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# Manage Your Day-to-Day: Build Your Routine, Find Your Focus, And Sharpen Your Creative Mind



## Synopsis

Are you overextended, over-distracted, and overwhelmed? Do you work at a breakneck pace all day, only to find that you haven't accomplished the most important things on your agenda by the time you leave the office? The world has changed and the way we work has to change, too. *Manage Your Day-to-Day* will give you a toolkit for tackling the challenges of a 24/7, always-on workplace. We'll show you how to build a rock-solid daily routine, field a constant barrage of messages, find focus amid chaos, and carve out the time you need to do the work that matters. Featuring contributions from: Scott Belsky, Mark McGuinness, Gretchen Rubin, Seth Godin, Tony Schwartz, Leo Babauta, Cal Newport, Christian Jarrett, Dan Ariely, Erin Rooney Doland, Aaron Dignan, Lori Deschene, Tiffany Shlain, Linda Stone, James Victore, Todd Henry, Scott McDowell, Stefan Sagmeister, Elizabeth Grace Saunders, and Steven Pressfield.

## Book Information

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## Customer Reviews

Summary: There are a lot of very good strategies and recommendations which make this book worth reading, but the brevity and lack of in-depth treatment are frustrating, resulting in a book that is less than what it could be. This is a brief book with a number of contributors. Since there is no one answer for all people out there, hearing from a number of people their strategies for getting things accomplished is a nice change, compared to numerous single-author single-plan productivity books that are out there. However, there is some consistency of perspective, and some themes, such as reducing distractions, repeat across many contributors. You probably already know much of what is

in here, but seeing the ways in which you are not maximizing your productivity in black and white (and red) brings them to the foreground where you cannot ignore them. From the description, I was expecting a longer book with more in-depth articles. There are some gems of observations and ideas here, but the contributions are unsatisfyingly brief. Most offer general strategies rather than specific helpful steps, many of which you already know (e.g. "Kill the background noise - Turn off your phone, email, .... ", the distinction between creative work and reactive work, etc.). It is not bad for what it is, but, as a fan of several of the contributors, I was hoping for so much more (ymmv), though I did find the book useful for honing my to-do lists. Most of them feel like brief excerpts from longer works. Just when an article gets going, I turn the page, and POOF !!, it is over. However, you can read this book as a collection of useful suggestions & observations, some of which will hit the spot for you, and some which will not.

Being highly successful in life is not about achieving a certain goal or status in life. A successful life is about a series of successful days. If we can make each day successful, then we will have a successful life. While that is simple in theory, putting it into practice can be quite challenging. In some respects, advances in technology have made life easier, but with that comes an increasing number of distractions. It becomes more difficult to stay focused. Our attention is pulled in so many different directions that we often allow the urgent to trump the important. *Manage Your Day-to-Day* is a collection of short essays that can help you regain your focus on the important things in your own life. The book is a breeze to read. The authors are well-known, highly successful people with widely varied backgrounds. Much of the focus of the book is on developing creativity for authors or artists. The lessons are equally applicable to entrepreneurs. One of the more important lessons is about how most people start their day. For most people, the morning is their highly creative, highly productive time of day. Yet most people spend the first part of their day checking email and Facebook. From there it is easy to waste our most productive/creative energy answering emails and liking/sharing Facebook comments. There are plenty of excellent suggestions on ways to alter your behaviors so that you are managing your time rather than reacting to someone else's requests. There are plenty of brilliant truths in this book. Some are in the quotations between the essays. Others are just part of the essays and it might take some careful reading to find them.

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