will not come if we wait for some other person or if we wait for some time. We are the ones we've been waiting for.
–Barack Obama
24. If you're walking down the right path...eventually you'll make progress. –Barack Obama
25. If you are interested in balancing work and pleasure, stop trying to balance them. Instead make your work more pleasurable.
–Donald Trump
26. Both good and bad days should end with productivity. Your mood affairs should never influence your work. –Greg Evans
27. Productivity growth, however it occurs, has a disruptive side to it. In the short term, most things that contribute to productivity growth are very painful. –Janet Yellen
28. The least productive people are usually the ones who are most in favor of holding meetings. –Thomas Sowell
29. Don't be fooled by the calendar. There are only as many days in the year as you make use of. One man gets only a week's value out of a year while another man gets a full year's value out of a week. –Charles Richards
30. The true price of anything you do is the amount of time you exchange for it. –Henry David Thoreau
31. Nothing is particularly hard when you divide it into small jobs. –Henry Ford
32. Never give up on a dream just because of the time it will take to accomplish it. The time will pass anyway. –Earl Nightingale

33. Fall in love with the process, and the results will come. -Eric Thomas

Take Breaks

34. Don't worry about breaks every 20 minutes ruining your focus on a task. Contrary to what I might have guessed, taking regular breaks from mental tasks actually improves your creativity and productivity. Skipping breaks, on the other hand, leads to stress and fatigue. -Tom Rath

35. Improved productivity means less human sweat, not more. -Henry Ford

Multitasking

36. What looks like multitasking is really switching back and forth between multiple tasks, which reduces productivity and increases mistakes by up to 50 percent. -Susan Cain

37. Multitasking is a lie. -Gary Keller

Commitment & Action

38. The way to get started is to quit talking and begin doing. -Walt Disney

39. If you spend too much time thinking about a thing, you'll never get it done. -Bruce Lee

40. You don't need a new plan for next year. You need a commitment. -Seth Godin

41. Action is the foundational key to all success. -Picasso

42. Amateurs sit and wait for inspiration, the rest of us just get up and go to work. -Stephen King

43. We have a strategic plan. It's called doing things. -Herb Kelleher

44. You already know what the right thing to do is. You just gotta do it. -Jocko Willink

45. Set your alarm clock and get out of bed when it goes off. -Jocko Willink

46. People who are successful decide they are going to be successful. They make that choice. They decide to study hard. They decide to work hard. They decide to be the first person to get to work and the last to go home. -Jocko Willink

47. Leadership requires belief in the mission and unyielding perseverance to achieve victory. -Jocko Willink

48. Don't expect to be motivated every day to get out there and make things happen. You won't be. Don't count on motivation. Count on Discipline. -Jocko Willink

49. Don't just think. Don't just talk. Don't just dream. None of that matters. The only thing that matters is that you actually do. So: DO. -Jocko Willink

50. You see, in life, lots of people know what to do, but few people actually do what they know. Knowing is not enough! You must take action. -Tony Robbins

51. You may delay, but time will not. -Benjamin Franklin

52. There is no substitute for hard work. -Thomas Edison
53. While one person hesitates because he feels inferior, the other is busy making mistakes and becoming superior. –Henry C. Link
54. If you want an easy job to seem mighty hard, just keep putting it off. -Richard Miller
55. Creativity isn't about wild talent as much as it's about productivity. To find new ideas that work, you need to try a lot that don't. It's a pure numbers game. -Robert Sutton
56. The only way around is through. -Robert Frost
57. The big secret in life is that there is no big secret. Whatever your goal, you can get there if you're willing to work. -Oprah Winfrey
58. Soon is not as good as now. -Seth Godin
59. You don't have to see the whole staircase, just take the first step. -Martin Luther King
60. Don't watch the clock; do what it does. Keep going. -Sam Levenson
61. Motivation is what gets you started. Habit is what keeps you going. -Jim Rohn
62. There are risks and costs to action. But they are far less than the long range risks of comfortable inaction. -John F. Kennedy
63. We first make our habits, then our habits make us. -John Dryden
64. Only the guy who isn't rowing has time to rock the boat. -Jean-Paul Sartre
65. "Concentrate on *what* will produce results rather than on results, the process rather than the prize." -Bill Walsh

8. Activity Ideas

Title	Description	Link

