

Pomodoro Technique Illustrated Staffan Noteberg

Provides information on creating software for the Mac, iPhone, iPod, and iPad.

A practical, tested program to overcome procrastination by achieving set goals, managing time, enlisting support, and handling stress. A must have for anyone who puts things off until tomorrow. Based on their workshops and counseling experience, psychologists Jane B. Burka and Lenora M. Yuen offer a probing, sensitive, and at times humorous look at a problem that affects everyone: students and scientists, secretaries and executives, homemakers and salespeople. Wise, effective, and easy-to-use, Procrastination identifies the reasons we put off tasks—fears of failure, success, control, separation, and attachment—and their roots in our childhood and adult experiences. Burka and Yuen even provide tips on living and working with the procrastinators you may know.

Software engineering education has a problem: universities and bootcamps teach aspiring engineers to write code, but they leave graduates to teach themselves the countless supporting tools required to thrive in real software companies. Building a Career in Software is the solution, a comprehensive guide to the essential skills that instructors don't need and professionals never think to teach: landing jobs, choosing teams and projects, asking good questions, running meetings, going on-call, debugging production problems, technical writing, making the most of a mentor, and much more. In over a decade building software at companies such as Apple and Uber, Daniel Heller has mentored and managed tens of engineers from a variety of training backgrounds, and those engineers inspired this book with their hundreds of questions about career issues and day-to-day problems. Designed for either random access or cover-to-cover reading, it offers concise treatments of virtually every non-technical challenge you will face in the first five years of your career—as well as a selection of industry-focused technical topics rarely covered in training. Whatever your education or technical specialty, Building a Career in Software can save you years of trial and error and help you succeed as a real-world software professional. What You Will Learn Discover every important nontechnical facet of professional programming as well as several key technical practices essential to the transition from student to professional Build relationships with your employer Improve your communication, including technical writing, asking good questions, and public speaking Who This Book is For Software engineers either early in their careers or about to transition to the professional world; that is, all graduates of computer science or software engineering university programs and all software engineering boot camp participants.

You know the type: the super-productive, super-on-top-of-things, super-successful people you read about online or hear about on the news. How do they do it? This book uncovers their secret weapons. The truth is there are hundreds of tools and online resources that enable us to get more done than ever before. This isn't about the latest gadgetry or shifting your mindset; it's about how to increase productivity so you can achieve your goals. It's about working smarter, not harder. We all have the same 24 hours in a day. The resources in this book will help you make the most of your time.

Your aim in life should be to achieve all of the wonderful things that are possible for you. There is no reason for you not to be earning twice as much as you are today, or even five or ten times as much. Your potential is practically limitless, if you could just learn how to utilize it. Clarity, Focus, and Concentration: Three strong, simple attributes needed to hone in your potential and hit the bull's eye! And just as you can develop your physical muscles through hard work and concentration, you can develop your mental muscles through continuous repetition. You have the ability right now to achieve more than you ever have before. Bull's Eye will teach you how to unleash your powers for success and accomplish more in the next few months than many people do in a lifetime.

No B.s. Time Management for Entrepreneurs

A 21-Day Plan for Weight Loss and Good Health

Communicate and Manage Any Project With A Single Sheet of Paper

Work Smarter

Bull's Eye

The New One-Page Project Manager

Running Meetings

Available in bookshops for the first time, the internationally acclaimed time management system that has been used by millions, written by Francesco Cirillo, creator of the Pomodoro Technique. We have the same problem: we're constantly busy but we never seem to get anything done. We know we should focus on the task in hand, but it feels impossible with so many distractions and interruptions. We need The Pomodoro Technique. This deceptively simple tool, now being used by more than 2 million people around the world, helps us regain control and achieve our goals. It transforms our lives by splitting days into 25-minute 'pomodoros', which focus our minds and make us far more productive. Drawing on more than two decades of refinement and thinking, this powerful system shows us how to . . . -Work with time -Eliminate burnout -Manage distractions -Create a better work/life balance . . . all using only a pen, some paper and a timer. Start now – and join the Pomodoro revolution. Updated edition with exclusive material on teamwork – to make you and your team more dynamic than ever.

How to manage any project on just one piece of paper The New One-Page Project Manager demonstrates how to efficiently and effectively communicate essential elements of a project. A pocket watch reveal the time of day without following every spring, cog, and movement behind the face. Similarly, an OPPM template reduces any project—no matter how large or complex—to a single page document, perfect for communicating to upper management and other project stakeholders. Now in its Second Edition, this practical guide, currently saving time and effort in projects worldwide, has itself been simplified, then refined and extended to include the innovative AgileOPPM. This Second Edition will include new material and updates including an introductory chapter on the groundbreaking AgileOPPM and an overview of MyOPPM template builder, available on-line Includes references throughout the book to the affiliated sections in the Project Manager (PMBOK®) Shows templates for the Project Management Office (PMO) This new and updated Second Edition will help you master the one-page approach to both traditional project

project management. (PMBOK is a registered marks of the Project Management Institute, Inc.)

Printed in full color. To keep doing what you love, you need to maintain your own systems, not just the ones you write code for. Regular exercise and proper nutrition help you learn to be creative--skills critical to doing your job well. Learn how to change your work habits, master exercises that make working at a computer more comfortable, and develop a plan to stay healthy for years to come. Small changes to your habits can improve your health--without getting in the way of your work. The Healthy Programmer gives you a daily plan of action that's as simple as the software development processes you're used to. Every tip, trick, and best practice is backed up by the advice of doctors, scientists, therapists, nutritionists, and numerous other experts. The latest scientific research to understand how being healthy is good for your body and mind. You'll start by adding a small amount of simple activity to your day--no trips to the gym. You'll learn how to mitigate back pain, carpal tunnel syndrome, headaches, and many other common sources of pain. You'll also learn how to refactor your diet to properly fuel your body without gaining weight. Then, you'll turn the exercises and activities into a pragmatic workout methodology that doesn't interfere with the demands of your job and may actually improve your cognitive skills. You'll hear from some of prominent figures in the software community who turned their health around by making diet and exercise changes. Throughout, you'll track your progress with a "companion iPhone app" that shows you how to make your healthy lifestyle pragmatic, attainable, and fun. If you're going to live well, you should enjoy it. Disclaimer This book is intended only as an informative guide for those interested in about health issues. In no way is this book intended to replace, countermand, or conflict with the advice given to you by your own healthcare provider including Physician, Nurse Practitioner, Assistant, Registered Dietician, and other licensed professionals. Keep in mind that results vary from person to person. This book is not intended as a substitute for medical or nutritional advice from your healthcare provider or dietician. Some people have a medical history and/or condition and/or nutritional requirements that warrant individualized recommendations and, in some cases, require healthcare surveillance. Do not start, stop, or change medication and dietary recommendations without professional medical and/or Registered Dietician advice. A healthcare provider should be consulted if you are on medication or if there are any symptoms that may require diagnosis or medical attention. Do not change your diet if you are ill, or on medication except under the supervision of your healthcare provider. Neither this, nor any other book or discussion forum is intended to take the place of personalized medical care or treatment provided by your healthcare provider. This book was compiled as new information becomes available through research, experience, or changes to product contents, some of the data in this book may become invalid. You should seek the most appropriate medical care and treatment from your health care professional. The ultimate decision concerning care should be made between you and your healthcare provider. Information in this book is offered with no guarantees on the part of the author, editor or The Pragmatic Programmers, LLC. The author, editors and publisher disclaim all liability in connection with the use of this book. The authors document how four forces--exponential technologies, the DIY innovator, the Technophilanthropist, and the Rising Billion--are conspiring to solve our biggest problems. This book sets hard targets for change and lays out a strategic roadmap for governments, industry and entrepreneurs, giving us plenty of reason for optimism. In today's workplace, the increasing pressure to achieve makes time management a vital skill. You need to be able to work efficiently and effectively to ensure that you get the results you need. This book offers out practical guidelines to help you do just that. There are time-saving ideas, practical solutions and checklists, plus great advice on : controlling paperwork ; getting and staying organized ; working with others ; and focusing on the key issues.

Modern Management Made Easy, Book 2

The Guide to Working Smarter, Faster, and Better

The Acclaimed Time-Management System That Has Transformed How We Work

Why You Do It, What to Do About It Now

Get Fit, Feel Better, and Keep Coding

Drive Strategy and Solve Problems with a Single Sheet of Paper

The Art of Stress-Free Productivity

Printed in full color. Do you ever look at the clock and wonder where the day went? You spent all this time at work and didn't come close to getting everything done. Tomorrow try something new. Use the Pomodoro Technique to work in focused sprints throughout the day. In Pomodoro Technique Illustrated, Staffan Noteberg shows you how to organize your work to accomplish more in less time. There's no need for expensive software or fancy planners. You can get started with nothing more than a piece of paper, a pencil, and a kitchen timer. You have so much you need to accomplish today. Your list is a mile long and you find yourself getting interrupted every other minute. You'd like to tell everyone to leave you alone, but most of the interruptions are coming from you! You think of a phone call you need to make or a web site you need to check and before you know it you're answering email, checking twitter, and finding a million other things to occupy your time. You need to focus---really focus. The Pomodoro Technique puts you back in charge of your day. You'll apply successful techniques from software engineering to identify what you should be doing today and to help you achieve your goals. Your mind won't wander when it is fully engaged in short bursts of focused activity. Learn to work less and accomplish more using nothing more than paper, pencil, and a simple kitchen timer. Set the timer and start on your next Pomodoro. When the bell rings take a break. This personal approach to timeboxing is at the core of the Pomodoro technique and this book is filled with advice on how get started and how to tailor it to your own needs.

Pomodoro Technique IllustratedThe Easy Way to Do More in Less Time

For many users, working in the Unix environment means using vi, a full-screen text editor available on most Unix systems. Even those who know vi often make use of only a small number of its features. Learning the vi Editor is a complete guide to text editing with vi. Topics new to the sixth edition include multiscreen editing and coverage of four vi clones: vim, elvis, nvi, and vile and their enhancements to vi, such as multi-window editing, GUI interfaces, extended regular expressions, and

enhancements for programmers. A new appendix describes vi's place in the Unix and Internet cultures. Quickly learn the basics of editing, cursor movement, and global search and replacement. Then take advantage of the more subtle power of vi. Extend your editing skills by learning to use ex, a powerful line editor, from within vi. For easy reference, the sixth edition also includes a command summary at the end of each appropriate chapter. Topics covered include: Basic editing Moving around in a hurry Beyond the basics Greater power with ex Global search and replacement Customizing vi and ex Command shortcuts Introduction to the vi clones' extensions Then vi, elvis, vim, and vile editors Quick reference to vi and ex commands vi and the Internet (with history, anecdotes and implementation tips)

A good programmer not only writes code but also incorporates routines, tricks, and attitudes into his day-to-day life that allow him to be more productive, more creative, and an even better professional. Repeat and assume them as something natural until they become habits and, only then, you will go to the next level. The only thing that distinguishes a good professional from another in the crowd are their habits. It is not necessary to work many more hours, but to do it with more efficiency, productivity and more concentration. Do not generate software with so many bugs but rather develop better with good design and clean code practices. Adopt the necessary 'soft-skills' for a programmer. Nor it is necessary to exert yourself to exhaustion, but to really assume the habits of an expert and more valued programmer. And so on until you complete the thirty-nine pills of wisdom described in this book that will take you several steps beyond your career. By the author of The Black Book of the Programmer.

Personal Kanban

The Power of Focus

Expression Engine 2

Modern Front-End Development for Rails

Learning the Vi Editor

The Coder Habits

The Toyota Production System Re-Contextualized

"Never take incoming calls!" and "Use, don't be abused by, technology!" are just two of the dozens of timesaving tips from the Professor of Harsh Reality. In this book, business-success expert Dan Kennedy delivers vital time-management techniques for the super-busy entrepreneur. In his infectiously energetic style, Kennedy, noted author, speaker, and consultant, offers up page after page of time-saving advice -- sometimes tough, sometimes surprising, but always practical. He shows how to: -- Handle the information avalanche -- Turn time into wealth -- Gain the personal discipline that will make you successful

In the years since the original publication of Steps To The Sermon in 1963, audiences have become more sophisticated, preachers have learned to adjust their styles to reach today's media saturated mindset, and sermon style have shifted from deductive to inductive.

You can excel at managing people when you lead and serve them. You might have only seen managers try to direct and control others. You might think you can't possibly lead and serve others. Especially not with all the pressure you feel. You can. Great managers create an environment where people can do their best work. These excellent managers lead and serve others—not control or direct them. Based on research and backed up by personal stories, this book will show you how modern managers lead and serve others. Through questions and stories, learn how you can: · Change your focus from individuals to teams. · Create more capability in each person and as a team. · Create more engaged teams or workgroups. · Support people as they manage their careers and eliminate the need for performance reviews. · Support teams as they can learn to manage themselves. · And, much more. With its question and myth, each chapter offers you options to rethink how you lead and serve others. Become a modern manager. Learn to lead and serve others to deliver the results everyone needs.

Discover 4 Steps to Permanently Eliminate Distractions and Focus on Your Goals in the Long-Term How do you feel about investing years of your life into achieving an important goal – your time, energy, money, blood, sweat, and tears – only to give up and throw it all away? If you constantly switch your attention from one thing to another, dabble in multiple projects, and give up on your goals whenever things get hard, you'll eventually fail – absolutely guaranteed! Wouldn't it be life-changing to finally be able to focus on your most important goals, work on them diligently on a daily basis, and make them a reality? Fortunately, even if you've been engaging in such unproductive behaviors ever since you can remember, you can escape this vicious cycle. Written by bestselling author Martin Meadows, The Ultimate Focus Strategy: How to Set the Right Goals, Develop Powerful Focus, Stick to the Process, and Achieve Success uncovers a powerful strategy that helped him overcome extreme shyness, get in shape in less than twelve months after years of negligence, launch a successful business after six years of failures, release several bestsellers, learn two foreign languages, dramatically reduce his fear of heights, and travel to exotic destinations. Here's just a taste of what you'll learn from the book: - How to make smart sacrifices to achieve your goals. Sacrifice is a must, but it doesn't mean you have to throw your life out of balance. - How to set the right goals, transform them into real-world actions and motivate yourself to get started. Discover when and how to start working on your goals. - Learn how to overcome the common fears and problems of getting started, such as balancing several goals at once, overcoming a fear of failure and a fear of success (it's more common than you think, and it might be one of the reasons why you struggle). - Discover a 4-step process that shows you how to develop deep focus on a single path. This is how ordinary people achieve extraordinary goals. - 7 powerful ways to overcome everyday distractions. Find out how to become focused, including how to recognize and avoid laziness triggers. - How to focus and take action when you're not motivated. A lack of motivation doesn't automatically mean you're destined to fail. Learn how to overcome this common problem and keep trucking! - How to prioritize what to do and manage your to-do list. You'll be surprised to hear such outrageous advice in a self-help work, but you'll surely find yourself nodding as you read it. - 3 key areas of life you have to change to get fascinated with your goal. Developing a positive obsession about your objectives can make the

difference between success and failure. - 5 powerful tips to stick to your resolutions despite hurdles and challenges, develop more patience, and bounce back after a failure. Learn how to persist, even in those challenging times when all you want to do is give up. - 3 golden rules for sustainable progress. Learn how to make the Ultimate Focus Strategy a part of your everyday life and achieve consistent results. - How to maintain success when you reach it. Discover the final lesson you absolutely need to heed, to stay successful for the rest of your life. Nothing prevents you from finally escaping the vicious cycle of working on your goals in an uncommitted way. Buy the book now, study the strategy, apply it, and reap the benefits for the rest of your life.

Get the know-how to manage your time effectively—in a day! Effective Time Management In a Day For Dummies helps you to effectively set up a time management system to regain control of your days and responsibilities. It showcases the importance of maximizing effectiveness and reveals why (and how) time management is the key to organizing hectic lives. Focusing efforts and blocking your time Prioritizing for daily success Setting up a work environment that is conducive to being productive Minimizing distractions The e-book also features links to an online component at dummies.com that extends the topic into step-by-step tutorials and other "beyond the book" content.

Lead with Confidence, Move Your Project Forward, Manage Conflicts

From Concept to Production

The Life-Changing Time-Management System

A Programmer's Guide to Design Tools and Techniques

Monotasking

Make Your Brain Work

How to Set the Right Goals, Develop Powerful Focus, Stick to the Process, and Achieve Success

Available through bookstores for the first time, the internationally acclaimed time management system that has been used by millions, written by Francesco Cirillo, creator of the Pomodoro Technique. Francesco Cirillo developed his famed system for improving productivity as a college student thirty years ago. Using a kitchen timer shaped like a pomodoro (Italian for tomato), Cirillo divided the time he spent working on a project into 25-minute intervals, with 5-minute breaks in between, in order to get more done, without interruptions. By grouping a number of pomodoros together, users can tackle a project of any length, and drastically improve their productivity, enhance their focus, and better achieve their goals. Originally self-published, and shared virally online, this new publication of The Pomodoro Technique includes several new chapters on how teams can use the pomodoro method to save time and increase productivity. The process underlying Cirillo's technique includes five stages: planning the day's tasks, tracking your efforts, recording your daily activities, processing what you have done, and visualizing areas for improvement. With this tried and tested method, readers can simplify their work, find out how much time and effort a task really requires, and improve their focus so they can get more done in the same amount of time each day.

Learn how to make better, faster decisions. You make decisions every day--from prioritizing your to-do list to choosing which long-term innovation projects to pursue. But most decisions don't have a clear-cut answer, and assessing the alternatives and the risks involved can be overwhelming. You need a smarter approach to making the best choice possible. The HBR Guide to Making Better Decisions provides practical tips and advice to help you generate more-creative ideas, evaluate your alternatives fairly, and make the final call with confidence. You'll learn how to: Overcome the cognitive biases that can skew your thinking Look at problems in new ways Manage the trade-offs between options Balance data with your own judgment React appropriately when you've made a bad choice Communicate your decision--and overcome any resistance Arm yourself with the advice you need to succeed on the job, from a source you trust. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges.

Originally developed by Francesco Cirillo, the Pomodoro technique will help you work in focused sprints throughout the day. It shows you how to organize your work to accomplish more in less time. You don't need for expensive software or fancy planners. You can get started with nothing more than paper, a pencil, and a kitchen timer.--Publisher

For many people, time can be the enemy. We race against the clock to complete assignments and meet deadlines. The Pomodoro Technique teaches you to effectively work with time, instead of struggling against it. A revolutionary time management system, it is at once very simple to learn and life-changing to use. This makes a great gift for any occasion or time of the year for the busy executive or office worker. This 103 page 8 x 10 Pomodoro Technique Planner includes the following: Priority Task and Timer List Pomodoro Tracker sheets Various planner pages including daily outcomes, to do lists, tasks and notes sections Minute Planner pages Target and Tracker pages Project pages with target and time spent recording areas

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!

Do More and Have Fun with Time Management

Effective Time Management In a Day For Dummies

The One-Page Project Manager for Execution

The Ultimate, No Holds Barred, Kick Butt, Take No Prisoners, Guide to Time, Productivity, and Sanity

Steps to the Sermon

Web Design for Developers

"For many people, time is an enemy. The anxiety triggered by 'the ticking clock', in particular when a deadline is involved, leads to ineffective work and study behaviour which in turn elicits the tendency to procrastinate. The Pomodoro Technique was created with the aim of using time as a valuable ally to accomplish what we want to do the way we want to do it, and to empower us to continually improve our work or study processes"--Introduction.

The book Lifehack calls "The Bible of business and personal productivity." "A completely revised and updated edition of the blockbuster bestseller from 'the personal productivity guru'"--Fast Company Since it was first published almost fifteen years ago, David Allen's Getting Things Done has become one of the most influential business books of its era, and the ultimate book on personal organization. "GTD" is now shorthand for an entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots. Allen has rewritten the book from start to finish, tweaking his classic text with important perspectives on the new workplace, and adding material that will make the book fresh and relevant for years to come. This new edition of Getting Things Done will be welcomed not only by its hundreds of thousands of existing fans but also by a whole new generation eager to adopt its proven principles.

In 'Eyes Wide Open' Noreena Hertz does for decision-making what Daniel Kahneman did for thinking.

Tips and tricks to cut down your to-do list and avoid procrastination Are you prone to delaying all those projects you need to complete? Is that checklist getting just a little too daunting? Don't get sucked into the spiral of procrastination! Start checking off that to-do list with Monotasking! In this simple, easy-to-follow book, author Staffan Noteberg shares his effective and powerful monotasking method to help you strengthen your self-control and improve your focus on those daily tasks. No more delaying the inevitable. Sure, you'd rather be reading that new book or watching the game, but those things need to get done! And you know you'll have a much better time if you don't have your to-do list looming over you! In just six chapters, you will be up and eagerly completing all those chores—even the ones that you hate! These chapters detail easy steps to improving your "get up and go" and clearing off that chore list. They include: Cut to-do tasks Focus on one thing Never delay Work step-by-step Simplify collaboration Recharge your creativity With clear, step-by-step instructions and advice, you'll have that to-do list checked off in no time. Also, not only will this guide help you cut down on your to-do list, but the lessons you learn will help improve your focus, which leads to better brain health and a happier life.

Procrastination will be a thing of the past! You'll be enjoying your free time (and your healthier brain) faster than you can say Monotasking!

Everyone is suspect after Sloan found his grandfather had been murdered by a mysterious phantasm in the upper halls of the manor. His death brings about a series of ghostly haunts, exposing deep dark family secrets, and leading Sloan into a love triangle between the woman he loves, and the woman that loves him. A strange caretaker, a massive treasure, a supernatural struggle between good and evil, and the discovery that someone may be buried alive in the family graveyard, all add up to a story full of suspense, terror, murder, greed, seduction and lust.

Successful Time Management

The Pomodoro Technique

The Healthy Programmer

Mapping Work, Navigating Life

The Future Is Better Than You Think

The Easy Way to Do More in Less Time

Develop with Objective-C and Cocoa

A guide to creating effective, professional-designed Web sites covers such topics as choosing colors, adding graphics, fonts and typography, using CSS, working with Web standards, adding styles, working with Internet Explorer, and designing for mobile dev

Provides information on using Microsoft ASP.NET MVC Framework to create Web applications.

Adoption is more than programming. Elixir is an exciting new language, but to successfully get your application from start to finish, you're going to need to know more than just the language. The case studies and strategies in this book will get you there. Learn the best practices for the whole life of your application, from design and team-building, to managing stakeholders, to deployment and monitoring. Go beyond the syntax and the tools to learn the techniques you need to develop your Elixir application from concept to production. Learn real-life strategies from the people who built Elixir and use it successfully at scale. See how Ben Marx and Bleacher Report maintain one of the highest-traffic Elixir applications by selling the concept to management and delivering on that promise. Find out how Bruce Tate and icanmakeitbetter hire and train Elixir engineers, and the techniques they've employed to design and ensure code consistency since Elixir's early days. Explore customer challenges in deploying and monitoring distributed applications with Elixir creator Jose Valim and Plataformatec. Make a business case and build a team before you finish your first prototype. Once you're in development, form strategies for organizing your code and learning the constraints of the runtime and ecosystem. Convince stakeholders, both business and technical, about the value they can expect. Prepare to make the critical early decisions that will shape your application for years to come. Manage your deployment with all of the knobs and gauges that good DevOps teams demand. Decide

between the many options available for deployment, and how to best prepare yourself for the challenges of running a production application. This book picks up where most Elixir books leave off. It won't teach you to program Elixir, or any of its tools. Instead, it guides you through the broader landscape and shows you a holistic approach to adopting the language. **What You Need:** This book works with any version of Elixir. **Speak directly to your system.** With its simple commands, flags, and parameters, a well-formed command-line application is the quickest way to automate a backup, a build, or a deployment and simplify your life. With this book, you'll learn specific ways to write command-line applications that are easy to use, deploy, and maintain, using a set of clear best practices and the Ruby programming language. This book is designed to make any programmer or system administrator more productive in their job. Now updated for Ruby 2. Writing a command-line application that's self-documenting, robust, adaptable and forever useful is easier than you might think. Ruby is particularly suited to this task, because it combines high-level abstractions with "close to the metal" system interaction wrapped up in a concise, readable syntax. Plus, Ruby has the support of a rich ecosystem of open source tools and libraries. Ten insightful chapters each explain and demonstrate a command-line best practice. You'll see how to use these tools to elevate the lowliest automation script to a maintainable, polished application. You'll learn how to use free, open source parsers to create user-friendly command-line interfaces as well as command suites. You'll see how to use defaults to keep options simple for everyday users, while giving advanced users options for more complex tasks. There's no reason why a command-line application should lack documentation, whether it's part of a help command or a man page; you'll find out when and how to use both. Your journey from command-line novice to pro ends with a look at valuable approaches to testing your apps, and includes some fun techniques for outside-the-box, colorful interfaces that will delight your users. With Ruby, the command line is not dead. Long live the command line. Improve the user experience for your Rails app with rich, engaging client-side interactions. Learn to use the Rails 6 tools and simplify the complex JavaScript ecosystem. It's easier than ever to build user interactions with the Webpacker gem and Stimulus. You can add great front-end flair without much extra complication. Add React to build an even more extensive set of client-side features. Structure your code for different levels of client-side needs with these powerful options. Add to your toolkit today! It's hard to have a Rails application without integrating some client-side logic. But client-side coding tools, and the Rails tools for integrating with them, all change continuously. Rails 6 simplifies client-side integration with the Webpacker gem. It's the default tool for building client-side assets for use by web browsers. Learn how to use Rails 6 and Webpacker to build rich front-end logic into your Rails applications. The job is even easier with Stimulus, a library that brings Rails conventions to JavaScript tools. Add in some React, a popular framework that automatically updates the browser when your data changes. Learn the basics of webpack, Webpacker, and TypeScript, and add pizzazz to your application. Structure your web application to best manage your state. Learn how to interact with data on the server while still keeping the user experience interactive. Use the type system in TypeScript to expand on JavaScript and help prevent error conditions. Debug and test your front-end application with tools specific to each framework. There are a lot of ways to do client-side coding, and Rails is here to help. **What You Need:** This book requires Ruby on Rails 6.0+, React 16.8.0+. Other dependencies will be added by Rails.

How to Focus Your Mind, Be More Productive, and Improve Your Brain Health

Do More and Have Fun, Life Changing, Simple to Learn Time Management System, Enjoy Efficient Work Habits and Meet Deadlines

Procrastination

The #39# habits of the professional programmer

The Haunting Of Debshire Manor

Getting Things Done

Pomodoro Technique Illustrated

A new edition, packed with even more clever tricks and methods that make everyday life easier. Lifehackers redefine personal productivity with creative and clever methods for making life easier and more enjoyable. This new edition of a perennial bestseller boasts new and exciting tips, tricks, and methods that strike a perfect balance between current technology and common sense solutions for getting things done. Exploring the many ways technology has changed since the previous edition, this new edition has been updated to reflect the latest and greatest in technological and personal productivity. The new "hacks" run the gamut of working with the latest Windows and Mac operating systems for both Windows and Apple, getting more done with smartphones and their operating systems, and dealing with the evolution of the web. Even the most tried-and-true hacks have been updated to reflect the contemporary tech world and the tools it provides us. Technology is supposed to make our lives easier by helping us work more efficiently. **Lifehacker: The Guide to Working Smarter, Faster, and Better, Third Edition** is your guide to making that happen!

Drive Strategy With Simplicity—On A Single Sheet Of Paper! The One-Page Project Manager set a new standard as an understandable and easy-to-apply organizational tool, allowing managers to summarize complex projects on a single information-rich page. This book, third in the OPPM series, describes how to combine the OPPM with the Toyota A3 report to create an enhanced, integrated management tool. With a refreshingly clear style, the authors walk users through implementing the OPPM/A3 using a variety of real-world case studies, as well as their own experience at O.C. Tanner Company. Rich with tools, templates, and teaching, the emphasis throughout remains on maintaining simplicity across the organization—communicating the right information to the right people at the right time to get the right things done. Praise for **The One-Page Project Manager** "Executives want the answers to two questions: Where are we today? Where will we end up? Do you really believe this cannot be accomplished on a single sheet of paper? The One-Page Project Manager series of books is encouraging you to do just that. Making this part of your Project Management methodology will simplify and improve your project communication, especially for busy executives." —Harold D. Kerzner, PhD, Senior Executive Director, International Institute for Learning, Inc. "Clark Campbell fills a void and bridges a communication gap that has long existed between company executives and project or program managers. OPPM successfully links corporate strategy to those in the trenches managing projects." —Dr. Denis R. Petersen, PMP®, President and CEO, Milestone Management Consultants, LLC "Clark Campbell and Mike Collins present how OPPM works to drive strategy deployment. With OPPM in our lean tool kit, we have tapped into the creativity of our people to pump up productivity, cut cycle times, reduce inventories, and sustain world-class quality." —Harold Simons, Executive Vice President, Supply Chain, O.C. Tanner Company, Member of the Shingo Prize Board of Governors (PMP and Project Management Professional are registered marks of the Project Management Institute, Inc.)

100 Tasty, healthy ways to lose weight--and give your blender a real workout! A delicious smoothie a day helps keep unwanted pounds away. Drawing on nearly two decades of experience as a registered dietitian and licensed nutritionist, Laura Burak is going to teach you just how yummy weight loss can be. **Slim Down with Smoothies** starts you off right with easy-to-follow plans and recipes for dozens of fun and great-tasting smoothies--perfect for supplementing your daily meals. Not only will Laura's straightforward and supportive

approach to healthy eating help you reach your weight loss goals, but it'll also make you smile as you enjoy smoothies like the LBN Slims Vanilla Latte or Pink Paradise. If you're ready to start losing weight, whip up some satisfying smoothies today! Slim Down with Smoothies includes: Safe and healthy--Get smoothie-making and diet management advice from an experienced registered dietician who will help you feel your best as you lose weight. Starting strong--Jump straight into blender life with help from a 21-day weight loss or a 7-day detox plan, complete with daily check-ins to make sure you're taking care of yourself. 100 Smoothies--From fruit and chocolate to coffee and PB&J, discover a ton of easy recipes with delicious flavors that you'll love drinking almost as much as you love losing weight. Losing weight is a snap--with a little help from some seriously scrumptious smoothies.

Whether you're new to running meetings or a seasoned executive with no time to waste, leading effective (and even pleasant!) meetings is a must. Running Meetings guides you through the basics of: Crafting a useful agenda Inviting the right team members Making sure everyone's voice is heard while avoiding conflict Capturing decisions, ideas, and follow-up tasks About HBR's 20-Minute Manager Series: Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives from the most trusted source in business. Also available as an ebook.

Presents a guide to Web site development, design, and marketing using ExpressionEngine 2.

Test Drive ASP.NET MVC

HBR Guide to Making Better Decisions

Building a Career in Software

Beginning Mac Programming

Control Your Computer, Simplify Your Life

Eyes Wide Open: How to Make Smart Decisions in a Confusing World

350+ Online Resources Today's Top Entrepreneurs Use to Increase Productivity and Achieve Their Goals

"Productivity books focus on doing more. Jim and Tonianne want you to focus on doing better....Personal Kanban takes the same Lean principles from manufacturing that led the Japanese auto industry to become a global leader in quality, and applies them to individual and team work. Personal Kanban asks only that we visualize our work, and limit our work-in-progress."--Back cover.

Build Awesome Command-Line Applications in Ruby 2

Adopting Elixir

Abundance

Slim Down with Smoothies

How to Maximize Your Efficiency, Productivity and Effectiveness

Practical Ways to Lead & Serve (Manage) Others

The Ultimate Focus Strategy