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How to Maximize your Efficiency, Productivity and Effectiveness



**David Kirk** 

Make Your Brain Work Amy Brann, 2020-01-03 Do you know how your brain functions Do you sometimes feel like you re fighting your own brain and habits in order to be productive at work What if there was a way to work with your brain to become more efficient effective and productive and transform the way you operate Make Your Brain Work is here to help Author Amy Brann is fascinated by the application of brain science to business and you don't have to be an expert to understand she explains the principles and latest insights in practical and easy to understand language enabling you to understand the way you work and form the helpful habits that will revolutionize your output With clear in context examples hands on tips and focused case studies on how companies are doing things well and the pitfalls to avoid this entertaining book will help you reduce the stress and overwhelm of poor time management and help get you to that next professional level Including brand new content on developing resilience and creativity and managing your work life balance now it s even easier to Make Your Brain Work Make Your Brain Work ,2017 Make Your Brain Work Amy Brann, 2013-01-03 Everyone wants to be more effective at work and to get maximum impact from minimum effort Make Your Brain Work shows you how to do this using the latest insights from neuroscience about how our mind works and what really makes us tick Author Amy Brann is an expert in brain science but you don't have to be she has distilled the key findings you need into non technical practical guidance Read this clear engaging book and discover the things you can do to get yourself functioning at the top of your capabilities more of the time Learn the habits techniques and behaviours that will get you the results you want by making your brain work for you Leave stress overwhelm negative moods and poor time management behind Make Your Brain Work is your passport to a new improved you Neuroscience for Coaches Amy Brann, 2022-03-03 Many coaching tools and techniques are now well established but how do they actually work The third edition of Neuroscience for Coaches answers this question to help coaches and managers deliver greater value to clients and employees Based on extensive research Neuroscience for Coaches provides a clear explanation of the aspects of neuroscience that are relevant to coaching so coaches can describe to clients why particular techniques work and the benefits to be gained from using them It also features interviews with Marshall Goldsmith Susan Grandfield Christian van Nieuwerburgh and Kim Morgan on topics including mindfulness and behaviour change in coaching This fully updated third edition covers the latest neuroscientific research on key brain areas and their functions such as the Prefrontal cortex and Amygdala which affect attention processing and emotional regulation With tips and insights throughout it crucially demonstrates the ways in which coaches and managers who coach can use this information effectively and practically in their everyday work Neuroscience for Coaches is a vital resource for improving coaching practice with the latest scientific developments tools and techniques **Practical Business Communication** Emma Sue Prince, 2017-06-13 This hands on book will equip your students with the tools needed to be effective communicators in the workplace It increases students awareness and understanding of how their brain works

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