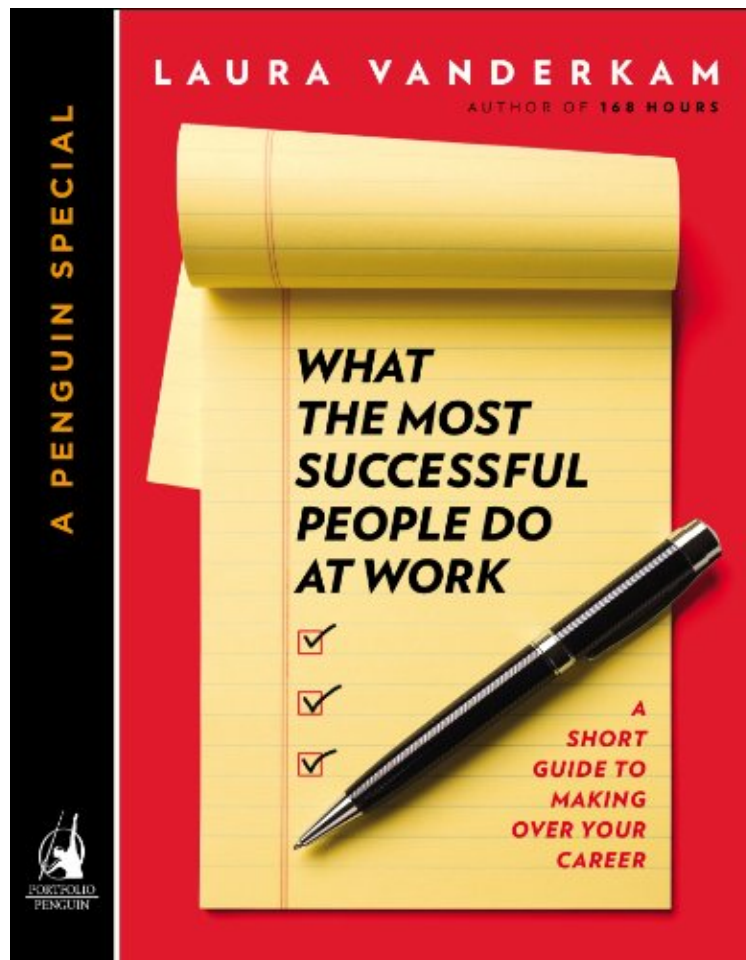


[E-BOOK] What the Most Successful People Do at Work: A Short Guide to Making Over Your Career (A Penguin Special from Portfolio)

What the Most Successful People Do at Work: A Short Guide to Making Over Your Career (A Penguin Special from Portfolio)

Laura Vanderkam

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Laura Vanderkam : What the Most Successful People Do at Work: A Short Guide to Making Over Your Career (A Penguin Special from Portfolio) before purchasing it in order to gauge whether or not it would be worth my time, and all praised What the Most Successful People Do at Work: A Short Guide to Making Over Your Career (A Penguin Special from Portfolio):

15 of 16 people found the following review helpful. Great ReadBy J. M.I finished reading Vanderkam's new book this morning. It was short and I liked it. In her book, Vanderkam discusses the similarities between successful people in different careers. As is her style, the book showcases a handful of individuals who are prolific. Vanderkam highlights and persuasively recommends implementing certain strategies for increasing the quality of the work one produces during work hours. She does not recommend increasing the number of hours you work, rather approaching those limited hours differently. I think that a lot of people will notice that the general recommendations Vanderkam presents

are not new to the scene. Suggestions like "plan your workday," "keep track of how long tasks take or should take," or "monitor your progress regularly," etc., are mainstays of a lot of self-help books. So, in this respect there's nothing new here. But, I kind of think that there shouldn't be. There is no magical knowledge that makes some people better at work than others and it's folly to look for it. (I think that learning to make better use of time is like learning to lose weight. We know what to do but hope nonetheless to encounter the magical supplement, exercise or device that will make it effortless.) Since that there is only so much time available to us for work, and this amount of time is the same for the successful people out there as it is for the unsuccessful. The difference lies in the quality and (perhaps to a lesser degree) the quantity of the work one can produce in the same amount of time. Vanderkam's book is a boon because it doesn't offer a rigid productivity system. Rather, she shows you how real people incorporate, for example, planning in different ways. One person in her book plans for a few hours every day the rest of her day. Another plans once a week for the whole week. Yet another plans broadly once per week and in greater detail at the end of every work day for the following day. There's lots of different ways to plan. I am not sure whether the differences are a result of personal preference or the nature of their particular jobs or both, but it's fascinating and inspiring to see the similarities and the dissimilarities in the typical days of the people she follows. Moreover, the differences are instructive insofar as they offer ideas for what might work best for you.

1 of 1 people found the following review helpful. Great quick read for a reminder

By Mepler This book doesn't introduce anything radically new but it does give you a nice quick reminder of the things you should be doing. This is what I learned:

- 1) Start tracking your time so you can get a good idea of what you are truly spending your time doing. Once you see where your time is going, you can try to manage it better in the future.*That's why Pham is careful to quantify her hours, and it's why people who want to use their hours better figure out how they're spending their hours now. If you've ever tried to lose weight, you know that nutritionists will tell you to keep a food journal, because evidence shows it works.*
- 2) Set aside planning time. Decide on goals and make small steps towards them everyday.*With my annual goals in mind, I then make a priority list every Sunday night of what I plan to accomplish in the next week. That priority list will include both immediate assignments and steps toward my annual goals*
- 3) You need to deliberately practice with the goal of improving rather than just running through tasks*Practice is, simply, performing or working at something repeatedly to become proficient. We do a lot of things repeatedly but seldom with the goal of improving.**Or consider public speaking. The best speakers are not necessarily gregarious individuals. They're simply well-practiced sorts who've honed their material to the point where they know what people will react to and they've learned to manage that reaction. Negotiating can be practiced. Cold calling can be practiced. Meetings can be practiced, particularly those in which you might encounter hostile questioning. Anything that happens live, that you can't do over again, is ripe for practicing, says Lemov. "I couldn't imagine going into a performance review and wasting that opportunity by not practicing beforehand," he says.*

0 of 0 people found the following review helpful. Good quick read

By Sarah I like how this draws on the experience of people in lots of fields, and I appreciate Vanderkam's ability to discern the shared themes in what works for them!

The third mini-ebook by the acclaimed author of *What the Most Successful People Do Before Breakfast* reveals how a few simple changes can make you more productive and fulfilled in your career. In her bestselling mini-ebook *What the Most Successful People Do Before Breakfast*, Laura Vanderkam showed us how to take advantage of our often ignored morning hours to achieve our dreams. Then in the sequel, *What the Most Successful People Do on the Weekend*, she revealed why the key to a better week is a better weekend. Now, in the third mini-ebook of this trilogy, *What the Most Successful People Do at Work*, Vanderkam shows us how to ignite our careers by taking control of our work days. For many of us the typical workday makes us feel like hamsters on the proverbial wheel. Plagued by crises and distractions, we work hard all day. But when we go home we're not much closer to reaching our goals. But it doesn't have to be that way. Vanderkam shows how successful people employ certain daily practices to make sure their work hours are invested, not squandered. Drawing on research and interviews with people as varied as children's book illustrator LeUyen Pham, productivity guru David Allen, fitness personality Chalene Johnson, and former race car driver Sarah Fisher, Vanderkam shows how to take control of your career by taking control of your 9-to-5.