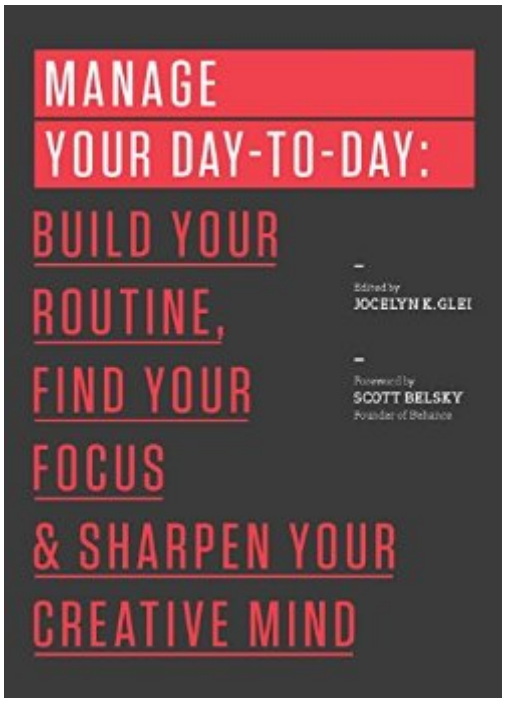
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Manage Your Day-to-Day: Build Your Routine, Find Your Focus, And Sharpen Your Creative Mind (The 99U Book Series)



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Synopsis

Stop doing busywork. Start doing your best work.Are you over-extended, over-distracted, and overwhelmed? Do you work at a breakneck pace all day, only to find that you havenÃ¢â ¬â„¢t accomplished the most important things on your agenda when you leave the office?The world has changed and the way we work has to change, too. With wisdom from 20 leading creative minds, Manage Your Day-to-Day will give you a toolkit for tackling the new challenges of a 24/7, always-on workplace.Featuring contributions from: Dan Ariely, Leo Babauta, Scott Belsky, Lori Deschene, Aaron Dignan, Erin Rooney Doland, Seth Godin, Todd Henry, Christian Jarrett, Scott McDowell, Mark McGuinness, Cal Newport, Steven Pressfield, Gretchen Rubin, Stefan Sagmeister, Elizabeth G. Saunders, Tony Schwartz, Tiffany Shlain, Linda Stone, and James Victore. Plus, a foreword from Behance founder and CEO, Scott Belsky.

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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. Since it is composed of a number of brief stand-alone articles (or possibly blog excerpts), after getting the overview by reading the Forward, you can pick it up and start reading anywhere as interested. There are a lot of really great observations here (e.g. most productive work is done in the morning, multitasking makes things take longer to accomplish, the power of habit and repetition, importance of mindfulness & quiet reflection, etc.), but you have to figure out how to compose your own action plan for any idea you want to incorporate into your life -- it is not a step-by-step how-to book. And even though it is brief and general, there are really good observations here that will take time to absorb, so it is probably worth re-reading from time to time.At the end of each of the four sections, there is a summary page of "Key Takeaways" along with a link to an appropriate page on their 99U website. The summaries don’t really communicate the spark and usefulness of the articles they represent, but they do serve as useful reminders of what you have read. They are not in the table of contents, so you have to look for them.Be aware that the small pages of this brief book have plenty of white space, and there are many pages with artistically giant words. So the book is not that long, thus it won’t take a long time to read to harvest the suggestions that interest you.Though the final printing may be different, my edition is hard to open and flip through, because it is a small book with tight binding and stiff pages. It is a constant battle to

hold it open while reading, and my r.s.i. hands don’t appreciate the continual muscle strain. If I want to underline something, it is hard to get the page to lay near-flat to do so. (Obviously this criticism applies only to the printed version.) [revised 6/2/13]

This book is an excellent read for those working from home, or for those within a business who have control over their own time management. If you feel like you’re stressing yourself out over the little things, this book will bring you back to see the bigger picture, and why those little things may be helping or harming your productivity. This book was a great motivator for myself. This was also my first audio book and I thoroughly enjoyed listening to these readers whilst going for my routine run.The second book to this non-fiction trilogy; "Maximize your potential", is not as good, but still inspiring. Some parts of both these books are a little repetitive, but I like the fact that you have a collective of authors and quotes, making the content easier to digest.

"Manage Your Day-to-Day" by Jocelyn Glei, with contributions from various creative minds, is a good read for anyone wanting to improve their creativity and seeking more control over their lives. The book is around 240 pages and has around 22 chapters containing suggestions from folks in the creative thinking community. Some of the contributors have multiple inputs for the book and each chapter is around 8-10 pages.Among some of the more helpful points for me covered include:1. Drawing a line between the world’s demands and your own ambitions.2. We can accomplish much by working slowly and consistently over a long period of time.3. Setting a daily routine by regularly and reliably doing your work in an habitual way.4. We are not designed to operate at high speeds for long periods of time.5. Blocking off time for focused creative effort.6. Multitasking is overrated (I say "AMEN" to that!!!).7. Suggestions for improving self-control.8. Being involved in the moment enhances your creativity.9. Many people want success in so much haste that they do not take time to be true to themselves (what good does it do to gain the whole world if you lose your soul in the process?).10. Disengagement from a situation may provide a solution for your problem.The book is a delightful read and may be completed in a few sittings. I will often refer to the book when needing either an inspiration or reminder of how to access creativity. Except for one instance of a four-letter word from one of the contributors, the book’s content was clean.Recommended.

This whole series of books is well conceived and executed. The chapters are concise, fast and well edited. For anyone who wants to learn from some of the top performing business and creative individuals in the country, these are great books to learn from. The key factor of these books is that

they teach you on what's important in moving forward in your life, not just in your career or in your creativity. In today's economy, we all need to be self-directed and gain the expertise of what we want out of life. Purpose and meaning are what we should all be doing, forging expertise and a life worth living. Anything less than that is a waste of time and more importantly, a waste of your life. I'd recommend the whole series of these books to anyone who wants to fight through the fear of change and the growing cultural phenomenon of having our lives taken over by technology.

This is chicken soup for the creative soul. Brief inspirational essays that offer opportunity to.reflect on one's creative endeavors. All are aimed at supporting the transition of would be professionals at making the transition to becoming a creative professional. Worth a read, but ultimately a light read. To get the most out of it, read. through once and then again, writing or drawing the resonant elements of each essay and review that work from time to time.

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Mastery Lessons (Free "Morning Routine") (Motivate Yourself, Peak Performance, Build Confidence, Business Mastery, Success Principles, Life Coach, Mindset) Directed by Purpose: How to Focus on Work That Matters, Ignore Distractions and Manage Your Attention over the Long Haul (Six Simple Steps to Success Book 5) Adult Coloring Book: Fractals: curves and geometric figures expertly programmed to help reduce stress, sharpen your concentration, and nourish your creativity Calisthenics: 30-Day Greek God Beginners Bodyweight Exercise and Workout Routine Guide - Calisthenics Muscle Building Challenge (Street Bodyweight Exercises, Calisthenics Workout Routines Book 1) Dinacharya - The Ayurvedic Morning Routine: Using Ancient Ayurveda Lifestyle Wisdom to Set Up Your Day for Health and Happiness!

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