

How To Be A Productivity Ninja Allcott Graham

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dreams schemes and opportunity as space opens for tourism and commerce twentieth century space exploration may have belonged to state funded giants such as nasa but there is a parallel history which has set the template for the future even before apollo 11 landed on the moon private companies were exploiting space via communication satellites a sector that is seeing exponential growth in the internet age in human spaceflight too commercialisation is making itself felt billionaire entrepreneurs elon musk jeff bezos and richard branson have long trumpeted plans to make space travel a possibility for ordinary people and those ideas are inching ever closer to reality at the same time other companies plan to mine the moon for helium 3 or asteroids for precious metals science writer andrew may takes an entertaining in depth look at the triumphs and heroic failures of our quixotic quest to commercialise the final frontier

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investigates the troubling and unavoidable truth of its history and the unfathomable power of the corporations who now more or less own it without this book your picture of contemporary society will be missing an essential piece of the puzzle a masterful job of research and reporting about the military origins of the world wide web and how its essential nature has not changed in the years since its creation during the cold war tim shorrock author of spies for hire

the authoritative account of the infamous runaway mp by his daughter a compelling account of an extraordinary political scandal written from inside the stonehouse family martin bell on 20 november 1974 british labour mp and privy counsellor john stonehouse faked his death in miami and using a forged identity entered australia hoping to escape his old life and start anew one month later his identity was uncovered and he was cautioned the start of years of legal proceedings in a tale that involves spies from the communist czechoslovak secret service a three way love affair and the old bailey john s daughter examines previously unseen evidence telling the dramatic true story for the first time disputing allegations and upturning common misconceptions which are still in circulation the story was never far from the front pages of the press in the mid 70s and yet so much of the truth is still unknown a close look at the political dynamics of the time paced like a thriller it s time for the world to know the real john stonehouse

bbc radio 4 book of the week popular science at its most accessible fun fascinating and full of engaging pen portraits of the scientists and bee enthusiasts he meets in the course of his research melissa harrison guardian a smooth and accessible account of the insects that provide a significant amount of what we eat introducing their fascinating diversity of behaviour a reminder of why bees are wonders that we must protect matt shardlow bbc wildlife bees are like oxygen ubiquitous essential and for the most part unseen while we might overlook them they lie at the heart of relationships that bind the human and natural worlds in buzz the award winning author of feathers and the triumph of seeds takes us on a journey that begins 125 million years ago when a wasp first dared to feed pollen to its young from honeybees and bumbles to lesser known diggers miners leafcutters and masons bees have long been central to our harvests our mythologies and our very existence they ve given us sweetness and light the beauty of flowers and as much as a third of the foodstuffs we eat and alarmingly they are at risk of disappearing as informative and enchanting as the waggle dance of a honeybee buzz shows us why all bees are wonders to celebrate and protect read this book and you ll never overlook them again

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our summary is short simple and pragmatic it allows you to have the essential ideas of a big book in less than 30 minutes by reading this summary you will learn how to become a true task ninja and thus effectively achieve your goals you will also learn how to work faster and better how to reduce and eliminate stress how to act effectively how to avoid procrastination how to control your time ninjas were warrior assassins in ancient japan they were feared because they were true masters in the art of accomplishing their missions whatever they were to be inspired by them and apply their techniques today may seem absurd however reaching a specific goal requires a particular state of mind and ninjas have a lot

to teach on this subject are you ready to put on their black robe to become a ninja buy now the summary of this book for the modest price of a cup of coffee

we all know the benefits of healthy eating but in practice it s often just not compatible with a busy working lifestyle grabbing food on the go between meetings before you rush to the gym after catching up with friends there s just not enough time to be fussy what you eat often takes a backseat but what if that didn t have to be the case what if what you were eating actually gave you more time boosting your productivity increasing your focus and ensuring that you didn t fall victim to that daily 3pm energy slump productivity and nutrition experts graham allcott and colette heneghan present a new way to think about what you eat the productivity ninja way a new book in the bestselling productivity ninja series work fuel shows you how eating well can and should fit into your lifestyle however busy it is from surviving conferences and work trips to how to best put together your food shopping list work fuel provides you with an investment plan promising to improve your performance focus and energy by changing the way that you eat

to do take the stress out of work defeat information overload be more efficient whether you are overwhelmed by your to do list or get stressed just looking at your full inbox this practical guide from productivity expert graham allcott reveals how to think and act more productively and to start loving work following a simple a z of expert tips and real life examples you will learn to improve your focus regain control and feel cool calm and collected

what if someone told you the key to success was kindness while it doesn t always make headlines there is a growing recognition that kindness is vital to strong performance at work in the broad range of leadership skills kindness is inherently quieter more personal and harder to see and yes less interesting or cinematic than controversial tweets and bullying boss behaviour but kindness builds empathy and trust which ultimately creates a sense of psychological safety and that safety leads to more creativity a better quality of decision making safer critical thinking higher levels of staff loyalty flexibility and retention a heightened sense of engagement and ultimately higher productivity and profitability in kind graham allcott explores how we can create work cultures that encourage kindness he argues that far from being a fluffy or nebulous idea kindness and empathy are 21st century superpowers which can transform any organization into a dynamic environment where people want to work the author aims to convince the doubters as well as helping already kindful people to articulate the power of kindness and make a stronger case for its greater profile in their working environments drawing on psychology and neuroscience as well as management theory and business research he shows how kindness helps encourage productive and positive work cultures from busting three important myths that need to be addressed to engage the more cynical reader or the reader s more cynical colleagues to covering the eight principles of kindness at work graham allcott offers practical advice on how to make kindness part of the fabric of your working life so both you and your team can thrive

in today s fast paced world leaders need to move at speed the rate of innovation and change in organisations and the challenges of impatient investors or shareholders mean leadership decisions must be quick smart and deliver real impact superfast provides cutting edge inspiration and a host of exciting ideas about how to accelerate performance in an agile and thoughtful way shedding new light on leading in a world which is fluid and uncertain you ll learn the practical solutions to leadership questions which the most savvy global leaders employ and map your own shortcut to personal and professional success leadership is not just about moving fast however superfast will show you how to use your time in the smartest most efficient way possible slowing down when necessary to get decisions right and accelerating elsewhere to unlock growth stop waiting around superfast will give you the tools to lead well and make change happen

all the tips and techniques you need to stay calm get through your tasks make the most of your time and stop procrastinating it s fun easy to follow and practical and may just be the kick up the bottom you need closer when it comes to overflowing inboxes ever expanding to do lists and endless meetings traditional time management techniques like those in bestselling books by david allen or dominic wolff simply don t cut it in the age of information overload thankfully there s a better way graham allcott founder of one of the united kingdom s most prominent productivity workshop companies think productive thinkproductive com presents how to be a productivity ninja his brilliant and originally self published

guide to cutting through the procrastination getting more done and enjoying your work and your life more as a result using techniques including ruthlessness mindfulness zen like calm and stealth and camouflage you will get your inbox down to zero maximize your attention span and learn work smarter not harder think productive is quickly expanding throughout the world with a canadian branch now up and running it is anticipated that 2015 will see the launch of think productive us watch graham explain the nine steps to becoming a productivity ninja at bit ly ninjaway and read a free sample at bit ly ninjaextract graham allcott is a productivity trainer social entrepreneur and founder of think productive which runs public productivity workshops throughout the world and has run in house workshops for staff at organizations including the bill melinda gates foundation american express jp morgan amazon ebay paypal and glaxosmithkline

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