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Feeling overwhelmed by distractions and struggling to get things done? The Power of Focus Workbook is your practical guide to mastering focus and achieving peak performance in all areas of life. This interactive workbook companion to the acclaimed book "The Power of Focus" by [Authors' Names] goes beyond theory, providing actionable exercises and strategies to help you: Craft a distraction-free environment: Learn to identify and eliminate focus drains, optimize your workspace, and leverage technology to your advantage. Develop a personalized focus routine: Discover techniques for maximizing focus for different tasks (creative work, analytical thinking, etc.) and explore the concept of the flow state for peak performance. Master time management: Implement proven time management strategies like the Pomodoro Technique to structure your day and prioritize focused work sessions. Cultivate focus for a fulfilling life: Learn how to apply focus beyond the workday to strengthen relationships, enhance hobbies, and live with intention, aligned with your core values. Create a vision board for your focused life: Gain clarity on your goals and aspirations by crafting a personalized vision board that serves as a daily reminder of your purpose. The Power of Focus Workbook is packed with practical exercises, insightful self-reflections, and valuable tips to help you: Increase productivity and efficiency Improve decision-making and problem-solving skills Reduce stress and enhance well-being Boost creativity and innovation Unlock your full potential and achieve your goals Whether you're a busy professional, a student, or anyone seeking to make the most of your time and talents, The Power of Focus Workbook is your essential guide to unlocking the power of focused attention and achieving extraordinary things. Singapore Math creates a deep understanding of each key math concept, includes an introduction explaining the Singapore Math method, is a direct complement to the current textbooks used in Singapore, and includes step-by-step solutions in the answer key. Singapore Math, for students in grades 2 to 5, provides math practice while developing analytical and problem-solving skills. This series is correlated to Singapore Math textbooks and creates a deep understanding of each key math concept. Learning objectives are provided to identify what students should know after completing each unit, and assessments are included to ensure that learners obtain a thorough understanding of mathematical concepts. Perfect as a supplement to classroom work, these workbooks will boost confidence in problem-solving and critical-thinking skills! In Your Brain at Work, David Rock takes readers inside the heads—literally—of a modern two-career couple as they mentally process their workday to reveal how we can better organize, prioritize, remember, and process our daily lives. Rock, the author of Quiet Leadership and Personal Best, shows how it's possible for this couple, and thus the reader, not only to survive in today's overwhelming work environment but succeed in it—and still feel energized and accomplished at the end of the day. Begin the transformation of the Internal Audit function by applying Total Quality Management (TQM) concepts. The book, Total Quality Auditing, How a Total Quality Mindset Can Help Internal Audit Add Real Value, presents how to put TQM concepts to work in the world of Internal Auditing. The Total Quality Auditing (TQA) Six Points of Focus including Ethics and Culture, Standards of Conduct, Customer Feedback, Lean Auditing, Balance of Audit and Consulting and Internal Audit Leadership provide a framework that can be immediately applied to increase the value of Internal Audit through proactive steps to reduced risks and improved organization effectiveness. TQA is a new and refreshing approach that will change the way Internal Audit goes to work. TQA is a teachable moment for organization leaders, CEO's, CFO's, CAE's and Internal Auditors, not of how auditing is conducted today, but how it can be transformed in the future. Focus is a rich, varied, carefully levelled course for upper secondary students. Specially designed to motivate older teens, it helps them to track their level and achieve the exam results they need. With its unique blended learning package, Focus is the flexible course that gets results. Focus on Feelings is a collection of photo-illustrated lessons that help adolescents and young adults recognize and understand the way people are likely to feel in a variety of life situations. The lessons include photo-illustrated stories with main characters of all ages and ethnicities. Crystals is a glittering and practical introduction to the art of crystal energies, full of exercises that offer a hands-on experience with this spiritual practice. The author and professional coach teaches readers to find greater happiness through gratitude in this book of personal stories and practical advice. Before he became a successful author and professional coach, Mike Robbins was a professional baseball player. But at twenty-three years old, he suffered an injury that ended his promising career as a pitcher. Instead of quitting, Mike took stock of the good things in his life and began a new path. In Focus on the Good Stuff, Mike offers a step-by-step program with exercises for overcoming negative influence and obstacles, creating a truly grateful approach to life, and establishing an environment that can support success and peace of mind. Filled with passion, authenticity, and humor, this guide will teach you to move beyond the cycle of negativity and discover the happiness you deserve. • More than 500 appearances on national bestseller lists • #1 Wall Street Journal, New York Times, and USA Today • Won 12 book awards • Translated into 35 languages • Voted Top 100 Business Book of All Time on Goodreads People are using this simple, powerful concept to focus on what matters most in their personal and work lives. Companies are helping their employees be more productive with study groups, training, and coaching. Sales teams are boosting sales. Churches are conducting classes and recommending for their members. By focusing their energy on one thing at a time people are living more rewarding lives by building their careers, strengthening their finances, losing weight and getting in shape, deepening their faith, and nurturing stronger marriages and personal relationships. YOU WANT LESS. You want fewer distractions and less on your plate. The daily barrage of e-mails, texts, tweets, messages, and meetings distract you and stress you out. The simultaneous demands of work and family are taking a toll. And what's the cost? Second-rate work, missed deadlines, smaller paychecks, fewer promotions--and lots of stress. AND YOU WANT MORE. You want more productivity from your work. More income for a better lifestyle. You want more satisfaction from life, and more time for yourself, your family, and your friends. NOW YOU CAN HAVE BOTH — LESS AND MORE. In The ONE Thing, you'll learn to * cut through the clutter * achieve better results in less time * build momentum toward your goal* dial down the stress * overcome that overwhelmed feeling * revive your energy * stay on track * master what matters to you The ONE Thing delivers extraordinary results in every area of your life--work, personal, family, and spiritual. WHAT'S YOUR ONE THING? Tarot offers an array of engaging and enlightening exercises that give beginners a hands-on introduction to the world of tarot. Through controlled and communicative exercises this text helps students to bridge the gap between identifying grammatical structures and using them. Each unit progresses through four steps: grammar in context, grammar presentation, focused practice and communication practice. Includes circling, matching, filling-in-the-blank, underlining, correcting, completion, short answer and writing exercises. Would life be better without alcohol? It's the nagging question more and more of us are finding harder to ignore, whether we have a "problem" with alcohol or not. After all, we yoga. We

green juice. We meditate. We self-care. And yet, come the end of a long work day, the start of a weekend, an awkward social situation, we drink. One glass of wine turns into two turns into a bottle. In the face of how we care for ourselves otherwise, it's hard to avoid how alcohol really makes us feel... terrible. How different would our lives be if we stopped drinking on autopilot? If we stopped drinking altogether? Really different, it turns out. Really better. Frank, funny, and always judgment free, *Sober Curious* is a bold guide to choosing to live hangover-free, from Ruby Warrington, one of the leading voices of the new sobriety movement. Drawing on research, expert interviews, and personal narrative, *Sober Curious* is a radical take down of the myths that keep so many of us drinking. Inspiring, timely, and blame free, *Sober Curious* is both conversation starter and handbook—essential reading that empowers readers to transform their relationship with alcohol, so we can lead our most fulfilling lives. "Building on the success of previous editions, *Focus on Grammar* continues to provide an integrated-skills approach to engage students and help them accomplish their goals of communicating confidently, accurately, and fluently"--back cover. "Building on the success of previous editions, *Focus on Grammar* continues to provide an integrated-skills approach to engage students and help them accomplish their goals of communicating confidently, accurately, and fluently"--back cover. Help improve student focus, organization, mindfulness, and more in the classroom and beyond with the Mark Twain *Focus for Success ADHD Workbook for Kids!* Everyone gets 168 hours a week, but it never feels like enough, does it? Work gobbles up the lion's share--many professionals are working as much as 70 hours a week--leaving less and less for rest, exercise, family, and friends. You know, all those things that make life great. Most people think productivity is about finding or saving time. But it's not. It's about making our time work for us. Just imagine having free time again. It's not a pipe dream. In *Free to Focus*, New York Times bestselling author Michael Hyatt reveals to readers nine proven ways to win at work so they are finally free to succeed at the rest of life--their health, relationships, hobbies, and more. He helps readers redefine their goals, evaluate what's working, cut out the nonessentials, focus on the most important tasks, manage their time and energy, and build momentum for a lifetime of success. Companion workbook for the re: FOCUS course. Includes room to respond to all daily questions, in sequence with the weekly group questions. Allows participants to repurchase a workbook each time they want to apply the material to their lives again. *Focus* builds an overall framework for understanding the organization of the English language and helps students recognize the inseparable relationship between form, meaning, and use. The Workbook is designed primarily to supplement the Student's Book, but can be used as a useful source of information and practice on its own. The exercises are intended for individual work outside of class or for use as part of class discussions and activities. Each chapter, which corresponds to a chapter in the textbook, includes focused exercises that allow students to concentrate on one particular structure, integrative exercises where structures from previous sections or chapters are "spiraled" in with new structures, practice with prepositions, and editing exercises. From the New York Times bestselling authors of *Sprint* comes "a unique and engaging read about a proven habit framework [that] readers can apply to each day" (Insider, Best Books to Form New Habits). "If you want to achieve more (without going nuts), read this book."—Charles Duhigg, author of *The Power of Habit* Nobody ever looked at an empty calendar and said, "The best way to spend this time is by cramming it full of meetings!" or got to work in the morning and thought, Today I'll spend hours on Facebook! Yet that's exactly what we do. Why? In a world where information refreshes endlessly and the workday feels like a race to react to other people's priorities faster, frazzled and distracted has become our default position. But what if the exhaustion of constant busyness wasn't mandatory? What if you could step off the hamster wheel and start taking control of your time and attention? That's what this book is about. As creators of Google Ventures' renowned "design sprint," Jake and John have helped hundreds of teams solve important problems by changing how they work. Building on the success of these sprints and their experience designing ubiquitous tech products from Gmail to YouTube, they spent years experimenting with their own habits and routines, looking for ways to help people optimize their energy, focus, and time. Now they've packaged the most effective tactics into a four-step daily framework that anyone can use to systematically design their days. *Make Time* is not a one-size-fits-all formula. Instead, it offers a customizable menu of bite-size tips and strategies that can be tailored to individual habits and lifestyles. *Make Time* isn't about productivity, or checking off more to-dos. Nor does it propose unrealistic solutions like throwing out your smartphone or swearing off social media. Making time isn't about radically overhauling your lifestyle; it's about making small shifts in your environment to liberate yourself from constant busyness and distraction. A must-read for anyone who has ever thought, If only there were more hours in the day.... *Make Time* will help you stop passively reacting to the demands of the modern world and start intentionally making time for the things that matter. *Focus* is a rich, varied and clearly structured upper secondary course that provides motivating content and a reliable exam preparation path. Its methodology is built around the concept of 3Ms – Motivation, Memory and Meaning that underpin the benefits of the course for learners and signal its pedagogical effectiveness to teachers. A compassionate guide to help you manage OCD symptoms, overcome feelings of shame and stigma, and revitalize your life! If you're one of millions who suffer from obsessive-compulsive disorder (OCD), you're all-too-familiar with feelings of anxiety, panic, shame, and uncertainty. In addition, the stigma associated with OCD can make you feel unworthy of receiving the compassion and kindness you need and deserve. You may even experience unwanted intrusive thoughts that result in harsh self-judgment—which can actually hinder your recovery and lead to additional mental health problems. So, how can you break this destructive cycle and start feeling better? The *Self-Compassion Workbook for OCD* outlines a step-by-step program to help you understand the emotional experience of OCD, and develop the tools you need to manage your disorder and build a better life. Drawing on a powerful combination of cognitive behavioral therapy (CBT), exposure and response prevention (ERP), and compassion-focused therapy (CFT), this breakthrough guide will teach you how to balance intense emotions, lean into your fear, and focus on recovery. Over time, you'll learn to replace self-judgment with kindness and self-compassion, so you can stop suffering and start thriving. Living with OCD can be extremely challenging, but it doesn't have to rob you of your self-worth. You are so much more than your disorder! Let this book be your guide to discovering, supporting, and loving the best you that you can be. An out-of-this-world workbook that teaches you the astrological signs. *Chakra Healing* is a beautiful and practical introduction to the art of chakra healing, full of exercises that give readers hands-on experience with this powerful practice. Building on the success of previous editions, *Focus on Grammar*, continues to leverage its successful four-step approach that lets learners move from comprehension to communication within a clear and consistent structure. Centered on thematic instruction, *Focus on Grammar* combines comprehensive grammar coverage with abundant practice, critical thinking skills, and ongoing assessment, helping students communicate confidently, accurately, and fluently in everyday situations. The Fifth Edition continues to incorporate the findings of corpus linguistics in grammar notes, charts, and practice activities, while never losing sight of what is pedagogically sound and useful. New and updated content showcases culturally relevant topics of interest to modern learners. Updated grammar charts and redesigned grammar notes with clear, corpus-informed grammar explanations reflect real and natural language usage, allowing students to grasp the most important aspects of the grammar. Expanded communicative activities encourage collaboration and application of target grammar in a variety of settings. New unit-ending *From Grammar to Writing* section allows students to apply grammar in writing through structured tasks from pre-writing to editing. New assessment tools, including course diagnostic tests, formative and summative assessments, and a flexible gradebook, are closely aligned with unit learning outcomes to inform instruction and measure progress. FOG Go app for iPhone® and Android® lets students easily navigate Student Book audio clips on their phone or tablet. Updated for the Fifth Edition, *MyEnglishLab: Focus on Grammar* offers students engaging practice and video grammar presentations anytime, anywhere with immediate feedback and remediation tasks to help promote accuracy. Scaffolded exercises help learners bridge the gap between identifying grammatical structures and using them with confidence and accuracy. High-interest readings in multiple genres expose students to the form, meaning, and use of grammar in natural contexts. Key vocabulary taught, practiced, and recycled throughout the unit ensures acquisition. Listening tasks give students multiple opportunities to focus on spoken English and develop listening skills. Mapped to the Global Scale of English.

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