

Read Book Fast Focus A Quick Start Guide To Mastering Your Attention Ignoring Distractions And Getting More Done In Less Time

Fast Focus A Quick Start Guide To Mastering Your Attention Ignoring Distractions And Getting More Done In Less Time

From three design partners at Google Ventures, a unique five-day process--called the sprint--for solving tough problems using design, prototyping, and testing ideas with customers.

Mike Knight, an executive in a semiconductor firm, learns that his eight-year-old son Tim has a rare form of brain cancer. Tim's best hope for long-term survival is a drug called Supragrel. Unfortunately, Supragrel is still in early clinical trials and may reach the market too late. Mike makes the agonizing decision to quit his job and go to work for Altus Labs, the developer of Supragrel, in hopes of helping them bring the drug to market more quickly. Mike is in for the challenge of his life as he struggles to keep his family together while racing against time to implement world-class project management in Altus Labs. Critical Chain Project Management is a superior project management process that has been quietly implemented in some of the world's best-known companies for over a decade. This book tells you the story of a Critical Chain Project Management implementation. The venue is a major pharmaceutical company, but it could happen anywhere in corporate America.

Describes ways to incorporate domain modeling into

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software development.

ALLEN/GETTING THINGS DONE

Configure Ansible and start coding YAML playbooks using the appropriate modules Key Features Create and use Ansible Playbook to script and organise management tasks Benefit from the Ansible community roles and modules to resolve complex and niche tasks Write configuration management code to automate infrastructure Book Description Configuration Management (CM) tools help administrators reduce their workload. Ansible is one of the best Configuration Management tools, and can act as an orchestrator for managing other CMs. This book is the easiest way to learn how to use Ansible as an orchestrator and a Configuration Management tool. With this book, you will learn how to control and monitor computer and network infrastructures of any size, physical or virtual. You will begin by learning about the Ansible client-server architecture. To get started, you will set up and configure an Ansible server. You will then go through the major features of Ansible: Playbook and Inventory. Then, we will look at Ansible systems and network modules. You will then use Ansible to enable infrastructure automated configuration management, followed by best practices for using Ansible roles and community modules. Finally, you will explore Ansible features such as Ansible Vault, Ansible Containers, and Ansible plugins. What you will learn Implement Playbook YAML scripts and its capacities to simplify day-to-day tasks Setup Static and Dynamic Inventory Use Ansible predefined modules for Linux, Windows, networking, and virtualisation

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administration Organize and configure the host filesystem using storage and files modules Implement Ansible to enable infrastructure automated configuration management Simplify infrastructure administration Search and install new roles and enable them within Ansible Secure your data using Ansible Vault Who this book is for This book is targeted at System Administrators and Network Administrators who want to use Ansible to automate an infrastructure. No knowledge of Ansible is required.

Discover how to become the master of your own mind with the help of this powerful guide! Do you want to transform your mindsets, boost your focus, and gain a deeper understanding of your mind's inner workings? Looking for practical strategies for drastically improving your productivity? Then this is the book for you! Inside this incredible book, you'll uncover a wealth of profound advice and insightful tips and tricks on how you can change your mindsets, become more positive, and eliminate distractions from your life. Breaking down the fundamentals of our psychology, you'll discover how to develop a focused mindset, improve concentration, and much more. Here's what you'll discover inside:

Understanding Your Inner Psychology The Secret to Staying Positive and Creating the Right Mindsets Why Positivity is so Psychologically Important Strategies for Improving Your Concentration and Entering the Flow State Tips on How to Avoid Becoming Distracted Powerful Ways You Can Supercharge Your Focus And So Much More With a wealth of essential advice, tips and tricks, along with exercises for practicing focus, this

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book is your ticket to a new and improved mind. Discover the secrets of your psychology, shift your mindsets, and unlock a new world of focus and productivity today! Buy now to begin your journey to becoming the master of your own mind today!

Apply functional Reactive programming for simple and scalable state management with MobX Key Features The easiest way to learn MobX to enhance your client-side state-management Understand how the concepts and components fit together Work through different state management scenarios with MobX Book Description MobX is a simple and highly scalable state management library in JavaScript. Its abstractions can help you manage state in small to extremely large applications. However, if you are just starting out, it is essential to have a guide that can help you take the first steps. This book aims to be that guide that will equip you with the skills needed to use MobX and effectively handle the state management aspects of your application. You will first learn about observables, actions, and reactions: the core concepts of MobX. To see how MobX really shines and simplifies state management, you'll work through some real-world use cases. Building on these core concepts and use cases, you will learn about advanced MobX, its APIs, and libraries that extend MobX. By the end of this book, you will not only have a solid conceptual understanding of MobX, but also practical experience. You will gain the confidence to tackle many of the common state management problems in your own projects. What you will learn Explore the fundamental concepts of MobX, such as observables, actions, and

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reactions Use observables to track state and react to its changes with validations and visual feedback (via React Components) Create a MobX observable from different data types Define form data as an observable state and tackle sync and async form validations Use the special APIs to directly manipulate observables, tracking its changes, and discovering the reasons behind a change Tackle any state management issue you may have in your app by combining mobx-utils and mobx-state-tree Explore the internals of the MobX reactive system by diving into its inner workings Who this book is for This book is for web developers who want to implement easy and scalable state management for their apps.

Knowledge of HTML, CSS, and JavaScript is assumed Discover How To Use Time Chunking To Streamline Your Workflow And Skyrocket Your Productivity! Are you struggling to manage your time efficiently? Do you have the feeling you could be much more productive if only you used the right workflow strategy during your day? Enter the Time Chunking Method. It's one of the most popular time management strategies used today. Students, corporate managers, small business owners and stay-at-home moms employ it to get more done, stay motivated and carve out more free time. It can help you do the same thing! Time Management Made Easy! The key to using the Time Chunking Method effectively is to adjust it to your personal workflow. I'll show you how to do that in this book. Here are several other topics we'll cover: the one step that will determine whether you're successful using the Time Chunking Method the basics of using the technique (how to get started) what to do

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when you have a laundry list of small tasks to complete how to modify the Time Chunking Method to complement your workflow a cautionary tale about failing at time management (a personal story) the most common roadblocks you'll face and how to overcome them the key differences between timeboxing and the Time Chunking Method how sleep affects your success with using time chunks how your diet plays a role in your productivity how to control your stress levels and squeeze maximum mileage from your day the fundamentals of goal-setting with the Time Chunking Method (how to set proper goals designed for success) actionable tips and hacks to prevent burnout dozens of ideas to get the most out of the breaks that separate your time chunks the top apps for optimizing your use of the Time Chunking Method As you can see, this book goes much further into the application of the Time Chunking Method than anything you've read online. My goal is to give you a complete action plan you can use to manage your time and increase your daily output. Start enjoying a higher level of productivity today! Scroll to the top of this page and hit the "Buy Now" button. You'll receive my book instantly along with details on how to grab a free bonus ebook! Download your copy of The Time Chunking Method!

Based upon his weekly Harvard Business Review columns (which is one of the most popular columns on HBR.com, receiving hundreds of thousands of unique page views a month), 18 MINUTES clearly shows how busy people can cut through all the daily clutter and distractions and find a way to focus on those key items which are truly the top priorities in

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our lives. Bregman works from the premise that the best way to combat constant and distracting interruptions is to create productive distractions of one's own. Based upon a series of short bite-sized chapters, his approach allows us to safely navigate through the constant chatter of emails, text messages, phone calls, and endless meetings that prevent us from focusing our time on those things that are truly important to us. Mixing first-person insights along with unique case studies, Bregman sprinkles his charming book with pathways which help guide us -- pathways that can get us on the right trail in 18 minutes or less.

And just like that, everything changed . . . A global pandemic. Panic. Social distancing. Working from home. In a heartbeat, we went from happy hours to virtual happy hours. From conferences to virtual conferences. From selling to virtual selling. To remain competitive, sales and business professionals were required to shift the way they engaged prospects and customers. Overnight, virtual selling became the new normal. Now, it is here to stay. Virtual selling can be challenging. It's more difficult to make human to human connections. It's natural to feel intimidated by technology and digital tools. Few of us haven't felt the wave of insecurity the instant a video camera is pointed in our direction. Yet, virtual selling is powerful because it allows you to engage more prospects and customers, in less time, at a lower cost, while reducing the sales cycle. Virtual Selling is the definitive guide to leveraging video-based technology and virtual communication channels to engage prospects, advance pipeline opportunities, and seal the deal. You'll learn a complete system for blending video, phone, text, live chat, social media, and direct messaging into your sales process to increase productivity and reduce sales cycles. Jeb Blount, one of the most celebrated sales trainers of our generation, teaches you: How to leverage human psychology to gain

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more influence on video calls The seven technical elements of impactful video sales calls The five human elements of highly effective video sales calls How to overcome your fear of the camera and always be video ready How to deliver engaging and impactful virtual demos and presentations Powerful video messaging strategies for engaging hard to reach stakeholders The Four-Step Video Prospecting Framework The Five-Step Telephone Prospecting Framework The LDA Method for handling telephone prospecting objections Advanced email prospecting strategies and frameworks How to leverage text messaging for prospecting and down pipeline communication The law of familiarity and how it takes the friction out of virtual selling The 5C's of Social Selling Why it is imperative to become proficient with reactive and proactive chat Strategies for direct messaging – the "Swiss Army Knife" of virtual selling How to leverage a blended virtual/physical selling approach to close deals faster As you dive into these powerful insights, and with each new chapter, you'll gain greater and greater confidence in your ability to effectively engage prospects and customers through virtual communication channels. And, with this newfound confidence, your success and income will soar. Following in the footsteps of his blockbuster bestsellers People Buy You, Fanatical Prospecting, Sales EQ, Objections, and Inked, Jeb Blount's Virtual Selling puts the same strategies employed by his clients—a who's who of the world's most prestigious organizations—right into your hands.

THE ULTIMATE GUIDE TO ACCOUNTING FOR STUDENTS, BUSINESS OWNERS & FINANCE PROFESSIONALS!

Meet Josh Bauerle, reluctant accounting student turned super CPA and author of the Accounting QuickStart Guide, 3rd Edition. This revolutionary book expertly simplifies accounting fundamentals and is an invaluable resource for accounting students, business

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owners, bookkeepers, and other finance and record keeping professionals everywhere! Whether you are a business owner looking to boost your bottom line or an accounting student looking to boost your grade, this book will prove indispensable on your journey. Why do accounting students, business owners, and finance professionals love this book so much? The Accounting QuickStart Guide smashes the myth that says accounting must be dry, dense, and difficult to learn. Josh Bauerle simplifies the core principles of accounting with entertaining stories and examples as well as clarifying illustrations and practice problems—all of which combine to provide learners a path to fast and effective mastery of the material.

FOR BUSINESS OWNERS: Learn how to control your cash flow, audit-proof your business, and increase your profits. The Accounting QuickStart Guide will teach you the key insights to boost your bottom line in an easy-to-read, informative format.

FOR ACCOUNTING STUDENTS: Learn the fundamental principles of both financial and managerial accounting in an engaging and educating format that you simply will not find in any textbook. Understand core accounting concepts such as the fundamental accounting equation, financial statements, managerial accounting and more through practical, real-world examples. Utilize the Accounting QuickStart Guide to supplement existing material for high school, undergraduate, or graduate courses.

You'll Learn:

- The Logic and Methods of Classic Double-Entry Accounting!
- Business Entity Types; Their Pros, Cons and Their Financial Statements!
- The Principles of Financial Accounting, Managerial Accounting and Tax Accounting!
- GAAP Standards and Why They Matter to Accountants!
- How to Fraud-Proof Your Business Using Simple Accounting Tactics!

***FREE ACCOUNTING DIGITAL RESOURCES:** Each book includes access to tons of online resources including workbooks, cheat sheets,

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calculators reference guides, chapter summaries and more! Follow the instructions in the book to receive your free digital resources.*

Your plain-English, full-color guide to the Nikon D7200 Your Nikon D7200 comes packed with enough power to satisfy even seasoned photographers. Unfortunately, it doesn't come with an easy guide on how to adjust the camera's settings to get the photos you want. That's where Nikon D7200 For Dummies comes in! Brimming with the tips, tricks, and friendly instruction you'd gain in a basic photography course, it shows you how to get the very most out of your new Nikon D7200—without losing your cool. Written by an experienced photographer and photography teacher, this fun, no-nonsense guide quickly gets you up and running on taking your first photos in automatic mode, then moves on to help you grasp more advanced features, like controlling exposure, adjusting color and focus for better results, using scene modes and priority modes, shooting portraits, action shots, outdoor shots, and night images—and so much more.

Navigate your camera's buttons, dials, and settings Apply pro tricks to get better color, focus, and sharpness from your images Control exposure settings and jump from auto mode to manual Make sense of tricky material through full-color explanations of core photography concepts If you're the proud new owner of a Nikon D7200, but don't have a ton—or any—experience with cameras, this hands-on guide will have you taking photos like a pro in no time!

Stop self-defeating behaviors and act with intention. You'll thank yourself later. What you receive in life is dictated by your self-discipline. The more you have, the more you get. Will you settle for less than you desire? How to make willpower automatic, second nature, and habitual. Mind Over Matter is not a textbook on self-discipline, nor is it a gentle and drawn-out discussion. It is a toolbox to keep you in

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motion and in-action towards your goals. It pulls no punches as it provides direct techniques to ensure that your actions match your intentions - a difficult task. Self-discipline is not about grinding it out from morning until night. Let's work smarter and accomplish more with less effort. Tools to get started, keep going, overcome distractions, and follow through every single time. Peter Hollins has studied psychology and peak human performance for over a dozen years and is a bestselling author. He has worked with a multitude of individuals to unlock their potential and path towards success. His writing draws on his academic, coaching, and research experience. Gain self-awareness and cultivate your determination and tenacity. Immediate action has never been so easy.

- Learn the main emotional, psychological, and biological obstacles you are battling.
- Understand and break the 5-step cycle of laziness that keeps you glued to the couch, unhappier than ever.
- Confront yourself with a series of direct questions that force self-awareness and action.
- An insightful formula for maximizing willpower and how to manipulate it.
- What your discipline style is.
- A guest chapter from bestselling author Stephen Guise on using mini habits to discipline your thoughts.

The #1 New York Times bestseller. Over 3 million copies sold! Tiny Changes, Remarkable Results 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. 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

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the level of your systems. Here, you'll get a proven system that can take you to new heights. 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. Learn how to:

- make time for new habits (even when life gets crazy);
- overcome a lack of motivation and willpower;
- design your environment to make success easier;
- get back on track when you fall off course;

...and much more. 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.

NATIONAL BESTSELLER • For anyone who wants to learn a foreign language, this is the method that will finally make the words stick. “A brilliant and thoroughly modern guide to learning new languages.”—Gary Marcus, cognitive psychologist and author of the New York Times bestseller *Guitar Zero* At thirty years old, Gabriel Wyner speaks six languages fluently. He didn't learn them in school—who does? Rather, he learned them in the past few years, working on his own and practicing on the subway, using simple techniques and free online resources—and here he wants to show others what he's discovered. Starting with pronunciation, you'll learn how to rewire your ears and turn

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foreign sounds into familiar sounds. You'll retrain your tongue to produce those sounds accurately, using tricks from opera singers and actors. Next, you'll begin to tackle words, and connect sounds and spellings to imagery rather than translations, which will enable you to think in a foreign language. And with the help of sophisticated spaced-repetition techniques, you'll be able to memorize hundreds of words a month in minutes every day. This is brain hacking at its most exciting, taking what we know about neuroscience and linguistics and using it to create the most efficient and enjoyable way to learn a foreign language in the spare minutes of your day.

Fast Focus A Quick-start Guide to Mastering Your Attention, Ignoring Distractions, and Getting More Done in Less Time! Build and deploy intelligent applications for natural language processing with Python by using industry standard tools and recently popular methods in deep learning Key Features A no-math, code-driven programmer's guide to text processing and NLP Get state of the art results with modern tooling across linguistics, text vectors and machine learning Fundamentals of NLP methods from spaCy, gensim, scikit-learn and PyTorch Book Description NLP in Python is among the most sought after skills among data scientists. With code and relevant case studies, this book will show how you can use industry-grade tools to implement NLP programs capable of learning from relevant data. We will explore many modern methods ranging from spaCy to word vectors that have reinvented NLP. The book takes you from the basics of NLP to building text processing applications. We start with an introduction to the basic vocabulary along with a workflow for building NLP applications. We use industry-grade NLP tools for cleaning and pre-processing text, automatic question and answer generation using linguistics, text embedding, text classifier, and building a chatbot. With each project, you will

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learn a new concept of NLP. You will learn about entity recognition, part of speech tagging and dependency parsing for Q and A. We use text embedding for both clustering documents and making chatbots, and then build classifiers using scikit-learn. We conclude by deploying these models as REST APIs with Flask. By the end, you will be confident building NLP applications, and know exactly what to look for when approaching new challenges. What you will learn

Understand classical linguistics in using English grammar for automatically generating questions and answers from a free text corpus Work with text embedding models for dense number representations of words, subwords and characters in the English language for exploring document clustering Deep Learning in NLP using PyTorch with a code-driven introduction to PyTorch Using an NLP project management Framework for estimating timelines and organizing your project into stages Hack and build a simple chatbot application in 30 minutes Deploy an NLP or machine learning application using Flask as RESTFUL APIs Who this book is for Programmers who wish to build systems that can interpret language. Exposure to Python programming is required. Familiarity with NLP or machine learning vocabulary will be helpful, but not mandatory.

Don't Be a One-Dimensional Leader! To be an effective leader you need to know your strengths—but that's only part of the story. You also need a broad perspective on all the behaviors needed to be an effective leader. This book provides both. Using the third-generation DiSC® online personality assessment—one of the most scientifically validated tools available—The 8 Dimensions of Leadership helps you identify your primary leadership dimension. Whether you are a Pioneering, Energizing, Affirming, Inclusive, Humble, Deliberate, Resolute, or Commanding leader, the authors help you understand the psychological

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drivers, motivations, and “blind spots” characteristic of your style. But no single style will take you all the way. A Humble leader may have a hard time making tough decisions. A Commanding leader may run roughshod over potential allies. The authors detail the lessons all leaders can learn from each style, enabling you to craft a multidimensional approach to becoming the leader you aspire to be.

Takes you step-by-step, through a simple system that'll help you master your attention and triple your productivity. The strategies described in this fast-moving action guide are routinely used by business owners, executives, athletes, students, and parents to achieve a state of hyperfocus.

An instant New York Times bestseller and #1 Wall Street Journal bestseller. JIM KWIK, the world's #1 brain coach, has written the owner's manual for mental expansion and brain fitness. Limitless gives people the ability to accomplish more--more productivity, more transformation, more personal success and business achievement--by changing their Mindset, Motivation, and Methods. These “3 M's” live in the pages of Limitless along with practical techniques that unlock the superpowers of your brain and change your habits. For over 25 years, Jim Kwik has worked closely with successful men and women who are at the top in their fields as actors, athletes, CEOs, and business leaders from all walks of life to unlock their true potential. In this groundbreaking book, he reveals the science-based practices and field-tested tips to accelerate self learning, communication, memory, focus, recall, and speed reading, to create fast, hard results. Learn how to: **FLIP YOUR MINDSET** Your brain is like a supercomputer and your thoughts program it to run. That's why the Kwik Brain process starts with unmasking assumptions, habits, and procrastinations that stifle you, redrawing the borders and boundaries of what you think is possible. It teaches you how to identify what you want in

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every aspect of your life, so you can move from negative thinking to positive possibilities. **IGNITE YOUR MOTIVATION** Uncovering what motivates you is the key that opens up limitless mental capacity. This is where Passion + Purpose + Energy meet to move you closer to your goals, while staying focused and clear. Your personal excitement will be sustainable with self-renewing inspirations. Your mind starts strong, stays strong, and drives further exponentially faster. **MASTER THE METHOD** We've applied the latest neuroscience for accelerated learning. Our process, programs, podcasts, and products unleash your brain's own superpowers. Finish a book 3x faster through speed reading (and remember every part of it), learn a new language in record time, and master new skills with ease. These are just a few of the life-changing self-help benefits. With Kwik Brain, you'll get brain-fit and level-up your mental performance. With the best Mindset, Motivation and Method, your powers become truly limitless.

Want to improve the design of your website or web application without having to write CSS styles from scratch? Learning HTML and CSS is a lot more challenging than it used to be. Responsive web design adds more layers of complexity to design and develop websites. In this book you will become familiar with the new cards component, setting up the new flexbox grid layout, customizing the look and feel, how to follow the mobile-first development workflow, and more! Web designer and developer Jacob Lett has built 100+ websites and WordPress themes. Let him show you exactly how to build responsive layouts that look great in every browser and device. He shares what you can't learn from the official documentation... the process of actually building a full layout. This book is focused on the workflow and does not duplicate what you can already find in the official documentation. This book will show you how to reference the

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documentation and use it effectively in your projects. BONUS: Includes a link to download a free cheat sheets bundle and a 1 hour training video. Who is this for? You're an absolute beginner and want to become a web developer. You learned HTML and CSS 5-10 years ago but are new to responsive web design basics. You have used Bootstrap before but want to learn new techniques and workflow. What will I learn? Learn what responsive web design is, the history behind it, and how the Bootstrap 4 frontend framework makes it easier to implement. Learn the web design process and workflow necessary to make a responsive website and application with Bootstrap 4. Learn what's new in Bootstrap 4 with a deep focus on CSS3 Flexbox, Cards, and the responsive grid layout. What will I build? Responsive Marketing Homepage - Topics covered: responsive images, image cards, parallax background images, Google fonts, carousel cross-fade, and vertical centered text. Bootstrap Admin Dashboard - Topics covered: 100% height sidebar, card deck, FontAwesome icons, responsive charts and tables, and custom navigation tree menu. How is this training unique? Learn by doing as you build two professional responsive layouts examples step-by-step. Focused on the workflow vs duplicating what you can find in the official documentation. This book will show you how to reference the documentation and use it effectively in your projects. Uses hyperlinks to point to code demos, snippets, videos, and external resources. What do I need? Some experience with HTML and CSS is helpful but not necessary. Does not require knowing Sass, command line, or Photoshop. A computer with Google Chrome. A text editor like Atom and an internet connection. You want to build a beautiful website or user interface that works on all major browsers. Let Jacob show you how step by step. If you like detailed step by step guides, plenty of examples, and printable cheat sheets, then you'll love Jacob Lett's

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approach at how he creates responsive layouts using Bootstrap 4. Buy the Bootstrap 4 Quick Start today and start building responsive layouts in less time and with less effort! A full-color guide to Nikon's exciting new entry-level dSLR With its large 24.2 megapixel sensor, full HD video recording capability, and wireless options, the Nikon D3200 is very appealing! This full-color guide assumes no prior digital photography or dSLR knowledge and helps you start taking great pictures with your new Nikon right from the beginning. Popular author and photography instructor Julie Adair King shows you how to use all the settings, manage playback options, take control with manual modes, work with video, and edit and share your images. It's like a personal course in beginning dSLR photography. New dSLR users will quickly gain skills and confidence with the step-by-step, colorfully illustrated instructions in this beginner's guide to the Nikon D3200 camera Explains how to use all the new features of the Nikon D3200, including a 24-megapixel sensor, 11 autofocus points, 4 frame-per-second shooting, full HD video capabilities, and a WiFi feature that lets you control the camera remotely or preview images on your smartphone Covers auto and manual modes, playback options, working with exposure and focus, shooting video, editing and sharing photos, troubleshooting, and photography tips Popular author has written more than 15 For Dummies books on Nikon and Canon cameras Nikon D3200 For Dummies is the easy, full-color, and fun way to start making the most of your new camera right away.

The author writes, "At the heart of this simple book lies the key to many of the struggles we face these days, from being productive and achieving our goals, to getting healthy and fit in the face of fast food and inactivity, to finding simplicity and peace amidst chaos and confusion. That key is itself simple: focus. Our ability to focus will allow us to create in ways that

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perhaps we haven't in years. It'll allow us to slow down and find peace of mind. It'll allow us to simplify and focus on less on the essential things, the things that matter most.

New York Times bestselling author and health and wellness pioneer Diane Sanfilippo brings her own experience with a ketogenic diet to *Keto Quick Start*, a comprehensive and easy-to-follow road map to transitioning to a keto lifestyle. There's a good reason keto has attracted so many followers: it's an effective tool for fat loss as well as a way of eating with proven benefits for many health concerns, including unstable blood sugar, neurological conditions, and epilepsy, to name a few. But getting started with keto and sticking with it can be tough. That's where "*Keto Quick Start*" comes in. In her signature practical style, Diane makes keto doable for everyone, whether you're completely new to very low carb eating or you've tried it before and want to find a better way to make it work for you. Keeping the focus on real foods that nourish your body, she walks you through a gentle transition to keto and helps you figure out how to make it sustainable for the long term. *Keto Quick Start* targets everyday real-world concerns such as what to expect in the first few weeks and how to know if you're on the right track, how to determine if you need more carbs and how to incorporate those carbs in a healthy way, how to customize keto for your personal goals (especially weight loss), and things to be aware of if you're concerned about a particular health issue. *Keto Quick Start* includes 100 delicious keto recipes, four weekly meal plans, more than a dozen easy meal ideas (no recipe required!), and troubleshooting tips and tricks. It also features a unique and easy-to-use template that makes tracking your food quick and simple. The recipes include: - Lemon Blueberry Keto Muffins - Kale, Bacon & Goat Cheese Frittata - Spaghetti Bolognese Bake - Powered-Up Bacon Cheeseburger - Shrimp Pad Thai - Pesto-Stuffed Mushrooms - Chocolate Orange Fudge -

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Creamy Peanut Butter Bites.

While some of us enjoy a lively debate with colleagues and others prefer to suppress our feelings over disagreements, we all struggle with conflict at work. Every day we navigate an office full of competing interests, clashing personalities, limited time and resources, and fragile egos. Sure, we share the same overarching goals as our colleagues, but we don't always agree on how to achieve them. We work differently. We rub each other the wrong way. We jockey for position. How can you deal with conflict at work in a way that is both professional and productive—where it improves both your work and your relationships? You start by understanding whether you generally seek or avoid conflict, identifying the most frequent reasons for disagreement, and knowing what approaches work for what scenarios. Then, if you decide to address a particular conflict, you use that information to plan and conduct a productive conversation. The HBR Guide to Dealing with Conflict will give you the advice you need to:

- Understand the most common sources of conflict
- Explore your options for addressing a disagreement
- Recognize whether you—and your counterpart—typically seek or avoid conflict
- Prepare for and engage in a difficult conversation
- Manage your and your counterpart's emotions
- Develop a resolution together
- Know when to walk away

Arm yourself with the advice you need to succeed on the job, with the most trusted brand in business. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges.

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Your Mind Can't Be Two Places at Once Too many of us have become addicted to the popular, enticing, dangerously misleading drug of multitasking. Devora Zack was once hooked herself. But she beat it and became more efficient, and you can too. Zack marshals convincing neuroscientific evidence to prove that you really can't do more by trying to tackle several things at once—it's an illusion. There is a better way to deal with all the information and interruptions that bombard us today. Singletasking explains exactly how to clear and calm your mind, arrange your schedule and environment, and gently yet firmly manage the expectations of people around you so that you can accomplish a succession of tasks, one by one—and be infinitely more productive. Singletasking is the secret to success and sanity.

Stop Being A People Pleaser! Learn How To Set Boundaries And Say NO - Without Feeling Guilty! Are you fed up with people taking advantage of you? Are you tired of coworkers, friends, and family members demanding your time and expecting you to give it to them? If so, THE ART OF SAYING NO is for you. Imagine being able to turn down requests and decline invitations with confidence and poise. Imagine saying no to people asking you for favors, and inspiring their respect in the process. DOWNLOAD The Art Of Saying NO: How To Stand Your Ground, Reclaim Your Time And Energy, And Refuse To Be Taken For Granted (Without Feeling Guilty!) Amazon bestselling author, Damon Zahariades, provides a step-by-step, strategic guide for setting boundaries and developing the assertiveness you need to maintain them. You'll learn how to say no in every

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situation, at home and in the workplace, according to your convictions. And best of all, you'll discover how to get your friends, family members, bosses, coworkers, and neighbors to respect your boundaries and recognize your personal authority. In THE ART OF SAYING NO, you'll discover: my personal struggle with being a people pleaser (and how I overcame the habit!) the top 11 reasons we tend to say yes when we know we should say no 10 simple strategies for turning people down with finesse why saying no to people doesn't make you a bad person (the opposite is true!) the best way to develop the habit of setting personal and professional boundaries how to know whether you're a people pleaser (and how to gauge the severity of the problem) PLUS, BONUS MATERIAL: dedicated sections on saying no to your spouse, kids, friends, neighbors, coworkers, clients, bosses, and even strangers! If you're sick and tired of being taken for granted, grab your copy of THE ART OF SAYING NO today! Start taking control of your life by learning how to say that simple, beautiful word: "No." Scroll to the top of the page and click the "BUY NOW" button!

Get the best results from your camera Shoot breathtaking portraits and action photos Take control of color, focus, and exposure Shoot like a pro with your Canon dSLR Photographers who like full control over all aspects of their images use digital SLR cameras—and the Canon EOS Rebel T8i/850D gives you that power plus the ability to shoot video in 4k resolution and edit images right in the camera. In twelve easy-to-follow chapters, veteran photography author Julie Adair King helps you

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understand the basics of photography, the tools in your camera, and proven techniques that will produce shots that even pros will envy. Inside... Customize your camera
Get a grip on technical stuff Choose the best shooting mode Solve exposure problems Manipulate image focus Record 4k video Shoot and convert RAW photos Connect to a smartphone or tablet

Do You Struggle With Staying Focused? Do you want to be able to concentrate better? Do you struggle with lack of focus and procrastination starts to settle in? Are you looking to increase your learning capacity? These effective strategies and exercises will improve your learning. You'll be excited to see your productivity and efficiency increase dramatically allowing you to laser in on tasks. Within this book's pages, you will find the answers to these questions and more. Just some of the questions and topics include: *Mental Exercises to Boost Concentration* *Methods for Improving Learning Capacity* *Various Techniques to Improve Your Learning* *How To Improve Your Memory* *10 Tips Specifically For Concentration at Work* This book breaks training down into easy-to-understand modules. It starts from the very beginning of the science of concentration and how to improve it, so you can get great results - and be less distracted!

Taxes for Small Businesses, Simplified A business that neglects its taxes is a business living on borrowed time. But there's no need to despair. Getting your business on the right side of its tax burden is easier than you think. This QuickStart Guide from ClydeBank Business will help you lay the groundwork of a sustainable business

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tax strategy. You'll learn how to proactively minimize your tax obligations and how to maneuver your way out of trouble should you ever fall behind. This best-selling QuickStart Guide from ClydeBank Business—still in its first year of publication—has already helped countless small business owners and managers boost their tax IQs and protect their bottom lines. Following in tradition with other titles from ClydeBank Business, the Taxes for Small Businesses QuickStart Guide beautifully simplifies complex ideas and presents on-point information using a style that's accessible, easy to follow and easy to reference. To help you further hone your newfound skills as a business tax expert, we've included an interactive tax deduction quiz at the end of the QuickStart Guide, along with a comprehensive glossary of terms for easy reference. You'll Learn... How Your Business Entity-Type Affects How You're Taxed How To Capitalize on the Shockingly Humane Tendencies of the IRS How To Exercise Your Rights And Survive An IRS Audit How Multiple Levels of Government Authorities Can Tax Your Business How To Convert Your Administrative Tax Burden Into Real Business Value How To Best Manage Your Business's Payroll Taxes How To Spot, Claim and Maximize Your Tax Deductions

More than 100,000 entrepreneurs rely on this book for detailed, step-by-step instructions on building successful, scalable, profitable startups. The National Science Foundation pays hundreds of startup teams each year to follow the process outlined in the book, and it's taught at Stanford, Berkeley, Columbia and more than 100 other leading universities worldwide. Why? The Startup

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Owner's Manual guides you, step-by-step, as you put the Customer Development process to work. This method was created by renowned Silicon Valley startup expert Steve Blank, co-creator with Eric Ries of the "Lean Startup" movement and tested and refined by him for more than a decade. This 608-page how-to guide includes over 100 charts, graphs, and diagrams, plus 77 valuable checklists that guide you as you drive your company toward profitability. It will help you:

- Avoid the 9 deadly sins that destroy startups' chances for success
- Use the Customer Development method to bring your business idea to life
- Incorporate the Business Model Canvas as the organizing principle for startup hypotheses
- Identify your customers and determine how to "get, keep and grow" customers profitably
- Compute how you'll drive your startup to repeatable, scalable profits.

The Startup Owner's Manual was originally published by K&S Ranch Publishing Inc. and is now available from Wiley. The cover, design, and content are the same as the prior release and should not be considered a new or updated product.

Outlines a revisionist approach to management while arguing against common perceptions about the inevitability of startup failures, explaining the importance of providing genuinely needed products and services as well as organizing a business that can adapt to continuous customer feedback.

"Whether you're a newcomer to options trading or a grizzled veteran looking for a fresh take on basic strategy, you'll enjoy the plain-spoken style and colorful scenarios illustrated in this book. In addition to providing

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a solid beginner's course in options trading, Options Trading QuickStart Guide walks you through a multitude of strategic trading decisions, showing you how a trader thinks and how he arrives at critical decisions. This book wasn't written for someone who wants to stay on the sidelines, but for the ambitious trader looking to become a formidable, sharp, and cunning options trader"--Page 4 of cover.

Unlock all the secrets of the powerful new Nikon D3100 DSLR camera Author Julie King knows how to teach newbies, and in this handy guide she'll help you get the very most out of the powerful new Nikon D3100. Say you're already an experienced photographer? The helpful tips and tricks in this friendly book will get you quickly up to speed on the D3100's new 14-megapixel sensor, continuous video/live focus, full HD video, expanded autofocus, and more. As a seasoned instructor at the Palm Beach Photographic Center, Julie anticipates all questions, whether you're a beginner or digital camera pro, and offers pages of easy-to-follow advice. Helps you get every bit of functionality out of the new Nikon D3100 camera Walks you through its exciting new features, including the 14-megapixel sensor, continuous video/live focus, full HD video, expanded autofocus, and the updated in-camera menu Explores shooting in Auto mode, managing playback options, and basic troubleshooting Explains how to adjust the camera's manual settings for your own preferred exposure, lighting, focus, and color style Covers digital photo housekeeping tips?how to organize, edit, and share your files Tap all the tools in this hot new DSLR

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camera and start taking some great pix with Nikon D3100 For Dummies.

Reduce Your Stress, Feel More Energized, And Experience More Success Each Day With A Simple Morning Routine! Do you want to enjoy better health, stronger relationships, and improved focus? Would you like to lower your stress levels, develop a positive attitude, and have more quality time to yourself? If so, there's an easy way to make it happen: undergo a MORNING MAKEOVER. Amazon bestselling author, Damon Zahariades, shows you how to overhaul your mornings to enjoy a greater level of personal and professional success each day. By creating purposeful morning routines, you'll experience less mental fatigue, improved physical health, a more optimistic mindset, and increased productivity. In MORNING MAKEOVER, you'll learn a simple, step-by-step system for developing routines that complement your goals. Imagine waking up excited to start your day. Imagine feeling relaxed and self-confident regardless of the challenges you're bound to face throughout the day. Imagine getting more done than you ever thought possible, and doing your best work in the process! What if you could experience these and other benefits by adopting a simple morning routine? How would that change your life? Download MORNING MAKEOVER To Create An Extraordinary Life - One Morning At A Time! In MORNING MAKEOVER, you'll discover: How adopting a purposeful morning routine can literally change your life Why you're having trouble getting to sleep at night (and what to do about it) How your evening routine impacts your morning routine The

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role of intentionality (and why it's crucial to your success)
10 things you can do to guarantee you wake up feeling energized Whether being an "early riser" is important (the answer may surprise you!) The single most important step to creating a quality morning routine How to design a morning routine that complements your goals The secret to creating morning routines that stick 7 common obstacles to adopting a morning routine (and how to overcome each of them!) How 10 ultra-successful high achievers spend their mornings Grab your copy of MORNING MAKEOVER today to finally take control of your mornings and enjoy more personal and professional success each day! Scroll to the top of the page and click the "BUY NOW" button!

Combat and prevent the effects of burnout with a detoxifying and nourishing cleanse program that liberates your body from poisons that make you sick, tired, and overweight—from the New York Times bestselling author of Dr. Kellyann's Bone Broth Diet and The 10-Day Belly Slimdown “If you are feeling tired, unhealthy, and emotionally burned-out and want a fresh way to rejuvenate, Kellyann has a message for you: she’s been where you are. And she knows the way out.”—Mehmet Oz, MD “Dr. Kellyann Petrucci has done a terrific job bringing the science of detoxification to the table. This is a top-notch way to deal with the multiple toxic challenges posed by our modern world.”—David Perlmutter, MD, #1 New York Times bestselling author of Grain Brain and Brain Wash Whether from stressful times like the holidays or from the demands of your regular routine, your body naturally becomes depleted

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over time, making it even more difficult to lose weight and maintain the energy and vitality you need to get through the day. This is something Dr. Kellyann Petrucci experienced firsthand in 2017 while she was writing her last book, doing nonstop TV appearances, and running her business. She gained 20 pounds, her hormones went haywire, and she was at a loss for how to turn things around. She decided it was time to hit the reset button and created her simplest plan yet, specifically designed to help the millions of women who are overweight, overworked, and overextended get reenergized both physically and mentally. This is a comfortable, incredibly powerful 5-day cleanse protocol that resets your metabolism, giving you the kind of quick, confidence-boosting results you need to get back on a healthy track. The power ingredient in the Cleanse and Reset is collagen, which improves skin elasticity and brings back that coveted youthful glow, eases joint pain, heals leaky gut, supports weight management, and has anti-inflammatory properties. The healing and reparative smoothies, shakes, soups, and bone broth blends that you'll enjoy on the 5-day cleanse are packed with collagen and can be adapted to any diet, with a focus on modifying the cleanse for the keto diet (along with great collagen alternatives for vegetarians and vegans!). The program also includes an optional 1-day "keto push" that you can follow for an extra boost the day before you begin your cleanse. Dr. Kellyann's Cleanse and Reset will help you slim your body, deep-cleanse your cells, and reclaim your energy and focus so you can start feeling truly good again.

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Apache Spark is a flexible in-memory framework that allows processing of both batch and real-time data. Its unified engine has made it quite popular for big data use cases. This book will help you to quickly get started with Apache Spark 2.0 and write efficient big data applications for a variety of use cases.

MongoDB has grown to become the de facto NoSQL database with millions of users, from small start-ups to Fortune 500 companies. It can solve problems that are considered difficult, if not impossible, for aging RDBMS technologies. Written for version 4 of MongoDB, this book is the easiest way to get started with MongoDB.

Use your Nikon D3500 camera like the pros Capturing frame-worthy photos is no easy feat — until now! Inside, author Julie King shares her experience as a professional photographer and photography teacher to help you get picture-perfect landscapes, portraits, action shots, and more with your Nikon D3500 digital SLR camera. It takes more than a good eye and an amazing camera to get shots like the pros. With the help of Nikon D3500 For Dummies, you'll find all the expert advice and know-how you need to unlock your camera's capabilities to their fullest potential. From working with the basics of lighting and exposure to making sense of your camera's fanciest features, you'll be snapping professional-grade photos in a flash! Learn the five essential options for shooting quality photos Understand the settings that control exposure Take charge of color and focus features Put your skills together to shoot portraits, close-ups, and action shots Whether you're shooting in automatic mode, scene mode, or manual

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mode, you'll get all the guidance you need to take photos you'll be proud to share.

We've all been there-angry with ourselves for overeating, for our lack of willpower, for failing at yet another diet that was supposed to be the last one. But the problem is not you, it's that dieting, with its emphasis on rules and regulations, has stopped you from listening to your body. Written by two prominent nutritionists, Intuitive Eating focuses on nurturing your body rather than starving it, encourages natural weight loss, and helps you find the weight you were meant to be. Learn: *How to reject diet mentality forever *How our three Eating Personalities define our eating difficulties *How to feel your feelings without using food *How to honor hunger and feel fullness *How to follow the ten principles of Intuitive Eating, step-by-step *How to achieve a new and safe relationship with food and, ultimately, your body With much more compassionate, thoughtful advice on satisfying, healthy living, this newly revised edition also includes a chapter on how the Intuitive Eating philosophy can be a safe and effective model on the path to recovery from an eating disorder.

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