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Devora Zack,2015-05-04 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 **Singletasking** ,2017

Singletasking Devora Zack,2015-05-04 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 This book explains 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 **Networking for People Who Hate Networking, Second Edition** Devora Zack,2019-05-21 Would you rather get a root canal than face a group of strangers Does the phrase working a room make you want to retreat to yours Devora Zack an avowed introvert and successful consultant who gives presentations to thousands of people at dozens of events annually feels your pain She found that other networking books assume that to

succeed you have to act like an extrovert Not at all There is another way Zack politely examines and then smashes to tiny fragments the dusty old rules of standard networking advice She shows how the very traits that make many people hate networking can be harnessed to forge an approach more effective and user friendly than traditional techniques This edition adds new material on applying networking principles in personal situations handling interview questions following up what do you do with all those business cards and more Networking enables you to accomplish the goals that are most important to you But you can t adopt a style that goes against who you are and you don t have to As Zack writes You do not succeed by denying your natural temperament you succeed by working with your strengths

How to Master Your Day for Success in Life: 10 Principles to Build Discipline Focus and Confidence Ranjot Singh Chahal, 2025-09-07 How to Master Your Day for Success in Life 10 Principles to Build Discipline Focus and Confidence is a practical guide to help you take charge of your daily routine and design a life you truly want Many people struggle with distractions lack of focus and the feeling of not having enough time This book shows you how small daily actions can create big changes in your discipline confidence and success In this book author Ranjot Singh Chahal shares ten powerful principles that cover everything from building strong habits and mastering focus to creating morning routines and bouncing back from setbacks Each chapter gives you simple steps you can apply immediately in your everyday life Whether it s learning to say no without guilt training your mind for deep concentration or staying consistent when motivation fades you will find practical solutions that actually work This book is for anyone who wants to stop wasting time and start building a life filled with purpose growth and clarity With easy to follow advice and real life strategies How to Master Your Day for Success in Life will help you stay disciplined focused and confident so you can create the success you ve always dreamed of

The Cactus and Snowflake at Work Devora Zack, 2021-11-02 This hilarious and profound workplace guide proves the rigorously rational and the supremely sympathetic can meet in the middle and merge their strengths Readers will discover how blending with their opposite opens the pathway to being their truest selves Carl Jung s personality typology introduced the distinction that Feelers who lead with their hearts put more weight on personal concerns and the people involved and Thinkers who lead with their heads are guided by objective principles and impartial facts This book calls them Cacti and Snowflakes each singularly transcendent But can people with such fundamentally different ways of making sense of and engaging with the world work together Yes says Devora Zack The key is not to try to change each other Zack says we can directly control only three things what we say what we think and what we do The best use of our energy is to focus on our own reactions and perceptions rather than try to fix other people This book includes an assessment so readers can learn where they are on the Thinker Feeler spectrum and because it s a spectrum readers might well be a snowcactus or a cactusflake Then Zack helps them figure out where other people might be guiding them through a myriad of modes of communication and motivation based on personality type She includes real life scenarios that show how to nurture one s nature while successfully connecting with those on the other side

As always Zack fearlessly and entertainingly dispels myths squashes stereotypes and transforms perceived liabilities into strengths And she once again affirms that like chocolate and peanut butter we are better together **Networking for People Who Hate Networking** Devora Zack,2019-05-21 Would you rather get a root canal than face a group of strangers Does the phrase working a room make you want to retreat to yours Devora Zack an avowed introvert and successful consultant who gives presentations to thousands of people at dozens of events annually feels your pain She found that other networking books assume that to succeed you have to act like an extrovert Not at all There is another way Zack politely examines and then smashes to tiny fragments the dusty old rules of standard networking advice She shows how the very traits that make many people hate networking can be harnessed to forge an approach more effective and user friendly than traditional techniques This edition adds new material on applying networking principles in personal situations handling interview questions following up what do you do with all those business cards and more Networking enables you to accomplish the goals that are most important to you But you can t adopt a style that goes against who you are and you don t have to As Zack writes You do not succeed by denying your natural temperament you succeed by working with your strengths **Happier, No Matter What: Cultivating Hope, Resilience, and Purpose in Hard Times** Tal

Ben-Shahar,2021-05-11 Even when everything is going wrong the science of happiness can help you Pioneering positive psychologist and New York Times bestselling author Tal Ben Shahar shows us how in Happier No Matter What Ben Shahar busts the all too common ideas that success brings happiness and that we can seek happiness itself When hard times thwart our success and steal our joy these ideas actually invite despair by leaving us with nothing to do But we can do something We can climb the SPIRE Ben Shahar s five step staircase to hope and purpose Spiritual I am experiencing meaning Physical My body s needs are met Intellectual I am learning Relational My friends support me Emotional I am allowed to feel By truly living these five elements of well being we build the resilience to carry us through anything from a personal loss to a global pandemic Ben Shahar s all new SPIRE method shows us the way to becoming whole again and when we re whole we invite happiness in **A+ Guide to Software** Jean Andrews,2002 New from best selling author Jean Andrews this text is designed to be the most through step by step book for learning the fundamentals of supporting and troubleshooting computer

operating systems This book maps to CompTIA s current A OS Exam [Teach Yourself Game-programming in 21 Days](#) André LaMothe,1994 Marketed as the only beginning DOS game programming book on the market this how to guide leads readers through the game development process with game design basics Another addition to the successful Teach Yourself series it includes many sample game programming techniques such as joy stick control and use of graphics The disk offers sample source code from the book *Physicians & Computers* ,1984-05 **Computer Craft Coursebook 8** Susmita Sen,2020-11-30 Computer Craft is a series of eight books for Classes 1 to 8 This series follows Fink s Taxonomy to impart knowledge in Cognitive Affective and Psychomotor domains Based on Windows 7 and MS Office 2010 this course includes an

update on MS Office 365 introducing students to the latest interface and the associated features *PC Hardware Configuration Guide for DOS and Solaris* Ron Ledesma,1994 Written in non technical language supplemented with how to illustrations checklists and rules of thumb this configuration and planning guide aims to take the mystery out of the technical configuration details and walk readers step by step through a simple structured approach for making the critical decisions that will ultimately result in trouble free computer and network hardware operation It shows how to determine hardware requirements select compatible hardware configure hardware components design the physical network and troubleshoot installation problems

SCO OpenServer Charlie Russel,Linda L. Gaus,1997 In this book Windows and UNIX experts show exactly why SCO OpenServer is superior to alternatives like Windows NT and exactly how to build client server environments that incorporate Windows 95 clients Readers will learn how to automate the maintenance of their client server network and install and configure SCO OpenServer and the Windows 95 client for optimal efficiency

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Enterprise Client/server Technology John Zamick,Raymond Warren,John O'Sullivan,1995 This book explains the technology of Massively Parallel Processing MPP using large computers in everyday business activities to process large amounts of data Intended for managers involved in strategic decisions regarding appropriate technology platforms as well as system administrators maintaining an MPP database computer the book offers real world case studies across a range of industries

Real-time Programming Rick Grehan,Robert Moote,Ingo Cyliax,1998 A practical hands on book CD ROM guide to building real time embedded software for novice and experienced programmers Offers coverage of each segment of the development cycle from design through delivery using code examples from real projects to illustrate core concepts The CD ROM contains a set of development tools based on TNT Embedded ToolSuite For programmers and software developers familiar with C Knowledge of C the Win32 API and Java is helpful Annotation copyrighted by Book News Inc Portland OR

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