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## KEY=OF - GIOVANNA RYKER

**Essentialism The Disciplined Pursuit of Less** [Currency](#) "Have you ever found yourself stretched too thin? Do you simultaneously feel overworked and underutilized? Are you often busy but not productive? Do you feel your time is constantly being hijacked by other people's agendas? If you answered yes to any of these questions, the way out is the way of the Essentialist. Essentialism isn't about getting more done in less time. It's about getting only the right things done. Only once we discern what is absolutely essential and eliminate everything else can we make our highest possible contribution toward things that truly matter. By forcing us to apply more selective criteria for where to spend our precious time and energy, the disciplined pursuit of less empowers us to reclaim control of our own choices, instead of giving others the implicit permission to choose for us. Essentialism is not one more thing to do. It's a whole new way of doing less, but better, in every area of our lives"--Back cover. **The Philosophy of Nature A Guide to the New Essentialism** [Routledge](#) In "The Philosophy of Nature," Brian Ellis provides a clear and forthright general summation of, and introduction to, the new essentialist position. Although the theory that the laws of nature are immanent in things, rather than imposed on them from without, is an ancient one, much recent work has been done to revive interest in essentialism and "The Philosophy of Nature" is a distinctive contribution to this lively current debate. Brian Ellis exposes the philosophical and scientific credentials of the prevailing Humean metaphysic as less than compelling and makes the case for new essentialism as an alternative metaphysical perspective in lucid and unambiguous terms. This book develops this alternative metaphysic and considers the consequences for philosophy, and for some other areas of investigation, of working with such a metaphysic. Ellis argues that these consequences are profound and that a new essentialism provides a comprehensive new philosophy of nature for a modern scientific understanding of the world. **Effortless Make it Easier to Do what Matters Most** It's normal to feel overwhelmed by the hard things in life, but lately doesn't it seem like we're feeling this way a lot more often than we used to? The problem isn't a lack of motivation or effort, but that motivation and effort are limited resources. The more we deplete them, the more burnt out we get, making it even harder to produce the results we want. In 'Effortless', Greg McKeown show us how to make essential tasks easier so that we can accomplish more of what matters, without burning out. From the author of 'Essentialism'. **Essentialism Do Less But Accomplish More, Guide to Identifying the Essential Things, Focus on and Getting Them Done** Independently Published Are you spending your day chasing after things to do? And, at the end of day, you haven't even completed them at all, you just feel more stressed. You have the feeling that there are too many things to do and you have no time, maybe a 48-hour day wouldn't be enough. I know this feeling: your boss, your job, the school, the traffic, your family, bills to pay, clients, notifications that reach you every minute, e-mails, messages from colleagues, friends, partner... ....can you see the chaos? Our life is too messy nowadays. Do you want to get out of it, as I did? Simplify your life, finding the right balance between the things you want to do and the life you must lead. I know what are you thinking now: Yeh...It is easy to say, not easy to do. That's why I wrote a guide, because you don't need to know only what Essentialism is, you need to know how Essentialism can help you reducing your stress and giving back the time you need, without headache. That's why this book is different. This book isn't about, cut everything that cannot fit in a suitcase and you will be happy! There are for sure certainly many people who have no problem doing it and who are indeed very happy. Hardly! This book is about finding a balance between what you want to be and the people that you have to deal with. As such, you will see how essentialism really is the everything it is cracked up to be. You will learn about why embracing essentialism can provide you with the peace of mind you are craving at the moment. You will learn about: What is essential and what is not? How to decide which things are essential? The reasons why essentialism can make you happier The applications of essentialism in all parts of your life How to rid yourself of distractions How to improve your overall quality of life How to live by design How to deal with technology Using essentialism to get around unwanted relationships Striking a balance between what you want to do and what you must do ... and so much more! So, what are you waiting for? If you are checking out this book it is because you feel that something could be improved in your life. So, don't hesitate. Come in and learn how you can make the most of the essentialism mindset in your life. After all, we only have one life to lead. If we don't make the most of our turn, we might miss out on some of the most wonderful experiences in life. Take a look at what this book has to offer. There is no doubt that you will take away some valuable insights which you won't find anywhere else. And as always, when in doubt, ask yourself if this is really "essential" **Scientific Essentialism** [Cambridge University Press](#) Examines the laws of nature. **Effortless Make It Easier to Do What Matters Most** [Currency](#) NEW YORK TIMES BESTSELLER • A Times (UK) Best Book of the Year • From the author of the million-copy-selling Essentialism comes an empowering guide to achieving your goals. It all starts with a simple principle: Not everything has to be so hard. "In a world beset by burnout, Greg McKeown's work is essential."—Daniel H. Pink, author of When, Drive, and To Sell Is Human "At a time when fear, uncertainty, and our ever-growing list of responsibilities have come to feel like much too much to handle, Effortless couldn't be timelier, or more necessary."—Eve Rodsky, author of Fair Play Do you ever feel like: • You're teetering right on the edge of burnout? • You want to make a higher contribution, but lack the energy? • You're running faster but not moving closer to your goals? • Everything is so much harder than it used to be? As high achievers, we've been conditioned to believe that the path to success is paved with relentless work. That if we want to overachieve, we have to overexert, overthink, and overdo. That if we aren't perpetually exhausted, we're not doing enough. But lately, working hard is more exhausting than ever. And the more depleted we get, the more effort it takes to make progress. Stuck in an endless loop of "Zoom, eat, sleep, repeat," we're often working twice as hard to achieve half as much. Getting ahead doesn't have to be as hard as we make it. No matter what challenges or obstacles we face, there is a better way: instead of pushing ourselves harder, we can find an easier path. Effortless offers actionable advice for making the most essential activities the easiest ones, so you can achieve the results you want, without burning out. Effortless teaches you how to: • Turn tedious tasks into enjoyable rituals • Prevent frustration by solving problems before they arise • Set a sustainable pace instead of powering through • Make one-time choices that eliminate many future decisions • Simplify your processes by removing unnecessary steps • Make relationships easier to maintain and manage • And much more The effortless way isn't the lazy way. It's the smart way. It may even be the only way. Not every hard thing in life can be made easy. But we can make it easier to do more of what matters most. **The Field Guide to Knots How to Identify, Tie, and Untie Over 80 Essential Knots for Outdoor Pursuits** [The Experiment](#) A Fasten-ating Guide to Knots for Every Adventure! The perfect knot can make any job quicker, easier, and safer—whether you need to build a shelter, tether a horse, rappel down a cliff, or moor a boat. In The Field Guide to Knots, veteran outdoorsman Bob Holtzman helps you: Select and tie the right knot for any task Identify and untie existing knots Choose and maintain your rope, and more! With more than 80 time-tested knots and more than 600 color photos, this Field Guide is indispensable for backpackers, climbers, sailors, anglers, hunters, equestrians—and anyone else who's ever needed to change a sail, reposition a climbing rope, or splice a tent pole! **Multipliers How the Best Leaders Make Everyone Smarter** [Harper Collins](#) Wall Street Journal Bestseller A thought-provoking, accessible, and essential exploration of why some leaders ("Diminishers") drain capability and intelligence from their teams, while others ("Multipliers") amplify it to produce better results. Including a foreword by Stephen R. Covey, as well the five key disciplines that turn smart leaders into genius makers, Multipliers is a must-read for everyone from first-time managers to world leaders. **The Essential Child Origins of Essentialism in Everyday Thought** [Oxford University Press, USA](#) This text synthesizes 15 years of empirical research on essentialism into a coherent framework, examining children's thinking and ways in which language influences thought. It shows that children do not come into the world as passive recipients of data. **Teaching To Transgress** [Routledge](#) First published in 1994. Routledge is an imprint of Taylor & Francis, an informa company. **Unlocking the Magic of Facilitation 11 Key Concepts You Didn't Know You Didn't Know** Have you ever been in a training and marveled at how quickly the time flew by? Genuinely enjoyed a meeting you were expecting to dread? Learned something powerful about a topic you thought wouldn't engage you? Experienced an intimate, vulnerable, transformative moment with a group of total strangers? Then you've witnessed the magic of facilitation. Like all magic tricks - though they seem to defy reason when you're spectating for the first time - once the secrets of facilitation are unveiled to you, you'll look back with a bland obviousness. Of course that's how it's done. In this book, co-authors and social justice facilitators Sam Killermann and Meg Bolger teach you how to perform the favorite tricks they keep up their sleeve. It's the learning they've accumulated from thousands of hours of facilitating, debriefing, challenging, and failing; it's the lessons from their mentors, channeled through their experience; it's the magician's secrets, revealed to the public, because it's about time folks have the privilege of looking behind the curtain of facilitation and thinking of course that's how it's done. This book is highlights 11 key concepts every facilitator should know, that most facilitators don't even know they should know. They are sometimes-tiny things that show up huge in facilitation. It's a book for facilitators of all stripes, goals, backgrounds, and settings - and the digestible, enjoyable, actionable lessons would benefit anyone who is responsible for engaging a group of people in learning. **Canadian Environmental Philosophy** [McGill-Queen's Press - MQUP](#) Canadian Environmental Philosophy is the first collection of essays to take up theoretical and practical issues in environmental philosophy today, from a Canadian perspective. The essays cover various subjects, including ecological nationalism, the legacy of Grey Owl, the meaning of "outside" to Canadians, the paradigm shift from mechanism to ecology in our understanding of nature, the meaning and significance of the Anthropocene, the challenges of biodiversity protection in Canada, the conservation status of crossbred species in the age of climate change, and the moral status of ecosystems. This wide range of topics is as diverse and challenging as the Canadian landscape itself. Given the extent of humanity's current impact on the biosphere - especially evident with anthropogenic climate change and the ongoing mass extinction - it has never been more urgent for us to confront these environmental challenges as Canadian citizens and citizens of the world. Canadian Environmental Philosophy galvanizes this conversation from the perspective of this place. **Critical Theory Today A User-Friendly Guide** [Routledge](#) Critical Theory Today is the essential introduction to contemporary critical theory. It provides clear, simple explanations and concrete examples of complex concepts, making a wide variety of commonly used critical theories accessible to novices without sacrificing any theoretical rigor or thoroughness. This new edition provides in-depth coverage of the most common approaches to literary analysis today: feminism, psychoanalysis, Marxism, reader-response theory, new criticism, structuralism and semiotics, deconstruction, new historicism, cultural criticism, lesbian/gay/queer theory, African American criticism, and postcolonial criticism. The chapters provide an extended explanation of each theory, using examples from everyday life, popular culture, and literary texts; a list of specific questions critics who use that theory ask about literary texts; an interpretation of F. Scott Fitzgerald's *The Great Gatsby* through the lens of each theory; a list of questions for further practice to guide readers in applying each theory to different literary works; and a bibliography of primary and secondary works for further reading. **NurtureShock New Thinking About Children** [Twelve](#) In a world of modern, involved, caring parents, why are so many kids aggressive and cruel? Where is intelligence hidden in the brain, and why does that matter? Why do cross-racial friendships decrease in schools that are more integrated? If 98% of kids think lying is morally wrong, then why do 98% of kids lie? What's the single most important thing that helps infants learn language? NurtureShock is a groundbreaking collaboration between award-winning science journalists Po Bronson and Ashley Merryman. They argue that when it comes to children, we've mistaken good intentions for good ideas. With impeccable storytelling and razor-sharp analysis, they demonstrate that many of modern society's strategies for nurturing children are in fact backfiring--because key twists in the science have been overlooked. Nothing like a parenting manual, the authors' work is an insightful exploration of themes and issues that transcend children's (and adults') lives. **Pedagogy of the Oppressed The Power of Now A Guide to Spiritual Enlightenment** [New World Library](#) To make the journey into the Now we will need to leave our analytical mind and its false created self, the ego, behind. From the very first page of Eckhart Tolle's extraordinary book, we move rapidly into a significantly higher altitude where we breathe a lighter air. We become connected to the indestructible essence of our Being, "The eternal, ever present One Life beyond the myriad forms of life that are subject to birth and death." Although the journey is challenging, Eckhart Tolle uses simple language and an easy question and answer format to guide us. A word of mouth phenomenon since its first publication, *The Power of Now* is one of those rare books with the power to create an experience in readers, one that can radically change their lives for the better. **Mythologies** [Macmillan](#) **The Opposite of Hate A Field Guide to Repairing Our Humanity** [Algonquin Books](#) "A stunning debut by a truly gifted writer—an eye-opening read for both liberals and conservatives—and it could not come at a better time."—Adam Grant, *New York Times* bestselling author of *Option B*, with Sheryl Sandberg What is the opposite of hate? As a progressive commentator on Fox News and now CNN, Sally Kohn has made a career out of bridging intractable political differences and learning how to talk respectfully with people whose views she disagrees with passionately. Her viral TED Talk on the need to practice emotional—rather than political—correctness sparked a new way of considering how often we amplify our differences and diminish our connections. But these days even famously “nice” Kohn finds herself wanting to breathe fire at her enemies. It was time, she decided, to look into the epidemic of hate all around us and learn how we can stop it. In *The Opposite of Hate*, Kohn talks to leading

scientists and researchers and investigates the evolutionary and cultural roots of hate and how incivility can be a gateway to much worse. She travels to Rwanda, the Middle East, and across the United States, introducing us to former terrorists and white supremacists, and even some of her own Twitter trolls, drawing surprising lessons from dramatic and inspiring stories of those who left hate behind. As Kohn confronts her own shameful moments, whether it was back when she bullied a classmate or today when she harbors deep partisan resentment, she discovers, "The opposite of hate is the beautiful and powerful reality of how we are all fundamentally linked and equal as human beings. The opposite of hate is connection." Sally Kohn's engaging, fascinating, and often funny book will open your eyes and your heart. **Jørn Utzon and Transcultural Essentialism** [Routledge](#) This book introduces and defines the burgeoning concepts of transculturalism and essentialism and how they relate to one another, as articulated with reference to the work of Jørn Utzon. It introduces critical contemporary perspectives of the design thinking and career of this renowned Danish architect, internationally recognised for his competition-winning, iconic design for the Sydney Opera House – an outstanding exemplar of transcultural essentialism in architecture. Transcultural essentialism is analysed through the lens of critical regionalism and architectural phenomenology, with emphasis on the sense of place and tectonics in Utzon's architectural works. It provides a new understanding of the Danish architect as an early proponent of a still emergent and increasingly relevant direction in architecture. Going beyond biographical studies, it presents a more comprehensive understanding of the broad range of transcultural influences that formed his thinking. The volume includes numerous previously unpublished photographs, drawings, and interviews with Utzon's family members, former students, and colleagues, offering a significant contribution to the existing body of knowledge for any architecture scholar interested in Utzon's work and design principles. The book also comprises a Foreword by eminent architecture theorist Juhani Pallasmaa in which he provides insights into the wider architectural and cultural context of Utzon's worldview. **What Happened to the Soviet University?** [Oxford University Press](#) What Happened to the Soviet University? explores how one of the largest geopolitical changes of the twentieth century - the dissolution of the Soviet Union - triggered and inspired the reconfiguration of the Soviet university. **Human Nature and the Limits of Science** [Oxford University Press](#) John Dupre warns that our understanding of human nature is being distorted by two faulty and harmful forms of pseudo-scientific thinking. Not just in the academic world but increasingly in everyday life, we find one set of experts seeking to explain the ends at which humans aim in terms of evolutionary theory, and another set of experts using economic models to give rules of how we act to achieve those ends. Dupre charges this unholy alliance of evolutionary psychologists and rational-choice theorists with scientific imperialism: they use methods and ideas developed for one domain of inquiry in others where they are inappropriate. He demonstrates that these theorists' explanations do not work, and furthermore that if taken seriously their theories tend to have dangerous social and political consequences. For these reasons, it is important to resist scientism - an exaggerated conception of what science can be expected to do for us. To say this is in no way to be against science - just against bad science. Dupre restores sanity to the study of human nature by pointing the way to a proper understanding of humans in the societies that are our natural and necessary environments. He shows how our distinctively human capacities are shaped by the social contexts in which we are embedded. And he concludes with a bold challenge to one of the intellectual touchstones of modern science: the idea of the universe as causally complete and deterministic. In an impressive rehabilitation of the idea of free human agency, he argues that far from being helpless cogs in a mechanistic universe, humans are rare concentrations of causal power in a largely indeterministic world. **Human Nature and the Limits of Science** is a provocative, witty, and persuasive corrective to scientism. In its place, Dupre commends a pluralistic approach to science, as the appropriate way to investigate a universe that is not unified in form. Anyone interested in science and human nature will enjoy this book, unless they are its targets. **Haecceities: Essentialism, Identity, and Abstraction** [BRILL](#) *Haecceities: Essentialism, Identity, and Abstraction* is an artistic and philosophical examination of the limits of Abstraction in art and of kinds of radical identity determined in the identification of those limits. Strayer's results challenge common notions of art and identity. **Decolonizing Methodologies Research and Indigenous Peoples** [Bloomsbury Publishing](#) 'A landmark in the process of decolonizing imperial Western knowledge.' Walter D. Mignolo, Duke University To the colonized, the term 'research' is conflated with European colonialism; the ways in which academic research has been implicated in the throes of imperialism remains a painful memory. This essential volume explores intersections of imperialism and research - specifically, the ways in which imperialism is embedded in disciplines of knowledge and tradition as 'regimes of truth.' Concepts such as 'discovery' and 'claiming' are discussed and an argument presented that the decolonization of research methods will help to reclaim control over indigenous ways of knowing and being. Now in its eagerly awaited second edition, this bestselling book has been substantially revised, with new case-studies and examples and important additions on new indigenous literature, the role of research in indigenous struggles for social justice, which brings this essential volume urgently up-to-date. **The Interpretation of Cultures** [Basic Books](#) In *The Interpretation of Cultures*, the most original anthropologist of his generation moved far beyond the traditional confines of his discipline to develop an important new concept of culture. This groundbreaking book, winner of the 1974 Sorokin Award of the American Sociological Association, helped define for an entire generation of anthropologists what their field is ultimately about. **Endurance Shackleton's Incredible Voyage** [Basic Books](#) Experience one of the greatest adventure stories of the modern age in this New York Times bestseller: the harrowing tale of British explorer Ernest Shackleton's 1914 attempt to reach the South Pole. In August 1914, polar explorer Ernest Shackleton boarded the *Endurance* and set sail for Antarctica, where he planned to cross the last uncharted continent on foot. In January 1915, after battling its way through a thousand miles of pack ice and only a day's sail short of its destination, the *Endurance* became locked in an island of ice. Thus began the legendary ordeal of Shackleton and his crew of twenty-seven men. When their ship was finally crushed between two ice floes, they attempted a near-impossible journey over 850 miles of the South Atlantic's heaviest seas to the closest outpost of civilization. With an introduction by Nathaniel Philbrick, *Endurance* is the definitive account of Ernest Shackleton's fateful trip. Alfred Lansing brilliantly narrates the gripping and miraculous voyage that has defined heroism for the modern age. **21st Century Skills Learning for Life in Our Times** [John Wiley & Sons](#) The new building blocks for learning in a complex world This important resource introduces a framework for 21st Century learning that maps out the skills needed to survive and thrive in a complex and connected world. 21st Century content includes the basic core subjects of reading, writing, and arithmetic-but also emphasizes global awareness, financial/economic literacy, and health issues. The skills fall into three categories: learning and innovations skills; digital literacy skills; and life and career skills. This book is filled with vignettes, international examples, and classroom samples that help illustrate the framework and provide an exciting view of twenty-first century teaching and learning. Explores the three main categories of 21st Century Skills: learning and innovations skills; digital literacy skills; and life and career skills Addresses timely issues such as the rapid advance of technology and increased economic competition Based on a framework developed by the Partnership for 21st Century Skills (P21) The book contains a DVD with video clips of classroom teaching. For more information on the book visit [www.21stcenturyskillsbook.com](http://www.21stcenturyskillsbook.com). **The Found and the Made Science, Reason, and the Reality of Nature** [Routledge](#) This book critically examines how mathematical modelling shapes and limits a scientific approach to the natural world and affects how society views nature. It questions concepts such as determinism, reversibility, equilibrium, and the isolated system, and challenges the view of physical reality as passive and inert. Dan Bruiger argues that if nature is real, it must transcend human representations. In particular, it can be expected to self-organize in ways that elude a mechanist treatment. This interdisciplinary study addresses several key areas: the "crisis" in modern physics and cosmology; the limits and historical, psychological, and religious roots of mechanistic thought; and the mutual effects of the scientific worldview upon society's relationship to nature. Bruiger demonstrates that there is still little place outside biology for systems that actively self-organize or self-define. Instead of appealing to "multiverses" to resolve the mysteries of fine-tuning, he suggests that cosmologists look toward self-organizing processes. He also states that physics is hampered by its external focus and should become more self-reflective. If scientific understanding can go beyond a stance of prediction and control, it could lead to a relationship with nature more amenable to survival. *The Found and the Made* fills a void between popular science writing and philosophy. It will appeal to naturalists, environmentalists, science buffs, professionals, and students of cultural history, evolutionary psychology, gender studies, and philosophy of mind. **What's Left of Human Nature? A Post-Essentialist, Pluralist, and Interactive Account of a Contested Concept** [MIT Press](#) A philosophical account of human nature that defends the concept against dehumanization, Darwinian, and developmentalist challenges. Human nature has always been a foundational issue for philosophy. What does it mean to have a human nature? Is the concept the relic of a bygone age? What is the use of such a concept? What are the epistemic and ontological commitments people make when they use the concept? In *What's Left of Human Nature?* Maria Kronfeldner offers a philosophical account of human nature that defends the concept against contemporary criticism. In particular, she takes on challenges related to social misuse of the concept that dehumanizes those regarded as lacking human nature (the dehumanization challenge); the conflict between Darwinian thinking and essentialist concepts of human nature (the Darwinian challenge); and the consensus that evolution, heredity, and ontogenetic development result from nurture and nature. After answering each of these challenges, Kronfeldner presents a revisionist account of human nature that minimizes dehumanization and does not fall back on outdated biological ideas. Her account is post-essentialist because it eliminates the concept of an essence of being human; pluralist in that it argues that there are different things in the world that correspond to three different post-essentialist concepts of human nature; and interactive because it understands nature and nurture as interacting at the developmental, epigenetic, and evolutionary levels. On the basis of this, she introduces a dialectical concept of an ever-changing and "looping" human nature. Finally, noting the essentially contested character of the concept and the ambiguity and redundancy of the terminology, she wonders if we should simply eliminate the term "human nature" altogether. **Feminist Studies A Guide to Intersectional Theory, Methodology and Writing** [Routledge](#) In this book, feminist scholar Nina Lykke highlights current issues in feminist theory, epistemology and methodology. Combining introductory overviews with cutting-edge reflections, Lykke focuses on analytical approaches to gendered power differentials intersecting with other processes of social inclusion/exclusion based on race, class, and sexuality. Lykke confronts and contrasts classical stances in feminist epistemology with poststructuralist and postconstructionist feminisms, and also brings bodily materiality into dialogue with theories of the performativity of gender and sex. This thorough and needed analysis of the state of Feminist Studies will be a welcome addition to scholars and students in Gender and Women's Studies and Sociology. **Real Essentialism** [Routledge](#) Real Essentialism presents a comprehensive defence of neo-Aristotelian essentialism. Do objects have essences? Must they be the kinds of things they are in spite of the changes they undergo? Can we know what things are really like - can we define and classify reality? Many if not most philosophers doubt this, influenced by centuries of empiricism, and by the anti-essentialism of Wittgenstein, Quine, Popper, and other thinkers. Real Essentialism reinvigorates the tradition of realist, essentialist metaphysics, defending the reality and knowability of essence, the possibility of objective, immutable definition, and its relevance to contemporary scientific and metaphysical issues such as whether essence transcends physics and chemistry, the essence of life, the nature of biological species, and the nature of the person. **The Power of Less The Fine Art of Limiting Yourself to the Essential...in Business and in Life** [Hachette Books](#) With the countless distractions that come from every corner of a modern life, it's amazing that we were ever able to accomplish anything. The Power of Less demonstrates how to streamline your life by identifying the essential and eliminating the unnecessary freeing you from everyday clutter and allowing you to focus on accomplishing the goals that can change your life for the better. The Power of Less will show you how to: Break any goal down into manageable tasks Focus on only a few tasks at a time Create new and productive habits Hone your focus Increase your efficiency By setting limits for yourself and making the most of the resources you already have, you'll finally be able work less, work smarter, and focus on living the life that you deserve. **Zen to Done The Ultimate Simple Productivity System** [Leo Babauta](#) Zen To Done is a simple system to help you get organized and productive--keeping your life saner and less stressed--with a set of simple habits. Zen To Done takes some of the best aspects of popular productivity systems (GTD, Stephen Covey, and others), then combines and simplifies them, giving you just what you need--and no more. Simply put, ZTD teaches you: (1) The key habits needed to be organized and productive. (2) How to implement these habits. (3) How to organize the habits into a simple system that will keep everything in your life in its place. (4) How to simplify what you need to do. (5) How to implement an even simpler version called Minimal ZTD. If you're tired of doing things the hard way and just want a simple, easy, yet effective way to accomplish your goals, Zen To Done is just what you need. **Summary of Essentialism By Greg McKeown** [Createspace Independent Publishing Platform](#) PLEASE NOTE: This is a summary, analysis and review of the book and not the original book. Greg McKeown's bestselling book, *Essentialism* offers actionable, life-changing advice on how to separate the few things that matter in your work and life from the noise that constantly surrounds you. This FastReads Summary offers supplementary material to *Essentialism* to help you distill the key takeaways, review the book's content, and further understand the writing style and overall themes from an editorial perspective. Whether you'd like to deepen your understanding, refresh your memory, or simply decide whether or not this book is for you, FastReads Summary is here to help. Absorb everything you need to know in under 20 minutes! What does this FastReads Summary Include? Executive summary of the original book Detailed chapter-by-chapter synopses Key Takeaways from each chapter Exposition & Analysis Original Book Summary Overview Greg McKeown cuts through the jargon of productivity literature to remind his readers the one thing they are losing sight of in the face of increasing opportunities: no one can have it all. He builds on the personal philosophy of Mahatma Gandhi, Steve Jobs, and other iconic personalities to offer insightful, research-backed, and practical tips for taking back control of your life by embracing the power of less. Any team leader, parent, or individual feeling strained by the weight of a schedule spiraling out of control will find this book invaluable. BEFORE YOU BUY: The purpose of this FastReads Summary is to help you decide if it's worth the time, money and effort reading the original book (if you haven't already). FastReads has pulled out the essence-but only to help you ascertain the value of the book for yourself. This analysis is meant as a supplement to, and not a replacement for, *Essentialism*. **The Productivity Project Accomplishing More by Managing Your Time, Attention, and Energy** [Currency](#) A fresh, personal, and entertaining exploration of a topic that concerns all of us: how to be more productive at work and in every facet of our lives. Chris Bailey turned down lucrative job offers to pursue a lifelong dream—to spend a year performing a deep dive experiment into the pursuit of productivity, a subject he had been enamored with since he was a teenager. After obtaining his business degree, he created a blog to chronicle a year-long series

of productivity experiments he conducted on himself, where he also continued his research and interviews with some of the world's foremost experts, from Charles Duhigg to David Allen. Among the experiments that he tackled: Bailey went several weeks with getting by on little to no sleep; he cut out caffeine and sugar; he lived in total isolation for 10 days; he used his smartphone for just an hour a day for three months; he gained ten pounds of muscle mass; he stretched his work week to 90 hours; a late riser, he got up at 5:30 every morning for three months—all the while monitoring the impact of his experiments on the quality and quantity of his work. The Productivity Project—and the lessons Chris learned—are the result of that year-long journey. Among the counterintuitive insights Chris Bailey will teach you: · slowing down to work more deliberately; · shrinking or eliminating the unimportant; · the rule of three; · striving for imperfection; · scheduling less time for important tasks; · the 20 second rule to distract yourself from the inevitable distractions; · and the concept of productive procrastination. In an eye-opening and thoroughly engaging read, Bailey offers a treasure trove of insights and over 25 best practices that will help you accomplish more. **What the Heck Is EOS? A Complete Guide for Employees in Companies Running on EOS** [BenBella Books](#) Has your company struggled to roll EOS out to all levels of your organization? Do your employees understand why EOS is important or even what it is? What the Heck is EOS? is for the millions of employees in companies running their businesses on EOS (Entrepreneurial Operating System). An easy and fast read, this book answers the questions many employees have about EOS and their company: • What is an operating system? • What is EOS and why is my company using it? • What are the EOS foundational tools and how do they impact me? • What's in it for me? Designed to engage employees in the EOS process and tools, What the Heck is EOS? uses simple, straightforward language and provides questions about each tool for managers and employees to discuss creating more ownership and buy-in at the staff level. After reading this book, employees will not only have a better understanding of EOS but they will be more engaged, taking an active role in helping achieve your company's vision. **Consciousness and the Great Philosophers What would they have said about our mind-body problem?** [Taylor & Francis](#) Consciousness and the Great Philosophers addresses the question of how the great philosophers of the past might have reacted to the contemporary problem of consciousness. Each of the thirty-two chapters within this edited collection focuses on a major philosophical figure from the history of philosophy, from Anscombe to Xuanzang, and imaginatively engages with the problem from their perspective. Written by leading experts in the field, this exciting and engaging book explores the relevance of the history of philosophy to contemporary debates and therefore is essential reading for students and scholars studying the history of philosophy, contemporary philosophy of mind and consciousness, or both. **Capital as a Social Kind Definitions and Transformations in the Critique of Political Economy** [Routledge](#) Capital as a Social Kind provides an introduction to social kinds in social theory. Thinking about kinds, the way we sort the things of the world into categories -- water, for example, is a natural kind -- has made an important contribution to our understanding of science in the last half century, but these advances have been largely applicable to the natural, rather than the social sciences. Drawing on the rich examples offered by Marx's analysis of capital and exploring a methodology that will be of interest to both Marxist and non-Marxist social theorists alike, Capital as a Social Kind extends this approach to the study of social life. The book argues that, provoked by his study of Aristotle, Marx's attentions foreshadowed contemporary themes in the realist philosophy of science. Importantly, social kind analysis is relevant not only to understanding his critique of political economy but illuminates also a materialist study of law, justice, morality and the transition to socialism. Social kind analysis also opens a path for the development of today's moral realism by suggesting the need for a systematic study of the causal structures of social life. In this respect the importance of normative themes in Marxism is defended against claims that the Marxist tradition lacks the resources to call capitalism unjust or to defend morality and human rights. The origin of capital, Marx suggests, can be found in the rupture of an original unity between the laborer and the means of labor, and the book explores the way a structure of separations best characterizes capital as a social kind. This uncovers a little developed emphasis in Marx's work -- his focus on the phenomena of separation that define our lives and also on forms of association required to transcend them. Given that capitalism has made the instruments of labor instruments of social labor, forms of association that would recover worker control over them must be democratic. The transition to socialism, the book concludes, is just winning the battle of democracy. This book will be of interest to students and researchers of economics, philosophy and indeed any social science subject. **Tabernacles of Clay Sexuality and Gender in Modern Mormonism** [UNC Press Books](#) Taylor G. Petrey's trenchant history takes a landmark step forward in documenting and theorizing about Latter-day Saints (LDS) teachings on gender, sexual difference, and marriage. Drawing on deep archival research, Petrey situates LDS doctrines in gender theory and American religious history since World War II. His challenging conclusion is that Mormonism is conflicted between ontologies of gender essentialism and gender fluidity, illustrating a broader tension in the history of sexuality in modernity itself. As Petrey details, LDS leaders have embraced the idea of fixed identities representing a natural and divine order, but their teachings also acknowledge that sexual difference is persistently contingent and unstable. While queer theorists have built an ethics and politics based on celebrating such sexual fluidity, LDS leaders view it as a source of anxiety and a tool for the shaping of a heterosexual social order. Through public preaching and teaching, the deployment of psychological approaches to "cure" homosexuality, and political activism against equal rights for women and same-sex marriage, Mormon leaders hoped to manage sexuality and faith for those who have strayed from heteronormativity. **Seeing Gender An Illustrated Guide to Identity and Expression** [Chronicle Books](#) Seeing Gender is an of-the-moment investigation into how we express and understand the complexities of gender today. Deeply researched and fully illustrated, this book demystifies an intensely personal—yet universal—facet of humanity. Illustrating a different concept on each spread, queer author and artist Iris Gottlieb touches on history, science, sociology, and her own experience. This book is an essential tool for understanding and contributing to a necessary cultural conversation, bringing clarity and reassurance to the sometimes confusing process of navigating ones' identity. Whether LGBTQ+, cisgender, or nonbinary, Seeing Gender is a must-read for intelligent, curious, want-to-be woke people who care about how we see and talk about gender and sexuality in the 21st century. **Reasons of Identity A Normative Guide to the Political and Legal Assessment of Identity Claims** [Oxford University Press on Demand](#) This book examines several key approaches used by courts and legislatures to assess the claims made by minorities for protection of some aspect of their identities such as a cultural or religious practice.